

<b>Module Title:</b>	Pharmacy Administration and Work Placement
<b>Language of Instruction:</b>	English
<b>Credits:</b>	10
<b>NFQ Level:</b>	6
<b>Module Delivered In</b>	<a href="#">1 programme(s)</a>
<b>Teaching &amp; Learning Strategies:</b>	Pharmacy administration will be taught as a theory class of one hour duration. Any course-related issue or questions that may arise will be discussed at lectures. The work placement hours will span both semesters and will enhance the learning in modules such as, Regulations & Dispensing, OTC and Drug Actions & Uses, by giving students the opportunity to put theory into practice.
<b>Module Aim:</b>	To provide the student with a basic insight in to the role of a pharmacy technician and how to work as one. To enable the student to apply and consolidate the skills required to work as pharmacy technicians under the supervision of a pharmacist. To ensure that the student is able to work independently and as part of a team in a supervised work place environment.
<b>Learning Outcomes</b>	
<i>On successful completion of this module the learner should be able to:</i>	
LO1	Demonstrate the transfer of theoretical knowledge into practice while working under supervision in a real environment
LO2	Develop the core competency skills of a pharmacy technician and work within a code of ethics appropriate to a pharmacy technician
LO3	Communicate with customers and colleagues, and know when to refer to senior staff member or pharmacist.
LO4	Demonstrate initiative and decision making skills, and be able to understand, design and work with quality processes in pharmacy
LO5	Understand their role in the pharmacy environment as future employees and be able to contribute to areas such as health & safety, marketing, GDPR as well as working in a safe way.
<b>Pre-requisite learning</b>	
<b>Module Recommendations</b>	
<i>This is prior learning (or a practical skill) that is recommended before enrolment in this module.</i>	
No recommendations listed	
<b>Incompatible Modules</b>	
<i>These are modules which have learning outcomes that are too similar to the learning outcomes of this module.</i>	
No incompatible modules listed	
<b>Co-requisite Modules</b>	
No Co-requisite modules listed	
<b>Requirements</b>	
<i>This is prior learning (or a practical skill) that is mandatory before enrolment in this module is allowed.</i>	
No requirements listed	

## Module Content & Assessment

### Indicative Content

#### Theory

Pharmacy paperwork, Pharmacy procedures and protocols, Health and safety, Confidentiality and ethics, Employee relations Marketing management, Stock control

#### Practical

The work placement module will involve work in either community or hospital pharmacies. Students must source their own placements. The placement coordinator will liaise with tutor pharmacists and senior technicians to help students source placements. The Careers Office at IT Carlow will be supported by the placement co-ordinator to provide CV writing skills and interview skills. The work placement will commence as soon as possible has been approved by the placement coordinator and will consist of 200 hours across both semesters

Assessment Breakdown	%
Continuous Assessment	30.00%
Project	70.00%

### Continuous Assessment

Assessment Type	Assessment Description	Outcome addressed	% of total	Assessment Date
Other	Learning outcomes for Pharmacy Administration will be assessed through a series of assignments, Blackboard quizzes and class tests designed to examine how students carry out pharmacy administration tasks in the workplace.	3,4,5	30.00	Ongoing

### Project

Assessment Type	Assessment Description	Outcome addressed	% of total	Assessment Date
Project	Students are required to complete a skills/experience diary for the 200 hours of work placement. The work placement diary (project) will be used to provide an overview of the student progress during the work placement. Diary exercises, learner competency sheets and tutor assessment sheets will be combined with the diary as part of a work placement learning portfolio. A portion of the portfolio material will also be used as part of the CA assessments in Over The Counter Preparations and Regulations & Dispensing.	1,2,3,4,5	70.00	Every Week

No Practical

No End of Module Formal Examination

SETU Carlow Campus reserves the right to alter the nature and timings of assessment

**Module Workload**

<b>Workload: Full Time</b>		
<i>Workload Type</i>	<i>Frequency</i>	<i>Average Weekly Learner Workload</i>
Lecture	24 Weeks per Stage	1.00
Placement	24 Weeks per Stage	8.33
Independent Learning	24 Weeks per Stage	1.08
Total Hours		250.00

<b>Workload: Part Time</b>		
<i>Workload Type</i>	<i>Frequency</i>	<i>Average Weekly Learner Workload</i>
Lecture	Per Semester	0.96
Placement	Per Semester	8.00
Independent Learning	Per Semester	1.04
Total Hours		250.00

**Module Delivered In**

Programme Code	Programme	Semester	Delivery
CW_SAPHA_C	<a href="#">Higher Certificate in Science in Pharmacy Technician Studies</a>	2	Mandatory

<b>Discussion Note:</b>	Work Placement Coordinator is allocated one timetabled hour per practical group for this module. This time is used for student sessions in relation to understanding work placement, liaising with pharmacy tutors, one to one meetings with students, coordinating with IT Carlow Careers Services and engaging with the industry. The work placement hours for this module are considered a part of the independent learning for practical pharmacy modules. Some of the project work in Work Placement will also be used as CA for OTC and Regulations & Dispensing.
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