

Pharmacy Technician Training Program

Penta Career Center *in Partnership with* **Boston Reed College**

Program Summary: As a Pharmacy Technician you will help the pharmacist package or mix prescriptions, maintain client records, refer clients to the pharmacist for counseling, assist with inventory control and purchasing, as well as collect payment and coordinate billing. This course combines 182-hours of classroom instruction with a 120-hour pharmacy externship to provide you with a complete learning experience. (Total – 302 Hours).

Course Fee: \$2595.00 includes books, consumable supplies, externship, and course completion certificate.

Financial Assistance: Students with a need for financial assistance may contact SLM Financial for a loan, the application process is easy! Contact your college for more details.

Community Job Survey: Starting pay \$12 – \$20 per hour. Because of the increased pharmaceutical needs of a larger, older population, growth in this occupation will be almost as fast as the average for all others in the state.

Certification: Upon successful completion graduates will receive a certificate of completion and become eligible to apply for registration as a Pharmacy Technician in their state and be prepared to take the national Pharmacy Technician Certification Board (PTCB) exam.

Schedule: Classes are conveniently scheduled on Saturdays or weeknights. Pharmacy externships coordinated by Boston Reed.

Pre-requisites: Minimum 18 years of age and high school completion or its equivalent. Students need competency in, or completion of a basic computer operations course. Students will be required to have access to the Internet, printing capabilities and an email address. A math and English pre-assessment test will be administered on the first class meeting to assure student success. Prior to placement in an externship, students will need to show proof of completion of CPR for the Healthcare Provider course, a health examination including TB testing and submission of a resume.

According to the US Dept. of Labor the need for Pharmacy Technicians is expected to grow 32% by 2014



27-week Pharmacy Technician **Training Program**

**CLASS BEGINS:
NOVEMBER 2010**

HOW TO REGISTER

ONLINE: Visit Our Website At:
www.adultedreg.com
(choose Penta Career Center)

**WALK-IN: 9301 Buck Road
Perrysburg, OH 43551**

CALL: 419-661-6555



Pharmacy Technician

COURSE OUTLINE

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 by other technicians.
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 according to an established plan.
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 medication products.
14. Assist the pharmacist in monitoring medication therapy.
15. Participate in the pharmacy department's process for preventing medication misadventures.
16. Demonstrate skill in career and educational 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.
24. Describe and apply several strategies for managing stress on the job, at school, at home.
25. Complete a PTCB examination practice test.

Instructional Strategies:

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

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>

Methods of Evaluation:

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