



Course Specification of Pharmacy Management

I. Course Identification and General Information:

1	Course Title:	Pharmacy Management				
2	Course Number & Code:	Ph2814				
3	Credit hours:	C.H				Total
		Theoretical	Practical	Training	Seminar	
		1				1
4	Study level / semester at which course is offered:	Level: - Fourth Year / Second Semester				
5	Pre –requisite (if any):	Pharmaceutics I_IV				
6	Co –requisite (if any):					
7	Programs in which course is offered:	Bachelor of pharmacy				
8	Language of teaching the course:	English				
9	Department in which course is offered:	Pharmaceutics and Industrial Pharmacy				
10	Location of teaching the course:	Faculty of Pharmacy- Sana`a university				
11	Prepared by:	Prof. Dr. Maged Alwan				
12	Date of approval:					

II. Course description:

This course Provides students with a working knowledge of important and fundamental aspects of pharmacy practice leadership including, but not limited to: management, strategic planning, motivational theories, and employment issues.



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

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

1. Define the administration, leadership, purpose of a business plan, role of business in society, operations management & its' essential tasks.
2. Understand the importance of personal, business, and personnel management in pharmacy.
3. Plan and organize pharmaceutical services.
4. Construct drug planning to all pharmacy practice including a hospital pharmacy.
5. Control and regular stock
6. Differentiate between pharmaceutical administration and other department.
7. Implement the policy of receiving and distribution of drugs and other medical instruments.
8. Train how to buy his supplies.
9. Apply administration and management process to professional activities.
10. Evaluate a management plan for pharmacy administration.
11. Great a management plan for drug stores.

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.**

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:	
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..	a1-	Define the administration, leadership, purpose of a business plan, role of business in society, operations management & its' essential tasks.
		a2-	Understand the importance of personal, business, and personnel management in pharmacy.

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		a3-	Plan and organize pharmaceutical services
Teaching And Assessment Methods For Achieving Learning Outcomes:			
Alignment of Learning Outcomes of Knowledge and Understanding to Teaching and Assessment Methods:			
Course Intended Learning Outcomes (CILOs) in		Teaching strategies/methods	Methods of
Knowledge and Understanding		to be used	assessment
completing this course, students will be able to:		<ul style="list-style-type: none"> ▪ Lectures brainstorming and discussion 	<ul style="list-style-type: none"> ▪ Attendance ▪ Written and oral exams ▪ Quiz and Small Projects
a1-	Define the administration, leadership, purpose of a business plan, role of business in society, operations management & its' essential tasks.		
a2-	Understand the importance of personal, business, and personnel management in pharmacy.		
a3-	Plan and organize pharmaceutical services		

(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:	
B4-	Plan a modern system for administration of medical foundations and merge the ethics to business during the drug marketing	b1-	Construct drug planning to all pharmacy practice including a hospital pharmacy.
B5-	Interpret the prescriptions, patient and clinical data, Analysis all the encountered pharmaceutical problems and plan the strategies for their solution, to develop the health care.	b2-	Control and regular stock

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Teaching And Assessment Methods For Achieving Learning Outcomes:

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 , report and oral exams
b1-	Construct drug planning to all pharmacy practice including a hospital pharmacy.		
b2-	Control and regular stock		

(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:	
C2-	Handle and dispose chemicals and pharmaceutical preparations safely and effectively.	c1-	Differentiate between pharmaceutical administration and other department
C4-	Provide patient-oriented pharmaceutical care by collaboration with other health care professionals to optimize therapeutic outcomes	c2-	Implement the policy of receiving and distribution of drugs and other medical instruments.
		c3-	Train how to buy his supplies

Teaching And Assessment Methods For Achieving Learning Outcomes:

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, Problem solving, sessions,	Written and oral exams

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c1-	Differentiate between pharmaceutical administration and other department	tutorials, discussion and brain storming
c2-	Implement the policy of receiving and distribution of drugs and other medical instruments.	
c3-	Train how to buy his supplies	

(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:	
D2-	Employ proper documentation and filing systems in different pharmaceutical fields	d1-	Apply administration and management process to professional activities
D3-	Develop financial, market management, writing, presentation and time management skills as well as creativity, critical thinking, problem solving and decision making abilities.	d2	Evaluate a management plan for pharmacy administration
		d3-	Great a management plan for drug stores

Teaching And Assessment Methods For Achieving Learning Outcomes:

Alignment of Learning Outcomes of General and Transferable skills to Teaching and Assessment Methods:

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:		Lectures and discussion	Reports, project, Written and oral exams
d1-	Apply administration and management process to professional activities		
d2	Evaluate a management plan for pharmacy administration		
d3-	Great a management plan for drug stores		

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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 study pharmacy management	a1, b1, c1, d1-3	- Value the role management skills play in improving patients' health outcomes	1	1
2	Management function & Managing time	a1, d1, d1-3	- Understand the terms 'manager', 'management' and apply theories & approaches to time management	1	1
3	Organizational structure and behavior and Ensuring good customer service	a2, a3, d1	- Recognize the role of teams in organizations - Understand and apply principles for ensuring good customer service	1	1
4	Human resource management functions and Motivational theories	a2,b1,c1, d1-3	- Apply motivational theories to pharmacy practice	1	1
5	Leadership theories	a3, b1, c2, d1-3	- Define, apply and describe leadership roles within the profession & community for students & pharmacists	1	1
6	Ensuring quality in pharmacy operations	a1,d1	- Value the importance of quality in pharmacy practice	1	1
7	Mid-exam.	a1-3, b1, c1-2		1	1

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8	Strategic planning in pharmacy operations and business planning for pharmacy programs	a3, b1, d1	- Describe the purpose of strategic planning - Define and Discuss component and communicating & implementing a business plan	1	1
9	Outcomes evaluation of pharmacy operations	a3,b1-2, c1-3,d1-3	- Understand the term 'outcomes evaluations and apply different outcomes measures to assess success/failure of service.	1	1
10	Operations management	a1,b1-2, c1-3,d1-3	- Define the role of business in society & the role of profits and operations management & its' essential tasks.	1	1
11	Purchasing/inventory management & negotiation	a2,a3,b1-2, c1-3,d1-3	- Understand purchasing objectives, Value the importance, management process and inventory management objectives for a pharmacy.	1	1
12	Managing risks in pharmacy practice	a1,b1-2, c1-3,d1-3	Describe the role of risk management and identify components of pure risk	1	1
13	-Communicating Effectively in the Workplace -Professional networking & personal continuous quality improvement.	b1-2, c1-3,d1-3	- Understand why effective communication is critical in the workplace - Value personal continuous quality improvement.	1	1
14	Time to work on business plans	b1-2, c1-3,d1-3	In classroom or at home	1	1
15	Revision	a1-3, b1-2, c1-3,d1-3		1	1



16	Final exam	a1-3, b1-2, c1-3	1	1
Number of Weeks /and Units Per Semester			16	16

VI. a-Teaching strategies of the course:

1. Lectures using white board and data show.
2. Practical session using laboratory equipment
3. Project tasks for groups of students (10 each) to prepare a report related to the topics lectured and make presentation for that report.

b-Assessment Methods:

- 1- Written mid-term exam to assess understanding, intellectual, professional and ability of students to follow-up the course subjects.
- 2- Oral exam to assess the ability of students in expressing their knowledge, understanding, intellectual skills, general skills and confidence
- 3- Written final exam to assess the overall outcomes.

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	c1-3,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	Participation, Assignments and quizzes	1-14	5	10%	a1-3, b2, c3,d1-3
2	Mid-semester exam	7	10	20%	a1-3, b1, c1-2



3	Final Exam	16	35	70%	a1-3, b1-2, c1-3
Total		50		100%	

IX. Students' Support:

Office Hours/week	Other Procedures (if any)
Two contact hours per week	None

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X. Learning Resource (MLA style or APA style)S:	
1- Required Textbook(s) (maximum two)	
	Allison M, Marie A, Chisholm-Burns, ,2012,Pharmacy Management, Leadership, Marketing, and Finance, 2 nd edition Marv Shepherd Vaillancourt. ‘
2- Recommended Readings and Reference Materials	
	Required: Pharmacy Management: Essentials for All Practice Settings/[edited by] Shane P. Desselle, David P. Zgarrick, Greg L. Alston. 3rd ed 1. Loyd, V Allen J.,2013, Remington: The Science and Practice of Pharmacy 22nd edition, Pharmaceutical Press, London. 2. Ansel; H.C., (2011) Pharmaceutical Dosage Forms and drug Delivery Systems’. 9th ed ,Lea Febiger; Philadelphia; London. 3. Aulton, M.E. (ed). (2013) Pharmaceutics, the design and manufacture of medicines. 4th editio Churchill Livingstone, Edinburgh.
	8 ادارة أعمال الصيدليات الاصدار pdf.
3- Electronic Materials and Web Sites etc.	
	www.google.com www.pubmed.com http://www.sciencedirect.com
4- Other Learning Material:	
	J. Pharm. Sci Published articles related to the discussed topics

XI. Facilities Required:	
1 - Accommodation:	<ul style="list-style-type: none"> - Well-equipped lecture halls with data show facilities, whiteboards, net connection, etc. - Well-equipped laboratories with all required equipment and reagents.

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2 - Computing resources:	- Computer laboratory with internet facilities.
XII. 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).
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).
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 encountered by the teaching staff and their mitigation in subsequent improved versions of course specification.
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. ▪ 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.
5⁻ 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 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 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.



Course Plan of Pharmacy Management

I. - Information about Faculty Member Responsible for the Course:							
Name of Faculty Member	Prof. Dr. Maged Alwan		Office Hours				
Location & Telephone No.		SAT	SUN	MON	TUE	WED	THU
E-mail							

II. Course Identification and General Information:					
1-	Course Title:	Pharmacy Management			
2-	Course Number & Code:	Ph2814			
3-	Credit hours: 1hrs	C.H			Total
		Th.	Seminar	Pr.	
		1	-	-	1
4-	Study level/year at which this course is offered:	4 th year/Second semester			
5-	Pre –requisite (if any):	Pharmaceutics I_IV			
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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III. Course description:

This course Provides students with a working knowledge of important and fundamental aspects of pharmacy practice leadership including, but not limited to: management, strategic planning, motivational theories, and employment issues.

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

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

12. Define the administration, leadership, purpose of a business plan, role of business in society, operations management & its' essential tasks.
13. Understand the importance of personal, business, and personnel management in pharmacy.
14. Plan and organize pharmaceutical services.
15. Construct drug planning to all pharmacy practice including a hospital pharmacy.
16. Control and regular stock
17. Differentiate between pharmaceutical administration and other department.
18. Implement the policy of receiving and distribution of drugs and other medical instruments.
19. Train how to buy his supplies.
20. Apply administration and management process to professional activities.
21. Evaluate a management plan for pharmacy administration.
22. Great a management plan for drug stores.

V. Course Content:

1 – Course Topics/Items:

a – Theoretical Aspect

Order	Topic List / Units	CILOs (symbols)	Sub-topic List	Number of weeks	Contact hours
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1	Introduction to study pharmacy management	a1, b1, c1, d1-3	- Value the role management skills play in improving patients' health outcomes	1	1
2	Management function & Managing time	a1, d1, d1-3	- Understand the terms 'manager', 'management' and apply theories & approaches to time management	1	1
3	Organizational structure and behavior and Ensuring good customer service	a2, a3, d1	- Recognize the role of teams in organizations - Understand and apply principles for ensuring good customer service	1	1
4	Human resource management functions and Motivational theories	a2,b1,c1, d1-3	- Apply motivational theories to pharmacy practice	1	1
5	Leadership theories	a3, b1, c2, d1-3	- Define, apply and describe leadership roles within the profession & community for students & pharmacists	1	1
6	Ensuring quality in pharmacy operations	a1,d1	- Value the importance of quality in pharmacy practice	1	1
7	Mid-exam.	a1-3, b1, c1-2		1	1
8	Strategic planning in pharmacy operations and business planning for pharmacy programs	a3, b1, d1	- Describe the purpose of strategic planning - Define and Discuss component and communicating & implementing a business plan	1	1



9	Outcomes evaluation of pharmacy operations	a3,b1-2, c1-3,d1-3	- Understand the term 'outcomes evaluations and apply different outcomes measures to assess success/failure of service.	1	1
10	Operations management	a1,b1-2, c1-3,d1-3	- Define the role of business in society & the role of profits and operations management & its' essential tasks.	1	1
11	Purchasing/inventory management & negotiation	a2,a3,b1-2, c1-3,d1-3	- Understand purchasing objectives, Value the importance, management process and inventory management objectives for a pharmacy.	1	1
12	Managing risks in pharmacy practice	a1,b1-2, c1-3,d1-3	Describe the role of risk management and identify components of pure risk	1	1
13	-Communicating Effectively in the Workplace -Professional networking & personal continuous quality improvement.	b1-2, c1-3,d1-3	- Understand why effective communication is critical in the workplace - Value personal continuous quality improvement.	1	1
14	Time to work on business plans	b1-2, c1-3,d1-3	In classroom or at home	1	1
15	Revision	a1-3, b1-2, c1-3,d1-3		1	1
16	Final exam	a1-3, b1-2, c1-3		1	1
Number of Weeks /and Units Per Semester				16	16

VI. a-Teaching strategies of the course:

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1. Lectures using white board and data show.
2. Practical session using laboratory equipment
3. Project tasks for groups of students (10 each) to prepare a report related to the topics lectured and make presentation for that report.

b-Assessment Methods:

- 1- Written mid-term exam to assess understanding, intellectual, professional and ability of students to follow-up the course subjects.
- 2- Oral exam to assess the ability of students in expressing their knowledge, understanding, intellectual skills, general skills and confidence
- 3- Written final exam to assess the overall outcomes.

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	c1-3,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	Participation, Assignments and quizzes	1-14	5	10%	a1-3, b2, c3,d1-3
2	Mid-semester exam	7	10	20%	a1-3, b1, c1-2
3	Final Exam	16	35	70%	a1-3, b1-2, c1-3
Total			50	100%	

IX. Students' Support:

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Office Hours/week	Other Procedures (if any)
Two contact hours per week	None

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X. Learning Resource (MLA style or APA style)S:	
5- Required Textbook(s) (maximum two)	
	Allison M, Marie A, Chisholm-Burns, ,2012,Pharmacy Management, Leadership, Marketing, and Finance, 2 nd edition Marv Shepherd Vaillancourt. ‘
6- Recommended Readings and Reference Materials	
	Required: Pharmacy Management: Essentials for All Practice Settings/[edited by] Shane P. Desselle, David P. Zgarrick, Greg L. Alston. 3rd ed 4. Loyd, V Allen J.,2013, Remington: The Science and Practice of Pharmacy 22nd edition, Pharmaceutical Press, London. 5. Ansel; H.C., (2011) Pharmaceutical Dosage Forms and drug Delivery Systems’. 9th ed ,Lea Febiger; Philadelphia; London. 6. Aulton, M.E. (ed). (2013) Pharmaceutics, the design and manufacture of medicines. 4th editio Churchill Livingstone, Edinburgh.
	8 ادارة أعمال الصيدليات الاصدار 8 pdf.
7- Electronic Materials and Web Sites etc.	
	www.google.com www.pubmed.com http://www.sciencedirect.com
8- Other Learning Material:	
	J. Pharm. Sci Published articles related to the discussed topics

XI. Facilities Required:	
1 - Accommodation:	<ul style="list-style-type: none"> - Well-equipped lecture halls with data show facilities, whiteboards, net connection, etc. - Well-equipped laboratories with all required equipment and reagents.

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



3 - Computing resources:	- Computer laboratory with internet facilities.
XII. 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).
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 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).
	<ul style="list-style-type: none"> ▪ 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)	
The University Regulations on academic misconduct will be strictly enforced. Please refer to -----	
1	<p>Class Attendance:</p> <ul style="list-style-type: none"> ▪ Attendance of all lectures and practical sessions is required. Unexcused absence exceeding 25% of the lectures will disqualify the student from entering the final exam.
2	<p>Tardy:</p> <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	<p>Exam Attendance/Punctuality:</p> <ul style="list-style-type: none"> ▪ Exam attendance is obligatory unless being excused by the department and faculty. ▪ Absence from assignments or exams will dealt with according to the general policy of the university.
4	<p>Assignments & Projects:</p> <ul style="list-style-type: none"> ▪ Assignments: Written and oral; Laboratory logbook signed by the responsible demonstrator. ▪ Projects: Not applicable.
5	<p>Cheating:</p> <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.