

# Pharmacy Technician

## 2009-2010

### Pre-requisites:

- *Must be a graduating senior.*
- *Must turn 18 by July 1<sup>st</sup> of the graduating year.*
- *Must have a minimum overall GPA of 2.5 and a minimum GPA of 3.0 in science and math courses.*
- *Must have a minimum ACT score of 20. If the ACT has not been taken, then the student must have a minimum GPA of 3.2.*

### Course Objective:

*This course is designed to prepare each student for an entry-level position as a pharmacy technician by affording them an opportunity to study and learn concepts that will be covered on the national Pharmacy Technician Certification Exam (PTCE). Although the primary objective of the course is to prepare students for the PTCE, it does not produce Certified Pharmacy Technicians. Along with a **\$129.00 testing fee**, there are numerous steps a student must take to fulfill all requirements necessary to be certified and eligible for a paying job as a Pharmacy Technician.*

#### *Steps to certification as a Pharmacy Technician:*

- *Student must pass all tests and quizzes with an 80% or better to receive “certificate of completion” for the PT class.*
- *Student will take and pass the PTCE after graduation (must be 18 years old to take the test).*
- *Student applies for a “Temporary Candidate’s Certification”, which will allow the student to work in a pharmacy either as a clerk or as a volunteer tech. (Pharmacy has discretion).*
- *Student completes 600 internship hours (may be on volunteer basis).*
- *Student applies for license as a Certified Pharmacy Technician.*

#### *Note:*

- *Background checks will be performed*
- *All candidates will be drug tested*
- *Students will need to provide the teacher with the following documents by **Monday, August 24:** Transcript, ACT scores, Birth Certificate*
- ***The \$129.00 testing fee is due by Tuesday, September 15.***

### Course Description:

*In order to meet the objectives listed above, there will be a multitude of topics covered in this course. We will introduce the student to a range of opportunities in the field of pharmacy. In addition, emphasis will be placed on skill development in assisting the pharmacist record and maintain records, label medications, perform computer patient billing, perform stock inventory and order supplies. Furthermore, the program will teach about interpersonal skill development, telephone skills, drug classification and interactions, as well as work ethics.*

***Students enrolled in this class should have an interest in a medical or allied health profession.***

### Course Outline:

*The eight units listed below offer a mere number and title. It is important to understand that the concepts under each vary in both depth and focus.*

- *Unit One: Introduction to Pharmacy Technician  
(Pharmacy Practice, Technician duties and responsibilities, Certification process, etc.)*
- *Unit Two: Federal and State Pharmacy Law  
(Pharmacy laws and ethics, DEA, Identification of drugs, etc.)*
- *Unit Three: Filling the Medication Order  
(Labels, Prescriptions, Storage and Sanitation, Factors affecting drug activity, etc.)*

- *Unit Four: Pharmacology*  
(Types and dosages, Drug delivery systems, Pharmacokinetics, Pharmacodynamics, Top 200 Drugs, etc.)
- *Unit Five: Mathematical terminology and Calculations*  
(Metric system, Chemical symbols and names, Calculation of IV flow rates, etc.)
- *Unit Six: Aseptic Technique and Compounding*  
(Syringes, Disposal, Laminar flow hoods, Aseptic technique, etc.)
- *Unit Seven: Maintaining Medications and Inventory*  
(Procedure for ordering, receiving, and storing drugs, etc.)
- *Unit Eight: Administration and Management of Pharmacy Practice*  
(Role of computers in pharmacy, etc.)

### Textbook Information:

There will be no assigned textbook for this class. In addition to handouts, students will be given a **Pass Assured** DVD program at no cost (\$250.00 each if bought privately). Course notes, information, tools, and resources can also be found on Mrs. Davis' Blackboard site.

**Computer Use:** The classroom is equipped with a lap top at each station. These will be used for various projects and assignments. Acceptable computer etiquette will be expected from each student. There will be **NO** checking emails, computer game playing, or other inappropriate use of the internet. The internet will be used to enhance student learning and/or completion of an assignment/project. Any student caught abusing the computer equipment in any way will not be allowed to use the computers in the classroom and will be responsible for finding other means for completing his/her projects and assignments. **Breaking any of the above stated usage rules will result in immediate disciplinary action and possible dismissal from this class!! NO WARNINGS WILL BE ISSUED!!!**

### Required Materials:

Each student is required to have the following:

- Large three-ring binder
- Plenty of loose-leaf
- Dividers for binder (At least eight)
- Hi-liter, pens, AND pencils
- Approximately 500 index cards
- Simple calculator (No scientific ones will be allowed.)
- Headphones (to use with the computer)
- USB Portable Memory Flash Drive (highly recommended)
- Copies of: Transcript, ACT scores, and Birth Certificate (to be turned in by 8/24/09)

### Attendance:

Students will be denied credit for missing more than 20 days. Please refer to the student handbook for information about the school policy on excused/unexcused absences and credit denial. **Attendance is very important in this class!!!**

### Absences/Make-ups:

This is an advanced class, and it will be extremely difficult for students to catch up if they get too far behind. When absent, it is the student's responsibility to contact the teacher through cell or email, utilize Blackboard, and remain on the same page as the rest of the class. Make ups are to be made **within one week** following the student's return. **NO EXCEPTIONS!!!!** Anything left lingering beyond this point will count as a zero.

**\*\*Note:** This rule does NOT apply to Project deadlines!!! It is expected that students have projects in **ON TIME** regardless of illness. (I will even pick them up.) Most projects will involve 2-6 weeks of work, therefore, I expect students to be prepared and present on the associated due dates. Each day a project is late, it's start value will drop a letter grade.

**Grading Scale:**

100-90 = A	69-60 = D	(Must have 80 or above to receive certificate of completion)
89-80 = B	59-0 = F	
79-70 = C		

**Grading Policy:**

Six week grades will be obtained by calculating the number of points earned versus the number of points possible. These grades will come from:

- Tests and quizzes  
    \*\*IMPORTANT: When using the PASS Assured DVD, the grade recorded for each test will be that earned from initial completion of each. A student will be required to retake the test until he/she obtains an 80% or better, but the grade book will reflect ONLY the initial test score.
- Projects
- Homework
- Various assignments within and outside of class

**Cheating/Plagiarism:**

Plagiarism is using someone else's work as your own. Any student caught plagiarizing will receive a grade of 0% for the assignment. Cheating on exams and/or homework assignments will also result in a grade of 0%. **NO EXCEPTIONS!!**

**Class Rules: ( RP<sup>3</sup> )**

1. **RESPECT**
2. The "3 P's":
  - **Be Punctual:** Being on time to class is just as important as being on time to a job! Students are expected to be **in their seats and working** when the tardy bell rings. Running through the door while the tardy bell is still ringing will be considered a tardy.
  - **Be Positive:** We will all get to a point of fatigue at some point. Our job is to work as a team, encouraging and motivating one another. There will be no room for negativity!!
  - **Be Prepared:** Would you leave home without shoes on your feet?
3. Follow CPSB rules and regulations.

***Thank you!!***

***It will be work, but it will be worth it. I look forward to the journey.***

***Remember, my job is to HELP you SUCCEED. Do NOT hesitate to call/email me if you need assistance.***

***Regina M.Davis***

***337-309-9239***

***[regina.davis@cpsb.org](mailto:regina.davis@cpsb.org)***

**PLEASE HAVE A PARENT SIGN THE ATTACHED FORM, SIGN IT YOURSELF, AND THEN RETURN IT FOR YOUR FIRST GRADE!!**

***(50 pts)***

# Pharmacy Technician

## 2009-2010

Parents/Guardians:

*I am looking forward to a great year with your child in my classroom. I have provided you a copy of this syllabus in order to increase your understanding of what will be expected of your son/daughter in my classroom. Please feel free to contact me at any time by phone or **email** if you have any questions or concerns. You are also welcome to visit my Blackboard site to remain up-to-date on classroom process and assignments.*

Email: [regina.davis@cpsb.org](mailto:regina.davis@cpsb.org)

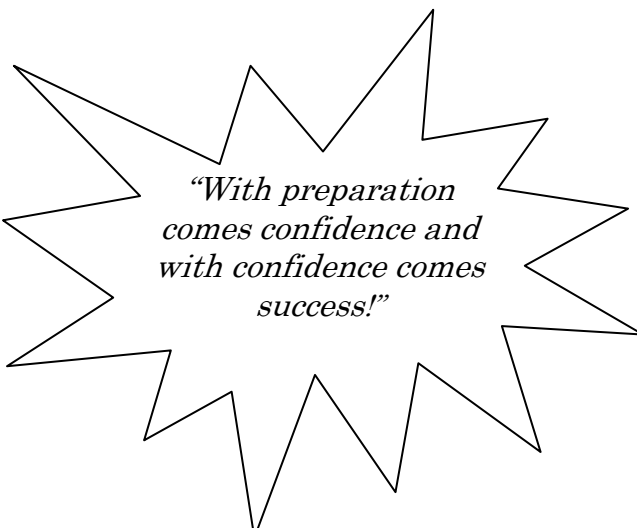
Phone: 337-309-9239 (leave message)

Blackboard: log into [www.cpsb.org](http://www.cpsb.org) then follow these links to access my site: "Blackboard", "Courses", "High School", "LCB Academy", "Regina Davis"

*Please sign and return with your child the enclosed signature sheet . I would like for your child to keep the syllabus in his/her notebook and I will keep the signed and dated portion on file.*

*Sincerely,*

Mrs. Regina Davis  
Pharmacy Tech.  
LCB Academy of Learning



*"With preparation  
comes confidence and  
with confidence comes  
success!"*

# *Pharmacy Technician*

## *2009-2010*

*We (student and parent/guardian) have read and understand the requirements, expectations, and course objectives stated in the syllabus provided by Mrs. Regina Davis. I (the student) understand that if at any time I do not follow proper computer and internet usage rules and regulations that I will be immediately referred to the office. I also understand that computer use is pending a signed contract which must be turned into Mrs. Davis. Not participating in computer work will result in a grade of "0" on the computer exercise.*

*As parent/guardian, I understand that throughout the Pharmacy Tech course that my child will learn about many types of drugs/narcotics and how these drugs/narcotics affect all the systems of the human body, including the reproductive system. Several types of drugs discussed will include drugs that affect hormones, pregnancy, sexual disorders, and erectile dysfunction. This material will always be presented in a professional manner and will be closely correlated with the PTCB curriculum. Proper terminology will be strictly enforced at all times.*

\_\_\_\_\_/\_\_\_\_\_  
*Parent/Guardian (printed name) (Signature) Date*

\_\_\_\_\_/\_\_\_\_\_  
*Student (printed name) (Signature) Date*

\_\_\_\_\_  
*Charles Adkins, Principal Date*

