

## Syllabus

# Pharmacy Technician

Offered on Main Campus

**Program Number:** H170500 (PSAV)

**Program Hours:** 1050

**Instructor(s):**

Patricia Roman

Registered Certified Pharmacy Technician

850-892-1240 Ext. 5159

[Patricia.Roman@walton.k12.fl.us](mailto:Patricia.Roman@walton.k12.fl.us)

**Program Description:**

The pharmacy technician program is designed to provide students with the necessary instruction and clinical experience to prepare them to pursue a career and employment in the field of pharmacy technician after successful completion of the Pharmacy Technician examination. Upon completion of the program the student will have acquired the necessary skills required to perform competently in the field of pharmacy technician. The program will provide the student with opportunities for individual growth and personal awareness, which will hopefully lead to an expansion in their interests, confidence, personal success, work ethics and skills.

**Purpose:** The purpose of the program reflects Emerald Coast Technical College's mission as evidenced by the desire to provide students with the training and education that is required to function successfully in the professional workforce.

**Prerequisites:**

None

**Industry Certification/Licensure:**

Pharmacy Technician

**Occupational Completion Points:**

OCP	Course Number	Course Title	Teacher Certification	Length	SOC Code
A	HSC0003	Basic Healthcare Worker	PHARMACY 7G	90 hours	31-9099
B	PTN0084	Pharmacy Technician 1		360 hours	29-2052
	PTN0085	Pharmacy Technician 2		300 hours	
	PTN0086	Pharmacy Technician 3		300 hours	

## Syllabus

### Program Objectives and Outcomes:

The program includes, but is not limited to:

The courses content includes, but is not limited to:

1. DOE Health Science Core (Basic Healthcare Worker) Frameworks
  2. DOE Pharmacy Technician 1 3. DOE Pharmacy Technician 2 4. DOE Pharmacy Technician 3
- a. Demonstrate knowledge of the healthcare delivery system and health occupations.
  - b. Demonstrate the ability to communicate and use interpersonal skills effectively.
  - c. Demonstrate legal and ethical responsibilities.
  - d. Demonstrate an understanding of and apply wellness and disease concepts.
  - e. Recognize and practice safety and security procedures.
  - f. Recognize and respond to emergency situations.
  - g. Recognize and practice infection control procedures.
  - h. Demonstrate an understanding of information technology applications in healthcare.
  - i. Demonstrate employability skills.
  - j. Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
  - k. Apply basic math and science skills.
  - l. Practice human relations.
  - m. Identify pharmaceutical abbreviations and terminology as related to Community Pharmacy Practice.
  - n. Identify medical and legal considerations.
  - o. Perform clerical duties as related to Pharmacy Practice.
  - p. Demonstrate knowledge of basic pharmaceutical chemistry and drug classification as it relates to the human physiology.
  - q. Demonstrate knowledge of inventory control.
  - r. Initiate measurement and calculating techniques as it relates to compounding in pharmacy practice.
  - s. Demonstrate a basic knowledge of pharmaceutical chemistry as it relates to the human physiology.
  - t. Prepare and deliver medications.
  - u. Prepackage unit dose medications.
  - v. Prepare sterile products.

### Textbook:

Textbook name	ISBN #	Edition
Mosby's Pharmacy Technician Textbook	978-0-323-73407-3	6th
Mosby's Pharmacy technician, workbook and lab manual	978-0-323-73408-0	6th
Hartman's Nursing Assistance Care Long Term Textbook	978-1-60425-074-9	4 <sup>th</sup>
Hartman's Nursing Assistance Care Long Term Workbook	978-1-60425-075-6	4th
Pharmacy Calculations	978-0-323-76012-6	6 <sup>th</sup>
PassAssured online program		

### Tools/Supplies/Materials:

Students will need basic classroom supplies (pen, pencil, paper, and notebook). These supplies are to be brought to class on a daily basis. Safety equipment, specific to the pharmacy technician occupation, is provided, e.g., personal protective equipment.

## Syllabus

### Grading Scale:

#### NUMERICAL EQUIVALENT OF GRADES:

100-94 = A

93-85 = B

84-77 = C below 77% is failing

### Clinical:

Pass = P (77% or greater)

Fail = F (below 77%)

### Evaluation/Assessment:

#### EXAMINATIONS:

The program examinations consist of written knowledge examinations and performance evaluations. A knowledge examination is given upon completion of each major topic assignment. An overall 77% on performance evaluations is required to successfully pass and proceed to the next assignment. Students are eligible and encouraged to take the Pharmacy Technician exam upon completion of the program.

### Satisfactory Progress:

Students must maintain an average of 77% in each class to pass the course and progress in the program. The only exception is the Medical Math component. The student must make an 85% on the Medical Math final exam. When a student is absent from class, the student must make up all tests or class work missed on the first day they return to class or a grade of zero will be awarded. Students will be provided with detailed assignment sheets and a specific syllabus for each course of study. Complete mastery of an area must be achieved before proceeding further. A student is not allowed to progress in the program if they have not passed each course at the time it is offered. Students are responsible for maintaining a sufficient rate of progress throughout the course.

### Instructional Delivery Methods:

Lecture, power points, audiovisual, team projects, skills demonstration with return demonstration.

### Conferences and Assistance:

You are welcome and encouraged to come to the instructors' offices to talk over any problems you may have in this program. Conferences with instructors may be scheduled after class. Students needing assistance with problems will research along with the instructor all possibilities and utilize all reference materials to achieve a solution. In addition, Student Services personnel as well as the Adult Facilitator are available to students for assistance as needed. Subject-related problems can be presented to the class as a whole for research upon instructor's approval. Class interaction and discussion concerning health and wellness and pharmacy technician is encouraged.

Students who are having difficulty completing a lab assignment are encouraged to seek help from an instructor as soon as possible. The student is responsible for scheduling additional practice time as needed. These practice times are not to be scheduled during regularly scheduled lab hours.

## Syllabus

**Classroom:**

761 N. 20<sup>th</sup> Street DeFuniak Springs, Florida 32433  
Bldg 400 Room 108

**Office Location:**

761 N. 20<sup>th</sup> Street DeFuniak Springs, Florida 32433  
Bldg 400 Room 108

**Office Hours:**

Regular office hours for the instructors are Mon. – Thr., Day: 7:30 a.m. -5:00 p.m.

**Attendance:**

The instructors will arrange individual class and lab hours. Students are required to be present and on time for class and lab practice in order to receive the necessary instruction. The student is responsible for all material covered in class. Any material missed, due to an absence, must be made up by the student. The student is responsible for completing this make up work within one week of the time missed.

If a student expects to be late to class or absent they should notify the instructor. The student should also notify the instructor in advance if they will be absent from clinical.

All hours missed whether theory or clinical must be made up. Students are required to complete written reports as assigned by their instructor.

**Meeting Times/Contact Hours**

Day Class theory: Mon – Thur, 8:00 am – 4:00 pm

**Lab Equipment:**

You will be assigned specific equipment for your labs. The equipment you will use is reliable. However, with abuse or misuse, it will malfunction and become inoperable. Be careful and have the instructor demonstrate the use of the equipment before using it for the first time. Read all instructions carefully and ask questions prior to use. Keep your work area and lab areas clean and orderly while performing assignments. Return all software, equipment and lab components to the proper storage area before departing at the end of the period. The classroom lab will be clean and secured at the end of each project or period whichever comes first.

## Syllabus

### Safety:

- Safety is priority one. Make learning safe, fun and enjoyable!
- Report any unsafe conditions to the instructor immediately. Any abnormal findings in clinical require a pharmacy technician student action. Notify the instructor and the patient's nurse immediately.
- If you are not comfortable or confident with any lab or clinical assignment, stop and notify the instructor.
- All equipment and manuals have a place, return them to the proper location.
- Everyone must complete the safety lectures/labs prior to clinical assignments.
- Hand washing is the single most effective method to prevent the spread of infection and must be practiced regularly by students as instructed in theory.
- All students must adhere to Standard Precautions while in the Lab assignments. The student is to apply the necessary personal protective equipment (PPE) such as gloves, masks, eye protection, and/or gowns when performing or practicing assignments depending upon the task and degree of exposure anticipated. The student is to dispose of all contaminated PPE as instructed in theory or according to agency/facility policy in clinical.
- Students are at an increased risk for exposure to diseases and environmental stressors while in the Lab. The student must assume responsibility for all personal health care costs that may occur. The student agrees to provide documentation to the pharmacy technician department for their personal file that such medical follow-up has occurred. Students are encouraged to have health insurance for the course of the program to cover expenses for follow-up of untoward events.
- The student must complete all health and admissions requirements as discussed in the Pharmacy technician Handbook.
- If you are not comfortable or confident with any lab or project, stop and notify instructor. Follow CDC guidelines concerning COVID-19

### Emergency Procedures:

- Emergency exits are clearly marked.
- As part of regular classroom instruction, students will be asked to participate in regular safety and emergency drills.
- Fire extinguishers are located in each area.

### Rules and Regulation / Policies and Procedures:

Students will follow all rules/regulations outlined in the Emerald Coast Technical College Catalog.

### General Information:

Refer to the ECTC Catalog located at <http://www.ECTC.edu>, for additional information:

- Career and Counseling Services
- Services for Students with Disabilities
- Student Grievance Procedures
- Leave of Absence
- Withdrawal
- Forms