



Course Specification of Pharmacy Law and Ethics

I. Course Identification and General Information:

1	Course Title:	Pharmacy Law and Ethics				
2	Course Number & Code:	Ph2710				
3	Credit hours:2hrs	C.H				Total
		Theoretical	Practical	Training	Seminar	
		2				2
4	Study level/ semester at which this course is offered:	Fourth year / First semester				
5	Pre –requisite (if any):	Pharmaceutics I-IV- Pharmaceutical Care I,II				
6	Co –requisite (if any):					
7	Program (s) in which the course is offered:	Bachelor of Pharmacy				
8	Language of teaching the course:	English				
9	The department in which the course is offered:	Pharmaceutics and Industrial Pharmacy				
10	Location of teaching the course:	Faculty of Pharmacy-Sana'a University				
11	Prepared by:	Prof Dr/ Mahmoud Mahyoob Alburyhi				
12	Date of approval:					

II. Course description:

رئيس الجامعة ا.د. محمود
ا.د. القاسم محمد عباس

عميدة مركز التطوير وضمان الجودة
ا.م.د. هدى العماد

عميد الكلية
د.خالد الشوية

رئيس القسم
ا.د.ماجد علوان

نائب العميد لشؤون الجودة
ا.د. محمود البريهي

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This course aims to provide the students the knowledge basics of pharmacy legislation and understanding of ethics specific to pharmacy. The course will examine the laws that impact the practice of pharmacy, while emphasizing the legal and ethical principles applied by pharmacists in their daily decision-making.. Students will learn the governmental framework within which pharmacy is practiced, as well as acquire an understanding of the laws, regulations, and the ethical responsibilities applicable to pharmacists so that they will be able to protect the public and ensure patients' well-being.

III. Intended learning outcomes (ILOs) of the course:

At the end of this course, the students will be able to:

1. Define different principles of pharmacy legislation
2. Identify the principles of pharmacy profession
3. Understand the ethics related to pharmacy practice
4. Utilize the pharmacy law and ethics in pharmacy practice.
5. Recognize how the laws applied in the field Pharmacy can control and play a great effect in the behavior of pharmacist and those who work in the medical field.
6. Demonstrate drugs and narcotics ethically and properly according to the regulation.
7. Recognize the differences between criminal law.
8. Distinguish between Acts, regulations and rules
9. Relate legislation to relevant examples in pharmacy practice.
10. Explore and use internet resources to search for up-to-date information in the areas of interest and solve emerging problems.
11. Develop good relationships with the customers.
12. Arrange Presentation and interviewing skills.

IV. Intended learning outcomes (ILOs) of the course:

(A) Knowledge and Understanding:

Alignment of Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in: **Knowledge and Understanding.**

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Program Intended Learning Outcomes (Sub-PILOs) in: Knowledge and Understanding		Course Intended Learning Outcomes (CILOs) in: Knowledge and Understanding	
After completing this program, students will be able to:		After completing this course, students will be able to:	
A1-	Recognize the principles of physical, clinical, social, behavioral, health and pharmaceutical sciences.	a1-	Define different principles of pharmacy legislation
A3-	Describe the general cellular, biochemical and physiological aspects of human body and recognize the pharmacokinetics, pharmacodynamics, disease pathophysiology, and pharmacogenetic of therapeutic agents to provide pharmaceutical care and facilitate management of patient's medication, rationalize drug use and overall health needs.	a2-	Identify the principles of pharmacy profession
		a3-	Understand the ethics related to pharmacy practice
A4-	Recognize the pharmaceutical dosage form design and the quality control of pharmaceutical formulations according to GMP and pharmacopeial requirements to support the pharmaceutical industries and research.		
A5-	Demonstrate the basic knowledge of pharmacoeconomics, pharmacovigilance, policy, legislation, marketing, administration and distribution of pharmaceutical and cosmetic products as well as ethics of health care..		

Teaching And Assessment Methods For Achieving Learning Outcomes:

Alignment of Learning Outcomes of Knowledge and Understanding to Teaching and Assessment Methods:

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Course Intended Learning Outcomes (CILOs) in Knowledge and Understanding		Teaching strategies/methods to be used	Methods of assessment
completing this course, students will be able to:		<ul style="list-style-type: none"> Lectures, discussion 	<ul style="list-style-type: none"> Attendance, report and project Written and oral exams
a1-	Define different principles of pharmacy legislation		
a2-	Identify the principles of pharmacy profession		
a3-	Understand the ethics related to pharmacy practice		

(B) Intellectual Skills:

Alignment of Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in: **Intellectual skills**

Program Intended Learning Outcomes (Sub-PILOs) in Intellectual skills		Course Intended Learning Outcomes (CILOs) of Intellectual Skills	
After completing this program, students will be able to:		After completing this course, students will be able to:	
B1-	Consolidate the chemical, biochemical and physiological principles to construct the pharmacophores of the structure and their effect on the stability, pharmacokinetic and pharmacodynamic profiles of the drug.	b1-	Utilize the pharmacy law and ethics in pharmacy practice.
B3-	Design different types of safe and effective pharmaceutical dosage forms and develop novel methods of analysis for pharmaceutical and biopharmaceutical products that support pharmaceutical research.	b2-	Recognize how the laws applied in the field Pharmacy can control and play a great effect in the behavior of pharmacist and those who work in the medical field.
B4-	Plan a modern system for administration of medical foundations and merge the ethics to business during the drug marketing		

Teaching And Assessment Methods For Achieving Learning Outcomes:

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Alignment of Learning Outcomes of Intellectual Skills to Teaching Methods and Assessment Methods:			
Course Intended Learning Outcomes (CILOs) in Intellectual Skills.		Teaching strategies/methods to be used	Methods of assessment
After completing this course, students will be able to:		Lectures, discussion and brain storming	Written and oral exams
b1-	Utilize the pharmacy law and ethics in pharmacy practice.		
b2-	Recognize how the laws applied in the field Pharmacy can control and play a great effect in the behavior of pharmacist and those who work in the medical field.		

(C) Professional and Practical Skills:

Alignment of Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in: Professional and Practical Skills			
Program Intended Learning Outcomes (Sub-PILOs) in Professional and Practical Skills		Course Intended Learning Outcomes (CILOs) in Professional and Practical Skills	
After completing this program, students will be able to:		After completing this course, students will be able to:	
C1-	Operate different pharmaceutical equipments and instruments and use emerging technologies in preformulation, formulation, packaging, storage and analysis of pharmaceutical products according to GLP, GSP and cGMP guidelines	c1-	Demonstrate drugs and narcotics ethically and properly according to the regulation.
C4-	Provide patient-oriented pharmaceutical care by collaboration with other health care professionals to optimize therapeutic outcomes.	c2-	Recognize the differences between criminal law.
		c3-	Distinguish between Acts, regulations and rules
C5-	Conduct research studies and utilize the results in different pharmaceutical fields.	c4-	Demonstrate proper inspection and prepare a report on pharmaceutical institution

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ا.د. محمود البريهي



Alignment of Learning Outcomes of Professional and Practical Skills to Teaching and Assessment Methods:			
Course Intended Learning Outcomes (CILOs) in Professional and Practical Skills		Teaching strategies/methods to be used	Methods of assessment
After completing this course, students will be able to:		Lectures, discussion and brain storming	Written, oral exams, report, project and observation.
c1-	Demonstrate drugs and narcotics ethically and properly according to the regulation.		
c2-	Recognize the differences between criminal law.		
c3-	Distinguish between Acts, regulations and rules		
c4-	Relate legislation to relevant examples in pharmacy practice		

(D) General / Transferable Skills:

Alignment of Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in: General and Transferable skills			
Program Intended Learning Outcomes (PILOs) in General / Transferable skills		Course Intended Learning Outcomes (CILOs) in General / Transferable skills	
After completing this program, students will be able to:		After completing this course, students will be able to:	
D1-	Practice independent learning needed for continuous professional development	d1-	Explore and use internet resources to search for up-to-date information in the areas of interest and solve emerging problems.
D2-	Employ proper documentation and filing systems in different pharmaceutical fields	d2-	Develop good relationships with the customers.
D4-	Take responsibility for adaptation to change needs in pharmacy practice.	d3-	Arrange Presentation and interviewing skills.
D5-	Apply information and communication technology and working effectively in a team.		

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نائب العميد لشؤون الجودة ا.د. محمود البريهي
رئيس الجامعة ا.د. محمود ا.د. القاسم محمد عباس



Course Intended Learning Outcomes (CILOs) in General and Transferable Skills		Teaching strategies/methods to be used	Methods of assessment
After completing this course, students will be able to:		Small group discussions, Tutorials and Practical session	Homework and reports.
d1-	Explore and use internet resources to search for up-to-date information in the areas of interest and solve emerging problems.		
d2	Develop good relationships with the customers.		
d3	Arrange Presentation and interviewing skills.		

V. Course Content:

1 – Course Topics/Items:

a – Theoretical Aspect

Order	Topic List / Units	CILOs (symbols)	Sub-topic List	Number of weeks	Contact hours
1	Introduction to pharmacy law and ethics	a1,a2,a3,b1,c1,d1	Pharmacy Ethics: Why Knowing Law Is Not Enough Introduction to ethics Distinction between personal and professional	1	2

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			role based ethics Relation of law to ethics Ethical theories Principles of healthcare (biomedical) ethics		
2	Legislation <u>The Medicines Act 1968</u>	a1,a2,b1, c1.d2	The nature and role of law Laws Public consultations Head of pharmacy Acts, regulations and rule Implementation: public spending, government and the Department of Health Sale and supply of medicines	1	2
3	Veterinary medicines regulations	a1, ,b1,c2,d1	Types, definitions	1	2
4	Misuse of drugs Act	a1,a2,a3,b1,b2,c2, c3,d1,d2,d3	Classifications	1	2
5	Health Acta 1999 to 2006	a1,a2,a3,b1,c1,c2 ,d1,d2,d3	Types, definitions	1	2
6	NHS legislation	a1,a2,a3,b1,b2,c1, c2,c3, d1,d2,d3	Types, definitions	1	2
7	Mid-term exam	a1-3,b1-2,c1-3		1	2
8	Legislation to pharmacy practice	a3,b1,b2,c3,c4, d1,d2,d3	Applications	1	2
9	Professional registration and regulation	a3 , b1,b2, c3,c4, d1,d2,d3	Code ethics	1	2

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10	Ethics and professionalism	a3, b1,b2,c1,c2, c3,c4, d1,d2,d3	Prescription vs. OTC Drugs, Generic Substitution, and Filling Prescriptions, Case study, Pharmacy practice problems, Local legal and professional to pharmacy practice regulation, new legal and professional to pharmacy practice, Applying	5	10
			Ethical Principles and Rules regulation		
11	Pharmacy organizations.	a1,a2,a3,b2,c2, c3,c4, d1,d2,d3	WHO and FIP	1	2
12	Final-term exam	a1-3,b1-2,c1-4		1	2
Number of Weeks /and Units Per Semester				16	32

VI. a- Teaching strategies of the course:

Lecture method, Group Discussion, Problem solving sessions, tutorials and brainstorming.

b-Assessment Methods:

Oral Exam, Quizzes, Attendance, Participation, Short answers, reports, project, and Written exam

VII. Assignments:

No.	Assignments	Aligned CILOs (symbols)	Week Due	Mark
1	Homework Assignments	a1-3, b1-2, d1-3	Sporadic through the semester	10
2	Reports	c1-4, d1-3		

VIII. Schedule of Assessment Tasks for Students During the Semester:

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No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment	Aligned Course Learning Outcomes (CILOs symbols)
1	Quizzes and Homework-assignments, Attendance, Participation	All weeks	10	10%	a1-3, b1-2, c1-3, d1-3
2	Written Mid exam, Oral exam, reports, projects	2-14	30	30%	a1-3, b1-2, c1-3
3	Written Final exam	16th	60	60%	a1-3, b1-3, c1-4
Total			100	100%	

IX. Students' Support:

Office Hours/week	Other Procedures (if any)
2hours	-

X. Learning Resource (MLA style or APA style)S:

1- Required Textbook(s) (maximum two)

- 1-A book prepared by the staff members
- 2-Beauchamp TL, Childress JF., 2008, Principles of Biomedical Ethics, 6th ed. Oxford University Press, New York.
- 3-Appelbe GE, Wingfield J. Dale and Appelbe's, 2009, Pharmacy Law and Ethics, 9th edn. Pharmaceutical Press., London.

2- Recommended Readings and Reference Materials



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	<p>1-Merrills J, Fisher J., 2003, Pharmacy Law and Practice.: Blackwell Science,. Rogers R, London. 2- Anderson S (ed.), 2005, Making Medicines, A Brief History of Pharmacy and Pharmaceuticals.: Pharmaceutical Press, London. 3-Langley CA, Belcher D., 2009, Applied Pharmaceutical Practice: Pharmaceutical Press, London. 4-Wingfield J, Badcott D., 2007, Pharmacy Ethics and Decision Making: Pharmaceutical Press, . London. 5-Hope T, Savulescu J, Hendrick J., 2003, Medical Ethics and Law: The Core Curriculum. Churchill Livingstone, London.</p>
	<p>3- Electronic Materials and Web Sites etc.</p>
	<p>www.pubmed.com http://www.sciencedirect.com</p>
	<p>4- Other Learning Material:</p>
	<p>J. Pharm. Sci Published articles related to the discussed topics</p>

XI. Facilities Required:

Accommodation:	 Well-equipped lecture halls with data show facilities, whiteboards, internet connection, etc.
Quality Assurance Unit	 Well-equipped laboratories with all required equipment and facilities.

2- Computing resources:	- Computer laboratory with internet facilities.
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I. Course Improvement Processes:

1- Strategies for obtaining student feedback on effectiveness of teaching

	<ul style="list-style-type: none"> Student-based assessment of the effectiveness of teaching using a questionnaire designed by the Quality Assurance Unit at the end of the semester. Meeting with students and faculty (once per semester).
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2- Other strategies for evaluation of teaching by the instructor or by the department.

	<ul style="list-style-type: none"> Assessment of the course syllabus and contents by the teachers using a questionnaire designed by the Quality Assurance Unit of the university at the end of the semester. Regular meeting and discussion of the course content between the Head of Department and the teaching staff of the course (for theory and practice).
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3- Processes for improvement of teaching.

	<ul style="list-style-type: none"> Revision of the course specification and its teaching strategies every three academic years after consideration of all issues raised by the teachers and/or students during regular meetings and discussions. Exploring any possible defects in the course that might be encountered by the teaching staff and their mitigation in subsequent improved versions of course specification.
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4- Processes for verifying standards of students' achievement

	<ul style="list-style-type: none"> Checking of a sample of students' work by an independent faculty member. Periodic exchange and check marking of a sample of students' assignments with a faculty member from another institution.
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	<ul style="list-style-type: none"> Adoption of scoring rubrics to assess the students' achievement (both for ongoing or summative assessments). Regular follow-up of laboratory logbooks to assess the practical achievement of students.
5th Procedures for periodically reviewing of course effectiveness and planning for improvement	
	<ul style="list-style-type: none"> Student rating and feedback Peer rating and feedback Regular meeting of the Curriculum Committee of the faculty.
6- Course development plans	
	<ul style="list-style-type: none"> Conducting regular workshops for the staff for improving their course specification skills. Regular revision of course specification and syllabus items.

XIII. Course Policies: (including plagiarism, academic honesty, attendance etc)	
The University Regulations on academic misconduct will be strictly enforced. Please refer to -----	
1	Class Attendance: <ul style="list-style-type: none"> Attendance of all lectures and practical sessions is required. Unexcused absence exceeding 25% of the lectures or practical sessions will disqualify the student from entering the final exam.
2	Tardy: <p>- Roll will be called in the very beginning of each lecture and practical class. Retardation for more than three weeks without a reasonable excursion, the student involved shall not be allowed to attend the class any longer and consequently shall be considered to be absent.</p>
3	Exam Attendance/Punctuality: <ul style="list-style-type: none"> Exam attendance is obligatory unless being excused by the department and faculty. Absence from assignments or exams will be dealt with according to the general policy of the university.



4	Assignments & Projects: <ul style="list-style-type: none">Assignments: Written and oral; Laboratory logbook signed by the responsible demonstrator. ■Projects: Not applicable.
5	Cheating: <ul style="list-style-type: none">Punishment of cheating will be according to the general policy of the university in this respect.
6	Plagiarism: <ul style="list-style-type: none">Plagiarism in written essays, reports, etc. is not accepted, and students who plagiarize the works of others will be punished according to the general policy of the university.
7	Other policies: <ul style="list-style-type: none">General policies of the Students' Affairs of the University and the Quality Assurance Unit.

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Course Plan of Pharmacy Law and

Ethics

I. - Information about Faculty Member Responsible for the Course:							
Name of Faculty Member	Prof / Mahmoud Mahyoub Alburyhi	Office Hours					
Location & Telephone No.	777970600	SAT	SUN	MON	TUE	WED	THU
E-mail	buryhi@yahoo.com			2hrs	2hrs		

II. Course Identification and General Information:					
1-	Course Title:	Pharmacy Law and Ethics			
2-	Course Number & Code:	Ph2710			
3-	Credit hours: 2hrs	C.H			Total
		Th.	Seminar	Pr.	
		2	-	-	2
4-	Study level/year at which this course is offered:	Fourth year/Second semester			
5-	Pre –requisite (if any):	Pharmaceutics I-IV-Pharmaceutical Care I,II			
6-	Co –requisite (if any):				
7-	Program (s) in which the course is offered	Bachelor of Pharmacy			
8-	Language of teaching the course:	English			
9-	System of Study:	Semesters			
10-	Mode of delivery:	Regular			
11-	Location of teaching the course:	Faculty of Pharmacy-Sana'a University			

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This course aims to provide the students the knowledge basics of pharmacy legislation and understanding of ethics specific to pharmacy. The course will examine the laws that impact the practice of pharmacy, while emphasizing the legal and ethical principles applied by pharmacists in their daily decision-making.. Students will learn the governmental framework within which pharmacy is practiced, as well as acquire an understanding of the laws, regulations, and the ethical responsibilities applicable to pharmacists so that they will be able to protect the public and ensure patients' well-being.

IV. Intended learning outcomes (ILOs) of the course:

At the end of this course, the students will be able to:

1. Define different principles of pharmacy legislation
2. Identify the principles of pharmacy profession
3. Understand the ethics related to pharmacy practice
4. Utilize the pharmacy law and ethics in pharmacy practice.
5. Recognize how the laws applied in the field Pharmacy can control and play a great effect in the behavior of pharmacist and those who work in the medical field.
6. Demonstrate drugs and narcotics ethically and properly according to the regulation.
7. Recognize the differences between criminal law.
8. Distinguish between Acts, regulations and rules
9. Relate legislation to relevant examples in pharmacy practice.
10. Explore and use internet resources to search for up-to-date information in the areas of interest and solve emerging problems.
11. Develop good relationships with the customers.
12. Arrange Presentation and interviewing skills.

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V. Course Content:

1 – Course Topics/Items:

a – Theoretical Aspect

Order	Topic List / Units	CILOs (symbols)	Sub-topic List	Number of weeks	Contact hours
1	Introduction to pharmacy law and ethics	a1,a2,a3,b1,c1,d1	Pharmacy Ethics: Why Knowing Law Is Not Enough Introduction to ethics Distinction between personal and professional role based ethics Relation of law to ethics Ethical theories Principles of healthcare (biomedical) ethics	1	2
2	Legislation <u>The Medicines Act 1968</u>	a1,a2,b1, c1.d2	The nature and role of law Laws Public consultations Head of pharmacy Acts, regulations and rule Implementation: public spending, government and the Department of Health Sale and supply of medicines	1	2

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3	Veterinary medicines regulations	a1, ,b1,c2,d1	Types, definitions	1	2
4	Misuse of drugs Act	a1,a2,a3,b1,b2,c2, c3,d1,d2,d3	Classifications	1	2
5	Health Acta 1999 to 2006	a1,a2,a3,b1,c1,c2, d1,d2,d3	Types, definitions	1	2
6	NHS legislation	a1,a2,a3,b1,b2,c1, c2,c3, d1,d2,d3	Types, definitions	1	2
7	Mid-term exam	a1-3,b1-2,c1-3		1	2
8	Legislation to pharmacy practice	a3,b1,b2,c3,c4, d1,d2,d3	Applications	1	2
9	Professional registration and regulation	a3 , b1,b2, c3,c4, d1,d2,d3	Code ethics	1	2
10	Ethics and proffessionalism	a3, b1,b2,c1,c2, c3,c4, d1,d2,d3	Prescription vs. OTC Drugs, Generic Substitution, and Filling Prescriptions, Case study, Pharmacy practice problems, Local legal and professional to pharmacy practice regulation, new legal and professional to pharmacy practice, Applying Ethical Principles and Rules regulation	5	10
11	Pharmacy organizations.	a1,a2,a3,b2,c2, c3,c4, d1,d2,d3	WHO and FIP	1	2
12	Final-term exam	a1-3,b1-2,c1-4		1	2
Number of Weeks /and Units Per Semester				16	32

VI. a- Teaching strategies of the course:

Lecture method, Group Discussion, Problem solving sessions, tutorials and brainstorming.

b-Assessment Methods:

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أ.د. ماجد علوان
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البريهي



Oral Exam, Quizzes, Attendance, Participation, Short answers, reports, project, and Written exam

VII. Assignments:

No.	Assignments	Aligned CILOs (symbols)	Week Due	Mark
1	Homework Assignments	a1-3, b1-2, d1-3	Sporadic through the semester	10
2	Reports	c1-4, d1-3		

VIII. Schedule of Assessment Tasks for Students During the Semester:

No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment	Aligned Course Learning Outcomes (CILOs symbols)
1	Quizzes and Homework-assignments, Attendance, Participation	All weeks	10	10%	a1-3, b1-2, c1-3, d1-3
2	Written Mid exam, Oral exam, reports, projects	2-14	30	30%	a1-3, b1-2, c1-3
3	Written Final exam	16th	60	60%	a1-3, b1-3, c1-4
Total			100	100%	

IX. Students' Support:

Office Hours/week	Other Procedures (if any)
2hours	-

X. Learning Resource (MLA style or APA style)S:

الموصف البريهي نائب العميد لشؤون الجودة رئيس القسم عميد الكلية عميدة مركز التطوير وضمان الجودة رئيس الجامعة ا.د. محمود ا.د. القاسم محمد عباس ا.د. ماجد علوان د.خالد الشوية ا.م.د. هدى العماد



5- Required Textbook(s) (maximum two)	
	1-A book prepared by the staff members 2-Beauchamp TL, Childress JF., 2008, Principles of Biomedical Ethics, 6th ed. Oxford University Press, New York. 3-Appelbe GE, Wingfield J. Dale and Appelbe's, 2009, Pharmacy Law and Ethics, 9th edn. Pharmaceutical Press., London.
6- Recommended Readings and Reference Materials	
	1-Merrills J, Fisher J., 2003, Pharmacy Law and Practice.: Blackwell Science., Rogers R, London. 2-Anderson S (ed.), 2005, Making Medicines, A Brief History of Pharmacy and Pharmaceuticals.: Pharmaceutical Press, London.
	3-Langley CA, Belcher D., 2009, Applied Pharmaceutical Practice: Pharmaceutical Press, London. 4-Wingfield J, Badcott D., 2007, Pharmacy Ethics and Decision Making: Pharmaceutical Press, . London. 5-Hope T, Savulescu J, Hendrick J., 2003, Medical Ethics and Law: The Core Curriculum. Churchill Livingstone, London.
7- Electronic Materials and Web Sites etc.	
	www.pubmed.com http://www.sciencedirect.com
8- Other Learning Material:	
	J. Pharm. Sci Published articles related to the discussed topics



I. Facilities Required:	
1 - Accommodation:	- Well-equipped lecture halls with data show facilities, whiteboards, net connection, etc. - Well-equipped laboratories with all required equipment and reagents.
3 - Computing resources:	- Computer laboratory with internet facilities.
I. Course Improvement Processes:	
6- Strategies for obtaining student feedback on effectiveness of teaching	
	<ul style="list-style-type: none"> Student-based assessment of the effectiveness of teaching using a questionnaire designed by the Quality Assurance Unit at the end of the semester. Meeting with students and faculty (once per semester).
7 Other strategies for evaluation of teaching by the instructor or by the department.	
	<ul style="list-style-type: none"> Assessment of the course syllabus and contents by the teachers using a questionnaire designed by the Quality Assurance Unit of the university at the end of the semester. Regular meeting and discussion of the course content between the Head of Department and the teaching staff of the course (for theory and practice).

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البريهي

الموصف



8- Processes for improvement of teaching.	
	<ul style="list-style-type: none"> ▪ Revision of the course specification and its teaching strategies every three academic years after consideration of all issues raised by the teachers and/or students during regular meetings and discussions. ▪ Exploring any possible defects in the course that might be encountered by the teaching staff and their mitigation in subsequent improved versions of course specification.
9- Processes for verifying standards of students' achievement	
	<ul style="list-style-type: none"> ▪ Checking of a sample of students' work by an independent faculty member. ▪ Periodic exchange and check marking of a sample of students' assignments with a faculty member from another institution. ▪ Adoption of scoring rubrics to assess the students' achievement (both for ongoing or summative assessments). ▪ Regular follow-up of laboratory logbooks to assess the practical achievement of students.
10- Procedures for periodically reviewing of course effectiveness and planning for improvement	
	<ul style="list-style-type: none"> ▪ Student rating and feedback ▪ Peer rating and feedback ▪ Regular meeting of the Curriculum Committee of the faculty.
6- Course development plans	
	<ul style="list-style-type: none"> ▪ Conducting regular workshops for the staff for improving their course specification skills. ▪ Regular revision of course specification and syllabus items.

XIII. Course Policies: (including plagiarism, academic honesty, attendance etc)

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البريهي	أ.د. محمود البريهي	أ.د. ماجد علوان	د. خالد الشوية	أ.م.د. هدى العماد	أ.د. القاسم محمد عباس



The University Regulations on academic misconduct will be strictly enforced. Please refer to -----	
1	Class Attendance: <ul style="list-style-type: none">Attendance of all lectures and practical sessions is required. Unexcused absence exceeding 25% of the lectures or practical sessions will disqualify the student from entering the final exam.
2	Tardy: <p>- Roll will be called in the very beginning of each lecture and practical class. Retardation for more than three weeks without a reasonable excursion, the student involved shall not be allowed to attend the class any longer and consequently shall be considered to be absent.</p>
3	Exam Attendance/Punctuality: <ul style="list-style-type: none">Exam attendance is obligatory unless being excused by the department and faculty.Absence from assignments or exams will be dealt with according to the general policy of the university.
4	Assignments & Projects: <ul style="list-style-type: none">Assignments: Written and oral; Laboratory logbook signed by the responsible demonstrator. ■Projects: Not applicable.
5	Cheating: <ul style="list-style-type: none">Punishment of cheating will be according to the general policy of the university in this respect.
6	Plagiarism: <ul style="list-style-type: none">Plagiarism in written essays, reports, etc. is not accepted, and students who plagiarize the works of others will be punished according to the general policy of the university.
7	Other policies: <ul style="list-style-type: none">General policies of the Students' Affairs of the University and the Quality Assurance Unit.