

**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***Entry-level*

Pharmacy Clerk	31-9095.00	
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*Technical-level*

Pharmacy Technician	29-2052.00	074.382-010
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*Professional-level*

Pharmacist	29-1051.00	074.161-010
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**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 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. Students will need to take background check and drug test when required.

**8. Date of Revision and Approval:**

**Date Re-Approved:**

November 9, 2017

November 8, 2018

**9. Course Outline:**

Upon successful completion of this course, students will be able to demonstrate the following skills necessary for entry-level employment. [**Abbreviations: CC = Community Classroom** (unpaid, on-the-job, training experience at business sites)]

<b>CAREER PREPARATION STANDARDS</b>		<u>Class</u>	<u>CC</u>
<b>I. WORKPLACE BASIC SKILLS &amp; BEHAVIORS</b> (MVROP ESLR #1)		20	10
<ul style="list-style-type: none"> <li>a. Apply skills learned in class.</li> <li>b. Analyze information and make decisions.</li> <li>c. Communicate verbally and in writing.</li> <li>d. Work independently and as a team member in a diverse workplace.</li> <li>e. Punctual.</li> <li>f. Work reliably, responsibly, and ethically.</li> </ul>			
<b>II. CAREER TECHNICAL SKILLS</b> (MVROP ESLR #2)		20	10
<ul style="list-style-type: none"> <li>a. Use appropriate technology.</li> <li>b. Understand and practice occupational safety standards.</li> <li>c. Demonstrate an awareness of how a business or industry functions.</li> <li>d. Work on customer service skills</li> </ul>			
<b>III. JOB EMPLOYMENT SKILLS</b> (MVROP ESLR #3)		20	20
<ul style="list-style-type: none"> <li>a. Develop a plan to achieve career goals.</li> <li>b. Use effective job search strategies.</li> <li>c. Demonstrate an awareness of the importance of lifelong learning.</li> <li>d. Have students work on their confidence through presentations assignments.</li> <li>e. How to handle issues &amp; problems at work.</li> <li>f. Multitasking</li> </ul>			
<b>CONTENT AREA SKILLS</b> (MVROP ESLR # 2)			
<b>IV. HISTORY OF MEDICINE AND PHARMACY</b>		10	10
<ul style="list-style-type: none"> <li>a. Understand historical developments in pharmacy and healthcare.</li> </ul>			

<p>b. Become familiar with early pharmacy practice. c. Identify influences on pharmacy practice.</p> <p><b>V. PHARMACY LAW AND ETHICS</b></p>	<p>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.</p>	20	5
<p><b>VI. PHARMACY SETTINGS FOR TECHNICIANS</b></p>	<p>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. Organize opportunities and incentives for technicians. e. Comprehend advanced pharmacy technician roles and their requirements. f. Comprehend specialized pharmacy technician roles and their requirements.</p>	10	5
<p><b>VII. CONVERSIONS AND CALCULATIONS</b></p>	<p>a. Define each system, recognize the writing units of each system, and understand the important differences among the systems of measurement:     i. Metric system     ii. Household measurements     iii. Apothecary system     iv. Solution oral medications b. Comprehend how to convert between systems of measurements. c. Understand how to calculate for day's supply.</p>	30	20
<p><b>VIII. DOSAGE FORMS, ABBREVIATIONS, AND ROUTES OF ADMINISTRATION</b></p>	<p>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.</p>	20	10
<p><b>IX. REFERENCING</b></p>	<p>a. Demonstrate the correct way to reference. b. Utilize journals, newsmagazines, the internet, and additional types of information for referencing.</p>	10	5
<p><b>X. PRESCRIPTION PROCESSING</b></p>			

<ul style="list-style-type: none"> <li>a. Understanding each step of prescription processing: <ul style="list-style-type: none"> <li>i. Taking in prescription</li> <li>ii. Translation of an order</li> <li>iii. Entering information into the database</li> <li>iv. Filling the script</li> <li>v. Patient rights</li> <li>vi. Pharmacist consultations</li> <li>vii. Filing prescriptions</li> <li>viii. Medication pick-up</li> <li>ix. Changing Trends</li> </ul> </li> </ul>	20	15
<p><b>XI. HOSPITAL PHARMACY</b></p> <ul style="list-style-type: none"> <li>a. Explain the primary function of a hospital.</li> <li>b. List the organizational structure of the hospital environment.</li> <li>c. Understand the intravenous calculations</li> <li>d. Explain five functions related to patient processing activities</li> <li>e. Perform Institutional Pharmacy labs</li> </ul>	50	N/A
<p><b>XII. CLASSIFICATION OF DRUGS</b></p> <ul style="list-style-type: none"> <li>a. Learn the top 200 drugs <ul style="list-style-type: none"> <li>i. Brand name &amp; Generic name</li> <li>ii. Indication</li> <li>iii. Schedule drugs</li> </ul> </li> <li>b. Understand the following classifications of drugs: <ul style="list-style-type: none"> <li>i. Anti-infectives</li> <li>ii. Anti-Inflammatories and antihistamines</li> <li>iii. Vitamins and minerals</li> <li>iv. Vaccines</li> <li>v. Oncology agents</li> </ul> </li> </ul>	10	10

**Total Approved Course Hours = 360**

**10. Additional Items:**

- a. **Articulation:** There are no articulation agreements for this course.
- b. **UC/CSU a-g Eligibility:** This course meets the UC/CSU Area g: College Preparatory Elective requirement.
- c. **Instructional Strategies:**

Lecture	Simulation
Group Discussion	Written Reports
Reading Assignments	Comparative Analysis
Multimedia	Use of Business-Guest Speakers
Hands-on Lab Practice	Field Trips
Demonstration	Presentations

Teamwork

Projects

d. **Instructional Materials:**

Approved Textbook/Workbook  
Handouts  
Articles  
Software

Power-Point  
Video Tapes  
Internet Access  
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

*Career Technical Skills:*

- Completed **120** hours of externship at a pharmacy setting
- Organize written and oral communication in a logical manner
- Question other health care professionals to collect pertinent patient information
- Communicate appropriately with the level of understanding of one's audience
- Collect pertinent patient information for use by the pharmacist from the chart or patient profile with efficiency and accuracy
- Understand what is needed by the pharmacist to efficiently and accurately manage pharmacy services
- Demonstrate proficiency with word processing and database software
- Be able to use the internet, e-mail and computerized medication information databases
- Follow an established procedure for purchasing and pharmaceuticals, devices and supplies
- Understand, observe, and comply with State/Federal laws at practice site
- Know proper storage conditions for pharmaceutical items
- Know how to return expired, damaged or recalled pharmaceuticals
- Understand how to deter theft and/or medication diversion
- Inventory and maintain records for controlled substances
- Screen medication orders/prescriptions for completeness
- Create new patient profile
- Enter information accurately into computer to obtain label and MAR
- Accurately prepare medication order/prescription
- Know how to dispose of hazardous materials/waste
- Know how to prepare and label repackaged products
- Process reimbursement claim forms
- Efficiently deliver the correct medication to the correct patient/representative
- Know the Pertinent policies and procedures for distribution of

medications/controlled substances.

- Know the facets of patient consultation a technician can/can't perform
- Know how to handle 3rd party rejection claims
- Understand how to prevent and report medication errors
- Be able to work a cash register
- Reconstitute a granular antibiotic into suspension form
- Know how to obtain technician licensure and certification
- Determine patient eligibility and copay
- Drug Distribution (Rx processing, labeling, data entry)
- Record-Keeping (compounding, QA, stocking and receiving meds)
- Pharmaceutical Mathematics
- Pharmacy Law (JACHO, State Board of Pharmacy, HIPAA)
- Customer Service
- Keyboarding (goal: 30-40 wpm) 10-KEY: (goal: 30-40 npm)
- Inpatient Pharmacy (Unit dose, pre-packaging)
- Basic Pharmacology (Brand/ Generic's, Classification, Indication of use)
- Presentation fundamentals