

Course Outline and Syllabus for Students

Name: T Brown

Course Number: PHM 371

Course Title: Institutional Pharmacy Practice Management

Course Description: This course builds on the principles taught in PHM215H1 Management: Skills, Communication & Collaboration with specific application to an institutional setting. By means of lectures and case discussions students will gain the knowledge, skills and attitudes that are required to successfully practice in a hospital environment. A focus of the course will be on critical thinking problem solving and project management.

Required:

Elective: Selective

1. Course Learning Objectives:

Upon completion of this course students will be able to:

Outline the key components of a hospital pharmacy department and examine the function of various design elements required to run a pharmacy department. (Knowledge, Immediate level)

Analyze different medication distribution systems used in health care institutions. (Knowledge, Intermediate level)

Develop an understanding of pharmacy hospital operations including human resource and, financial management. (Knowledge, Introductory level, Attitude Introductory level)

Identify organizational structures and performance indicators that are critical in the successful management of health care institutions (Knowledge, Intermediate level)

Support the strategic planning process and understand its importance to and individual pharmacists practice within the organization (Attitude, Intermediate level)

Compare and contrast a root cause analysis to a failure modes effective analysis for analyzing medication incidents and errors. (Knowledge – Advanced, Skills, Intermediate level)

Design a drug use evaluation to optimize medication management use. (Knowledge, Advanced level, Skills Intermediate level)

Create an education session to address a gap in knowledge with in a health care organization (Skills, Advanced level)

Discover how various management related issues affect the practice of pharmacists in drug distribution and clinical services. (Knowledge Advanced level, Skills, Advanced level, Attitudes Advanced level)

Develop project management skills required to practice in a hospital environment (Skills, Intermediate level)

Interpret hospital accreditation standards and their effect on a hospital pharmacists practice (Knowledge, Intermediate level, Attitude Intermediate level)

2. Rationale for Inclusion in the Curriculum:

This course provides the student with more in depth knowledge of Hospital Pharmacy Practice as it pertains to the organization and operating structure of hospitals and the service provided by Pharmacy in the context of overall patient care. This course will be of particular interest to students who are planning to practice in a hospital setting upon graduation

3. Pre-requisites: PHM215H1 Management: Skills, Communication & Collaboration

4. Statement of agreement from course coordinators of courses for which this course is a pre-requisite:

5. Co-requisites: (for the current and subsequent year)

N/A

6. Statement of agreement from coordinators of courses for which this course is a co-requisite:

N/A

7. Course Contact Hours and Teaching Methodologies:

Didactic (lecture)	14 hours
Large group problem-based or case-based learning	12 hours
Large Group Size (eg 30, 60, 120, 240)	
Laboratory or Simulation	
Tutorial/Seminar/Workshop/Small Group	
Small Group Size (eg 5, 10, 15, 20, 25)	
Experiential	
On-line	
Other (please specify)*	
* Other specific information:	
Total course contact hours	26 hours

8. Estimate and description of student's weekly out-of-class preparation time excluding exam preparation:

10-15 hours for developing and educational program (Assignment)

9. Course Coordinator and contact information:

Tom Brown

Room 702 Leslie Dan Faculty of Pharmacy

Tel (416) 946-5286

Email tom.brown@utoronto.ca

10. Course Instructors and contact information:

11. Required Resources/Textbooks/Readings:

None

12. Recommended Resources/Textbooks/Readings:

Hindmarsh KW, Jaczko M, Low A. Pharmacy management in Canada. 1st ed. (2015). Canadian Foundation for Pharmacy.

13. Topic Outline/Schedule: For each, indicate level of knowledge, skills and attitudes learning objectives

Week 1 January 8, 2018: 9-11am

Topic/Lesson Objectives:

Course Overview

Pharmacy Department Physical Layout/Design (Main pharmacy vs satellites, narcotics, sterile rooms, stores etc)

Knowledge - Intermediate

Skills

Attitudes

Preparation/Readings:

Pre-requisite/Co-requisite knowledge and skills:

Week 2 January 16, 2018: 2-4pm

Topic/Lesson Objectives:

Medication Systems (Drug distribution systems – unit dose, ward stock, central IV admixture, computerized physician order entry, order review)

Formulary (formulary management, managing non formulary requests)

Knowledge - Intermediate

Skills

Attitudes - Introductory

Preparation/Readings:

Pre-requisite/Co-requisite knowledge and skills:

Week 3 January 23, 2018: 2-4pm

Topic/Lesson Objectives:

Human resource management (Technicians, Pharmacists), Performance Management

Finance Management (staffing models capital equipment

Inventory Control (drug budget management, purchasing contracts)

Knowledge Intermediate

Skills

Attitudes

Preparation/Readings:

Pre-requisite/Co-requisite knowledge and skills:

Week 4 January 30, 2017: 2-4pm

Topic/Lesson Objectives:

Hospital Pharmacy Management and Leadership (Organizational structure/funding, Mission, Vision and Values, hospital committees, Benchmarking and performance indicators)

Knowledge

Skills

Attitudes

Preparation/Readings:

Pre-requisite/Co-requisite knowledge and skills:

Week 5 February 6, 2018: 2-4pm

Topic/Lesson Objectives:

Strategic planning/ Quality Improvement

Knowledge

Skills

Attitudes Intermediate

Preparation/Readings:

Pre-requisite/Co-requisite knowledge and skills:

Week 6 February 13, 2018: 2-4pm

Topic/Lesson Objectives:

Medication Safety (Medication policies/procedures, ISMP, Incident reporting)

Knowledge Intermediate

Skills

Attitudes

Preparation/Readings:

Pre-requisite/Co-requisite knowledge and skills:

Week 7 February 27, 2018: 2-4pm

Topic/Lesson Objectives:

Accreditation Canada and Hospital Pharmacy Assessments

Knowledge intermediate

Skills

Attitudes Intermediate

Preparation/Readings:

Pre-requisite/Co-requisite knowledge and skills:

Week 8 March 6, 2018: 2-4pm

Topic/Lesson Objectives:

Medication Use Evaluation, Medication Utilization Review

Knowledge Advanced

Skills Intermediate

Attitudes

Preparation/Readings:

Pre-requisite/Co-requisite knowledge and skills:

Week 9 March 13, 2018:2-4pm

Topic/Lesson Objectives:

Pharmacy education (In-services, rounds, patient education, residency programs)

Knowledge Intermediate

Skills

Attitudes

Education (designing educational materials for different disciplines/patients)

Knowledge

Skills Advanced

Attitudes

Preparation/Readings:

Pre-requisite/Co-requisite knowledge and skills:

Week 10 March 20, 2018: 2-4pm

Topic/Lesson Objectives:

Lean Methodologies

Knowledge Advanced

Skills Intermediate

Attitudes

Preparation/Readings:

Pre-requisite/Co-requisite knowledge and skills:

Week 11 March 27, 2018: 2-4pm

Topic/Lesson Objectives:

Hospital Pharmacy Practice I (Case discussions, including project management, Key performance indications, work load measurement)

Knowledge Advanced

Skills Advanced

Attitudes Advanced

Preparation/Readings:

Pre-requisite/Co-requisite knowledge and skills:

Week 12 April 3, 2018: 2-4pm

Topic/Lesson Objectives:

Hospital Pharmacy Practice I (Case discussions, including project management, Key performance indications, work load measurement)

Knowledge Advanced

Skills Advanced

Attitudes Advanced

Week 13 April 10, 2018: 2-4pm

Hospital Pharmacy Practice I (Case discussions, including project management, Key performance indications, work load measurement)

Knowledge Advanced

Skills Advanced

Attitudes Advanced

Topic/Lesson Objectives:

Preparation/Readings:

Pre-requisite/Co-requisite knowledge and skills:

14. Assessment Methodologies Used:

Learning Objectives Addressed

Assessment 1: 1-5

Assessment 2: 8

Assessment 3: 6-7, 9-11

Assessment 4:

Assessment Method Used

Assessment 1: Short Written Answers

Assessment 2: Written Assignment

Assessment 3: Short Written Answers

Assessment 4:

<p>When Administered</p> <p>Assessment 1: After week 5 Assessment 2: after week 10 Assessment 3: After week 13 Assessment 4:</p>
<p>Percentage of Course Grade</p> <p>Assessment 1: 35% Assessment 2: 20% Assessment 3: 45% Assessment 4:</p>
<p>For Group Work (maximum 10% of course grade) indicate how marks within groups are allocated: Individualized or Same for all Group Members</p> <p>Assessment 1: Assessment 2: Assessment 3: Assessment 4:</p>
<p>Remediation Opportunities?</p> <p>Assessment 1: N/A Assessment 2: NA Assessment 3: Supplemental Exam Assessment 4:</p>

Expectation for pass grades for all Pharmacy courses is 60%.

15. Policy and procedure regarding make-up assignments/examinations/laboratories:

Missed Exam/Test Policy

Students who miss an examination or a test and who have a valid petition filed with the Registrar's office will be eligible to complete a make-up examination or test. The format of this examination or test will be at the discretion of the course coordinator, and may include, for example, an oral examination.

Missed Assignment Policy:

Students who fail to submit an assignment by the specified due date, and who have a valid petition filed with the Registrar's office will be eligible to submit the completed assignment, or an alternative assignment based on course requirements, with no academic penalty.

Late Assignment Policy:

Students who fail to submit an assignment by the specified due date will receive a deduction of 10% for each day beyond the due date (including/excluding weekends/holidays), Assignments will not be accepted for grading after 2 late days.

16. Policy and procedure regarding supplemental assignments/examinations/laboratories:

See Faculty Calendar