
COURSE DESCRIPTION

This practical course will give students the opportunity to learn aspects of running an herbal dispensary. Students will learn from senior dispensary staff how to make all forms of formulas; raw formulas, granule formulas, and encapsulation of granules. Students will also learn how to package and wrap herbs, and learn basic preparation instructions to relay to patients. Students will learn by practice; making formulas for interns, staff and outside practitioners.

Students will practice basic cleanliness of the preparation areas, and learn how to be in compliance with FDA regulations for herbal preparation and distribution. Students will learn how to set up and clean preparation areas, and storage of herbs and equipment. Student will have opportunity to learn inventory procedures; cataloging and restocking, as students will be asked to assist when new inventory arrives.

Students will practice identifying the raw herbs on their schedule. Periodic lessons on herbs and TCM theory will be given from senior dispensary staff and Dr. Kim.

In addition, students may, depending on their level in Herb Pharmacopeia and Formula classes, receive reinforcement of their lectures in herb class, and may practice constructing raw formulas that they have learned in class.

NOTE: This course replaces HB451, HB452, HB453, and HB454

LEARNING OBJECTIVES

Upon completion of these courses, students should be able to prepare formulas.
When the students return to the clinic as Interns, they will be able to prepare formulas for their patients.

COURSE PREREQUISITES

Intro to Herbal Medicine
Fundamentals of Oriental Medicine

REQUIRED TEXTS

RECOMMENDED TEXTS

Handbook of Chinese Herbs, Institute of Chinese Medicine, Los Angeles, 1995
Bensky, D. and Barolet, R. Chinese Herbal Medicine: Formulas & Strategies.
Eastland Press. Seattle, Washington: 1990

COURSE REQUIREMENTS

Out-of-Class Work

To successfully complete the program, students need to plan studying a minimum of 2 hours out-of-class for each academic in-class hour; and half an hour out-of-class for each hour of clinical training.

Materials: White Lab Coat, closed-toe shoes, and business-casual attire
Professional Clinic Behavior (see Clinic Manual)

This course is graded Pass/Fail
100% Participation

All students in Herb Lab must complete 50 hours of Herb Lab within 1 quarter. That is the equivalent of 12 weeks. Students are allowed 2 absences, but those absences must be rescheduled with their Dispensary Supervisor, and made up by the end of the quarter. This is in accordance with the Emperor's College attendance policy.

All Dispensary Hours must be logged on student time cards. All hours MUST be completed within the quarter. Any incomplete hours will be given a grade of FAIL at the end of the quarter.

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GRADING SCALE: 100-90% A, 89-80% B, 79-70% C, 69% and below F

SPECIAL NOTES

- Please remember to bring the syllabus to every shift.
- Tasks performed must be recorded and the syllabus must be signed by Dr. Kim or senior pharmacy staff at the end of every shift.

***Please be prepared to work quietly and practice mindful meditation at all times.**

Topics covered while a student completes the Herb Pharmacy Lab hours are as follows:

Pharmacy Handbook:

- Standard Operating Procedures (SOP)
- Opening/Closing Procedures
- Incompatibilities
- Alternate Herb Names
- Proper handling and cleanliness

Improve knowledge and identification of herbs and formulas covered in Pharmacopoeia and Formulas classes.

- Names
- Categories, functions, indications, contraindications
- Appearance/Smell
- Patents

Make patents/fill formula requests.

- Powder/Granules
- Encapsulations
- Raw Herbs
- Dosages

CLASS ONE (The syllabus is subject to change at the discretion of the instructor.)

Date:

Tasks Performed:

Signature:

CLASS TWO

Date:

Course Code **HB360**
2 Units
20 Hours

EMPEROR'S COLLEGE
MTOM COURSE SYLLABUS
HERB LAB A

Kim, Dr Bong Dal
Spring 2018

Tasks Performed:

Signature:

CLASS THREE

Date:

Tasks Performed:

Signature:

CLASS FOUR

Date:

Tasks Performed:

Signature:

CLASS FIVE

Date:

Tasks Performed:

Signature:

CLASS SIX

Date:

Tasks Performed:

Signature:

CLASS SEVEN

Date:

Tasks Performed:

Signature:

CLASS EIGHT

Date:

Tasks Performed:

Signature:

CLASS NINE

Date:

Tasks Performed:

Signature:

CLASS TEN

Date:

Tasks Performed:

Signature:

CLASS ELEVEN

***Upon completion of Herb Lab, please make a copy of your time card for your records at completion of lab hours. The original time card and syllabus must be turned in for pharmacy records.**_____

REFERENCE MATERIAL

FACULTY INFO

Course Code **HB360**
2 Units
20 Hours

EMPEROR'S COLLEGE
MTOM COURSE SYLLABUS
HERB LAB A

Kim, Dr Bong Dal
Spring 2018

Kim, Dr Bong Dal
Please check with instructor during class to get updated contact info.
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