

COURSE OUTLINE**Course:** 30862 PHARMACY TECHNICIAN**Total Course Hours:** 720.00**CBEDS Title:** THERAPEUTIC SERVICES**CBEDS #:** 4260**Job Title(s):**

Pharmacy Technician, Purchaser, Clinical Support Specialist, Patient Services Representative, Pharmacy Biller

Prerequisites:

TB Clearance, Drug Test

Suggested: Medical Math/Medical Core

Course Description:

This course gives the student basic skills and understanding of the profession to perform as an entry level pharmacy technician in many practice settings. State Board of Pharmacy requires theory of 120 hours which include: knowledge of practice settings, standards and ethics, laws and regulations; knowledge and ability to calculate common dosages, employ metric and apothecary systems; knowledge and understanding of the identification of drugs, drug dosages, routes, forms and storage requirements; knowledge of and ability to perform record keeping, techniques relating to manufacturing, packaging and labeling of drug products. In addition to theory, 120 hours of clinical internship is required. Integrated throughout the course are academic and CTE standards, which include safety, communication, technology, ethics, career planning and other employability skills.

Hours	
Class	OJT

Occupational Competencies**1-7 on the Course Outline are generic to all BVROP courses and include the BVROP Student Outcomes**

3.00		1	<u>ORIENTATION</u>	<ul style="list-style-type: none"> A Identifies and discusses course objectives and competencies. B Discusses ROP Student Outcomes. C Explains class attendance and behavior objectives.
10.00	2.00	2	<u>HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT</u>	<ul style="list-style-type: none"> A Describes accident procedure. B Demonstrates appropriate safety practices (e.g. bending, lifting, infection control, etc.). C Demonstrates knowledge of classroom procedures and drills (e.g. earthquake, fire and emergency). D Demonstrates knowledge of CPR.
5.00	5.00	3	<u>ETHICS AND LEGAL RESPONSIBILITIES</u>	<ul style="list-style-type: none"> A Defines sexual harassment and discusses tactics for handling harassment situations. B Applies appropriate workplace behavior and standards. C Understands federal drug laws. D Understands State of California pharmacy law. E Understands Omnibus Reconciliation Act of 1990. F Demonstrates knowledge of Code of Ethics for Pharmacists & Pharmacy Technicians. G Demonstrates ethical problem solving and critical thinking.
3.00	4.00	4	<u>LEADERSHIP AND TEAMWORK</u>	<ul style="list-style-type: none"> A Describes the characteristics and benefits of teamwork and leadership. B Demonstrates ability to make appropriate decisions. C Works well with others and gives/takes constructive criticism.

Hours	
Class	OJT

15.00	3.00	5 <u>CAREER PLANNING</u> A Prepares a finished, professional portfolio showing the best work that has been completed during the class. B Locates job opportunities through the use of want-ads and placement agencies. C Visits at least one facility related to area of training and observes jobs performed. D Completes a job application correctly. E Prepares for and critiques a simulated employment interview. F Discusses employee benefits and rights as related to the specific occupational job area including gender equity and equal opportunity. G Identifies acceptable procedures to leave a job. H Applies for a scholarship. I Completes a professional resume. J Demonstrates appropriate personal grooming and dress.
5.00	10.00	6 <u>COMMUNICATION</u> A Uses effective workplace conversation. B Reads and interprets written information and directions. C Practices various forms of written communication appropriate to the occupation.
5.00		7 <u>STUDENT OUTCOMES</u> A Demonstrates Occupational Specific, Communication and Critical Thinking Skills B Demonstrates Responsible Work Ethics C Demonstrates Career/Employment Literacy D Demonstrates Effective Use of Technology
		8 <u>PHARMACY TECHNICIAN CERTIFICATION</u> A Student has successfully completed the requirements to apply for their registration with the California State Board of Pharmacy. B Student has not successfully completed the requirements to apply for their registration with the California State Board of Pharmacy.
6.00	2.00	9 <u>INTRODUCTION TO HEALTH CARE</u> A Identifies forms of health insurance in the United States B Identifies major health care systems C Knowledge of major health care changes-impacts for Pharmacy Technicians
20.00	16.00	10 <u>PHARMACEUTICAL CARE</u> A Defines pharmaceutical care B Recognizes main elements of pharmaceutical care model C Knowledge of consequences of drug-related problems D Knowledge of barriers to implementing pharmaceutical care E Demonstrates skills required of Pharmacy Technicians in pharmaceutical care
20.00	20.00	11 <u>MEDICATIONS</u> A Knowledge of what a drug is B Identifies the generic vs. the trade name and their classification. C Describes difference between side effects and toxicities D Defines synergism E Understands risk-to-benefit ratio F Understands therapeutic equivalence
10.00	10.00	12 <u>CURRENT & FUTURE ROLES OF PHARMACY TECHNICIANS</u> A Understands general skills of Pharmacy Technician B Understands general functions of Pharmacy Technician C Introduces future skills and functions of Pharmacy Technicians

Hours	
Class	OJT

10.00	30.00	13 <u>OPERATIONAL SKILLS</u>
		A Knowledge of medical and pharmacy terminology, symbols and abbreviations
		B Defines routes of administration
		C Understands types of pharmaceutical dosage forms
		D Knowledge of chemical compounds and symbols

60.00	60.00	14 <u>PHARMACY CALCULATIONS</u>
		A Knowledge of basic arithmetic
		B Demonstrates ratio and proportion
		C Describes dosage calculation formulas
		D Describes the apothecary system
		E Describes the avoirdupois system
		F Describes the metric system
		G Explains extemporaneous compounding calculations
		H Explains intravenous and sterile product compounding calculations
		I Explains commercial and business pharmacy calculations

20.00	12.00	15 <u>DRUG CHEMISTRY</u>
		A Describes absorption, distribution, metabolism and excretion
		B Describes adverse effects and toxicities
		C Knowledge of drug interactions
		D Describes drug risk-to-benefit ratio
		E Knowledge of pharmacokinetics
		F Knowledge of pharmacodynamics

72.00	40.00	16 <u>PHARMACOLOGY</u>
		A Knowledge of medications for gastrointestinal tract disorder
		B Knowledge of medications for cardiac disorders
		C Knowledge of medications for endocrine disorders
		D Knowledge of medications for respiratory disorders
		E Knowledge of medications for nervous system disorders
		F knowledge of medications for blood disorders
		G Knowledge of medications for poisoning
		H Knowledge of medications for pain and inflammation
		I Knowledge of medications for infections
		J Knowledge of medications for cancer
		K Knowledge of medications for HIV/AIDS

20.00	40.00	17 <u>COMPUTER APPLICATIONS</u>
		A Describes technician roles with computers
		B Demonstrates pharmacy applications
		C Describes future applications of computer in pharmacy
		D Demonstrates basic computer language and functions

20.00	12.00	18 <u>QUALITY IMPROVEMENT</u>
		A Knowledge of drug use evaluation and Pharmacy Technicians
		B Knowledge of adverse drug reactions (ADR) and classification
		C Knowledge of utilization of Pharmacy Technicians in ADR
		D Knowledge of Joint Commission on Accreditation of Healthcare Organizations (JCAHO)
		E Knowledge of Institute for Safe Medication Practices, Inc.

Hours	
Class	OJT

40.00	40.00
-------	-------

19 ASEPTIC TECHNIQUE & STERILE PRODUCTS

- A Describes parenteral products and routes of administration
- B Describes sterilization and pyrogens
- C Demonstrates aseptic technique language
- D Describes clean room equipment, organization and supplies
- E Knowledge of and practice standardized aseptic techniques

4.00	4.00
------	------

20 POLICIES AND PROCEDURES

- A Defines policies and procedures and importance
- B Knowledge of contents and use of policy and procedure manual

32.00	30.00
-------	-------

21 OPERATIONS & MEDICATION CONTROL

- A Describes pharmacy formulary
- B Demonstrates technician utilization in the medication process
- C Demonstrates technician utilization in purchasing process
- D Demonstrates utilization in inventory management
- E Demonstrates technician utilization in controlled substances
- F Demonstrates utilization in storage, packaging, manufacturing & compounding medications and techniques

TOTAL HOURS

Class	OJT	Course
380.00	340.00	720.00