

Pharmacy Technician Program

Fall 2024-Ms. Hollingsworth

Pharmacy Technician is a three credit hour semester certification course aimed to give you the knowledge necessary to become a Certified Pharmacy Technician (CPhT). We will accomplish this by taking the Pharmacy Technician's Certification Exam (PTCE) offered by the Pharmacy Technician's Certification Board (PTCB).

Unlike previous years, there is no additional charge to take this course, however you **will** be responsible for paying your own PTCE test, licensing, and fingerprinting/background check fees. Advanced opportunity funding may be used for the PTCE.

Course objectives will be met through a combination of didactic learning, simulations/labs, and externships working in local pharmacies. The didactic portion of the course will include lectures, class discussions, independent reading, guest speakers, group activities, independent activities and instructional videos. Simulations/labs will include role playing pharmacy scenarios, filling prescriptions from receipt to POS, inventory, compounding non-sterile and sterile products, aseptic techniques. Externships will include hours spent working in a local pharmacy, most often community or repackaging pharmacies. Successful completion of your externship hours is required to pass the high school course, which is a graduation requirement.

Textbook and Web Resources

Cengage Mindtap online textbook: The Pharmacy Technician: A Comprehensive Approach , 4th Edition Jahangir Moini
ISBN-13: 978-0-357-37135

The class agenda will be posted on [Common Curriculum](#). The agenda will include daily objectives, notes, activities, videos and other resources.

Updates to class information and due dates will be posted on Schoology.

PowerSchool is the official record of your grade and attendance.

Course Completion:

To complete the course and earn the high school credits needed for graduation you must,

- Earn a 70% or higher in the class
- Complete all externship hours with verification by submitting original paperwork signed by the facility supervisor
- Complete of the Technical Skills Assessment (TSA) pretest **and** posttest
- Students who do not meet the TSA posttest cut score must retake the posttest exam

Grading:

The grade in PowerSchool will be comprised of:

Homework	20%
Quizzes	10%
Simulations	20%
Exams (Assessments)	50%

Course Policies:

- Computers and charging cords must be brought to class daily
- Class time should be used for this course only
- No personal cell phone use during class
- Students must turn in their own work
- The use of generative AI tools for work that you turn in constitutes plagiarism
- Students will be given a weekly role to assist our faux pharmacy which will include cleaning and maintenance tasks, preparation for simulations and labs
- Follow all safety guidelines during labs
 - Failure to follow safety precautions in any simulation/lab will result in dismissal from the simulation/lab and will receive a grade of zero
 - Fingernails must be short enough to allow students to engage in rapid fine motor skills, including the use of gloves.
 - During the weeks we are learning sterile compounding additional requirements are in effect
 - Fingernails must be $\frac{1}{4}$ inch or less to not puncture sterile gloves
 - Closed toed shoes must be worn
 - Hair must be pulled up to be contained in a hair net
- Late work will incur a 20% deduction per week or partial week
- If you have special circumstances you can request to turn an assignment in late by emailing me your request at least 12 hours before it is due.
- It is your responsibility to schedule make up work due to absences with me per MMACHS absence policy
- Some assignments will be recorded for a grade in PowerSchool as determined by the instructor
- Notes may be used on quizzes and they can be retaken 1 time with the higher of the two grades recorded in PowerSchool
- **No notes** may be used on tests/exams and can be retaken 1 time with the higher of the two grades recorded in PowerSchool
- Each unit of instruction will have a hard cut off date approximately 1 week after the unit exam after which no homework, assignments, assessments and retakes will be accepted
- Professional dress, grooming, attitude and punctuality are expected during your externships
- Maintain HIPAA
- If you have a question about a disease state or medication, please ask during class but do NOT use the person's name
- Students should have a stable, professional email address that is not school affiliated to register with the Idaho Board of Pharmacy and PTCB
- We will set a time for all students to take the Pharmacy Technician's Certification Exam (PTCE) prior to the end of the semester.
- Students who become CPhTs will be recognized on awards day in the spring

Externship Requirements:

Students must complete the following early within the course to be able to participate in externships with our community partners:

- Within the first 1-2 weeks we will be registering as a student with the Idaho State Board of Pharmacy (approximately \$35)
 - [Idaho State Police background check](#) if over 18 years old during current semester (approximately \$20)
 - [Idaho State Police Fingerprinting](#) (approximately \$10)
- Within the first 60 days-Current health insurance
- Within the first 60 days of course you need up to date immunizations
 - Influenza (current Oct 1st-Mar 31st)
 - COVID-19
 - Td or Tdap
 - Hep B
 - MMR
 - Varicella (2)
 - Meningococcal
 - TB (not a vaccination, but neg test required)

To Become a Certified Pharmacy Technician in Idaho:

1. To sit for the PTCB, an 80% or higher is required on all assessments in the course
2. You may allocate available Fast Forward money to take the exam if you have funds remaining, otherwise you must pay MMACHS office for your exam (approximately \$130)
3. Register on the PTCB website
4. Use the voucher given to you by your instructor to sign up for the test
5. Sign up for a test date (we will try to all test on the same day)
6. Pass test
7. Apply for CPhT on Idaho Board of Pharmacy website (approximately \$35)
8. Upload your certification and course completion.

Requirements for other states are similar, please refer to their state licensing/registration website.

Student supplied materials:

- 3-ring binder
- lined paper for notes
- headphones or earbuds
- pencil/pen
- Highlighters
- Computer and charging cord (optional, see below)

Computer requirements:

Cengage web-based learning platforms require broadband internet access and supported web browsers and plugins. If your personal computer does not meet these requirements, you can check one out for the semester from the MMACHS.

Supported Browsers

Windows®

Chrome™ 122 and 123

Firefox® 123

Edge 121 and 122

macOS™

Chrome 122 and 123

Safari® 16 and 17

Chrome OS™

Chrome 122 and 123

iOS

Safari 17

Other browsers and versions than those listed might also work, but are not supported. If you have problems when using an unsupported browser version, try using a supported browser version before contacting Customer Support.

Workstation Recommendations

Download bandwidth: 5+ Mbps

RAM: 2+ GB

CPU: 1.8+ GHz / multi-core

Display: 1366 × 768, color

Graphics: DirectX, 64+ MB

Sound (for some content)

Resources:

Scope and Sequence:

This course is designed to meet all standards for [Idaho CTE Pharmacy Technician](#) and [PTCB](#). Additionally skills to prepare students for the [Workplace Readiness Assessment](#) will be included, which all seniors must take.

- Unit 1: Pharmacy Practice
 - History of Pharmacy
 - The Foundation of Pharmaceutical Care
 - Pharmacy Law, Ethics, and Regulatory Agencies
 - Communication with Patients and Customers
 - Pharmaceutical Information and References
 - Prescriptions and Processing
 - Dosage Forms and Routes of Administration
 - Measurement Systems
 - Conversion and Calculations
- Unit 2: Pharmacy Practice Settings
 - Safety in the Workplace
 - Community Pharmacy
 - Extemporaneous Prescription Compounding
 - Hospital Pharmacy
 - Aseptic Technique and Sterile Compounding
 - Advanced Pharmacy
- Unit 3: Administrative Skills
 - Insurance and Billing
 - Inventory Control and Management
 - Clinical Drug Trials
 - Medication Errors and Safety
 - Drug Actions and Interactions
 - Narrow Therapeutic Index medications
 - Look Like/Sound Alike Drugs
 - Restricted Drug Programs
- Unit 4: Pharmacology
 - PLEASE NOTE: Unit 4 will be broken up by topic and taught throughout the semester to aid in study and memorization of the top 200 prescribed medications. The order of those learning modules may differ from the order below. A comprehensive unit 4 exam will be the last unit exam of the semester.
 - Therapeutic Drugs for the Nervous System
 - Therapeutic Drugs for the Musculoskeletal System
 - Therapeutic Drugs for the Endocrine System
 - Therapeutic Drugs for the Cardiovascular System
 - Therapeutic Drugs for the Immune System
 - Therapeutic Drugs for the Respiratory System
 - Therapeutic Drugs for the Urinary System
 - Therapeutic Drugs for the Digestive System
 - Therapeutic Drugs for the Reproductive System
 - Therapeutic Drugs for the Eyes, Ears, and Nose
 - Therapeutic Drugs for the Integumentary System
 - OTC Medications
 - Complementary and Alternative Medicine
- PTCB study and practice exams