

## Course Syllabus

**Course Title: Pharmacy Technician Certification Preparation**

**Course Number:** PHAR 5585

**Course Description:** This comprehensive 50 hour course will prepare students to enter the pharmacy field and to take the Pharmacy Technician Certification Board's PTCB exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies and other health care settings - working under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing and reimbursement.

**Hours:** 50

**Course Prerequisite(s):** High School Diploma or GED Equivalent

**Student Learning Outcomes:**

1. Perform the role of the pharmacy technician
2. Display an understanding of pharmacy history/discussion of various practice settings and the technician certification process
3. Display an understanding of "Evolution of Pharmacy" and "PTCB Fact Sheet"
4. Arrange hospital pharmacy setting, retail practice, regulatory agencies involved with a pharmacy practice, long term care practice setting, mail order pharmacy, home care pharmacy practice.
5. Apply pharmacy measures, roman numerals, abbreviations.
6. Administer generic drugs, basic biopharmaceuticals, dosage forms, patient profiles.
7. Arrange prescription label requirements, order transcription, ordering and inventory control, drug pricing, third party reimbursement.
8. Manage formularies, unit dose systems, emergency and crash carts, house supplies, automatic stop orders, calculating number of doses required.
9. Identify all major classes of drugs including top brand names and generic drugs.
10. Demonstrate aseptic technique, handling of sterile products including antineoplastic agent considerations.
11. Display basics of IV solutions, calculating 24 hour supply of IV solutions, percentages and electrolytes preparations.
12. Display an understanding of the metric system.
13. Perform apothecaries' and avoirdupois systems of measurement.
14. Administer children's doses.
15. Demonstrate allegation method, math review.
16. Perform Total Parenteral Nutrition (TPN), demonstration of TPN admixture, hands-on practice of IV admixture and parenteral medication preparation.
17. Learn medical terminology specific to the pharmacy profession
18. Read and interpret prescriptions
19. Define drugs by generic and brand names
20. Learn dosage calculations, IV flow rates, drug compounding, dose conversions and prescription dispensing

21. Prepare for the Pharmacy Certification Exam administered by the Pharmacy Technician Certification Board (PTCB)

**Textbook(s): (Provided, and will be distributed the first day of class)**

1. The Pharmacy Technician
2. The Pharmacy Technician - Workbook & Certification Review
3. Pharmacy Calculations

**Withdrawal Policy:** See the current *Career Skills Training* catalog for the tuition refund policy.

**Collin College Academic Policies:** See the current *Collin Student Handbook*.

**Americans with Disabilities Act:** Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

**Meeting Location:** various Collin College campuses

**Attendance Policy:** Students must be in attendance for at least 90% in order to pass competencies.

**Lesson Plan:**

- Session 1: Pharmacy and Healthcare and Pharmacy Technician
- Session 2: Pharmaceutical Terminology
- Session 3: Drug Regulations and Controls Prescriptions,
- Session 4: Pharmacy Calculations
- Session 5: Pharmacy Calculations
- Session 6: Routes and Formulations
- Session 7: Parenterals
- Session 8: Compounding
- Session 9: Basic Pharmaceuticals
- Session 10: Factors Affecting Drug Activity & Information
- Session 11: Inventory Management and Financial Issues
- Session 12: Community, Hospital and Other Pharmacies
- Session 13: Drug Classifications
- Session 14: Drug Classifications
- Session 15: PTCB Exam Review and Final Exam

Sessions listed are a guideline to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, labs, and days.

**Method of Evaluation:** Students must achieve a minimum of 75% final average and must be in attendance 90% of the class time in order to pass competencies.