

## PHRD 4047 Parenterals CRN# 61109

### **Course meeting dates/times:**

- Wednesday 1PM-1:50PM
- B340/350/Zoom
  - In-class attendance is mandatory and expected according to the most recent guidelines provided by the COP administration. Zoom attendance will be reserved for students who are quarantined due to COVID-19 issues.
  - TBL activities completed for this course will use Moodle & Zoom & will focus on the new material scheduled for the day of lecture.

### **I. Contact Information**

#### **Course Coordinator & Instructor**

#### **Hilary Tice, Pharm. D., BCPS**

Clinical Assistant Professor, Clinical Sciences

Office: Shreveport Building Room 113

Office Hours: M thru TH: 1 – 3:30 PM

Phone: 318-342-1818 or 318-632-2007 ext. 226

Email: [tice@ulm.edu](mailto:tice@ulm.edu),

Preferred mode of communication: Email or Zoom

#### **Course Prerequisites/Co-requisites**

P2 Status

### **III. Course Description**

The course introduces the student to the pharmaceuticals and clinical applications of parenterals. Topics include calculations, aseptic technique, and regulations impacting parenterals. 1 cr

### **IV. Curricular Objectives and Outcomes**

#### Domain 1 – Foundational Knowledge

1.1.Learner (Learner) - Develop, integrate, and apply knowledge from the foundational sciences (i.e., pharmaceutical, social/behavioral/administrative, and clinical sciences) to evaluate the scientific literature, explain drug action, solve therapeutic problems, and advance population health and patient centered care

#### Domain 2 – Essentials for Practice and Care

2.1. Patient-centered care (Caregiver) - Provide patient-centered care as the medication expert (collect and interpret evidence, prioritize, formulate assessments and recommendations, implement, monitor and adjust plans, and document activities).

2.2. Medication use systems management (Manager) - Manage patient healthcare needs using human, financial, technological, and physical resources to optimize the safety and efficacy of medication use systems.

2.3. Health and wellness (Promoter) - Design prevention, intervention, and educational strategies for individuals and communities to manage chronic disease and improve health and wellness.

2.4. Population-based care (Provider) - Describe how population-based care influences patient centered care and influences the development of practice guidelines and evidence-based best practices.

#### Domain 3 - Approach to Practice and Care

3.1. Problem Solving (Problem Solver) – Identify problems; explore and prioritize potential strategies; and design, implement, and evaluate a viable solution.

3.2. Educator (Educator) – Educate all audiences by determining the most effective and enduring ways to impart information and assess understanding.

3.3. Patient Advocacy (Advocate) - Assure that patients' best interests are represented

3.4. Interprofessional collaboration (Collaborator) – Actively participate and engage as a healthcare team member by demonstrating mutual respect, understanding, and values to meet patient care needs. 3.5. Cultural sensitivity (Includer) - Recognize social determinants of health to diminish disparities and inequities in access to quality care.

3.6. Communication (Communicator) – Effectively communicate verbally and nonverbally when interacting with an individual, group, or organization.

#### Domain 4 – Personal and Professional Development

4.1. Self-awareness (Self-aware) – Examine and reflect on personal knowledge, skills, abilities, beliefs, biases, motivation, and emotions that could enhance or limit personal and professional growth.

4.4. Professionalism (Professional) - Exhibit behaviors and values that are consistent with the trust given to the profession by patients, other healthcare providers, and society.

### ACPE APPENDIX 1

<b>Pharmaceutical Sciences</b>	<b>Social/Administrative/ Behavioral Sciences</b>	<b>Clinical Sciences</b>
Clinical Chemistry Extemporaneous Compounding Pharmaceutical Calculations Pharmaceutics/Biopharmaceutics Pharmacokinetics Pharmacology Toxicology	Healthcare Systems Pharmacy Law & Regulatory Affairs Professional Communication Professional Development/Social & Behavioral Aspects of Practice	Clinical Pharmacokinetics Health Informatics Health Information Retrieval & Evaluation Medication Dispensing, Distribution & Administration Patient Assessment Patient Safety Pharmacotherapy

### **V. Course Specific Objectives and Outcomes**

The constant objective for the course is to introduce the student to basic principles of parenterals.

*At the end of this course, the student should be able to:*

- Comply with USP regulations detailing the compounding of parenterals
- Utilize calculations to formulate parenterals
- Identify and utilize equipment used in the creation of parenterals
- Express an understanding of the pharmaceutical side of parenteral nutrition
- Identify IV compatibility/stability issues
- Determine medication errors affiliated with parenterals
- Identify issues affiliated with parenteral nutrition
- Be familiar with administration techniques

### **VI. Course Topics (See Tentative Teaching Schedule)**

### **VII. Instructional Methods and Activities**

Instructional methods may include: team based learning, traditional and technology-driven lectures, in-class discussion, group discussion &/or activities, problem &/or case based learning, distance learning, quizzes and exams, and outside of class assignments.

### VIII. Evaluation and Grade Assignment

- Attendance: 5% of grade
- Peer evaluation: 5% of grade: 1 formative evaluation = no points, 1 summative evaluation = all points
- Midterm Exam: 30% of grade
- Final Exam: 30% of grade
- TBL (Team Based Learning): 30% of grade
  - At the beginning of the semester, students will vote on the percent breakdown of how the overall 30% of this component is divided between the readiness assurance tests (RAT). These include the individual RAT (iRAT) and the team RAT (tRAT) quizzes. This breakdown must be accepted by both the students and coordinator. If the students cannot decide on the breakdown it will be chosen by the coordinator. If an interest develops to adjust the breakdown confirmed between the students and coordinator later in the semester, the class may appeal the chosen breakdown once during the semester but must vote unanimously on any proposed changes in order for it to be implemented.
  - iRAT: TBD (ex. 15% out of 30%)
  - tRAT: TBD (ex. 15% out of 30%)

There will be two exams. The first exam will be given during regularly scheduled lecture time; however, the final exam will be given during final exam week at the time allotted to this course, which is not necessarily during normal class time. The final exam will be comprehensive. Exam scores should be reported within 5 business days from the day the exam is given or from the last make-up exam administered, if applicable.

An overall class grade of  $\geq 70\%$  is required to pass the course. The **Grading Scale** is as follows:

89.5 – 100%	A
79.5– 89.49%	B
69.5 - 79.49%	C
59.5 – 69.49%	D
$\leq 59.49\%$	F

**In-Class quizzes:** Quizzes may contain any of the following questions: multiple choice, true/false, short answer, select all that apply and/or fill in the blank type questions. Students **MUST** be in class in order to access/take a quiz. It is **NOT** permissible for students to take quizzes outside of class. Those attempting to take a quiz outside of class or class time will receive a grade of a zero for that quiz. In addition, that student's name will be turned in to the Dean of Academic Affairs for cheating. For excused absences, please follow the excused absence policy.

**Exams:** Two examinations will be administered during the course. The dates of exams are mentioned in the *class schedule*. The Midterm Exam will cover selected lecture topics mentioned in the *class schedule*. The final exam will be **comprehensive** in nature covering ALL the topics covered in the course. Additionally, as your knowledge of the course builds up based on proper understanding of preceding lecture topics, it shouldn't be surprising to expect occasionally some overlapping material, belonging to preceding lecture topics, asked in later progress exams. An unexcused absence for a graded exercise (quiz or exam) will result in a grade of zero. The College of Pharmacy excused absence policy must be followed for an absence to be excused.

**TBL activities:** these will be completed for each lecture period. TBL activities include: individual readiness assurance tests (iRATs), team readiness assurance tests (tRATs), & intra/inter-team activities. Every lecture period will begin with iRAT and tRAT quizzes. Detailed instructions pertaining to these quizzes will be provided at the beginning of the semester. TBL teams will be assigned by the course coordinator and remain intact throughout the whole semester. TBL teams will need to choose which classroom (340/350) to use during the 1<sup>st</sup> scheduled lecture period and utilize that room for the remainder of the semester. TBL teams will have the opportunity to appeal a RAT question. Due to time constraints for applying lecture material during scheduled lectures, the appeal process must be done outside of class in the following manner. Teams will email the course coordinator no later than 12 pm noon the day after class and include either a re-write of the question if they feel it was misleading or a justification in writing why the answer they selected is correct. The written justification must be based on either tertiary or primary literature which must be included in the appeal email. Teams that appeal will receive a decision by the course coordinator on the appeal only after the appeal deadline passes and then only the team(s) that appeal will earn credit for their answer and any earned credit will be applied to both the team and individual RAT grades.

- Class participation is expected of all students and points may be deducted from the attendance score if a student is not participating in class. There will be a peer evaluation process built into the course that will be worth 5% of the overall course grade. A formative evaluation will be given around the time of the midterm exam and a summative evaluation will be completed at or near the end of the course. Students will be involved in formulating the rubric for the peer evaluation process.
- Students/groups who submit assignments/quizzes late will receive a zero, non-passing, score for these items unless they have received written approval from the course coordinator BEFORE the event occurs AND presents a verified excused absence within the timeframe stated in this syllabus. See excused absence policy below.

### **Early intervention & Remediation policies:**

\*\*Students scoring <70% on any exam and an overall exam average <70% (excludes quizzes, assignments, bonus, etc.) will be required to submit to the coordinator written, narrative responses to select lecture objectives that will be provided within 24 hours of the posting of their exam grade to Moodle. These objectives will be in the form of a Moodle assignment and represent unit--- or lecture---level objectives to be tested upon in the next scheduled course exam.

Written responses must be submitted no later than one calendar week before the next scheduled exam. Responses must be written in complete sentences and may not be copied or pasted from any source, including class notes, treatment guidelines, textbooks, or any internet site. Submissions found to contain responses that have not been written in a student's own words will be considered a failure to submit.

In addition, students will be required to review each failed exam's ExamSoft--generated missed item report with the course coordinator or instructor responsible for each section of material. The discussion should include the student's reasoning for the incorrect answer as well as the reason for the correct answer.

In addition to answering objectives as described above and reviewing missed item reports, first professional year students scoring <70% on any exam and having an overall exam average <70% (excludes quizzes, assignments, bonus, etc.) will meet with the Director of Professional Affairs.

Failure to submit this required assignment will result in ineligibility to remediate.

These policies are located at the following websites:

- **Early intervention:** <http://www.ulm.edu/pharmacy/documents/ospa/earlyintervention.pdf>
- **Remediation:** <http://www.ulm.edu/pharmacy/documents/ospa/remediationpolicy.pdf>

*Undergraduate mid-term grades will be posted on-line for students to view via Banner. Mid-term grades indicate a student's status at mid-semester only and do not indicate the final performance outcome of a student.*

**IX. Class Policies and Procedures:** At a minimum, all policies stated in the current ULM *Student Policy Manual & Organizational Handbook* should be followed (see <http://www.ulm.edu/studentpolicy/>). Additional class policies include:

#### **A. Textbook(s) and Materials:**

- Lecture materials/handouts
- Access to computer with internet
- Calculator
- There is **no required textbook** for this course.
  - Course faculty may use the following references/texts available through the ULM Moodle Library Toolbox: 1) APhA: The Art, Science, and Technology of Pharmaceutical Compounding, 5th Edition; Trissel's Stability of Compounded Formulations, 6e; 2) Clinical Key: various; 3) LWW Health Library: A Practical Guide to Contemporary Pharmacy Practice and Compounding, 4e.; 4) USP 800 (<http://www.usp.org/compounding/general-chapter-hazardous-drugs-handling-healthcare>); 5) USP 797 (<http://www.usp.org/compounding/general-chapter-797>)
- **Preparation for class:** Lecture notes, reading assignments &/or videos for class will be posted to Moodle a few days before class and students will be expected to review the material prior to class in preparation for Team Based Learning Exercises (TBL). TBL exercises will include iRAT and tRAT quizzes at the beginning of each lecture and TBL activities during the lecture period. *Expected Outcomes/Objectives* should be mentioned in the material posted for each lecture topic which should be met at the conclusion of the material. The pre-lecture materials may also contain problems which must be worked out by the student before attending the class. These problems will be the basis of RATs and discussion in the class. Therefore, it is mandatory that you come prepared to discuss the scheduled topic and problems.

#### **B. Attendance Policy:**

**Attendance** Class participation is expected of all students and points may be deducted from the attendance score if a student is not participating in class.

Class attendance is regarded as an obligation as well as a privilege, and students are expected to know attendance regulations and to attend regularly and punctually at classes in which they are enrolled. Failure to do

so: (1) may prevent access to the classroom during regularly scheduled times; (2) may jeopardize a student's scholastic standing; (3) may prevent utilization of remediation and (4) may lead to suspension from the School or University. This course follows ULM's attendance policy located at the following website:

[http://catalog.ulm.edu/content.php?catoid=23&navoid=2875&hl=attendance&returnto=search#Class\\_Attendance\\_Regulations\\_Excused\\_Absences](http://catalog.ulm.edu/content.php?catoid=23&navoid=2875&hl=attendance&returnto=search#Class_Attendance_Regulations_Excused_Absences)

Any student who is not present for at least 75% of the scheduled class sessions in any course may receive a grade of "W" if this condition occurs prior to the last day to drop a course or a grade of "F" after that date. Any University-related activity requiring an absence from class will count as an absence when determining if a student has attended 75% of class meetings. Students are responsible for the effect absences have on all forms of evaluating course performance. Thus, the student is responsible for arranging the allowed make up of any missed work.

To supplement the College of Pharmacy excused absence policy, students shall submit excuses validated by OSPA for all class absences to involved faculty and the course coordinator within two class days after returning to classes. Professors shall accept an official University excuse. With the following exceptions, professors are to determine whether absences are excused or unexcused: 1) Absences arising from authorized trips away from the University or from special duties at the University shall be excused. 2) Absences arising from a student's confinement in a hospital or other in-patient facility or doctor's excused absences shall be excused. Students are responsible for verifying this information to the faculty. 3) Absences arising from a death in the immediate family shall be excused. The immediate family is defined as spouse, child, step-child, mother, father, sister, brother, grandmother, grandfather, step-mother, step-father, step-brother, step-sister, aunt, uncle, mother-in-law, or father-in-law.

### **C. Make-up Policy:**

A student missing a graded exercise (exam, quiz, in-class assignment, etc) MUST contact the faculty member teaching during the absence and the course coordinator via email or phone prior to the graded exercise. If a student cannot contact the faculty member/course coordinator prior to the graded exercise, they must contact the faculty member and course coordinator within 24 hours of the graded exercise. It will be the sole responsibility of the course coordinator to determine whether or not the student had a sufficient excuse for not contacting the course coordinator prior to the test/activity. Provided this policy is followed and a validated excuse is presented, excused absences will be granted for those reasons outlined in the University catalog and College of Pharmacy (COP) Student Handbook. Absences outside of those covered in the University catalog and the COP handbook will be excused at the discretion of the course coordinator.

### **Excuse Validation:**

Excuse validation: The validity of all excuses will be verified by the Office of Student and Professional Affairs (OSPA). Students should bring the excuse to OSPA before classes on the day they return to class. The OSPA will verify the validity of the excuse and will sign and date the excuse. The student should retrieve the validated excuse on the SAME day it is dropped off in the OSPA. The student should provide the course coordinator with the validated excuse within two business days of its validation.

Excused make-ups will be at the convenience of the course coordinator.

Excused absences will be determined using the guidelines stated in the University Catalog.

ULM College of Pharmacy Excused Absence Process:

<http://www.ulm.edu/pharmacy/documents/ospa/excusedabsence.pdf>

### **Contacting Course Coordinator:**

Contact information for the course coordinator is located in the syllabus; however, students are encouraged to pre-program the coordinators office phone number into their cell phones. Students may contact the Office of the Dean (318-342-1600) or the Office of Student and Professional Affairs (318-342- 3800) for assistance.

### **APPEALS FOR EXCUSED ABSENCES**

In the event that a student disagrees with a Course Coordinator's decision concerning an excused absence, they may appeal that decision using the same pathway and timelines outlined for a grade appeal (Department Head, Associate Dean for Academic Affairs, Dean, Provost). Any appeal should include a copy of the validated excuse and a letter outlining reasons the excuse should be granted based on the College and University guidelines for excused absences.

**D. Academic Integrity:** Faculty and students must observe the ULM published policy on Academic Dishonesty (see the ULM *Student Policy Manual* – <http://www.ulm.edu/studentpolicy/>). All professional students will adhere to the standards set forth in the School of Pharmacy's Code of Conduct. (<http://www.ulm.edu/pharmacy/documents/ospa/codeofconductv82011.pdf>)

Cheating, plagiarism, or other inappropriate conduct will not be tolerated. Academic cheating includes but is not limited to the accomplishment or attempted accomplishment of the following:

1. Copying or obtaining information from another student's test paper.\*
2. Using, during a test, materials not authorized by the person giving the test.\*\*
3. Collaborating, conspiring, or cooperating during an in-class or take-home test with any other person by giving or receiving information without authority.
4. Stealing, buying, or otherwise obtaining all or part of an unadministered test.
5. Selling or giving away all or part of an unadministered test or any information concerning specific questions and items on an unadministered test.
6. Requesting, bribing, blackmailing, or in any other way causing any other person to obtain an unadministered test or information about an unadministered test or a test in the process of being administered.
7. Substituting for another student, or permitting any other person to substitute for oneself to take a test.
8. Submitting as one's own, in fulfillment of academic requirements, any work prepared totally or in part by another person.
9. Any selling, giving, or otherwise supplying to another student for use in fulfilling academic requirement any work.
10. Submitting artificially produced data or information in the place of descriptive, experimental, or survey results.
11. Any other devious means of securing an unearned grade in a noncredit course or in a course offered for credit.
12. Using, during a test, any electronic storage device, wireless and/or internet-based technology, or any other means that provides information not authorized for use during the testing period.

\*A student looking on another student's work is considered cheating.

\*\*The presence on one's person (or in close proximity thereto) of a condensation of test information which could be regarded as a "cheat sheet" will be considered adequate evidence to establish cheating.

Plagiarism is the use of any other person's work (such work need not be copyrighted) and the unacknowledged incorporation of that work in one's own work offered for credit.

**E. Course Evaluation Policy:** Students are expected to complete the ULM on-line course evaluation. It is requested that they also complete College of Pharmacy course and instructor evaluations and provide comments. Individual feedback is encouraged throughout the course.

**F. Student Services:** Information concerning student services in the School of Pharmacy can be found in the School of Pharmacy Student Handbook. In particular, students should pay special attention to the School's technical standards and policies concerning students with special needs.

ULM student services, such as Student Success Center (<http://ulm.edu/cass/>), Counseling Center (<http://ulm.edu/counselingcenter/>), and Student Health Services, are available at the following Student Services web site: <http://ulm.edu/studentaffairs/>

If you are having problems with emotional, social, and/or behavioral issues, please call any of the mental health clinics on the ULM campus to make an appointment. All services are free to ULM students, staff, and faculty.

- COP Office of Student and Professional Affairs: 342-3800
- ULM Counseling Center 342-5220
- Marriage and Family Therapy Clinic 342-5678
- Community Counseling Center 342-1263
- ULM HELPS (Helping Educators and Learners Prevent Suicide) 342-1335

The University of Louisiana at Monroe strives to serve students with special needs through compliance with Sections 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. These laws mandate that postsecondary institutions provide equal access to programs and services for students with disabilities without creating changes to the essential elements of the curriculum. While students with special needs are expected to meet our institution's academic standards, they are given the opportunity to fulfill learner outcomes in alternative ways. Examples of accommodations may include, but are not limited to, testing accommodations (oral testing, extended time for exams), interpreters, relocation of inaccessible classrooms, permission to audiotape lectures, note-taking assistance, and course substitutions.

*Title IX of the Education Amendments of 1972 prohibits sex discrimination against any participant in an educational program or activity that receives federal funds, including federal loans and grants. Furthermore, Title IX prohibits sex discrimination to include sexual misconduct, sexual violence, sexual harassment and retaliation. If you encounter unlawful sexual harassment or gender-based discrimination, please contact Student Services at 318-342-5230 or to file a complaint, visit [www.ulm.edu/titleix](http://www.ulm.edu/titleix).*

#### **G. Emergency Procedures:**

Please review the emergency escape plan in the classrooms and hallways of the Bienville building. Move quickly and orderly to the appropriate stairwell and exit the building. The meeting place for this class will be the far end of the north parking lot between Bienville and Broadmoor Blvd. Under no circumstances is the elevator to be used for emergency evacuation. Any student needing assistance should notify the professor immediately. For emergencies, to contact University Police, call 1-911 from landlines and **342-5350** from cell phones.

#### **H. Discipline/Course Specific Policies:**

- Students are responsible for all course information on Moodle, sent via email, and/or instructor websites. They are expected to check these sources regularly to access class materials, required readings, assignments, and other information necessary to excel in this course.
- **Communication:** the instructor plans to communicate with the class once or twice a week at a minimum through the Moodle course quickmail feature. This will include information about when the lecture material is posted, issues related to taking the quizzes or exams, clarification of material, etc.
- **Cell Phone Policy:** All cell phones should be turned off during class unless a poll everywhere activity is planned or they are being used to complete lecture related activities. If a student has a need to be notified during an emergency situation during class, s/he should leave the telephone number of the Office of Student and Professional Affairs, 318-342-3800, with the person who may need to contact them emergently. Cell phones should only be used to make a zoom connection if applicable to help facilitate exam issues.
- **Exam/Quiz/RAT Policies:**



- ExamSoft will be used for the midterm and final exams in this course. ExamSoft specific policies are located further down in this section. Examsoft passwords will be shared at the beginning of the exam. Time limits will be set for taking the exam and uploading the exam.
  - Zoom will be used for all RATs/Exams. The backbone of making TBL work in an online environment is utilizing Zoom. Therefore, all students MUST create a free zoom account using your @warhawks.ulm.edu email address and I request that this be done no later than Tuesday 1/12. This can be done by going to: <https://zoom.us>.
  - The use of programmable calculators and electronic devices capable of storing, receiving or transmitting data are prohibited during an exam or quiz unless expressly authorized by the course instructor. Such devices must be turned off and left with your belongings in the front of the room. Students found to be in possession of a prohibited device during an examination or quiz will be considered to have committed an act of academic dishonesty and will be charged and brought before the committee on ethical and professional conduct.
  - All cell phones should be turned off.
  - Only approved calculators (non-graphing, non-programmable) should be used.
  - Students should arrive to class before the scheduled exam/quiz/RAT to allow for location of assigned seating and computers to be turned on and ready to initiate the assessment at the beginning of the exam time.
  - Exam and question performance will be reviewed by faculty. After the assessments have been graded and analyzed, questions may be discarded or otherwise adjusted at the discretion of the course coordinator before arriving at final grades.
  - Students can review exams by contacting the course coordinator. All questions or challenges regarding exam/quiz questions should be addressed within two weeks (or other designated time frame) of when grades are posted.
  - Students/groups wishing to challenge a question on an exam must provide the course coordinator with a written statement that identifies the question(s) being challenged, why the student feels his or her answer is correct, and references to support the claim. If a question challenge comes from a student representative as a voice for one or a group of students, a list of all the students involved in the question challenge shall be included in the email with the references or rationale challenging any questions.
  - Moodle Respondus Lockdown Browser and/or Monitoring may be used.
- **Final Exam:** The final exam will be comprehensive. Students are to adhere to the COP standards of ethical and professional conduct.
  - **In-Class RATs/Quizzes:** iRAT and tRAT quizzes will be administered in the online environment. Quizzes will be given through Moodle and will contain a variety of question formats. Students will be expected to abide by the COPs code of ethical and professional conduct during all quizzes and exams. Team captains will submit tRATs for the whole team. TBL teams will have the opportunity to appeal a RAT question with the appeal process done outside of class with the team emailing the course coordinator no later than 12 pm noon the day after class and include either a re-write of the question if they feel it was misleading or a justification in writing why the answer they selected is correct. The written justification must be based on either tertiary or primary literature which must be included in the appeal email. Only the team(s) that appeal will earn credit for their answer and any earned credit will be applied to both the team and individual grades.
    - An unexcused absence for a graded exercise (quiz or exam) will result in a grade of zero. The College of Pharmacy excused absence policy must be followed for an absence to be excused.
  - **TBL activities:** these will be completed during each lecture period. Every lecture period will begin with iRAT and tRAT quizzes over the material scheduled to be covered that day (so new

material). The time allotments for the iRAT and tRAT are projected to be: 7 min for iRAT & 8 min for tRAT and the time between the two assessments be 3 min. Therefore, the RAT testing schedule will be as follows:

- 1300-1307: iRAT
  - 1307-1310: Break (allows students to locate and open tRAT, log in to Zoom and enter breakout rooms)
  - 1310-1318: tRAT
  - 1318 <=/= 1330: RAT review
  - 1330-1350: team application exercises (AEs)
- The expectation will be for all students to be connected to the Moodle course and ready to start the iRAT by 1 pm. For the iRAT, you will also connect to zoom with your cell phone through a zoom link that will be placed in the course. This should allow students to ask questions or raise issues to the coordinator as they occur during the quiz. After the iRAT is complete, students will log out of zoom on their phone then prepare to take the tRAT by locating and opening the tRAT in Moodle and making a zoom connection with their computer. I am asking that you disconnect from zoom with your cell phone and reconnect through your computer between the iRAT and tRAT to enhance your ability to work in groups during the tRAT and application exercises (AEs). You will use the same zoom link that you used during the iRAT for the tRAT and AEs.
  - To make this work, all students must stay logged in to zoom once the connection is made through your computer since you will be using zoom for the remainder of the lecture because you will stay in your breakout room with your group for the Application Exercises after the tRAT closes.

<b>Moodle/ExamSoft policies for PHRD 4047 Parenterals</b>	
<b>Issue</b>	<b>Expectation</b>
<b>Computer Prep</b>	Students are asked to check the battery reserve of their computer and phone before the quizzes & exams to make sure they are fully charged in case an outlet cannot be used. Students should bring an extension cord if they feel their battery power will not be sufficient to cover the testing period. Computers should be in a working condition. If you do not have one that can function appropriately during a quiz/exam, contact the course coordinator prior to the test to help determine an alternate plan.
<b>Test Availability</b>	All or most quizzes given in the ULM COP rooms will be given through Moodle. Quizzes will be available at the times stated by the course coordinator. Examsoft exams will be made available to students for download prior to the date of the test. The Coordinator will contact the students via email to inform them of when tests are available for download. Students will be expected to download the exam PRIOR to the date/time of examsoft exams since time will not be given from the scheduled exam time to complete this process. If issues arise with the download, contact the course coordinator immediately. If a second download is needed and authorized, students should contact the course coordinator to remove the downloaded assessment that will not be utilized (reverse download). Accessing a downloaded assessment at a place or time not authorized as an examination period or location will be considered a violation of the Code of Ethical and Professional Conduct.
<b>Seating Chart</b>	TBL quizzes, midterm and final exams will be taken in B340/350 and students are expected to sit with their assigned TBL group (properly socially distanced) during the quizzes but will spread out individually during the midterm and final exams. For the midterm and final exams, students will be randomly assigned to a seat (re-randomization will occur with each exam) and students are required to sit according to a seating chart that will be made available to students when entering the exam room. Please bring your ULM student ID with you to the

	exam because you may be asked to place your ID in front of you on the desk during the exam. If students are found in violation of the seating chart, they may be asked to leave the exam room and will receive a 0 on the exam.
<b>Scratch Paper</b>	Students will be expected to only use scratch paper provided by the coordinator/proctor for the exams. Students will either pick up one copy of official scratch paper at the front of the room or it will be distributed to you prior to the beginning of the exam. Students are responsible for providing any requested information (i.e. name, CWID) on the sheet(s) of paper and turning in any un-/used paper to the coordinator/proctor when they are finished with the assessment.
<b>Personal Computer Crashes</b>	If a student's computer malfunctions during the quiz/exam period, one of the alternative methods listed in the official COP policy will be followed to allow the student to complete the exam. <a href="http://www.ulm.edu/pharmacy/documents/admin/examssoft.pdf">http://www.ulm.edu/pharmacy/documents/admin/examssoft.pdf</a>
<b>Question Review</b>	Students will be allowed to go back and review questions left unanswered or to alter original answers during a quiz/exam before uploading/submitted the assessment; however, measures will be taken to minimize the risk of cheating during a test. If exam performance is provided at the conclusion of the test, be aware that this grade is tentative and is not official. The official grade will be provided after the coordinator has reviewed the question performance/stats of the test and posted grades. It is a violation of the Code of Ethical and Professional Conduct for students to view answers from another students' computer and use them as their own.
<b>Exam Uploads</b>	Assessments provided through Moodle will need to be submitted by the end of the assessment period. For examssoft exams, once students have finished an exam, they will come to the front of the room to show the proctor verification of exam upload (the 'green' screen) and also turn in their scratch paper before exiting the room. If the proctor is busy with another task, students are asked to form a line at the front of the classroom by the podium and the proctor will join them when available to verify exam upload and collect materials. If 2 proctors are available during an exam, students are asked to show proof of exam upload to one of the proctors and turn in their scratch paper to them before leaving the classroom.
<b>Special Needs</b>	Special needs accommodations will be available for the midterm and final exam only, not TBL quizzes. Students that have been granted special needs accommodations will report to the OSPA to complete examssoft exams. The course coordinator will provide exam dates/times and needed material to OSPA; however, students are responsible for making the appropriate arrangements with OSPA for these accommodations.
<b>Disclaimer</b>	The course coordinator reserves the right to adjust this policy as needed.

- **Early intervention and remediation policies** as defined by the COP will be followed. These policies are located at the following websites:
  - **Early intervention:** <http://www.ulm.edu/pharmacy/documents/ospa/earlyintervention.pdf>
  - **Remediation:** <http://www.ulm.edu/pharmacy/documents/ospa/remediationpolicy.pdf>

**I. Use of Prior Course Materials:** Prior exams and prior quizzes are **NOT** permissible to possess and distribute to other students. Students who hand down prohibited course material are in violation of the policy and Honor Code. **\*\*\*All policies in the ULM COP student handbook will be followed.**

**J. Federal Regulations**

Federal Regulations require determination and verification of every students' physical location while enrolled in classes (where they are physically located while taking classes), regardless of the delivery method (on campus, online). At the beginning of every semester and whenever physical location changes, students must update or verify their current location through banner [https://ssb-prod.ec.ulm.edu/PROD/bwgkogad.P\\_SelectAtypUpdate](https://ssb-prod.ec.ulm.edu/PROD/bwgkogad.P_SelectAtypUpdate). Students should do this by the end of the first week of classes.

**K. Degree Requirements**

This course may be/is a major requirement for the Pharm.D. degree in Pharmacy. Completion of degree requirements leads to eligibility for professional licensure and/or certification in Louisiana upon graduation. Federal Regulations require universities to provide information to students about the alignment between Louisiana's requirements and those of other states. ULM has created a web page with discipline-specific information containing hyperlinks to Licensure Boards in the United States <https://www.ulm.edu/professional-licensure-disclosures/index.html>. Program Directors and/or faculty will discuss this information with you during advising or other program meetings but is also available to answer questions and address any concerns you might have. It is also important to note that licensure or certification requirements are subject to change. Although ULM Program Directors annually review and update licensure information for every state, the faculty recommends that before enrolling in a program and throughout enrollment, students communicate with the applicable state board to confirm understanding and whether upon completion of ULM's program, they will meet requirements.

**TENTATIVE COURSE SCHEDULE**

Note: The instructor reserves the right to adjust the schedule as needed

Course meeting dates/times: Wednesday 1PM-1:50PM; final exam May 10<sup>th</sup> from 9-11 am.

Date	#	Lecture/Topic Assignments	Instructor	Points on Exams	Room
Jan 13	1	Introduction/Overview Basics of Sterile compounding	Tice	Midterm: 8 pts Final: 4 pts	B340/ B350/ Zoom*
<b>Jan 18</b>		<b>MLK Holiday</b>			
Jan 20	2	Aseptic Technique	Tice	Midterm: 8 pts Final: 4 pts	B340/ B350/ Zoom*
Jan 27	3	USP Chapter <797>	Tice	Midterm: 8 pts Final: 4 pts	B340/ B350/ Zoom*
Feb 3	4	USP Chapter <800> & Hazardous Drug Compounding	Tice	Midterm: 8 pts Final: 4 pts	B340/ B350/ Zoom*
Feb 10	5	Calculations I		Midterm: 8 pts Final: 4 pts	B340/ B350/ Zoom*
<b>Feb 15-17</b>		<b>Mardi Gras Holiday</b>			
Feb 24	6	Calculations II	Tice	Midterm: 8 pts Final: 4 pts	B340/ B350/ Zoom*
Mar 3	7	Package inserts, product labeling & batch compounding	Tice	Final: 10 pts	B340/ B350/ Zoom*
Mar 10		Midterm Exam (lectures 1-6): exam time = 1- 1:50 pm		Total = 48 pts	B340/ B350/ Zoom*
Mar 17	8	Parenteral Access, IV Compatibility/Stability and Complications	Tice	Final: 10 pts	B340/ B350/ Zoom*
Mar 24	9	Parenteral Nutrition	Tice	Final: 10 pts	B340/ B350/ Zoom*
Mar 31	10	Pharmacokinetic Monitoring	Tice	Final: 10 pts	B340/ B350/ Zoom*
<b>Apr 2-9</b>		<b>Spring Break Holiday</b>			
Apr 14	11	Pharmacokinetic Monitoring	Tice	Final: 10 pts	B340/ B350/ Zoom*
Apr 21	12	Special Populations	Tice	Final: 10 pts	B340/ B350/ Zoom*
Apr 28	13	Medication Errors	Tice	Final: 10 pts	B340/ B350/ Zoom*
May 5	14	JCAHO & regulatory issues – (Dead Week)	Tice	Final: 10 pts	B340/ B350/ Zoom*
May 10 <sup>th</sup>		Comprehensive FINAL EXAM (Lectures 1 thru 14): Exam time: 9 am – 11 am		Total = 104 pts	B340/ B350/ Zoom*

**Zoom\*** = only students approved to attend class virtually are allowed to join through zoom (ie. COVID19 quarantine, prior approval by OSPA), all other students are expected to attend by utilizing the classrooms.

**Contact Information**

**Hilary Tice, Pharm. D., BCPS** – Course Coordinator

Clinical Assistant Professor, Clinical Sciences

Office: Shreveport Building Room 113

*Office Hours:* M – TH (1 pm-3:30 pm)

Phone: 318-342-1818 or 318-632-2007 ext. 226

Email: [tice@ulm.edu](mailto:tice@ulm.edu)

Preferred mode of communication: Email & Zoom