Brookes College

Pharmacy Assistant Diploma

Course:
Career and Employment Success Strategies for Pharmacy Assistants Curriculum

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Career and Employment Success Strategies for Pharmacy Assistants
Curriculum

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Course Syllabus - Career and Employment Success Strategies for Pharmacy Assistants

Course Description:

This course is designed to provide Pharmacy Assistant program students with essential career and employment success strategies to excel in their field. The course focuses on practical skills such as job search techniques, resume writing, interview skills, workplace culture, and professional expectations specific to the pharmacy industry. Students will engage in on-site classes to support their field-based work experience and will collaborate individually and in groups for their capstone projects. Additionally, students will receive guidance from student advisor to develop effective strategies for career advancement after completing their core courses of study.

Course Duration:

- 60 hours
- 4 weeks
- 15 hours per week
- 7.5 hours online synchronous instruction per week
- 7.5 hours online self-directed learning per week

Course Format:

This course module plan serves as a guide and is subject to modification as needed to enhance the learning experience and meet the course objectives. Any adjustments will be communicated to all students in advance.

This course is delivered in a Hy Flex model (Combination of online synchronous learning and online asynchronous, self-directed learning).

Course Outcomes: By the end of this course, students will be able to:

1. Understand the job market and career opportunities for Pharmacy Assistants in Canada.
2. Develop effective job search techniques and strategies tailored to the pharmacy industry.
3. Create a professional resume that highlights relevant skills and experiences.
4. Demonstrate proficient interview skills for various pharmacy-related positions.
5. Adapt to workplace culture and expectations within pharmacy settings.
6. Collaborate effectively within groups for capstone projects.
7. Seek guidance from a career counselor to formulate a personalized career development plan.

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Texts and Resources:

1. "Pharmacy Practice in Canada: Regulations and Standards" by Jodie Malhotra
2. "Introduction to Pharmacy" by Nita Gage and Dennis E. Worthen
3. "The Pharmacy Technician's Pocket Drug Reference" by Joyce A. Generali
4. "Resume Magic: Trade Secrets of a Professional Resume Writer" by Susan Britton Whitcomb
5. "The 2-Hour Job Search: Using Technology to Get the Right Job Faster" by Steve Dalton

Additional Resources:

1. Canadian Pharmacists Association (CPhA) website for industry insights and updates.
2. LinkedIn Learning courses on interview techniques and resume building.
3. Workshops and webinars offered by local career development centers.

Course Outline:

Week 1: Exploring Career Opportunities and Job Search Strategies

- Introduction to the pharmacy industry in Canada.
- Identifying different career paths for Pharmacy Assistants.
- Job search techniques: online job boards, networking, informational interviews.
- Researching potential employers and preparing for the job application process.

Week 2: Crafting Effective Resumes and Cover Letters

- Elements of a strong resume for pharmacy-related positions.
- Tailoring resumes to specific job descriptions.
- Writing compelling cover letters that showcase relevant skills.
- Formatting and design considerations for professional documents.

Week 3: Mastering Interview Skills and Workplace Culture

- Types of interviews: in-person, virtual, panel, behavioral.
- Preparing for interviews: research, practice, dressing professionally.
- Answering common pharmacy industry interview questions.
- Navigating workplace culture, communication, and etiquette.

Week 4: Capstone Projects and Career Development Strategies

- Collaborative group capstone projects related to pharmacy practice.
- Presentation and peer assessment of capstone projects.
- One-on-one sessions with a career counselor for personalized career planning.
- Developing a comprehensive career advancement strategy.

Hy Flex (online and onsite) Classes and Field-Based Work Experience:

- On-site classes will be conducted to provide hands-on support for field-based work experience.
- Practical demonstrations of job-related tasks and skills relevant to pharmacy practice.
- Interaction with experienced pharmacy professionals to gain insights into real-world scenarios.

Assessment and Grading:

- Participation in on-site classes and engagement in field-based work experience (20%)
- Resume and cover letter assignment (20%)
- Interview skills assessment (20%)
- Capstone project presentation and peer assessment (20%)
- Career development strategy plan (20%)

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Grading Scale:

Percentage Range	Letter Grade	Grade Points	Description
90 – 100	A+	4.0	**Excellent (4)**
85 – 89	A	4.0	
80 – 84	A-	3.7	
77 – 79	B+	3.3	**Proficient (3)**
73 – 76	B	3.0	
70 – 72	B-	2.7	
67 – 69	C+	2.3	**Competent (2)**
63 – 66	C	2	
60 – 62	C-	1.7	
55 – 59	D+	1.3	
50 – 54	**D**	**1.0**	**Developing (1)**
0 – 49	F	0.0	**Not Evident (0)**

Important Dates:

- Resume and cover letter assignment [Date]
- Interview skills assessment [Date]
- Capstone project presentation and peer assessment [Date]
- Career development strategy plan [Date]

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Module Plans: Career and Employment Success Strategies for Pharmacy Assistants

Course Duration:

- 60 hours
- 4 weeks
- 15 hours per week
- 7.5 hours of online synchronous learning per week
- 7.5 hours of online self-directed learning per week

Course Description:

This course is designed to equip Pharmacy Assistant program students with indispensable strategies for achieving success in their careers and employment. It focuses on practical skills, including job search techniques, resume crafting, interview mastery, understanding workplace culture, and grasping the professional expectations unique to the pharmacy industry. Students will actively participate in on-site classes to support their field-based work experience and collaborate both individually and in groups for their capstone projects. Additionally, students will receive personalized guidance from a student advisor to develop effective strategies for career advancement upon completing their core courses of study.

Course Format:

This course module plan serves as a guide and is subject to modification as needed to enhance the learning experience and meet the course objectives. Any adjustments will be communicated to all students in advance.

This course is delivered in a Hy Flex model (Combination of online synchronous learning and online asynchronous, self-directed learning).

Textbooks:

Recommended e-texts and Resources: Instructors develop power point slides, find relevant videos and activity templates from these resources.

- "Pharmacy Practice in Canada: Regulations and Standards" by Jodie Malhotra
- "Introduction to Pharmacy" by Nita Gage and Dennis E. Worthen
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Module Outlines:

Week 1: Exploring Career Opportunities and Job Search Strategies

Learning Outcomes**:** By the end of this module, students will be able to**:**

- Understand the job market and career opportunities for Pharmacy Assistants in Canada.
- Develop effective job search techniques and strategies tailored to the pharmacy industry.

Session 1: Introduction to the Pharmacy Industry

Synchronous Instruction: 2 hours

Topics:

- Overview of Pharmacy Industry
- Pharmacy Assistant roles and responsibilities
- Career paths in the pharmacy field

Activities:

- In-depth industry overview discussion, exploration of various career paths.

Self-Directed Learning: 2 hours

Activities:

- Research pharmacy industry trends and job prospects
- Create a list of potential career paths in the pharmacy field
- Identify key skills and qualifications for pharmacy assistant roles

Assessment:

- Weekly reflection

Session 2: Job Search Techniques

Synchronous Instruction: 2 hours

Topics:

- Effective job search strategies
- Resume submission and follow-up
- Networking in the pharmacy industry

Activities:

- Presentation on job search techniques and strategies

- Role-playing exercises for resume submission and networking
- Discussion on the importance of networking in the pharmacy industry

Self-Directed Learning: 2 hours

Activities:

- Create a personalized job search plan
- Explore online job boards and identify potential job postings
- Develop a list of networking contacts in the pharmacy field

Assessment:

- Development of a detailed job search plan

Week 2: Crafting Effective Resumes and Cover Letters

Learning Outcomes: By the end of this module, students will be able to:

- Create a professional resume that effectively highlights relevant skills and experiences.
- Craft persuasive cover letters that showcase pertinent skills.

Session 1: Elements of a Strong Resume

Synchronous Instruction: 2 hours

Topics:

- Resume formatting and structure
- Identifying transferable skills
- Tailoring resumes for pharmacy positions

Activities:

- Detailed analysis of resume components
- Identification of key skills and experiences
- Hands-on practice in creating a professional resume

Self-Directed Learning: 2 hours

Activities:

- Drafting a professional resume tailored to pharmacy assistant roles
- Seeking peer feedback on resume drafts

Assessment:

- Drafting of a professional resume

Session 2: Crafting Cover Letters

Synchronous Instruction: 2 hours

Topics:

- Components of an effective cover letter
- Customizing cover letters for specific job applications
- Writing persuasive and concise cover letters

Activities:

- Step-by-step guidance on crafting tailored cover letters
- Practice in adapting cover letters to different job descriptions
- Peer review and feedback on cover letter drafts

Self-Directed Learning: 2 hours

Activities:

- Development of a well-crafted cover letter for a selected job posting
- Peer review and revision of cover letter

Assessment:

- Submission of a well-crafted cover letter

Week 3: Mastering Interview Skills and Workplace Culture

Learning Outcomes: By the end of this module, students will be able to:

- Demonstrate proficient interview skills for various pharmacy-related positions.
- Adapt to workplace culture and meet expectations within pharmacy settings.

Session 1: Interview Preparation

Synchronous Instruction: 2 hours

Topics:

- Common interview questions
- Behavioral interview techniques
- Mock interviews and feedback

Activities:

- Mock interview sessions with peer and instructor feedback
- Thorough practice in responding to common interview questions
- Role-playing exercises

Self-Directed Learning: 2 hours

Activities:

- Preparation plan for upcoming interviews, including research on potential employers
- Recording mock interview responses for self-evaluation

Assessment:

- Preparation plan for upcoming interviews

Session 2: Navigating Workplace Culture

Synchronous Instruction: 2 hours

Topics:

- Understanding workplace culture
- Communication etiquette in pharmacy settings
- Conflict resolution in the workplace

Activities:

- In-depth discussion on workplace culture in the pharmacy industry
- Exploration of effective communication etiquette
- Case studies and group discussions on workplace conflicts

Self-Directed Learning: 2 hours

Activities:

- Reflection on workplace culture and etiquette in pharmacy settings
- Identifying potential workplace challenges and solutions

Assessment:

- Reflection on workplace culture and etiquette

Week 4: Capstone Projects and Career Development Strategies

Learning Outcomes: By the end of this module, students will be able to:

- Collaborate effectively within groups for capstone projects.

- Seek personalized guidance from a career counselor to formulate a comprehensive career development plan.

Session 1: Capstone Project Collaboration

Synchronous Instruction: 2 hours

Topics:

- Collaborative project planning
- Group dynamics and teamwork
- Project milestones and responsibilities

Activities:

- Collaborative discussions within project groups
- Detailed planning of capstone project, including milestones and tasks
- Team-building activities

Self-Directed Learning: 2 hours

Activities:

- Individual research and preparation related to the capstone project
- Assignment of specific tasks within project groups

Assessment:

- Development of a detailed capstone project plan

Session 2: Career Development Strategies

Synchronous Instruction: 2 hours

Topics:

- Personalized career counseling
- Goal setting and career planning
- Networking for career advancement

Activities:

- One-on-one career counseling sessions with advisors
- Setting long-term career goals and creating action plans
- Discussion on the importance of networking in career development

Self-Directed Learning: 2 hours

Activities:

- Crafting a comprehensive career development strategy plan

- Researching career advancement opportunities within the pharmacy industry

Assessment:

- Submission of a comprehensive career development strategy plan

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Assessment and Review:

- Participation in on-site classes and engagement in field-based work experience (20%)
- Resume and cover letter assignment (20%)
- Interview skills assessment (20%)
- Capstone project presentation and peer assessment (20%)
- Career development strategy plan (20%)

Sample Lesson Plan: Mastering Interview Skills and Workplace Culture

Lesson Duration:

- 3.75 - 4 hours
- 2 hours online synchronized instruction
- 2 hours of online self-directed learning

Students can participate in person or online in a synchronous Hy Flex model.

Learning Outcomes: By the end of this lesson, students will be able to:

1. Demonstrate proficiency in interview skills for various pharmacy-related positions.
2. Adapt to workplace culture and meet expectations within pharmacy settings.

Textbooks:

Recommended e-texts and Resources: Instructors develop power point slides, find relevant videos and activity templates from these resources.

- "Pharmacy Practice in Canada: Regulations and Standards" by Jodie Malhotra
- "Introduction to Pharmacy" by Nita Gage and Dennis E. Worthen
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- "Resume Magic: Trade Secrets of a Professional Resume Writer" by Susan Britton Whitcomb
- "The 2-Hour Job Search: Using Technology to Get the Right Job Faster" by Steve Dalton

Materials:

- Laptop or computer with internet access
- Presentation slides
- Mock interview questions
- Workplace culture case studies
- Whiteboard and markers (for synchronous instruction)
- Access to online self-directed learning resources

Lesson Outline:

Introduction

- Welcome and overview of the session.

- Briefly outline the importance of interview skills and workplace culture in a pharmacy assistant's career.

Online Synchronous Instruction (2 hours)

Topic 1: Types of Interviews

- Discuss various types of interviews: in-person, virtual, panel, and behavioral.
- Provide examples of each type and their significance in the pharmacy industry.

Topic 2: Preparing for Interviews

- Cover the essentials of interview preparation: research, practice, and dressing professionally.
- Share tips for researching potential employers and practicing interview questions.

Topic 3: Answering Common Interview Questions

- Explore common interview questions specific to pharmacy-related positions.
- Offer guidance on crafting effective responses and showcasing relevant skills.

Activities

Title of Activity: Mock Interview Practice

- Divide students into pairs.
- Assign one student as the interviewer and the other as the interviewee.
- Provide a list of mock interview questions related to pharmacy assistant roles.
- Students take turns conducting and participating in mock interviews.
- Provide constructive feedback after each interview round.

Break

Self-Directed Learning (2 hours)

Activity: Navigating Workplace Culture

- Provide case studies illustrating workplace culture scenarios within a pharmacy.
- Encourage students to analyze and discuss appropriate responses to these situations.

Activity: Workplace Communication and Etiquette

- Discuss effective workplace communication, including email etiquette and professional conduct.
- Share best practices for building positive relationships with colleagues and supervisors.

Online Discussion**: Points to Guide Their Preparation:**

- Importance of maintaining professionalism in the workplace
- Challenges in workplace communication and potential solutions

- Strategies for adapting to a new workplace culture
- Role of workplace etiquette in maintaining a harmonious work environment

Assessment Activity: Workplace Culture Reflection

- Ask students to write a reflection on their understanding of workplace culture.
- Prompt them to identify key takeaways and insights from the session.
- Collect and review reflections for assessment.

Conclusion and Recap

- Summarize key points from the session.
- Encourage questions and open discussion.
- Reiterate the significance of mastering interview skills and workplace culture in their career development.

Homework Assignment:

- Review mock interview feedback and practice responses.
- Research a pharmacy workplace culture scenario and prepare a brief analysis

Learning Outcomes Review:

- Review the session's learning objectives and ask students to share their takeaways from the lesson.
- Ensure that students have a clear understanding of the importance of interview skills and workplace culture in the pharmacy industry.

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Course Rubric: Career and Employment Success Strategies

Assessment Criteria	Excellent (4)	Proficient(3)	Competent (2)	Developing (1)	Not Evident(0)
Understanding the Job Market and Career Opportunities	Demonstrates a profound understanding of the job market and a wide range of career opportunities available for Pharmacy Assistants. Provides insightful and in-depth analysis.	Displays a strong understanding of the job market and identifies numerous career opportunities for Pharmacy Assistants. Offers well-reasoned insights.	Shows a solid understanding of the job market and recognizes several career options for Pharmacy Assistants. Provides reasonable explanations.	Demonstrates a basic understanding of the job market and identifies a few career opportunities for Pharmacy Assistants. Offers limited explanations.	Lacks a clear understanding of the job market and provides minimal insight into career opportunities for Pharmacy Assistants.
Developing Job Search Techniques and Strategies	Develops highly effective job search techniques and strategies tailored to the pharmacy industry. Strategies are innovative and comprehensive.	Develops effective job search techniques and strategies customized for the pharmacy industry. Strategies are well-thought-out.	Develops practical job search techniques and strategies suitable for the pharmacy industry. Strategies are sound.	Develops basic job search techniques and strategies for the pharmacy industry. Strategies lack depth.	Fails to develop effective job search techniques and strategies for the pharmacy industry.
Creating a Professional Resume	Creates an outstanding and highly professional resume that effectively highlights relevant skills and experiences. It is exceptionally well-tailored to specific job descriptions.	Creates a professional resume that effectively highlights relevant skills and experiences. The resume is tailored to specific job descriptions.	Creates a solid resume that highlights relevant skills and experiences. It is generally well-tailored to specific job descriptions.	Creates a basic resume that covers relevant skills and experiences but lacks customization to specific job descriptions.	Creates a subpar resume with limited relevance to the field and lacks customization to specific job descriptions.
Demonstrating Proficient Interview Skills	Demonstrates exceptional proficiency in interview skills for various pharmacy-related positions. Responses are compelling and insightful.	Demonstrates proficient interview skills for various pharmacy-related positions. Responses are clear and well-structured.	Demonstrates competent interview skills for various pharmacy-related positions. Responses are adequate.	Demonstrates basic interview skills but with room for improvement in responses.	Demonstrates limited interview skills and struggles with responses.
Adapting to Workplace Culture and Expectations	Adapts exceptionally well to workplace culture and expectations within pharmacy settings. Demonstrates a deep understanding of workplace dynamics and etiquette.	Adapts effectively to workplace culture and expectations within pharmacy settings. Demonstrates a solid understanding of workplace	Adapts adequately to workplace culture and expectations within pharmacy settings. Demonstrates a basic understanding of workplace	Adapts minimally to workplace culture and expectations within pharmacy settings. Demonstrates limited understanding of workplace	Struggles to adapt to workplace culture and expectations within pharmacy settings. Lacks understanding of workplace

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Assessment Criteria	Excellent (4)	Proficient(3)	Competent (2)	Developing (1)	Not Evident(0)
		dynamics and etiquette.	dynamics and etiquette.	dynamics and etiquette.	dynamics and etiquette.
Collaborating Effectively in Groups	Collaborates exceptionally well within groups for capstone projects. Contributions are outstanding and demonstrate excellent teamwork.	Collaborates effectively within groups for capstone projects. Contributions are strong and reflect good teamwork.	Collaborates adequately within groups for capstone projects. Contributions are satisfactory and show reasonable teamwork.	Collaborates with room for improvement within groups for capstone projects. Contributions lack depth in teamwork.	Struggles to collaborate within groups for capstone projects. Contributions are limited, and teamwork is weak.
Seeking Guidance for Career Development	Seeks guidance from a career counselor and formulates a comprehensive and highly effective personalized career development plan.	Seeks guidance from a career counselor and formulates a well-structured personalized career development plan.	Seeks guidance from a career counselor and formulates a reasonable personalized career development plan.	Seeks guidance from a career counselor but formulates a basic personalized career development plan.	Fails to seek guidance from a career counselor or formulate a personalized career development plan.

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