

BOSTON REED COLLEGE®
Allied Health Training Programs
Official Course Outline

Pharmacy Technician

Goals and Purpose: Upon successful completion of course, the student will receive a certificate of completion from Boston Reed College. This course is designed to prepare the participant for eligibility to become a Pharmacy Technician. In addition, participants will be qualified to apply for certification by the Pharmacy Technician Certification Board (PTCB) and will meet the training requirements of the State Board of Pharmacy.

Outcomes and Objectives:

At the end of the course the participant will be able to:

1. Design a study plan that fits his or her learning style and personal commitments.
2. Assist the pharmacist in collecting, organizing, and evaluating information for direct client care, medication use review, and departmental management.
3. Receive and screen prescription/medication orders for completeness and authenticity.
4. Prepare medications for distribution.
5. Verify measurements, preparation, and/or packaging of medications produced.
6. Distribute medications.
7. Assist the pharmacist in the identification of clients who desire/require counseling to optimize the use of medications, equipment, devices.
8. Initiate, verify, collect payment for and initiate billing for pharmacy services or goods.
9. Purchase pharmaceuticals, devices, and supplies according to an established plan.
10. Control the inventory of medications, equipment, and devices.
11. Assist the pharmacist in monitoring the practice site and/or service area for compliance with state, federal and local laws, regulations, and professional standards.
12. Maintain the pharmacy equipment and facilities.
13. Assist the pharmacist in preparing, storing, and distributing investigational medications.
14. Assist the pharmacist in monitoring medication therapy.
15. Participate in the pharmacy department's process for preventing medication misadventures.
16. Demonstrate skill in goal-setting, organization, note-taking, and test-taking.
17. Complete externship requirements including physical exam, TB test, CPR, basic computer proficiency.
18. Use communication strategies associated with quality customer service.
19. Draft a resume that clearly communicates one's value to an employer.
20. Utilize networking, informational interviews and other resources to generate job interviews.
21. Orally express one's goals, skills and personal qualities in a manner that makes one a desirable employee.
22. Contrast effective communication approaches for dealing with people of various personal styles/temperaments.
23. Use active listening, mirroring and parameter-setting to participate effectively in difficult conversations (criticism, bad news, etc.)
24. Describe and apply several strategies for managing stress on the job, at school, at home.
25. Complete a PTCB examination practice test.

Instructional Units/Hours of Instruction:

<i>Topic.....</i>	<i>Hours</i>
1. Introduction.....	7
2. Law and Ethics.....	7
3. Medical and Pharmacological Terminology.....	20
4. Pharmacology.....	17
5. Practice Sites, Technology.....	10
6. Body Systems and Anatomy.....	17
7. Calculations.....	20
8. Receiving and Interpreting Medication Orders.....	10
9. Filling and Distributing Medication Orders.....	20
10. Compounding.....	7
11. Over the Counter Medications.....	3
12. Purchasing, Inventory and Reimbursement.....	10
13. Technician Issues.....	10
14. Job Search: Resume and Interviewing.....	3
15. Study Skills.....	12 (10 Distance Learning)
16. Communication Skills.....	22(10 Distance Learning)
17. Professionalism and the Workplace.....	17(10 Distance Learning)
	<i>Total Hours – 212</i>
	<i>(182 in-classroom hours)</i>

Instructional Strategies:

- Lecture
- Individualized Study
- Small Group Discussions
- Large Group Discussions
- Skills Demonstration
- Competency Check-off
- Role Play
- Small Group Projects
- Independent Research
- Workbook/Homework Assignments
- Textbook Assignments
- Multimedia

Methods of Evaluation:

- Quizzes
- Workbook Assignments
- Competency Check-off
- Midterm Exam
- Final Exam
- Pharmacy Externship

Course Repetition:

If the student does not achieve at least 80 percent in the course he or she should repeat the course until that objective has been achieved.

For Adult Education Centers as appropriate:

A22 Title: Health, Science, and Medical Technology - Therapeutic Services
A22 Number: 4.4260
Approvals: Board of Education ___/___/___ CDE ___/___/___