

PHRD 4014- Top Drugs & Medical Terminology

Contact Information:

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Office hours:

M-Th 8am-11am or by appointment

Course Prerequisites and requirements: None

Course Description: 1hr. Introduction to the origin and definition of medical terms used in healthcare settings. The course is arranged by body and organ systems with a heavy emphasis on pharmacology and slight emphasis on anatomy and physiology. Brand/Generic names, dosage forms, and therapeutic class of current top 200 drugs are covered.

ULM College of Pharmacy Competency Statements/Educational Outcomes

Communicate Effectively.

9. Read, write, speak, listen, and use data, media, and computers to send and respond effectively to communications for varied audiences and purposes.

Identify, Interpret, and Evaluate Literature Needed for the Provision of Drug Information and Pharmaceutical Care.

14. Distinguish among lay, professional, and scientific literature.

Think Critically.

26. Display habits, attitudes, and values associated with mature critical thinking

Demonstrate Appropriate Interpersonal, Professional, and Ethical Behaviors.

27. Maintain professional competence.

Instructional Methods and Activities:

Instruction and learning methods may include, but are not limited to: self-directed and applied learning; quizzes; online instruction; Power Point Slides and Moodle.

Evaluation and Grade Assignment:**Drug Quizzes**

Top 200 drug quizzes will be given weekly every Tuesday on Moodle available from 10am-10:12am. Quizzes will be timed. Students not submitting quizzes in the allotted time will be given a grade of zero (0) for that quiz. Students missing the Tuesday deadline will be given a grade of zero (0) unless you have a University approved excuse. Material for Top 200 drug quiz questions will come from the **current** edition of Sigler's Prescription Drug Cards. Each student will be required to purchase a set of these cards which will be utilized throughout the curriculum. (Note: The purchase of updates will be necessary in subsequent years). These cards can be **purchased through the ULM Bookstore**, or directly through SFI

Medical Publishing. Information contained on these quizzes will consist of the following: **brand name, generic name, dosage form(s), indication, and therapeutic class.** You will be allowed to drop your lowest Top Drug quiz for a total of 10 quizzes to be counted in your final grade. If you miss a quiz, this will be counted as one of your drop quizzes unless you have a validated University approved excuse. If so, you can make up the quiz on the last week of school (April 2 – May 6) at a time convenient for professor and student.

Mid-Term & Final Exam

There will be a Medical Terminology mid-term exam and a comprehensive final exam. Both exams will be given using ExamSoft. Material will come from your chapter readings, **and** drug cards.

Scheduled quizzes can be found on the teaching schedule below. The final exam will be the week prior to finals on May 3rd at 10:00am.

Each quiz or exam may contain a mixture of question types and may include multiple choice, true/false, fill in the blank, matching, and short answer. **NO** informational resources (i.e. class notes, textbook, internet, electronic storage device, etc.) of any kind are to be used during an examination unless otherwise instructed. Any student earning a non-passing grade of “D” or “F” on the mid-term exam will be required to participate in mandatory tutoring session offered by the course instructor prior to the final exam.

Grading Scale

89.5% - 100%	= A
79.5% - 89.4%	= B
69.5% - 79.4%	= C
59.5% - 69.4%	= D
Below 59.4%	= F

Quizzes will NOT be given early.

Top 200 Drugs Quizzes (10)	40%
Medical Terminology Mid-term	30%
Final Exam	30%
Total	100%

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/>).

- A. Textbook and materials:** Medical Terminology textbook- Stedman’s Medical Terminology by Lippincott Williams & Wilkins ISBN: 978-1-58255-816-5 and Sigler’s Prescription Drug Cards (Most recent edition with updates). **Laptop is required.**

- B. Attendance Policy:** Class attendance is mandatory in all pharmacy courses. 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. Tardiness and disruptive behavior will not be tolerated.

EXCUSED ABSENCES POLICY

STUDENTS MISSING A GRADED EXERCISE

A student missing a graded exercise (exam, quiz, etc.) **MUST** contact the Course Coordinator via email prior to the graded exercise. If a student cannot contact the Course Coordinator prior to the graded exercise, they **must contact the coordinator within 24 hours of the graded exercise.** It will be the sole responsibility of the Course Coordinator as 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 SOP Student Handbook will be excused at the discretion of the Course Coordinator.

STUDENTS MISSING CLASS TIME

Students **MUST** notify faculty of a scheduled absence (Physician Appointment, etc) prior to missing class. When possible, students **SHOULD** notify faculty of an unscheduled absence by phone or email prior to missing class. If a student cannot contact the Course Coordinator prior to class, they **MUST** contact the coordinator within 24 hours of class. 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 SOP Student Handbook. Absences outside of those covered in the University Catalog and SOP Student Handbook will be excused at the discretion of the Course Coordinator.

Students **SHOULD NOT** miss class for drug screening; however, in the rare case where a student's class schedule does not allow sufficient time for drug screening within the pre-defined window, an excused absence will be granted by the Dean or his/her designee provided the student receives permission from the Dean's office or the Course Coordinator to be absent prior to the absence occurring. This excuse will be communicated in writing by the Dean or his/her designee directly to the Course Coordinator.

EXCUSE VALIDATION

The validity of all excuses will be verified by the Office of Student and Professional Affairs. Students should bring the excuse to the Office of Student and Professional Affairs before classes on the day they return to class. The Office of Student and Professional Affairs 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 office of Student and Professional Affairs. The student should provide the Course Coordinator with the validated excuse within two business days of its validation.

CONTACTING COURSE COORDINATORS

Contact information for all course coordinators is located in the syllabus for all courses; however, students are encouraged to pre-program their course coordinators office phone numbers into their cell phones or keep a list of course coordinator phone numbers where they are easily accessible. Student 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.

- C. **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 students must observe the ULM College of Pharmacy Code of Ethical and Professional Conduct (<http://www.ulm.edu/pharmacy/documents/ospa/codeofconductv82011.pdf>)
- D. **Course Evaluation Policy:** At minimum, students are expected to complete the on-line course evaluation as well as any evaluation administered in class by the College of Pharmacy.
- E. **Student Services:** Information concerning student services in the College of Pharmacy can be found in the College of Pharmacy Student Handbook. In particular, pay special attention to the Colleges 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, is 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, and are strictly confident.

SOP Office of Student and Professional Affairs: [342-3800](tel:342-3800)

ULM Counseling Center: [342-5220](tel:342-5220)

Marriage and Family Therapy Clinic: [342-5678](tel:342-5678)

Community Counseling Center: [342-1263](tel:342-1263)

ULM HELPS (Helping Educators & Learners Prevent Suicide) Project Office:
[342-1335](tel:342-1335)

- F. **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.
- G. **Cell Phone Policy:** All cell phones should be turned on silent during class. Your Wi-Fi should be turned OFF prior to class beginning. If a student has a need to be notified during an emergency situation during class, 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 are not allowed in the classroom during examinations or quizzes. 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.

- H. 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 the Honor Code.

All policies in the ULM SOP student handbook will be followed.

Tentative Schedule PHRD 4014 (Top Drugs and Medical Terminology) Spring 2016

Meeting Day and Time:

Room 340 Tuesday, Jan 19 10:00 AM- 10:50 AM

*The instructor reserves the right to adjust the schedule as needed.

**The quizzes will be available on Moodle on Tuesdays from 10-10:12am– see schedule below for specific dates.

Weeks	Topic	Weekly Assignments	Quizzes**
Week 1 Jan 18-22	Jan 13. Meet in Room 340 – 10:00 – 11:00 am Orientation Chapter 1: Introduction to Medical Terminology: Word Structure Chapter 2: Prefixes, Suffixes, and Abbreviations	Read Chapters 1-2	
Week 2 Jan 25-29	Chapter 3: Terms Involving the Body as a Whole Chapter 4: Integumentary System Quiz 1 on Tuesday January 20 at 10:00am	Read Chapter 3-4	Top Drugs Quiz #1 Jan 26 – 10am
Week 3 Feb 1-5	Chapter 5: Digestive System Quiz 2: Tuesday, January 27 at 10:00 AM	Read Chapter 5	Top Drugs Quiz #2 Feb 2 – 10am
Week 4 Feb 8-12 Mardi Gras	Mardi Gras Break	No Class	No class
Week 5 Feb 15-19	Chapter 6: Urinary System Quiz 3: Tuesday, February 3 at 10:00 AM	Read Chapter 6	Top Drugs Quiz #3 Feb 16–10am
Week 6 Feb 22-26	Chapter 7: Cardiovascular and Lymphatic Systems Quiz 4: Tuesday, February 10 at 10:00 AM	Read Chapter 7	Top Drugs Quiz #4 Feb 23- 10am
Week 7 Feb 29 – Mar 4	Chapter 8: Blood and Immune System Quiz 5: Tuesday, February 24 at 10:00 AM	Read Chapter 8	Top Drugs Quiz #5 Mar 1- 10am
Week 8 Mar 7-11	Chapter 9: Respiratory System Quiz 6: Tuesday, March 3 at 10:00 AM	Read Chapter 9	Top Drugs Quiz #6 March 8 –10am
Week 9 Mar 14-18	In Class Mid-Term EXAM March 15 – from 10:00-10:50 AM Chapters 1 – 9.		No Quiz

Week 10 Mar 21-25	Chapter 10: Male Reproductive System Chapter 11: Female Reproductive System, Obstetrics, and Neonatology Quiz 7: Tuesday, March 17 at 10:00 AM	Read Chapter 10 and 11	Top Drugs Quiz #7 March 22- 10am
Week 11 Mar 28-Apr 1 Spring holiday	Spring Holiday	No Class	No Class
Week 12 Apr 4-8	Chapter 12: Nervous System and Mental Health Quiz 8: Tuesday, March 24 at 10:00 AM	Read Chapter 12	Top Drugs Quiz #8 Apr 5 -10am
Week 13 Apr11-15	Chapter 14: Musculoskeletal System Quiz 9: Tuesday, March 31 at 10:00 AM	Read Chapter 14	Top Drugs Quiz #9 Apr 12- 10am
Week 14 Apr18-22	Chapter 15: Endocrine System Quiz 10: Tuesday, April 14 at 10:00 AM	Read Chapter 15	Top Drugs Quiz #10 Apr 19 – 10am
Week 15 Apr 25-29	Chapter 16: Oncology and Cancer terms Quiz 11: Tuesday, April 21 at 10:00 AM	Read Chapter 16	Top Drugs Quiz #11 April 26 – 10am
Week 16 May 2-6	In Class Comprehensive Final Exam Tuesday, May 3 from 10:00 - 10:50am Room 340		