

Pharmacy Technician Course

**MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM
PHARMACY TECHNICIAN COURSE OUTLINE**

1. Course Title:

Pharmacy Technician

2. CBEDS Title:

Other health careers course

3. CBEDS Number:

4298

4. Job Titles:

DOT Codes

O*NET Codes

| <i>Entry-level</i> | | |
|---------------------------|------------|-------------|
| Pharmacy Clerk | 31-9095.00 | |
| <i>Technical-level</i> | | |
| Pharmacy Technician | 29-2052.00 | 074.382-010 |
| <i>Professional-level</i> | | |
| Pharmacist | 29-1051.00 | 074.161-010 |

5. Course Description:

The competency-based course prepares students for entry-level pharmacy technician positions in either hospital or retail pharmacies. The course is comprised of classroom instruction, laboratory training, and practical work (externship). Medical and pharmaceutical terminology will be introduced. Students will become competent in basic anatomy related to the pharmacology of medications, as well as understand pharmaceutical calculations. This class provides students with the knowledge required to pass the national certification exam offered by the Pharmacy Technician Certification Board.

Integrated throughout the course are Career Preparation Standards, which include Workplace Basic Skills and Behaviors, Career Technical Skills, and Job Employment Skills.

6. Hours:

Students receive up to 240 hours of classroom instruction and up to 120 hours in a community classroom site. **Total hours are 360.**

7. Prerequisites:

Basic Math (pre-algebra) skills and some understanding of Biology. Students are required

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to become CPR certified on their own before the beginning of the last quarter (Adult students only). They also need to show proof of passing physical, TB and Hepatitis B test when required.

8. Date of Revision and Approval:

November 17, 2016

Abbreviations:

| | |
|-------|--|
| CC = | Community Classroom (unpaid, on-the-job, training experience at business sites) |
| CVE = | Cooperative Vocational Education (paid, on-the-job, training experience at business sites) |

9. Course Outline:

Upon successful completion of this course, students will be able to demonstrate the following skills necessary for entry-level employment.

CAREER PREPARATION STANDARDS

| | | Class | CC | CVE |
|-------------|---|-------|----|-----|
| I. | WORKPLACE BASIC SKILLS & BEHAVIORS (<i>MVROP ESLR #1</i>) | 20 | 10 | |
| | A. Apply skills learned in class. | | | |
| | B. Analyze information and make decisions. | | | |
| | C. Communicate verbally and in writing. | | | |
| | D. Work independently and as a team member in a diverse workplace. | | | |
| | E. Punctual | | | |
| | F. Work reliably, responsibly, and ethically. | | | |
| II. | CAREER TECHNICAL SKILLS (<i>MVROP ESLR #2</i>). | 40 | 10 | |
| | A. Use appropriate technology. | | | |
| | B. Understand and practice occupational safety standards. | | | |
| | C. Demonstrate an awareness of how a business or industry functions | | | |
| | D. Work on customer service skills | | | |
| III. | JOB EMPLOYMENT SKILLS (<i>MVROP ESLR #3</i>) | 40 | 20 | |
| | A. Develop a plan to achieve career goals. | | | |
| | B. Use effective job search strategies. | | | |
| | C. Demonstrate an awareness of the importance of lifelong learning. | | | |

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- D. Have students work on their confidence through presentations assignments
- E. How to handle issues & problems at work.
- F. Multitasking

CONTENT AREA SKILLS

| | | Class | CC | CVE |
|------------|---|--------------|-----------|------------|
| IV. | <p style="text-align: center;">HISTORY OF MEDICINE AND PHARMACY <i>(MVROP ESLR #2)</i></p> <ul style="list-style-type: none"> A. Understand historical developments in pharmacy and healthcare. B. Become familiar with early pharmacy practice C. Identify influences on pharmacy practice | 30 | 10 | |
| V. | <p style="text-align: center;">PHARMACY LAW AND ETHICS <i>(MVROP ESLR #2)</i></p> <ul style="list-style-type: none"> A. Discuss regulatory standards in pharmacy practice and be able to describe the difference between statutes, rules, regulations, and quasi-legal standards. B. State the need for the Food, Drug and Cosmetic Act. C. List several requirements of the Controlled Substance Act (CSA), and be able to recognize drugs that fall under its regulation. D. State reasons for OSHA regulations. E. Discuss several basic components of the Patient’s Bill of Rights. | 20 | 5 | |
| VI. | <p style="text-align: center;">PHARMACY SETTINGS FOR TECHNICIANS <i>(MVROP ESLR #2)</i></p> <ul style="list-style-type: none"> A. Understand current qualifications needed to be a pharmacy tech, including national certification. B. Evaluate nonjudgmental duties. C. Become familiar with inpatient, outpatient, and home health setting requirements, as well as mail order pharmacy/E-pharmacy D. Recognize opportunities and incentives for technicians. E. Comprehend advanced pharmacy technician roles and their requirements. F. Comprehend specialized pharmacy technician roles and their requirements. | 50 | 5 | |

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Class CC CVE
50 20

VII. CONVERSIONS AND CALCULATIONS

(MVROP ESLR #2)

- A. Define each system, recognize the writing units of each system, and understand the important differences among the systems of measurement:
 - 1. Metric system
 - 2. Household measurements
 - 3. Apothecary system
 - 4. Solution oral medications
- B. Comprehend how to convert between systems of measurements
- C. Understand how to calculate for day's supply

VIII. DOSAGE FORMS, ABBREVIATIONS, AND ROUTES OF ADMINISTRATION.

(MVROP ESLR #2)

- A. Know where pharmacy abbreviations originated.
- B. Comprehend dosage forms and routes of administration.
- C. Describe the use of additives.
- D. Understand manufactured products and miscellaneous agents and devices.
- E. List packaging and storage requirements.

IX. REFERENCING

(MVROP ESLR #2)

- A. Demonstrate the correct way to reference.
- B. Utilize journals, newsmagazines, the internet, and additional types of information for referencing.

X. DESCRIPTION PROCESSING

(MVROP ESLR #2)

- A. Understanding each step of prescription processing:
 - 1. Taking in prescription
 - 2. Translation of an order
 - 3. Entering information into the database
 - 4. Filling the script
 - 5. Patient rights
 - 6. Pharmacist consultations
 - 7. Filing prescriptions
 - 8. Medication pick-up
 - 9. Changing Trends

XI. HOSPITAL PHARMACY

(MVROP ESLR #2)

- A. Explain the primary function of a hospital.
- B. List the organizational structure of the hospital environment.
- C. Know the major diagnostic units in the hospital.
- D. Explain five functions related to patient processing activities.

40 10

10 5

20 15

10 N/A

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| Class | CC | CVE |
|--------------|-----------|------------|
| 30 | 10 | |

XII. CLASSIFICATIONS OF DRUGS

(MVR0P ESLR #2)

- A. Learn the top 200 drugs
 - 1. Brand name & Generic name
 - 2. Indication
 - 3. Schedule drugs

- B. Understand the following classifications of drugs:
 - 1. Anti-infectives
 - 2. Anti-Inflammatories and antihistamines
 - 3. Vitamins and minerals
 - 4. Vaccines
 - 5. Oncology agents

Total Approved Course Hours 360

10. Additional Items:

a. **Articulation:** There are no articulation agreements for this course.

b. **Academic Credit:** Not applicable.

c. Instructional Strategies:

| | |
|-----------------------|--------------------------------|
| lecture | simulation |
| group discussion | written reports |
| reading assignments | comparative analysis |
| multi-media | use of business-guest speakers |
| hands-on lab practice | field trips |
| demonstration | presentations |
| teamwork | projects |

d. Instructional Materials:

| | |
|----------------------------|-----------------|
| approved textbook/workbook | Power-point |
| handouts | video tapes |
| articles | Internet access |
| software | CD Roms |

e. License Competency List:

Students who meet class requirements (see syllabus) may apply to State Board of Pharmacy

- 1. overall grade level of C for both semesters
- 2. minimum student mastery level for each proficiency
- 3. demonstrate occupational specific and general workplace skills
- 4. Complete 120 hours of externship

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Career Technical Skills:

- Pharmacy Law and Ethics
- Anatomy and Physiology
- Medical Terminology
- Medications and Administration Methods
- Extemporaneous and Intravenous compounding
- Basic Pharmacology
- Pharmaceutical Math
- Inpatient Hospital Application
- Outpatient Application
- Prescription Data Entry
- Typing 30-40 WPM 100% Accuracy
- Customer Service
- Safety and Aseptic Technique
- Computer Technology
- Presentation fundamentals
- Leadership fundamentals
- Resume and Interview
- Externship 120 hrs.