

Mission Valley ROP Syllabus 2017-2018

Course Title: Pharmacy Technician (Adults Students)

Meeting Time: 10:00 am to 12:30 pm

Instructor Name: Ngan Ha

Location/Room #: 226

Office Hours: by request

Contact Info: 510-657-1865 x15226 or nha@mvrop.org

Course Description

This course is designed to provide related instruction and community training for students preparing for jobs as a pharmacy clerk/technician including, inpatient hospital, outpatient hospital, compounding facilities, I.V. admixture facilities, Retail Companies, home care service and pharmaceutical industries. The class will provide students with a fundamental understanding of the medication and pharmacy related fields, thus aiding them in career decisions. Students who complete the program with a "C" or better will be eligible for externship. Students will provide their own transportation to their site.

** An ROP course is the transition from the traditional classroom to the world of work. The policies and regulations reflect the demands of both.

Prerequisites

- Student must be a High School graduate or have obtained a GED certificate.
- Passed both Math and English entrance exams (at ROP).
- A background in biology and pre-algebra is recommended, but not required.
- A positive attitude, willingness to work, and ability to communicate effectively is recommended.

Career Advancement Benefits

- Opportunity to apply for a Pharmacy Technician license from the State Board of Pharmacy.
- Students will gain hands-on experience in the pharmacy technician field.
- Ability to work as a Pharmacy Technician or Pharmacy Clerk.
- Gain clinical experience hours, which are needed to apply to many professional programs.
- Prepare students to take the Pharmacy Technician Certified Board Exam
- Determine if this is the career path of your choice.

Areas covered in class. Subjects might change to accommodate student learning.

- Historical Developments in Pharmacy and Health Care
- Organizational Structure and Function of the Hospital
- Home Health Care
- Long-Term Care
- Community Pharmacy Practice
- Regulatory Standards in Pharmacy Practice
- Drug Use Control: The Foundation of Pharmaceutical Care
- Ethical Considerations for the Pharmacy Technician
- Organizations in Pharmacy
- The Prescription, Terminology, and Medical Abbreviations
- Pharmaceutical Dosage Forms
- Pharmaceutical Calculations
- Extemporaneous Compounding
- Parenteral Compounding
- Administration of Medications
- Drug Information Centers
- Drug Distribution Systems
- Infection Control and Prevention in the Pharmacy
- Introduction to Biopharmaceutics
- The Actions and Uses of Drugs
- Nonprescription Medications
- The Policy and Procedure Manual
- Materials Management of Pharmaceuticals
- The Pharmacy Formulary System
- Computer Applications in Drug Use Control
- Preventing and Managing Medication Errors: The Technician's Role
- Accreditation of Technician Training Programs
- Pharmacy Technician Certification Board
- Long-Term Care
- The Hospital Formulary System
- Common Sound-Alike Drug Names
- Pharmacy Organizations and Future of Technicians

Required Texts (Provided by instructor)

Durgin Sr., Jan M. and Hanan, Zachary I. *Pharmacy Practice for Technicians*. 3rd ed.

ISBN# 1-4018-4857-5

Johnson, Mike. *Sterile Products and Aseptic Techniques*. 2nd ed.

ISBN # 9780135109649

Tova Wiegand Green, BS and Don A. Ballington, MS. *Pharmacy Calculations for Technicians*, 5th Edition

ISBN: 978-0-76385-221-4

Sparks, Jason and McCartney, Lisa. *Pharmacy Labs for Technicians*.

ISBN# 9780763834869

Materials, Tools, and Resources

Students will need a pharmacy lab coat within the first three weeks of class.

Other materials include a one-inch binder, a calculator, closed-toed tennis shoes, 4x6 index cards, 6 dividers, and sheet protectors. Students will be informed of these materials before the class session in which they are needed.

Portfolio Binder

Each student will need a one-inch, three-ring binder and five sheet protectors for his/her student portfolio project, which will commence at the beginning of the second semester. The portfolio will include a resume, completed job application, one outstanding work sample/project, and a certificate of completion for every student earning a grade of "C" or better.

Class Binder

- Each student will need a 3-ring binder for this class.
- The binder must be organized into sections (Math, labs, tests/quizzes, assignments, notes) using dividers for each unit.
- All course materials (notes, handouts, returned assignment, etc.) must be kept in the binder until the end of the course.
- The binder is checked periodically. This may be announced or unannounced.
Therefore, the binder must be kept up-to-date and brought to every class!!!
- The organization and completeness of the binder will be key to earning a good grade and will benefit the student in preparing for the PTCB certification (NOT required but recommended)

NOTE:

- PTCB is a competency exam and it is not needed to acquire a pharmacy state board license, the student will be registered when completing the whole program that includes completing 120 hours of externship.
- Keep brand and generic medications on 4 x 6 index cards in alphabetical or weekly order.

In class grade system:

Labs	30%
Tests/Quizzes	30%
Class / HW assign	20%
Employable skills & Project	20%

** Student must pass the class with a "C" or better from **first** semester to be eligible to enroll in the following semester.

Internship grade system:

Employability skills	20%
Supervisor Evaluation / Test / Quizzes	40%
CC Assignment (ie. time cards)	20%
Portfolio	20%

A+ = 97-100%	B+ = 87-89%	C+ = 77-79%	D+ = 67-69%
A = 94-96%	B = 84-86%	C = 74-76%	D = 64-66%
A- = 90-93%	B- = 80-83%	C- = 70-73%	D- = 60-63%, F = <60%

*****ALL YOU NEED TO KNOW ABOUT EXTERNSHIP*****

Externship Prerequisites:

- Current grade in class **MUST** be a "C" or better.
- Excellent Work Ethics and attitude.
- Must be able to pass background check/drug tests if required.
- Must be able to provide necessary immunization record and physical examination.
- Availability of an externship site.
- All paperwork is turned in before the deadline.
- Final decision/schedule will be made by the pharmacy manager.
- **MUST** be able to comply with all the changes made during the school year. It will be announced.
- Once your site is assigned, no changes can be made.
- Excellent attendance and punctuality.
- **MUST** comply all of the policies above. **NO EXCEPTIONS.**

**Students who do not meet the requirements above will be given a verbal warning. After that he/she will be dropped if the student shows no improvement after a first notification.

Policies and Procedures

Campus Rules

This campus is our responsibility. Dispose of all trash in the garbage cans located in each hallway. This is a non-smoking campus. Students are not allowed to smoke anywhere on campus. Do not park vehicles in designated staff parking. Towing will be enforced by the school officials at the owner's expense.

Classroom Rules

Please keep the classroom neat and organized. If desks or chairs are moved for any class activity, please return them to their original location. Books should be returned to the proper place following use. Do not leave scraps of paper or anything else lying around on your desks. THERE IS NO ONE PICKING UP AFTER YOU! Since this is an ROP class, this classroom will be treated as a business environment. Profitability in the industry is related to dollars made. In the classroom, our profitability is learning.

In order to be "profitable" in the classroom, the following rules will be adhered to:

1. Come to class on time and with a positive attitude.
2. Be prepared with a notebook, calculator, paper and pen/pencil.
3. No eating or drinking in classroom (with the exception of bottled water).
4. No profanity
5. Respect the right of others to learn and of me to teach.
6. No cheating!! (Will receive 0 credit). Using a cellphone during quizzes/tests will automatically be considered cheating.
7. No ipods or cell phones permitted in the classroom.
8. Relax, have fun and learn!!

Attendance Policy

Mission Valley ROP's mission is to prepare students for employment, and career preparation via post-secondary educational opportunities. Just as in business and industry, where employees are expected to show up on time every day, Mission Valley ROP students are expected to be on time for classes every day.

If you are absent it is your responsibility to find out what you have missed. Ask your classmate for help and then ask instructors for handouts that you missed. Make sure you pick up these handouts at the **beginning** of your first day back.

Make up assignments will be given for excused absences only, which include medical, legal or bereavement circumstances. **Medical absences with three or more consecutive days must verified by a doctor's note.** Failure to complete make up assignments will adversely affect your grade. Make-up exams will be automatically reduced by 10

percentage points each day counting from the exam date and it needs to be made up within two days. Students with two or more unexcused absences on control days can be dropped from the program. **No exceptions!**

Students must arrive on time to class. If you are going to be late to class you must contact the instructor or the attendance clerk by phone. Leave a voicemail if the instructor is not answering. If you are tardy or miss a Mission Valley ROP class multiple times, your grade will be adversely affected or you could be dropped from the course. Punctuality is very important and excessive tardiness may prevent a student from being placed at an internship site. Tardiness reduces instructional time and is disruptive to the classroom. Tardies may prevent the student from receiving a course certificate.

NO cellphones! While all Health Sciences instructors at MVROP have different ways of dealing with cell phone issues in class, ALL Health Science classes will have a strict no cell phone policy. Also, cell phone use at externship sites is a HIPAA violation and further information will be provided at a common Health Sciences meeting. Students will have 10 points each week applied toward work ethic (20% of your grade). Inappropriate use of a cell phone will void all the points for that week.

Additional Policies and Procedures

Mission Valley ROP is committed to preparing students for the workforce. This preparation includes technical skills as well as business ethics. Mission Valley ROP does not condone cheating. Any student caught cheating on an exam or copying work from other students will be given one warning and a failing grade on that assignment. Any subsequent incident will result in termination from his/her Mission Valley ROP program, a failing grade, and loss of credits.

No food or drinks will be allowed in MVROP buildings, including the classroom, lobby, hallway, and restrooms. The Student Lounge is the only room where food or drinks other than water should be consumed. Students violating this policy will receive one warning. Any subsequent incident will result in termination from his/her entire program.

Students completing this course with a grade of "C" or better will receive a Mission Valley ROP Certificate of Completion listing competencies achieved in the course and an affidavit to apply to the State Board of Pharmacy for their Pharmacy Technician license.

Note: Students must be a High School graduate in order to apply for their Pharmacy Tech. license.

**Mission Valley ROP
Pharmacy Technician 2018-19
Student Agreement**

Must be signed and returned to instructor by _____

Student

I have read and understand the policies/procedures listed in the Pharmacy Technician course syllabus. I agree to come to class on time and prepared, abide by the rules and policies, and be courteous and respectful in order to have a positive learning environment for my classmates and myself.

Print Name

Student Signature

Date

Cell phone number:

Email address: