

## Pharmacy Technician Program

Fall 2023-Ms. Hollingsworth

Pharmacy Technician is a single credit hour semester elective course aimed to give you the knowledge necessary to become a Certified Pharmacy Technician (CPhT). This year we'll be using a new online Program called Pharmacy Technician's University (PTU). This online Training Program is designed to prepare students to take the Pharmacy Technician National Certification Exam (PTCE) making them eligible to apply CPhT through the Idaho Board of Pharmacy. The program costs **\$299**, which must be paid prior to the start of class. Ms. Earnest is happy to talk about a payment plan if needed, but unfortunately, Fast Forward funds are not eligible to pay for this program.

### Course Policies:

Students are expected to use all class time working on Pharmacy Technician's University or other instructor led activities. This is not a study hall or free period. Based on your progress in the course, you may need to do work outside of class as well. Cell phone use is not allowed during class.

Students can reattempt all quizzes as many times as they like. Unit exams, the midterm, and the final exam must be completed in a single session during class, and can be taken up to 3 times. The grade in PTU on the due date will be recorded in PowerSchool to calculate your MMACHS grade. Notes are allowed on exams, but strongly discouraged if your goal is to become a Certified Pharmacy Technician.

### Course Completion:

To complete the course and earn the high school credit, you must open all videos and PDFs, and take and pass all quizzes and exams with an 80% or higher.

### MMACHS Grading:

The grade in Powerschool will be comprised of:

Quizzes (Quizzes)	25%
Unit Exams (Assessments)	50%
Midterm/Final (Final)	25%

Grades will be updated on the due date for each unit. Late work is subject to 10% deduction each week or partial week it is late.

### Student supplied materials:

- 3" binder
- 8 tabs/dividers
- lined paper for notes
- computer and charging cord
- headphones or earbuds
- pencil/pen
- Highlighters

## Resources:

The program is designed so you can print graphic organizers to assist you in taking notes, or completed notes, whichever you prefer. You'll print your own resources in the social center. Videos can be sped up or slowed down, and Closed Captioning used. I strongly recommend using the Top 200 drug document that I will print for you, so you can track every time you learn about a new medication by taking notes on its use, brand name, generic name, contraindications, etc.

## Internship:

Last spring some students applied for and were accepted to enroll in our new Pharmacy Technician internship in the Spring 2024 semester. Students must successfully complete the fall semester to retain their capstone internship placement in the spring. Internship students may be required to sign up for My Clinical Exchange with St. Luke's and/or other local pharmacies and must complete the following in the fall:

- Up to date immunizations
  - Influenza (current Oct 1st-Mar 31st)
  - COVID-19
  - Td or Tdap
  - Hep B
  - MMR
  - Varicella (2)
  - Meningococcal
  - TB (not a vaccination, but neg test required)
- Current health insurance
- Drug testing/background check
- Registering as a student with the Idaho State Board of Pharmacy

Students not currently registered for the Pharmacy Technician internship are encouraged to complete these requirements in case a spot opens up in the spring.

## To Become a Certified Pharmacy Technician in Idaho:

1. You must allocate available fast forward money to take the exam if you would like to be reimbursed.
2. You **MUST** score **80%** or higher on all Quizzes, Unit Exams, the midterm and the final exam and have ALL coursework 100% completed by **December 15, 2023**.
3. Passing the online course (PTU) will make you eligible to take the national exam, even if you don't complete the Pharmacy Technician internship.
4. The PTCE is the test we encourage you to take if you plan to work in Idaho, and if you're taking the capstone internship in the spring. Students can also choose to certify by taking the ExCPT, if that is the more common test used in the state they intend to work.
5. Register on the PTCB or NHA website.
6. Complete the application for the exam. You will sign up for the certification exam online and will receive a date to take the exam. You must pay upfront, but if you bring in your receipt of payment to the office and evidence of test completion, MMACHS will refund you this money via your available fast forward funds.
7. When you pass your certification exam, please forward me a copy of your certificate. All students who become Certified Pharmacy Technicians will be recognized at the awards ceremony on the last day for seniors. Please note it may take up to one week to get results.

## Due Dates

All due dates are Friday at 2:15 pm, regardless if it is an A or B day, or if school is in session. You're encouraged to work faster than the pace below if a unit is easy for you as others later on may be more difficult. Due dates are subject to change as we dive into this new course.

Unit	Due Date	Topics
I	08-25-2023	PTU Orientation Role of the Pharmacy Technician Drug Information Resources Laws Affecting Prescription Dispensing Drug Regulation and Control Controlled Substances Restricted Drug Programs State Laws and Regulations Unit I exam
II	09-01-2023	Pharmaceutical Terminology Medication Safety Communication Communication Supporting Materials Unit II exam
III	09-15-2023	Introductory Calculations Measurement Calculations Basic Pharmaceutical Calculations Dosage Calculations Business Calculations Unit III exam
IV	10-6-2023	Basic Pharmaceutics Basic Anatomy & Physiology Pharmacology Anti-Infectives Integumentary Medications Ophthalmic/Otic Medications Musculoskeletal Medications Opioid Epidemic - Naloxone Nervous System Medications Urinary Medications Cardiovascular Medications Respiratory Medications Endocrine Medications Gastrointestinal Medications Reproductive System Medications Natural Medicines Unit IV Exam
Mid	10-13-2023	Review units I-IV and take the midterm

V	10-20-2023	Billing and Third-Party Processing Billing and Third-Party Processing Supporting Materials Inventory Control and Management Inventory Management Supporting Materials Unit V Exam
VI	10-27-2023	Inventory Control and Management Inventory Management Supporting Materials Specialty Medications Pharmacy Services Pharmacy Services Supporting Materials Immune System - Vaccines Emergency Preparedness Emergency Preparedness Supporting Materials Unit VI Exam
VII	11-15-2023	Institutional Non-Dispensing Duties Compounding Calculations Non-Sterile Compounding Non-Sterile Compounding Supporting Materials Institutional Pharmacy Dispensing Process Institutional Pharmacy Dispensing Process Supporting Materials Unit VII Exam
	11-28-2023	Capstone Internship requirements due
VIII	12-8-2023	Sterile Compounding Bloodborne Pathogens Chemotherapy Compounding Emergency Preparedness Emergency Preparedness Supporting Materials Unit VIII Exam
Final	12-15-23	Review and take the final exam