

# Pharmacy Technician Course Details

## I. Orientation to Pharmacy

- A. History
- B. Standards
  - i. Education Requirements
  - ii. Professional Organizations
  - iii. Code of Ethics
- C. References
  - i. Text
  - ii. Journals
  - iii. Internet
- D. Community Pharmacy
  - i. Processing and Dispensing Prescriptions
  - ii. Labeling Requirements
- E. Required Equipment
- F. Counter and Consulting Areas
- G. Storage
- H. Controlled Substances
- I. Inventory
  - i. Ordering
  - ii. Restocking
- J. Ethics and Standards
  - i. Privacy
  - ii. Confidentiality
- K. Accountability
- L. Computer Applications
  - i. Components
  - ii. Order Entry
  - iii. Systems
  - iv. Confidentiality
- M. Institutional Pharmacy
  - i. Pharmacy Organization
  - ii. Medication Orders
  - iii. Dispensing Systems
  - iv. Sterile Products
  - v. Inventory Control
  - vi. Roles and Duties
  - vii. Record Keeping
  - viii. Policy and Procedure Manual
  - ix. Regulatory Agencies
  - x. OSHA
  - xi. PPE
  - xii. Antiseptic Technique
  - xiii. Laminar Flow Hoods

## II. Pharmacy Law and Ethics

- A. Federal and State Laws

- i. Reference
- ii. Governing Bodies
- iii. Types of Law
- iv. Violations
- v. Federal Laws
- vi. State Laws—Links
- vii. Agencies
- viii. Recalls
- ix. HIPAA
- B. Schedule of Drugs
- C. Ethics
  - i. Pharmacist Code
  - ii. Technician Code

### **III. Medical and Pharmaceutical Terminology**

- A. Introduction to Terminology
  - i. Word Parts
  - ii. Rules
- B. Abbreviations and Calculations
- C. Organs: Cardio, Endocrine, GI, Integumentary
- D. Organs: Lymphatic, Muscular, Nervous, Skeletal, Reproductive
- E. Organs: Respiratory, Urinary, Hearing, Sight

### **IV. Pharmaceutical Calculations**

- A. Basic Math Skills
  - i. Fractions and Decimals
  - ii. Ratio, Proportions, and Percents
  - iii. Conversions
- B. Community Pharmacy Math
  - i. Prescriptions
  - ii. Billing and Inventory
- C. Institutional Pharmacy Math
  - i. IV Room Calculations (Ration and Percentage)
  - ii. Dosage Calculations
  - iii. Dilutions and Alligations

### **V. Pharmacology**

- A. Unit 1: The Science of Pharmacology
  - i. Evolution of Drugs
  - ii. Pharmacology
  - iii. Administration of Pharmacological Agents
- B. Unit 2: Anti-Infectives and Drugs for Colds
  - i. Antibiotics
  - ii. Antivirals, Antiretrovirals, and Antifungals
  - iii. Antihistamines, Antitussives, Decongestants, and Expectorants
- C. Unit 3: Narcotic Pain Relievers and Nervous System Drugs
  - i. Anesthetics, Analgesics, and Narcotics
  - ii. Antidepressants, Antipsychotics, and Antianxiety Agents
  - iii. Anticonvulsants, CNS Disorder Drugs
- D. Unit 4: Respiratory, GI, Renal, and Cardiac Drugs
  - i. Respiratory Drugs

- ii. Gastrointestinal Drugs
  - iii. Urinary System Drugs
  - iv. Cardiovascular Drugs
- E. Unit 5: Nonnarcotic Analgesics, Muscle Relaxants, Hormones, and Topicals
  - i. Muscle Relaxants, Nonnarcotic Analgesics, and Arthritis Drugs
  - ii. Hormones
  - iii. Topicals, Ophthalmics, and Otics
- F. Unit 6: Chemotherapy, Herbs, and Miscellaneous Drugs
  - i. Recombinant Drugs and Chemotherapy
  - ii. Vitamins, Nutritional Supplements and Natural Supplements, Antidotes, and CODE  
Emergency Agents

## **VI. Communication Skills**

- A. Process
- B. Verbal and Non-Verbal
- C. Methods
  - i. Fax
  - ii. Telephone
  - iii. Internet
  - iv. Pagers
  - v. Written
- D. Barriers
  - i. Conflict
  - ii. HIPAA

## **VII. Insurance and Inventory Procedures**

- A. Cost Analysis
- B. Purchasing Procedures
- C. Receiving
- D. Record Keeping
- E. Inventory Control
  - i. Computers
  - ii. Perpetual Inventory
  - iii. Expired
  - iv. Formulary
  - v. Storage
- F. Repackaging
- G. Types of Insurance
- H. Claim Forms
- I. Billing

## **VIII. Lab Module**

- A. Unit 1: Retail Lab
  - i. Interpreting Prescriptions
  - ii. Counting, Measuring and Filling Containers
  - iii. Filling Prescriptions
- B. Unit 2: Hospital Lab
  - i. Interpreting Physician Order Sheets
  - ii. Aseptic Technique
  - iii. Vials and Ampoules
  - iv. IV Bags

**IX. Clinical Rotations**

A. Virtual Externship

B. Hospital

i. Research Paper

ii. On-Site Rotation

C. Retail

i. Research Paper

ii. On-Site Rotation (Walgreen's or CVS)

**X. Final Comprehensive Exam**