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**Pharmacy Technician**

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**Conference Period:** 1st Period (9:20 A.M. – 10:15 A.M.) **Tutoring Opportunities:** By appointment. Student needs to arrange a time to meet with me.

**Class Materials:**

* 3 ring binder (at least 2 inches)
* Black or blue pens & pencils
* At least 2 sets of scrubs (must be worn everyday during class; locker room located in health science wing for students to change before/after class)
* Kaduceus course work will be provided
* Canvas (on laptop)
* If a student is in need of a device outside of school hours, they may be checked out on their home campus.

Access to Canvas and Office365 tools is available to students through our [Single Sign-on Portal (SSO)](https://sso.ems-isd.net/_auth/Login.aspx?ru=====). Students receive their SSO login during enrollment.

**Course Description:**The objective of the Pharmacy Technician program is to equip students with knowledge, technical skills, and work habits required for an entry-level position in the pharmacy field or related area. This course encourages active student participation and may include group discussions and projects, laboratory work, simulations, demonstrations, field trips, guest speakers, and lectures. An emphasis is placed on ethics, accountability, professionalism, and the individual’s commitment to pursue lifelong personal and professional development. Upon completion of this course, students are eligible to sit for the PTCE exam to become a Certified Pharmacy Technician. Students interested in becoming a Pharm. Tech., Pharmacist, Clinical Researchers, Pharmaceutical Rep., and other pharmacology-based occupations, would greatly benefit from this class. [EMS ISD Counseling Website](https://www.emsisd.com/Page/542).

**Course Goals:**Students who complete this course successfully will be able to:

* Differentiate between medications and their classifications.
* Exhibit professional demeanor acceptable for a medical workplace.
* Perform skills associated with the field of pharmacy according to their role as a pharmacy technician.

**Student Evaluation:**The grading system for this course is as follows:

* Grade averaged 60% Major 40% Minor
* Major grades – tests (including District Common Assessments, projects, final essays, research papers, presentations); minimum three per six weeks
* Minor grades – quizzes, daily assignments, journals; minimum four per six weeks
* Each six weeks will count as 1/3 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 and quizzes. 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:**In this class, students are expected to study class materials outside of the classroom environment. Additionally, work that is not finished with in the allotted class period may need to be completed on your own time. If absent, students should check Canvas for any assignments they need to complete before returning.

**Attendance/Tardy Policy/Make-Up Work:**Students will be allowed one day for each day absent to complete make-up work. Students will be entirely responsible for getting all work missed and completing it on time. **Any work due on the day you were absent will be due the day you return**. Due to the nature of a lab setting, there will be not makeups. **Any missed quizzes will be taken the day you return**. If you miss an exam, then you will take the exam the day you return.

* 1 school day late – maximum score is 85
* 2 school days late – maximum score is 70
* 3 school days late – maximum score of 60
* No late work accepted after 3 school business days and a zero is recorded in the grade book.

**Classroom Expectations:**1. Arrive on time to class dressed in scrubs.

2. Come to class prepared with supplies and work complete.

3. Fully participate in class work.

4. Handle all classroom equipment (supplies, technology, and facilities) with respect.

5. Treat all students and staff at HCTC with kindness.

**Preliminary Schedule of Topics, Readings, and Assignments**

Classifications of medications, therapeutic effects of medications, routes of administration, dosage forms, drug interactions and contraindications, safe & proper handling of medications, government polices for pharmacy, error prevention & patient safety, medical math, pharmacy procedures.

**Academic Integrity: Update from GRH**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.

**Additional information**

Students will be eligible to take their certification exam 60 days prior to graduation. Cost of first exam is covered by district; any subsequent testing will be the responsibility of the student. Student may register as a pharmacy technician trainee in order to work in a pharmacy throughout the duration of the course. All fees detailed on the PTCB website, for which the link can be found on my Canvas home page.