

**Pharmacy Practice Management  
PHRD 5006  
Room 170**

**I. Contact Information**

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Office Hours: 8-10AM Mon-Thurs or by appt.

**II. Course Prerequisites/Corequisites**

N/A

**III. Course Description**

**Professional Pharmacy Management 3cr.**

Examination of the managerial aspects of pharmacy practice within the healthcare system with an emphasis on the basic financial, operational, and human resource management, knowledge, and skills necessary for a successful professional practice.

**IV. Curricular Outcomes with course activities**

**CAPE 2013 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 patientcentered care.

Activity: Assigned readings and exams

**CAPE 2013 Domain 2 – Essentials for Practice and Care**

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.

Activity: Assigned readings and exams

**V. Instructional Methods and Activities**

Instructional Methods

Instructional methods may include, but are not limited to: traditional lectures, distance learning, in-class discussion, small-group discussion, problem-based learning, group projects/presentations, individual projects/presentations, lectures/presentations posted on Moodle, independent study, assignments/exercises completed in or out of class.

## VI. Evaluation and Grade Assignment

Semester Grade Determination:

- 6 (six) Unit exams (402 pts)
- 1 Final exam (comprehensive) (100 pts)
- Chapter self-assessment quizzes (720 pts)
- Business plan assignment (150 pts)

Course grading scale:

90% - 100%	A
80% - 89.9%	B
70% - 79.9%	C
60% - 69.9%	D
< 60%	F

**Students are allowed to access the course and progress at their own pace. Upon successful completion of all self-assessment quizzes for a Unit, the student may elect to take the Unit exam and progress to the next unit. Self-assessment quizzes may be taken twice with the highest score earned being recorded in the gradebook.**

**Students not electing to work ahead should follow the published weekly schedule, according to the syllabus.**

Grades will be determined from points earned. In the case of partial points when averaging, 0.5 points and above will be rounded up and 0.4 points and below will be rounded down. Semester grades will not be curved.

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.

## VII. 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(s) and Materials:

Chisholm-Burns, MA, Vaillancourt AM, Shepherd M. Pharmacy Management, Leadership, Marketing, and Finance. 2<sup>nd</sup> edition, Jones and Bartlett Learning. (ISBN: 9781449660284)

### B. Attendance Policy:

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 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. 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. 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. In all instances, students are responsible for following the College's Excused Absence Policy.

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

Each student is expected to complete each assignment at the date and time specified. If a student cannot complete an assigned project due to an excused absence, he/she must speak directly with the course instructor. Failure to complete an assigned project will result in a zero (0) grade for that assignment.

### **D. Academic Integrity:**

Faculty and students must observe the ULM published policy on Academic Dishonesty (see Page 4 in ULM Student Policy Manual - <http://www.ulm.edu/studentpolicy/>). All professional students shall adhere to the standards set forth in the College of Pharmacy's Code of Conduct. (<http://rxweb.ulm.edu/pharmacy/policies/copcodeofconduct.pdf>).

Academic dishonesty will result in a referral to the Academic Standards and Ethics Committee. If the student is found guilty of Ethical and Professional misconduct by the committee, they will receive a zero for the assigned points (graded assignment or test) and up to an "F" in the course from the course coordinator in addition to any disciplinary action recommended by the Academic Standards and Ethics Committee. Academic dishonesty includes, but is not limited to, the use of information taken from others' work or ideas, the provision of help to others on non-collaborative evaluations (tests, quizzes, ec.), collaboration on take home exams, or the use of unapproved information or electronic devices to assist in obtaining answers.

Students are expected to work independently on examinations and assignments unless it is specifically described as a group assignment. Any use of resources other than your own recollection and reasoning ability on an examination is cheating. Inappropriate use of electronic or wireless technology during an examination is considered academic misconduct. Any student suspected of dishonesty will receive a zero (no credit) for the assignment and will be reported to the College's Ethics and Professional Conduct Committee.

Unless expressly allowed by the instructor, the use of artificial intelligence (AI) tools and applications (including ChatGPT, DALL-E, and others) to produce content for course assignments and assessments is a violation of the ULM College of Pharmacy's Code of Conduct and is prohibited.

### **E. Course Evaluation Policy:**

At a minimum, students are expected to complete the on-line course evaluation.

## F. Student Services:

Information concerning student services in the College of Pharmacy can be found in the College of Pharmacy Student Handbook. In particular, students should 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 confidential.

- 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) Project Office: 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.

Professional Pharmacy Management  
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 Fridays 9-11:50am

**Class meetings** (P3s: 9am, P2s: 10:30am)

**August 25** – Orientation – will meet for app 30 min

**September 22<sup>nd</sup>**

**October 27<sup>th</sup>**

**November 17<sup>th</sup>** - business plan presentations

The instructor reserves the right to adjust the schedule/assignments as needed.

<b>Date</b>	<b>Assignment</b>
August 25	Orientation – in person
September 5	
September 11	Unit 1 <div style="display: flex; justify-content: space-around;"> <span>Chapter 1</span> <span>Chapter 6</span> </div> <div style="display: flex; justify-content: space-around;"> <span>Chapter 2</span> <span>Chapter 7</span> </div>
September 18	Creative methods (individual) due
<b>September 22</b>	<b>In-class meeting</b>
September 25	Unit 2 <div style="display: flex; justify-content: space-around;"> <span>Chapter 8</span> <span>Chapter 10</span> </div> <div style="display: flex; justify-content: space-around;"> <span>Chapter 9</span> <span>Chapter 11</span> </div>
October 2	
October 9	Unit 3 <div style="display: flex; justify-content: space-around;"> <span>Chapter 12</span> </div> <div style="display: flex; justify-content: space-around;"> <span>Chapter 13</span> </div> <div style="display: flex; justify-content: space-around;"> <span>Chapter 14</span> </div>
October 16	
October 23	Unit 4 <div style="display: flex; justify-content: space-around;"> <span>Chapter 16</span> <span>Chapter 26</span> </div> <div style="display: flex; justify-content: space-around;"> <span>Chapter 17</span> <span>Chapter 27</span> </div>
<b>October 27</b>	In-class meeting
October 30	Business Plan (group) due
November 6	Unit 5 <div style="display: flex; justify-content: space-around;"> <span>Chapter 22</span> <span>Chapter 24</span> </div> <div style="display: flex; justify-content: space-around;"> <span>Chapter 23</span> <span>Chapter 25</span> </div>
November 13	Business Plan: Elevator Pitch worksheet (group) due
<b>November 17</b>	<b>In-class meeting</b>
November 20	Unit 6 <div style="display: flex; justify-content: space-around;"> <span>Chapter 19</span> </div> <div style="display: flex; justify-content: space-around;"> <span>Chapter 28</span> </div> <div style="display: flex; justify-content: space-around;"> <span>Chapter 32</span> </div>
November 27	Final Exam Due