COURSE TITLE: PHRD 4047 Parenterals

I. Contact Information

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Course meeting dates/times: Friday 8AM-8:50AM (Bienville Rm 340)
II. Course Prerequisites/Co-requisites
P1 Status

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

IV. Curricular Objectives and Outcomes

*Provide Comprehensive Patient Specific Pharmaceutical Care.*
1. Evaluate the appropriateness of a given prescription or medication order based on patient and disease specific factors (lab application)

*Think Critically*
24. Identify, retrieve, understand, analyze, synthesize, and evaluate information needed to make informed, rational, and ethical decisions.

*Demonstrate Appropriate Interpersonal, Professional, and Ethical Behavior*
32. Practice in a manner that is consistent with state and federal laws and regs.
33. Accept the responsibilities embodied in the principles of pharmaceutical care.

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.

VI. Course Topics (See Tentative Teaching Schedule)

VII. Instructional Methods and Activities
Instructional methods may include: 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
- Quizzes, assignments, participation: 20 points
- Midterm Exam: 64 points
- Final Exam: 72 points
Class participation is expected of all students and points may be deducted from Quizzes/assignments/activities if any instructor feels a student is not participating in class. If no quizzes or assignments are given than all 20 points assigned to the quizzes, assignments, participation category will be applied as participation which includes course absences; therefore, points will be deducted towards the participation total for any unexcused absences.

An overall class grade of $\geq 70\%$ is required to pass the course. Students scoring $\geq 90\%$ will receive an “A” grade, those scoring $\geq 80\%$ but $< 90\%$ will receive a “B” grade, and those scoring $\geq 70\%$ but $< 80\%$ will receive a “C” grade.

- **In-Class quizzes:** During selected class periods (announced or unannounced) a quiz may be administered, either at the beginning, during or at the end of the class. The quizzes may contain any of the following questions: multiple choice, true/false, short answer and/or fill in the blank type questions. Students MUST be in class in order to access/take the quiz. It is NOT permissible for students to take quizzes outside of class. Those attempting to take a quiz outside of 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 only 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 School of Pharmacy excused absence policy must be followed for an absence to be excused.

**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 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 items 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:

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 handouts
- Access to computer with internet
- Calculator
- There is no required textbook for this course.
- Preparation for class: Lecture notes for class will be posted to Moodle. Expected Outcomes/Objectives should be mentioned in the outline which should be met at the conclusion of the topic. The notes may also contain problems which must be worked out by the student before attending the class. These problems will be the basis of discussion in the class. Therefore, it is mandatory that you come prepared to discuss the scheduled topic and problems.

B. Attendance Policy:
Class attendance is required. 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; and (3) may lead to suspension from the college or University. To supplement the School of Pharmacy excused absence policy, students shall submit validated excuses 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.

Students reported for accumulating more than three unexcused absences in a course during an academic semester will be administratively dropped from the course with a “W” grade. In accordance with College of Pharmacy policy and procedure, a grade of “W” will be counted as an “F” grade with respect to academic standards.

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 exam.
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 School of Pharmacy (SOP) Student
Handbook. Absences outside of those covered in the university catalog and the SOP 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 involved faculty and course coordinator.

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

ULM School of Pharmacy Excused Absence Process:

**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 paper 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 on-line course evaluation. It is requested that they also complete the School of Pharmacy course and instructor evaluations, including providing comments. In addition, 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. (http://www.ulm.edu/studentpolicy/studentpolicy.pdf).

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.
- SOP 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.

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.
- **Cell Phone Policy:** All cell phones should be turned off during class. 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.
- **Exam/Quiz Policies:**
  - ExamSoft may be used for some or all of the exams in this course. ExamSoft specific policies will be distributed to students before those exams that will use this program.
  - All cell phones, bags and backpacks, notes and materials should be placed at the front of the classroom. Students found to be in possession of a cell phone 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 at the scheduled exam time for all exams.
  - Exam and question performance will be reviewed by faculty. After the exams have been graded and an item analysis performed, questions may be discarded or otherwise adjusted at the discretion of the Course Coordinator in consultation with the faculty before arriving at final grades.
Exams can be reviewed by contacting the course coordinator within two weeks after grades are posted. 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 wishing to challenge a question on an exam or quiz must provide the course coordinator and topic instructor 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. Problems with questions should be directed first, via e-mail, to the faculty member who presented the material. The course coordinators should be copied on this communication. In the event that the faculty member and the student cannot arrive at an acceptable conclusion, the course coordinator should be consulted regarding the issue.

- **Early intervention and remediation policies** as defined by the SOP will be followed. These policies are located at the following websites:
<table>
<thead>
<tr>
<th>Issue</th>
<th>Expectation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Computer Prep</strong></td>
<td>Students are asked to check the battery reserve of their computer before the exam and bring a computer with a fully charged battery 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 exam period. Computers should be in a working condition. If you do not have one that can function appropriately during an exam, contact the course coordinator prior to the exam to help determine an alternate plan.</td>
</tr>
<tr>
<td><strong>Exam Download</strong></td>
<td>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 the exam 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.</td>
</tr>
<tr>
<td><strong>Seating Chart</strong></td>
<td>Students will be randomly assigned to a seat (re-randomization will occur with each exam) and 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 will 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.</td>
</tr>
<tr>
<td><strong>Scratch Paper</strong></td>
<td>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 the 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 exam.</td>
</tr>
<tr>
<td><strong>Personal Computer Crashes</strong></td>
<td>If a student’s computer malfunctions during the exam period, one of the alternative methods listed in the official SOP policy will be followed to allow the student to complete the exam.</td>
</tr>
<tr>
<td><strong>Question Review</strong></td>
<td>Students will be allowed to go back and review questions left unanswered or to alter original answers during an exam before uploading/submitting the exam; however, measures will be taken to minimize the risk of cheating during an exam. Overall immediate exam performance will not be given at the conclusion of the exam, but it will be provided only after the faculty have reviewed the question stats of the exam. 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.</td>
</tr>
<tr>
<td><strong>Exam Uploads</strong></td>
<td>If 2 proctors are available during an exam, students are asked to show proof of exam upload before leaving the classroom. If only one proctor is available during the exam, then an alternate method may be selected by the proctor as the situation dictates. Exam proctors will inform students during each exam of the proper way to verify their upload, turn in scratch paper, and exit the classroom.</td>
</tr>
<tr>
<td><strong>Special</strong></td>
<td>Students that have been granted special needs accommodations will report to the OSPA to complete exams.</td>
</tr>
<tr>
<td>Needs</td>
<td>Students are responsible for making the appropriate arrangements with OSPA for these accommodations.</td>
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<tr>
<td>-------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Disclaimer</td>
<td>Course coordinators reserve the right to adjust this policy as needed.</td>
</tr>
</tbody>
</table>

1. **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 SOP student handbook will be followed.***
TENTATIVE COURSE SCHEDULE
Note: The instructor reserves the right to adjust the schedule as needed

Course meeting dates/times: Friday 8AM-8:50AM (Bienville Rm 340)

<table>
<thead>
<tr>
<th>Date</th>
<th>#</th>
<th>Lecture/Topic Assignments</th>
<th>Instructor</th>
<th>Points on Midterm/ Final Exam</th>
<th>Misc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 22</td>
<td>1</td>
<td>Introduction/Overview Basics of Sterile compounding</td>
<td>Tice</td>
<td>8 pts/6 pts</td>
<td></td>
</tr>
<tr>
<td>Jan 29</td>
<td>2</td>
<td>Standards – USP Chapter &lt;797&gt;</td>
<td>Haggard/Hill</td>
<td>16 pts/12 pts: total for both USP lectures</td>
<td></td>
</tr>
<tr>
<td>Feb 5</td>
<td>3</td>
<td>Aseptic Technique</td>
<td>Perhac/Storer</td>
<td>8 pts/6 pts</td>
<td></td>
</tr>
<tr>
<td>Feb 12</td>
<td>4</td>
<td>Standards – USP Chapter &lt;797&gt;</td>
<td>Hill</td>
<td>8 pts/6 pts</td>
<td></td>
</tr>
<tr>
<td>Feb 19</td>
<td>5</td>
<td>Package Inserts</td>
<td>Burk/Storer</td>
<td>8 pts/6 pts</td>
<td></td>
</tr>
<tr>
<td>Feb 26</td>
<td>6</td>
<td>IV Compatibility/Stability and Complications</td>
<td>Coker/Storer</td>
<td>8 pts/6 pts</td>
<td></td>
</tr>
<tr>
<td>Mar 4</td>
<td>7</td>
<td>Special Populations - Peds</td>
<td>Tice</td>
<td>8 pts/6 pts</td>
<td>Faculty Midterm questions due to coordinator</td>
</tr>
<tr>
<td>Mar 11</td>
<td>8</td>
<td>Calculations</td>
<td>Hill</td>
<td>8 pts/6 pts</td>
<td></td>
</tr>
<tr>
<td>Mar 18</td>
<td></td>
<td>Midterm Exam (Lectures 1 – 8)</td>
<td>Tice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mar 25</td>
<td></td>
<td>SPRING BREAK</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Apr 1</td>
<td></td>
<td>SPRING BREAK</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr 8</td>
<td>9</td>
<td>Chemotherapy, PI Practice</td>
<td>Lei/Hill</td>
<td>8 pts</td>
<td></td>
</tr>
<tr>
<td>Apr 15</td>
<td>10</td>
<td>Parenteral Nutrition</td>
<td>Robertson</td>
<td>8 pts</td>
<td></td>
</tr>
<tr>
<td>Apr 22</td>
<td>11</td>
<td>Medication Errors</td>
<td>Stewart/APPE students</td>
<td>8 pts</td>
<td>Faculty Final Exam questions due to Coordinator.</td>
</tr>
<tr>
<td>Apr 29</td>
<td></td>
<td>No Class</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 6</td>
<td></td>
<td>Comprehensive FINAL EXAM (Lectures 1 thru 11)</td>
<td>Tice</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Contact Information
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