



Pharmacy Technician Practicum (Period 7/8)

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Conference Period: 10:35 – 11:35

Tutoring Opportunities: 4:30 – 5:00

Class Materials:

1. Textbook that will be used in class is will be the KADUCEUS Pharmacy Technician Manual.
2. Students will need to purchase following materials for successful completion of this course:
 - 2" three ring binder
 - Pens black and blue.
 - 1 ream of copy paper.
 - 1 Box of medical gloves (any size)

Course Description:

This course introduces students to the role of the Pharmacy Technician in a retail, or institutional pharmacy. Upon successful completion of the course, students should be able to interpret and evaluate hospital orders, understand the technical duties related to dispensing over-the-counter drugs in a retail pharmacy, as well as the introduction of quality assurance and its protocols. Students will also learn the profound influence that medication laws, standards, and regulations, both Federal and State have on the practice.

Course Fee / Costs:

Students should be eligible to take their certification exam 60 days prior to graduation. Cost of the Voucher Bundle from PTCB is \$175.00 (price subject to change), \$137.50 for Voucher only (price subject to change) or \$129.00 for test (price subject to change). Fingerprinting \$45.00 (price subject to change), registration as a Pharmacy Technician Trainee \$55.00 - \$80.00 and Pharmacy Technician program \$100.00.

Course Goals:

Students who complete this course successfully will be able to:

- Work as a Pharmacy Technician once they have passed their certification exams.
- Students will find jobs in either hospital pharmacy, community pharmacies.
- Students who successfully complete this course will have the knowledge to help them continue in any medical career.

Student Evaluation:

The grading system for this course is as follows:

- Grade averaged 60% Major 40% Minor
- Major grades – tests (including District Common Assessments, six weeks assessments, projects (Labs), final essay, Research papers, presentations); minimum of three per six weeks.
- Minor grades – quizzes, daily assignments, homework; minimum four per six weeks
- Semester exams will count 1/7 of the semester grade
- A letter system (S, N, U) is used to report a student's conduct based on proper/responsive conduct and citizenship
- Per Board Policy EIA (LOCAL), "The District shall permit a student who meets the criteria detailed in the grading guidelines a reasonable opportunity to redo an assignment or retake a test for which the student received a **failing**

grade. This policy applies only to initial identified major grades and does not apply to daily assignments, quizzes, six-week test, and semester final examinations. Upon reteach and retest, the new test, project, etc. recorded will be a high score of 70%.

- Official grades will be in Skyward only and can be accessed by student and parent through Family Access.

Assignments, exams, expectations outside of the classroom:

1. All assignments are due on or before the due date assigned by the teacher.
2. Students who are absent shall be allowed to make-up work. The student shall have a time equal to days absent from class plus one day to complete all missed assignments.
3. Students are responsible for discussing with the teacher what is to be completed and the date to turn in makeup work.
4. Make-up tests should be administered before or after school. At a teacher's discretion, tests may be made up during the school day.
5. Work, including tests, assigned prior to an absence may be due on the first return day.

Attendance/Tardy Policy/Make-Up Work:

Absentees

You need to make sure that your absences are excused otherwise you can lose credit and will not be able to take the Certification Exam.

Late Work

Late work is defined as any assignment not turned in on the assigned and teacher communicated due date, unless the date is altered by the teacher at her discretion.

Guide Lines for late work:

1 day late- maximum score 85

- A 100 would record as an 85
- An 80 would record as 68

2 days late- maximum score is a 70

- A 100 would record as a 70
- An 80 would record as a 56

3 days late- maximum score of 60

- A 100 would record as a 60
- An 80 would record as a 48
- No late work accepted after 3 school business days and a ZERO is recorded in the grade book.

Classroom Expectations:

The following are to be followed at all times in addition to all EMS-ISD and HCTC rules, whether the student is in the classroom, laboratory, clinic or other learning site:

Course / Professional Expectations

1. Be Respectful to All People (i.e. peers, instructor, supervisors)
2. Be Respectful of All Property
3. Come Prepared to Learn and Be Involved
4. Fully Participate in All Activities
5. Follow All Learning and Safety Instructions

Any student who is disruptive or displays a blatant disregard for the expectations may be subject to disciplinary action and face possible removal from the Patient Care Technician Practicum.

Within the HST Department we use and Employability grade to help you better understand the importance of these factors. This will count as a Major grade every six week.

The following will result in deduction of 5 points for each occurrence: Tardy, Disrespect, Unsafe behavior, Lack of participation and Miss use of Technology.

Your binder will count for two assignment grades every six weeks, your first check will be at 3 weeks and the second check will be at the end of the six weeks. Follow the Course Outline to make your tabs and for each tab you will have your notes, assignments, quizzes and test in there.

Personal Items

Make sure that you bring your book, pen, pencil, binder (notebook) to class and be ready to participate, learn and have a great learning experience.

Cell Phone / Personnel Electronic Devices

The use of cell phones and other personal electronic devices is NOT allowed. Phones will be placed in the Phone organizer during class time and picked up five minutes before class is over. Any personal electronic device used by the student in the classroom will be collected by the teacher and sent to the appropriate vice-principal's office. Any subsequent use of a device will result in the removal of the student and a parent conference. Electronic devices will only be used when the teacher lets you know that you will need them, if you do not have a laptop then your phone may be used but only for the assignment or task at hand.

Miscellaneous

Students are expected to follow all daily classroom procedures as posted or otherwise conveyed to the student. Test dates will be posted on the student calendar that is located at the front of the classroom. On this board you will also have special notices and important information.

Preliminary Schedule of Topics, Readings, and Assignments

Medications:

Generic names, brand names, and classifications of medications (200 medications)

Therapeutic equivalence

Common and life-threatening drug interactions and contraindications

Strengths/dose, dosage forms, routes of administration, special handling and administration instructions and duration of therapy

Common and severe medication side effects, adverse effects, and allergies

Indications of medications and dietary supplements

Drug stability

Narrow therapeutic index medications

Physical and chemical incompatibilities related to non-sterile compounding and reconstitution

Proper storage of medications

Federal Requirements:

Handling and disposal of non-hazardous, hazardous, and pharmaceutical substances and waste

For controlled substance prescriptions

For controlled substances

For restricted drug program and related medication processing

FDA recall requirements

Patient Safety and Quality Assurance:

High-alert/risk medications and look-alike/sound-alike

Error prevention strategies

Issues that require pharmacist intervention

Event reporting procedures

Types of prescription errors

Hygiene and cleaning standards

Order Entry and Processing:

Procedures to compound non-sterile products

Formulas, calculations, ratios, proportions, alligations, conversions, Sig codes, abbreviations, medical terminology, and symbols for day supply, quantity, dose, concentrations, dilutions

Equipment/supplies required for drug administration

Lot numbers, expiration dates, and National Drug Code (NDC) numbers

Procedures for identifying and returning dispensable, non-dispensable, and expired medications and supplies

Academic Integrity:

Academic integrity values the work of individuals regardless if it is another student's work, a researcher, or author. The pursuit of learning requires each student to be responsible for his or her academic work. Academic dishonesty is not tolerated in our schools. Academic dishonesty, includes cheating, copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employee and considers written materials, observation, or information from students. Students found to have engaged in academic dishonesty shall be subject to disciplinary and/or academic penalties. The teacher and campus administrator shall jointly determine such action.