Unit Outline 2014
Faculty of Health

Health and Pharmacy
8996
This Unit Outline must be read in conjunction with:

a) *UC Student Guide to Policies*, which sets out University-wide policies and procedures, including information on matters such as plagiarism, grade descriptors, moderation, feedback and deferred exams, and is available at *(scroll to bottom of page)*
   http://www.canberra.edu.au/student-services

b) *UC Guide to Student Services*, and is available at *(scroll to bottom of page)*
   http://www.canberra.edu.au/student-services

c) Any additional information specified in section 6h.

### 1: General Information

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<tr>
<td><strong>1a</strong></td>
<td><strong>Unit title</strong></td>
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<td><strong>1b</strong></td>
<td><strong>Unit number</strong></td>
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<td><strong>1c</strong></td>
<td><strong>Teaching Period and year offered</strong></td>
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<td><strong>Credit point value</strong></td>
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<td><strong>1e</strong></td>
<td><strong>Unit level</strong></td>
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<td><strong>1f</strong></td>
<td><strong>Name of Unit Convener and contact details</strong></td>
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<td>Room:</td>
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<td><strong>1g</strong></td>
<td><strong>Administrative contact details</strong></td>
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<td>Fax:</td>
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<tr>
<td><strong>1h</strong></td>
<td><strong>Faculty of Health Placement Administration Office</strong></td>
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<td></td>
<td>Room:</td>
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<td>Email:</td>
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<td>Telephone:</td>
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<td>Fax:</td>
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</table>
2: **Academic Content**

2a **Unit description and learning outcomes**
This unit will introduce students to the Australian health system and the role of the pharmacy profession. Students will learn about factors influencing the supply and availability of medicines. Students will develop an ability to calculate medicine doses and dosage regimens accurately. Preparation will occur for professional placements during the BPharm course.

On completion of this unit, students will be able to:
1. Understand and describe the role of the pharmacist in the Australian health system and the regulations governing pharmacist practice;
2. Explain the role of the pharmacist in medicines supply;
3. Perform basic pharmaceutical calculations; and
4. Meet the requirements for participating in placements during the BPharm course.

2b **Generic skills**
1 - Communication
2 - Analysis and Inquiry
3 - Problem Solving
4 - Working independently and with others
5 - Professionalism and Social Responsibility

2c **Prerequisites and/or co-requisites**
Assumed Knowledge: Year 12 Mathematics

3: **Delivery of Unit and Timetable**

3a **Delivery mode**
Traditional mode, that is on-campus in the standard teaching period with weekly lectures/tutorials/seminars according to the schedule described in Section 3b. Notionally it consists of a 1½ hour lecture and 1½ hour tutorial (The division of the 3hrs between various face to face activities may vary).

**Classes:**

Lecture: Tuesdays, 1230-1400, Room 02B02 (check on the Unit Moodle website).
Tutorials: Tuesdays, 1400-1530, Room 02B02 and 02A01 depending on allocated group (check on the Unit Moodle website).
### Timetable of activities, such as lectures/ tutorials/ practicals/ field classes, showing key dates and topics

**SEMESTER 1 2014**

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Lecture</th>
<th>Tutorial / Practical</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Seminar</strong></td>
<td><strong>Seminar</strong></td>
</tr>
<tr>
<td>1</td>
<td>17-21 Feb</td>
<td>So you want to be a pharmacist</td>
<td>Formative oral presentations, Formative oral presentations</td>
</tr>
<tr>
<td>2</td>
<td>24-28 Feb</td>
<td>The role of pharmacists in the health system</td>
<td>Formative written skills, Formative written skills</td>
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<tr>
<td>3</td>
<td>3-7 Mar</td>
<td>Pharmacy calculations</td>
<td>Pharmacy calculations - Tutorial 1</td>
</tr>
<tr>
<td>4</td>
<td>10-14 Mar</td>
<td>Pharmacy calculations</td>
<td>Pharmacy calculations - Tutorial 2</td>
</tr>
<tr>
<td>5</td>
<td>17-21 Mar</td>
<td>Pharmacy Organisation Forum</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>24-28 Mar</td>
<td>Legislation and Standards</td>
<td>Legislation and standards - Tutorial 1</td>
</tr>
<tr>
<td>7</td>
<td>31 Mar-4 Apr</td>
<td>Legislation and Standards</td>
<td>Legislation and standards - Tutorial 2</td>
</tr>
<tr>
<td>8</td>
<td>7-11 Apr</td>
<td><strong>CLASS FREE PERIOD</strong></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>14-18 Apr</td>
<td>Let’s focus on the patient</td>
<td>Privacy, Confidentiality and Consent – Tutorial 1</td>
</tr>
<tr>
<td>10</td>
<td>21-25 Apr</td>
<td>Quality Use of Medicines</td>
<td>QUM – Tutorial 1</td>
</tr>
<tr>
<td>11</td>
<td>28 Apr-2 May</td>
<td>Quality Use of Medicines</td>
<td>QUM – Tutorial 2</td>
</tr>
<tr>
<td>12</td>
<td>5-9 May</td>
<td>Evolving Scope of Pharmacy Practice</td>
<td>Pharmacy Practice – Tutorial 1</td>
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<tr>
<td>13</td>
<td>12-16 May</td>
<td>Review</td>
<td>Review - Tutorial</td>
</tr>
<tr>
<td>14</td>
<td>19-23 May</td>
<td></td>
<td>Exam Period</td>
</tr>
<tr>
<td>15</td>
<td>26-30 May</td>
<td></td>
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</table>

**Pharmacy Organisation Forum**

During Week 5 there will be a case-based Pharmacy Forum which will showcase the various organizations which play a role in, or interact with the pharmacy profession.

Details of the Forum will be given to students as soon as all participants have been confirmed.

You will be required to submit a report on this forum as part of the written assessment piece described in Section 5.
4: Unit Resources

4a Lists of required texts/readings

For Unit readings and resources in the University of Canberra Library
Link to search page for Unit Readings (print materials)
Link to search page for eReserve (electronic materials)

Required text(s):

   Sansom, Lloyd (Ed).
   RS141.8.A97 2012
   (Available online through the Pharmaceutical Society of Australia [PSA])

II. Australian Pharmacy Law and Practice. 2nd Edition
    Hattingh, Laetitia., Low, John., Forrester, Kim.
    Chatswood, N.S.W. : Elsevier Australia, c2013.
    KN185.18.P4.L69 2013
    (Available through the co-op book shop or online through PSA)

4b Materials and equipment
No additional materials or equipment are required for this Unit.

4c Unit website

To find your unit site online, login to LearnOnline(Moodle) using your student ID.
Note that your unit site has a profiles page that displays your name and email address for the benefit of other students. If you prefer to hide your email address, click here for instructions.

This Unit requires that you can access the Unit website (i.e. via Moodle) at
http://learnonline.canberra.edu.au/

Please also utilise the Pharmacy Subject Guide from University of Canberra Library at
http://canberra.libguides.com/pharmacy and other specific websites as presented throughout the Unit.
5: Assessment

5a Assessment overview

<table>
<thead>
<tr>
<th>Assessment item (including exams held in the exam period)</th>
<th>Due date of assignments</th>
<th>Weighting (total to equal 100%)</th>
<th>Addresses learning outcome(s)</th>
<th>Related generic skill(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formative oral</td>
<td>18th February</td>
<td>0%</td>
<td>4</td>
<td>1,2,3</td>
</tr>
<tr>
<td>Formative written</td>
<td>25th February</td>
<td>0%</td>
<td>4</td>
<td>1,3,4</td>
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<tr>
<td>Calculations tests</td>
<td>25th March</td>
<td>5%</td>
<td>3</td>
<td>2,3</td>
</tr>
<tr>
<td></td>
<td>1st April</td>
<td>5%</td>
<td>3</td>
<td>2,3</td>
</tr>
<tr>
<td></td>
<td>15th April</td>
<td>5%</td>
<td>3</td>
<td>2,3</td>
</tr>
<tr>
<td>Written report</td>
<td>15th April</td>
<td>25%</td>
<td>1,2</td>
<td>2,3,4</td>
</tr>
<tr>
<td>Calculations tests</td>
<td>22nd April</td>
<td>5%</td>
<td>3</td>
<td>2,3</td>
</tr>
<tr>
<td></td>
<td>29th April</td>
<td>5%</td>
<td>3</td>
<td>2,3</td>
</tr>
<tr>
<td>Final exam</td>
<td>Exam period</td>
<td>50%</td>
<td>1,2,3</td>
<td>2,3</td>
</tr>
<tr>
<td>Pre-placement requirements</td>
<td>30th May</td>
<td></td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

UC Generic Skills
1 - Communication
2 - Analysis and Inquiry
3 - Problem Solving
4 - Working independently and with others
5 - Professionalism and Social Responsibility

5b Details of each assessment item

- **Formative oral assessment**
  Value: Formative
  Due Date: 18th February

  Students are required to give a two minute oral presentation to introduce themselves to their peers and explain why they chose a career in pharmacy. Formative feedback will be provided to students.

- **Formative written assessment**
  Value: Formative
  Due Date: 25th February

  Students will be required to write a half page summary about the role of pharmacists. This assessment is to be submitted at the end of the tutorial session. Formative feedback will be provided to students.

  A stimulus question will be provided in the tutorial.
• **Calculations tests**  
  Value: 5% per test (total 25%)  
  Due Date: 25\(^{th}\) March, 1\(^{st}\) April, 15\(^{th}\) April, 22\(^{nd}\) April, 29\(^{th}\) April  
  Time limit: 15 minutes (tests 1 & 2), 10 minutes (tests 3,4,5)

Students will be required to complete five calculation tests at the start of their tutorials as scheduled in section 5a. It is the student’s responsibility to be at their tutorial on the required time and date. No extra time will be allocated to students who arrive late. Each test is out of 5 marks and contributes to 5% to the final mark of this unit. The tests will be made up of multiple choice and short calculation questions. Students will be required to show all working in their answers. This is a closed book test. Calculator (non-programmable) permitted.

• **Written report**  
  Value: 25%  
  Due Date: 15\(^{th}\) April

Complete a 2 page written report on the Pharmacy Organisation Forum which is to be held in week 5 of the semester. In your report outline the main role of two organisations represented. Detail and analyse the main points of any discussion presented by the panel members in relation to the case presentation referred to in the forum. In your report present the relevant legislation and particular standards that govern the practice of pharmacy as it applies to the case presented. (Maximum 2 pages, excluding references)

**Marking scheme for each written task 25 marks**

- Use of appropriate language for the specific task: 15%
- Presentation, style and layout appropriate for the task: 35%
- Content of appropriate depth and detail for the task: 35%
- References (Appropriate choice and application): 15%

Refer to the Unit Moodle site for a detailed marking rubric.

• **Final Exam**  
  Value: 50%  
  Due Date: Exam Week  
  Time limit: Two (2) hours

A 2 hour exam containing multiple choice, calculations, short and long answer questions on all of the course material. Calculators (non-programmable) are permitted.

• **Pre-Placement requirements**  
  Value: Completion required to pass this unit  
  Due Date: 30\(^{th}\) May

The BPharm course provides practical learning opportunities for students, including professional placements in the health industry. To pass this unit, students will be required to complete all Pre-Placement requirements prior to the end of semester 1. This includes immunisations, TB screening, NSW Health forms, National Police Check, and Working with Vulnerable People (WWVP) registration. Students are also recommended to obtain a First Aid Certificate. 

For information on the above requirements, please visit the Placement Office Moodle Site or contact the Placement Office. [http://learnonline.canberra.edu.au/course/view.php?id=6714](http://learnonline.canberra.edu.au/course/view.php?id=6714)
5c Submission of assessment items

All assessment items will be submitted online via the unit Moodle site. The first page of each assessment submission should include the following information:

Student Name:
Student ID:
Assessment Name:
Word Count (if applicable):

Any assessment item submitted **WITHOUT** the specified information on the first page will be returned to the student and not marked until this requirement is met. Late penalties will be applied (see 5d below).

5d Special assessment requirements

You are required to pass the following piece(s) of assessment to pass this Unit.

- Pre-Placement requirements (completion)
- Final Exam

Should you fail to pass the nominated assessment items, you will fail the Unit.


**Late submission of assignments**

*Late submission of assignments* without an approved extension will result in the assignment **not** being marked and **zero** being recorded for that particular assignment.

In extenuating circumstances a late submission may be considered upon the production of supporting documentation and at the discretion of the unit convenor.

*Extensions:* **Extensions must be applied for before the due date.**

Students can apply for an extension to the due date for submission of an assessment item on the grounds of illness or other unavoidable and verifiable personal circumstances. Documentary evidence will be expected in order that an extension be granted.

It should be noted that such documentation will be considered but will not guarantee that the application will be successful. The Unit Convenor will decide whether to grant an extension and the length of the extension.

Students should note that this policy does not apply to deferred exams which are centrally administered by the examinations office.

5e Supplementary assessment

Refer to the UC [Supplementary Assessment Policy](#)
5f Academic Integrity
Students have a responsibility to uphold University standards on ethical scholarship. Good scholarship involves building on the work of others and use of others’ work must be acknowledged with proper attribution made. Cheating, plagiarism, and falsification of data are dishonest practices that contravene academic values. Please see UC’s Academic Integrity Policy.

To enhance understanding of academic integrity, it is expected that all students will complete the LearnOnline Academic Integrity Module (AIM) at least once during their course of study. The module is automatically available as a listed site when students log into LearnOnline.

Pharmacy students are required to complete the AIM Quiz using the link on the Pharmacy Students Moodle website to ensure results are collated for the Discipline. If students cannot access this website and AIM Quiz please inform the Unit Convener.

Pharmacy students are expected to complete the AIM Quiz in the first two (2) weeks of their course and no submitted assessment pieces will be marked until the Quiz has been completed.

5g Use of text-matching software
The University of Canberra has available, through LearnOnline (Moodle), text-matching software that helps students and staff reduce plagiarism and improve understandings of academic integrity. Known as URKUND, the software matches submitted text in student assignments against material from various sources: the internet, published books and journals, and previously submitted student texts. Click here for further information on the URKUND text-matching software.

6: Student Responsibility

6a Workload
The amount of time you will need to spend on study in this unit will depend on a number of factors including your prior knowledge, learning skill level and learning style. Nevertheless, in planning your time commitments you should note that for a 3cp unit the total notional workload over the semester or term is assumed to be 150 hours. These hours include time spent in classes. The total workload for units of different credit point value should vary proportionally. For example, for a 6cp unit the total notional workload over a semester or term is assumed to be 300 hours.

6b Accessibility unit
Students who need assistance in undertaking the unit because of disability or other circumstances should inform their Unit Convener or UC AccessAbility as soon as possible so the necessary arrangements can be made.

6c Participation requirements
This Unit contains participatory elements which are vital to the Australian Pharmacy Council professional learning outcomes for this Unit. Except in the case of extenuating circumstances, 100% attendance is expected at all lectures, and 100% participation is required in all placements, externships, tutorials, practicals and presentations. It is expected that students unable to fulfil these participation requirements will inform the Unit Convener as soon as practical, by telephone or email. If attendance requirements cannot be regularly satisfied (e.g. timetable clash) it may be recommended that you schedule this unit for a future semester. Absence from external placement activities must also be reported to the relevant clinical placement coordinator and preceptor. Failure to adhere to these requirements may result in failure of the associated assessment piece. Consideration will be given for illness; however evidence such as a medical certificate will be required.
Contact details for the Unit Convenor and the Faculty of Health Placement Administration Office are given in Section 1.

6d Withdrawal
If you are planning to withdraw please discuss with your unit convener. Please see Withdrawal of Units for further information on deadlines.

6e Required IT skills
Students should be conversant with searching for and accessing information via electronic means; the use of Moodle; and word processing, spreadsheet and presentation software.

6f In-Unit Costs
The following costs are expected for this unit:
- Self-printing of electronically provided material;
- Pre-Placement requirements (Immunisations, National police checks etc.); and
- Any Transport or other costs associated with experiential learning activities

(Note: To calculate your unit fees see: How do I calculate my fees?
The online UC Co-op Textbook Search is available for purchasing text books.)

6g Work placements, internships or practicums
This Unit contains Work Integrated Learning (WIL) activities (clinical placements and externships), and therefore, additional student responsibilities are required in addition to those described in section 6c. This Unit involves clinical placements and hence requires strict adherence to professional practice principles and ethics. The professional nature of this Unit also requires 100% attendance at all WIL learning activities for the successful completion of this Unit. If attendance requirements cannot be satisfied (e.g. timetable clash), it is recommended that you meet with your course convenor to schedule this Unit for a future semester.

Access to Clinical Placements and Externships
Clinical placements and externships are an essential part of the UC Pharmacy courses. They enable knowledge to be embedded in a clinical context through the use of trained clinical preceptors and practicing professionals. This cannot be attained in any other setting. The control of access to external facilities derives from contractual arrangements with ACT Health and other organisations and UC is obliged to accept the rules and regulations that govern who they will accept into their premises. It is beyond UC’s control to influence the health facilities to change their acceptability requirements.
- The successful completion of clinical placements/externships is a mandatory element of the Unit and the assessment of the Unit; and
- Some or all of the external agencies require a police check prior to permitting a student to undertake the clinical placement/externship; and
- The results of the police check may be used as a basis to refuse access to a clinical placement/externship at the external agency. This decision is solely at the discretion of the external agency; and
- Students unable to gain access to a clinical placement/externship at agencies approved by the University are unable to complete the mandatory requirements of the Unit. In this case the student will receive a NX (fail) grade and will not be eligible for a refund of any fees; and
- If the successful completion of a Unit is a mandatory requirement for the completion of a Course, an inability to complete the Unit means the student is unable to complete the requirements of the Course.
Students also need to note that the external agency reserves the right to withdraw access to a clinical placement/externship at any time prior or during a placement/externship at the sole discretion of the agency. In these circumstances the same implications noted above will apply. Students also need to note that they bear the full risk in relation to loss of access to clinical placements/externships and the University will not be liable if an agency withdraws access to a clinical placement/externship because of the actions or omissions of a student.

6h Additional information

Privacy and Confidentiality

As part of its partnership arrangements with Health Agencies, the Faculty of Health at the University of Canberra is aware of the issue of confidentiality of information gained from clinical placements and externships. Students are expected to analyse their experiences from these as part of their academic study. In order to support learning while protecting confidentiality of information, the following guidelines have been developed:

1. Pseudonyms should be used for the names of patients and organisations in all academic work.
2. Identifying information, including demographic information, should be modified in academic work, using terminology such as ‘similar to’.
3. Students should mark all academic work with sensitive information as ‘in-confidence’ in the footer.
4. Students should develop ‘composite’ patients/clients based upon their experiences with several patients or clients in one clinical experience if possible. Students should note that this is a ‘composite’ and not intended to identify a single person.
5. Students should use the password-protect function on their word processing programs to further guard sensitive information.
6. Students should avoid naming other students in academic work, such as reflective pieces or portfolios.
7. Students should attend workshops for health science students on how to change information about patients in line with these recommendations.


Pharmacy Style Guide for report formatting

Unless otherwise approved (in writing), all written assessment pieces (formative and summative) must conform to the following requirements:

- Headings in **bold**, maximum font size 16 pt.
- Font size: 11 pt – Times New Roman, Arial or Calibri.
- Margins no less than 1.5cm on all sides.
- Page number at bottom right hand corner of footer.
- Student identification number (number only) at top right hand corner of header.
- Privacy statements if required (see Section 6g of the Unit Outline).
- Assignment requirements (first page) as per Section 5c above.
- Any word limits specified in assignments (in this Unit Outline or in task descriptions on Moodle) will **INCLUDE** all tables, figures and appendices, but **EXCLUDE** references.
- Submissions which exceed the specified word (or page) length will be **truncated** at the word (or page) limit and **only assessed to this point**.
Health Learning Resource Centre
The Health Learning Resource Centre (HLRC) is located in 12C26. It is a facility designed to enhance the learning and university experience for health students with particular emphasis on students in their first year. A drop-in service of students helping students is also available. Visit the HLRC coordinator for more details.

Mandatory Notifications to the Pharmacy Board of Australia
Pursuant to the Health Practitioner Regulation National Law Act 2009, pharmacy practitioners (registered pharmacists) and education providers have an obligation to report ‘notifiable conduct’, to the Pharmacy Board of Australia in order to prevent the public being placed at risk of harm.

Education providers are also required, under s.143 of the National Law, to make mandatory notifications in relation to students, if the provider reasonably believes:

a) a student enrolled with the provider has an impairment that, in the course of the student undertaking clinical training, may place the public at substantial risk of harm; or

b) a student for whom the provider has arranged clinical training has an impairment that, in the course of the student undertaking the clinical training, may place the public at substantial risk of harm.

Practitioners are required to make a mandatory notification in relation to a student if the practitioner reasonably believes that a student has an impairment that, in the course of the student undertaking clinical training, may place the public at substantial risk of harm.

All concerns raised within the Discipline of Pharmacy or by clinical preceptors will be reviewed by the Head of Discipline and the Course Convener before any reporting action is taken.

These professional obligations are taken seriously by staff and the University. Students should be aware of their obligations under student registration.

For further information, please refer to the Australian Health Practitioner Regulation Agency Pharmacy Guidelines for Mandatory Notifications available at:


7: Student Feedback

All students enrolled in this unit will have an opportunity to provide anonymous feedback on the unit at the end of the Semester via the Unit Satisfaction Survey (USS) which you can access by logging into MyUC via the UC homepage: http://www.canberra.edu.au/home/. Your lecturer or tutor may also invite you to provide more detailed feedback on their teaching through an anonymous questionnaire.

Changes made based on 2013 student feedback
- Delivery of unit divided into weekly lectures and tutorials
- Calculation tests throughout semester to prepare students for final exam

8: Authority of this Unit Outline

Any change to the information contained in Section 2 (Academic content), and Section 5 (Assessment) of this document, will only be made by the Unit Convener if the written agreement of Head of Discipline and a majority of students has been obtained; and if written advice of the change is then provided on the unit site in the learning management system. If this is not possible, written advice of the change must be then forwarded to each student enrolled in the unit at their registered term address. Any individual student who believes him/herself to be disadvantaged by a change is encouraged to discuss the matter with the Unit Convener.