



# Pharmacy Tech

## COURSE SYLLABUS

### 2016-2017

**School Name:** Casey County ATC

**Course #** HEA 198/HEA 198-7

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**Program Name:** Health Sciences

**Instructor:** Paula Bodner, RN, BSN

**Hours:** 7:45 – 3:45 Monday-Friday

**Location** Room #2

### Course Description:

This course is an on-line and clinical course that prepares students for the Pharmacy Technician Certification Board examination (PTCB) or the Examination for the Certified Pharmacy Technician (ExCPT) in order to obtain national certification. Instruction will consist of on-line modules and instructional videos followed by exams. Six modules will be presented throughout the session. Students will also be required to complete a **minimum** of 50 hours of clinical rotations (40 in retail and 10 in hospital) pharmacies. This practicum provides supervised on-the-job work experience related to the students' education objectives in the area of pharmacy. Students participating in the practicum do not receive compensation.

**Tasks:** Tasks will be reviewed and are available to view at any time at

<http://education.ky.gov/CTE/ctepa/Documents/2016->

[2017%20Health%20Sciences%20Program%20of%20Studies%20FINAL.pdf](http://education.ky.gov/CTE/ctepa/Documents/2016-2017%20Health%20Sciences%20Program%20of%20Studies%20FINAL.pdf)

### Course Outline:

#### Modules

##### Orientation

- Certification, licensure, and registration
- The PTCB/ExCpt and the exam
- Recertification

##### Federal Law

- Pharmacy law and time
- Federal law and drugs
- Rules of controlled substances
- DEA number verification
- Schedule II drugs
- Investigational drugs

##### Medical Review

- Doses and terminology
- Central nervous system
- Peripheral nervous system
- Hormones
- Cardiovascular drugs
- Renal drugs
- Anti-infectant drugs
- Cancer chemo
- Blood and blood formation
- Vitamins

##### Aseptic Technique

- Definitions
- Syringes
- Parenteral
- Techniques for sterile compounding

- e. Solutions
- f. Parenteral antineoplastic agents
- g. Stability considerations in parenteral products

#### Calculations

- a. Metric system
- b. Abbreviations
- c. Roman numerals
- d. Fractions, decimals, percents
- e. Temperature conversions
- f. Ratio proportion
- g. Quantities, dilutions and concentrations
- h. Doses and dose regimens
- i. Calculations of IV flow rates
- j. Powder volume
- k. Pricing

#### **Classroom Expectations:**

- **Show RESPECT for all**
- Be on time
- Be prepared
- Remain seated until bell rings
- Always give 100% ~ no less~
- Clean up your workspace each day
- Follow all code of conduct policies
- **ASK 3 Then ASK ME**
- Supplies are at the back of the room on a table
- Turn in all paperwork at the back of the room in the black desk organizer with the class period noted on it

#### **Field Trips:**

Students must have less than 10 absences in the school year to attend field trips. Students must bring money for their lunch for field trips or bring their lunch with them.

#### **Pre-requisites:**

- Principles of Health Science, Anatomy, Medical Terminology/Emergency Procedures/CPR
- **MUST** be a senior.

#### **Clinical Guidelines**

A professional attitude and behavior must be maintained at all times during clinical rotations. Confidentiality must be maintained with no exceptions. **IT IS HIPPA LAW!** Unprofessional behavior or breach of confidentiality will be grounds for automatic dismissal from the pharmacy tech program. Health care leaves no room for violations in either of these two areas. Information obtained at clinical sites must be kept in the strictest of confidence. Situations may be discussed within the class; however, no information is to be shared outside the classroom or clinical setting. A positive attitude and strong work ethics will be expected at all times when at the clinical sites. You will treat all staff and health care professionals with respect and courtesy. There will be no setting around in the lobby, break room, etc. You will work steadily for the length of time you are present at the clinical site. As there are a minimum of 50 clinical hours required (10 of which must be in a hospital pharmacy), you may be requested to perform weekend and/or clinical rotations during holiday breaks.. Your schedule will be determined by the Health Professional Mentor, the instructor and you. Once the schedule is set you will be expected to work during the scheduled times. If for some reason you must be absent you must call your mentor/supervisor, and the instructor in a timely manner that you will be absent. The first “**no call, no show,**” will be acknowledged with a written warning (with copies sent to parent/guardian). The second offence will result in cancellation of clinical rotation and grade for the course will be affected accordingly. Cancellation of clinical rotation for any cause may result in not being able to sit for the PCTB/ExCPT exam.

**PCTE or ExCPT are Pharmacy Technician exams:** These exams can be taken before graduation. There are 90 questions that you have two hours to complete. If you do not pass the exam the first time, you may retake in 90 days.

**Materials Used:**      **Software: PassAssured student software, PC with Internet access**

2 “ Binder, Dry Erase Markers, Pens/Pencils, Paper

**Class Requirements:** Two Step TB Skin Test, Current Immunization Certificate, Copy of SS card, insurance card and car insurance card.

**Student Organizations:** Students enrolled in any Health Science class at the ATC may join the Health Occupations Students of America (HOSA). Dues are \$25.00. This covers state and local dues. T-shirt cost(s) are not included in dues amount.

### **Course Requirements:**

1	Successfully complete all written assignments/tests successfully.
2.	Complete all lab projects
3.	Abide by all Lab Safety Rules

**Fees:** \$150 for PassAssured Program (which is ½ of the cost for the online program)

\$25 for scrubs

\$20 liability insurance

\$10 background check (Go to the Board Office to pay for this)

Field trips may require a fee for transportation and registration.

### **GRADING Procedures:**

Student will be permitted to work at their own pace with on-line modules. However, suitable progress must be made throughout the course. Instructor will be available to answer questions and release on-line exams once student has completed specific modules. Course grade will be based on the scores on exams taken following on-line instruction of each module and clinical evaluations, as well as supplemental activities in class.

### **Grade Assignment:**

90 – 100      A

80 – 89      B

70 – 79      C

60 – 69      D

0 - 59      F

### **Absenteeism Policy:**

Students must attend all classes. Absenteeism of 10 or more days will require a meeting with the teacher and principal. **Chronic absenteeism will be grounds for removal from the class.**

**Pharmacy Tech Contract**

By signing this syllabus, I am agreeing to attend class regularly, participate in scheduled clinical rotations and make steady progress through the on-line modules as recommended by my instructor. Following acceptable completion of the modules (minimum 75% on final exam) and upon graduation, I agree to assume the \$129.00 expense of taking the Pharmacy Tech Certification Board (PTCB) exam; and reporting the results of the exam to my instructor. This is a pilot program and success or failure of the program cannot be determined unless I take the exam. Should I not complete the modules or take the PTCB, I agree to refund the Health Sciences program the cost (\$250) of the PassAssured Software.

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**Parent Signature**

**Date**

**Student Signature**

**Date**

## **Safety & Classroom Expectations**

Safety orientation will be conducted during the first 1-2 weeks of school. This includes completing a unit on common safety issues in the classroom, laboratory and health care setting; instruction regarding earthquake, fire, tornado, and bomb threat evacuation procedures; location of fire extinguishers, primary/secondary exits; and the location and use of Safety Data Sheets (SDS). Students must take AND pass two safety tests.

### **Safety Inspections**

A safety committee of student members will be appointed. A safety inspection of the health science classroom will be completed each month. The inspection checklist and safety form will be signed by each student member, the teacher, and the principal. These inspections are in addition to the semi-annual school inspections.

### **Evacuation Procedures**

The following procedures will be followed:

- School evacuation plan will be posted in the classroom where easily viewed by all students.
- Students will be instructed in the proper evacuation procedures during safety orientation.
- Primary and secondary exits will be identified.
- Students will routinely practice proper evacuation procedures.
- An outside meeting area will be identified and will be communicated to students during orientation.

### **Hazardous Communication Training**

- Hazardous Communications will be covered during safety orientation.
- Students will be trained in the proper use of and location of Safety Data Sheets.

### **Accidents**

All accidents should be reported immediately to supervisor/teacher as soon as possible after the accident occurs. An accident report should be completed and filed in the office.

I have completed the **Safety Orientation** for the Health Science program, and certify that I understand all the safety regulations pertaining to it. This orientation included the physical and chemical dangers (cleaners, paints, thinners, solvents, etc. . .) to which I may be exposed while in this shop/classroom as required by the Hazardous Communication Standard; power tool and equipment safety; and general classroom/shop safety. I also understand that I am now under a DIRECT ORDER not to use ANY tools and/or chemicals until and unless the instructor has given permission. I have also been told that to use such tools and/or chemicals without permission will result in disciplinary action.

I have received training in the following:

- The location of the Hazardous Chemical list and SDS sheets in my classroom/shop area.
- How to find and use the corresponding SDS sheets from the hazardous chemical list as part of my safety orientation or in the event of an accident.
- I have been instructed on the safe and proper use of the items found on the chemical list in my shop/area classroom.
- I know the location of, and have instruction in the safe use of the required personal protective equipment (PPE) for the items listed on the chemical list as well as any tools/equipment.
- I have informed my parents about the hazardous communication program, and informed them that the program is available for their scrutiny upon appointment.
- I have been shown the location of all fire extinguishers in or near the shop and shown how to use each type.
- I have been instructed on Blood Bourne Pathogens and understand to treat all body fluids as being infectious.
- I have been instructed on the potential for needle sticks and the protocol associated with the phlebotomy and/or MNA programs for sharps injury.
- I have been instructed and have performed a walk thru of all exits and emergency routes and protocols.
- I have been instructed how to obtain this syllabus from the district web site. (Hard copies are available upon request).**

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**Parent Signature**

**Date**

**Student Signature**

**Date**