



## PHARMACY TECHNICIAN PRACTICUM II

Revised 01/03/12

<b>C</b>	-	<b>L</b>	-	<b>CR</b>
<b>1</b>	-	<b>9</b>	-	<b>4</b>

**COURSE NUMBER:** PHM 164

**PREREQUISITE(S):** Successful completion of earlier program requirements.

**CO-REQUISITE(S):** PHM 124, PHM 173, PHM 113

**COURSE DESCRIPTIONS:** This course provides practical application of pharmacy skills in pharmacy environments.

**TEXTBOOK(S):** Aiken, Cheryl. Certification Exam Review for Pharmacy Technicians. 2<sup>nd</sup> edition. Paradigm 2011

**REFERENCE(S):** None

**OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT:** Lab jacket or uniform with patch  
School ID

**METHOD OF INSTRUCTION:** Observation and demonstration of the routine responsibilities of a technician in inpatient and outpatient settings.

**GRADING SYSTEM:**

94	-	100	=	A
85	-	93	=	B
80	-	84	=	C
70	-	79	=	D
Below	-	70	=	F

A minimum grade of "C" is required to pass this course.

No grades will be rounded off.

**GRADE  
CALCULATION  
METHOD:**

Tests/Time Cards	=	35%
Daily Grades	=	25%
Writing Assignments	=	15%
Final Exam	=	<u>25%</u>
	=	100%

**ATTENDANCE  
POLICY:**

The student is responsible for punctual and regular attendance in all classes, laboratories, clinical, practicum, internships, field trips, and other required class activities. The College does not grant excused absences; therefore, students are urged to reserve their absences for emergencies. When illness or other emergencies occur, the student is responsible for notifying instructors and completing missed work if approved for late submission by instructors.

The student is tardy if not in class at the time the class is scheduled to begin and is admitted to class at the discretion of the instructor.

The student is expected to call in at least 15 minutes prior to scheduled clinical time on every day of absence. Messages should be left on the Pharmacy Technician Program Director's voice mail (592-4869) or clinical instructor's voice mail (592-4242). Students will be held responsible for all class and lab material covered that day, and must make up all practical procedures (labs, etc.) covered on the day of absence. Any unannounced quizzes given on a day of absence cannot be made up and a grade of "0" will be received for that quiz. It is the student's responsibility to contact the instructor upon return to class concerning a satisfactory time to complete make-up work. Failure to contact the instructor on the day of return to complete make-up work on the agreed upon day will result in a zero grade for the work the student has missed.

If the student is absent on the day of an assigned test, the Program Coordinator must be notified prior to the absence. No arrangements will be made for a make-up examination in the event that the student is absent without prior notification. A grade of "0" will be recorded for that test. **Only two make-up tests will be allowed.**

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student

enrolling in and attending at least one course session remains enrolled until the student initiates a withdrawal.

Withdrawal Policy: During the first 75% of the course, a student may initiate withdrawal and receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. Extenuating circumstances require documentation and approval by the appropriate department head and academic dean.

Absences for Religious Holidays: Students who are absent from class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments occurring during the period of absence. Students who anticipate their observance of religious holidays will cause them to be absent from class and do not wish such absences to penalize their status in class should adhere to the following guidelines:

1. Observance of religious holidays resulting in three or fewer consecutive absences: Discuss the situation with the instructor and provide written notice at least one week prior to the absence(s). Develop (in writing) and instructor-approved plan which outlines the make up of activities and assignments.
2. Observances of religious holidays resulting in four or more consecutive absences: Discuss the situation with the instructor and provide the instructor with written notice within the first 10 days of the academic term. Develop an instructor-approved plan with outlines the make up of activities and assignments.

**CLINICAL  
PRACTICUM  
ATTENDANCE:**

It is the responsibility of the student to be in attendance at the appropriate clinical education center when assigned. All assigned time missed must be made up.

**All make-up time requests must be submitted to the clinical instructor and must be approved by the Program Director prior to being completed.**

Because of the nature of clinical instruction, a student who is absent more than 5% of the scheduled time in clinical for any

reason may be given a written warning and Even though all missed clinical time must be made-up, clinical make-up time is not considered an equivalent experience to the regularly scheduled clinical assignment. Therefore, if a student is absent for more than 10% of the planned clinical experience, the objectives of the course will not be met satisfactorily and the student will receive a failing grade and must drop from this course.

### **EACH STUDENT IS RESPONSIBLE FOR MAINTAINING HIS/HER OWN ATTENDANCE AND TARDY RECORDS.**

If the student must be absent, the appropriate instructor and site must be notified. The same rule applies if the student is tardy. This notification of absence or tardiness must occur within fifteen minutes of his/her scheduled time of arrival. If no notification is received, the student will be given a written warning for the first offense and dropped from the Program for the second offense except in extenuating circumstances as determined by the Division Dean.

Each student must be in his/her assigned area at the specific time designated on his/her schedule. Excessive tardiness will not be tolerated. If a student is tardy one of the assigned days, he/she will receive a written warning. **Three (3) tardies will result in being dismissed from the program.**

Make-up time must be scheduled with the appropriate instructor the day the student returns to campus/practicum and must correspond to the time and schedule in which the absence occurred. A grade of "incomplete" will be recorded until the student has completed his/her clinical assignments.

Excessive absences (more than 10% will warrant dismissal from the Program).

### **ACADEMIC CONDUCT:**

**ACADEMIC DISHONESTY:** Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test, termination from course, and probation, suspension, or expulsion from

the College. For further explanation of this and other conduct codes, please refer to the Student Handbook.

**CELLULAR PHONES AND PAGERS/BEEPERS:** Cellular phones, pagers and beepers are not permitted to be turned on or used within the classroom. Use of these devices during classroom time will be considered a violation of the student code as it relates to “disruptive behavior.”

**DRESS CODE:**

See handbook for the clinical practicum dress code.

All students will be required to follow the dress code. Any student with inappropriate dress will be dismissed from the clinical site and the student will be considered absent for that day and the clinical rotation must be made-up. A student with a minor infraction (example: unpolished shoes) will be given a written warning. After accruing two written warnings in one semester, the student will be dismissed from the clinical site and the clinical rotation must be made-up. (The entire number of daily assigned hours must be repeated, regardless of the time the student is dismissed.) Repeated violations of the dress code will warrant dismissal from the Program.

**ACCOMMODATIONS:**

Students who need special accommodations in this class because of a documented disability should notify Student Disability Services. You may contact Student Disability Services by calling, (864) 592-4811, toll-free 1-800-922-3679; via email through the Spartanburg Community College web site at [www.sccsc.edu/SDS/](http://www.sccsc.edu/SDS/); or by visiting the office located in the Dan Lee Terhune Student Services Building, room 112 of the Spartanburg Community College campus. By contacting Student Disability Services early in the semester, students with disabilities give the College an opportunity to provide necessary support services and appropriate accommodations.

**COURSE  
COMPETENCIES &  
OBJECTIVES:**

**Upon satisfactory completion of this course, the student will be able to:**

- I. Prepare medication in an inpatient setting.

1. Receive and dispense medication orders
  2. Prepare floor stock
  3. Preparation of individual patient supply
  4. Packaging of unit dose medications
- II. Prepare medication in an outpatient setting.
1. Receive and interpret prescriptions.
  2. Prescription preparation
  3. Price prescriptions
  4. Order stock
  5. Customer service
- III. Compounding and packaging of bulk items.
1. Create a sterile compound
  2. Create a non-sterile compound
  3. Perform quality control checks
- IV. Perform maintenance of control drugs.
1. Correctly store control drugs
  2. Maintain appropriate records
- V. Prepare admixtures.
1. Receive orders
  2. Demonstrate aseptic technique
  3. Demonstrate use of containers and administration sets
  4. Fill the IV admixture order
  5. Dispose, clean, and store equipment as appropriate
  6. Locate and interpret incompatibility information
  7. Perform Quality Control checks
- VI. Demonstrate purchasing and inventory control.
1. Review methods of ordering
  2. Receive and check shipment
  3. Arrange drugs in the pharmacy
  4. Return merchandise

- VII. Describe the meaning of certification, registration, and licensure.
1. Discuss why taking the certification exam is important for pharmacy technicians.
  2. Contrast the PTCB examination and the ExCPT examination.
  3. Describe the major testing components of the certification exams.
  4. Describe techniques for taking a multiple-choice exam.
  5. Explain what to do if you do not know the answer to a question.
  6. Describe the testing center environment.
  7. Explain the post-examination process.
- VIII. Identify components of the national certification exams.
1. Know landmark legislation pertinent to the practice of pharmacy.
  2. Identify the components of the prescription and medication order.
  3. Review the prescription or medication order for completeness and accuracy.
  4. Review the prescription or medication order for authenticity and legality.
  5. Explain how to verify a prescriber's DEA number.
  6. Determine eligibility for third-party reimbursement by identifying key components of a patient's prescription insurance card.
  7. Explain weight and volume measurements in the metric system.
  8. Accurately convert amounts between measurement systems used in pharmacy practice.
  9. Interpret common abbreviations used by prescribers.
- IX. List and explain the roles and duties of the pharmacy technician in a community pharmacy.
1. Explain the steps necessary to fill a prescription.
  2. Explain the importance of the patient profile and when to update the patient's information.

3. List the equipment used in non-sterile compounding in a community pharmacy.
  4. Calculate the beyond-use dating for a compounded product.
- X. List and explain the roles and duties of the pharmacy technician in an institutional pharmacy.
1. Compare and contrast the community pharmacy prescription with the hospital medication order.
  2. Identify the process of medication dispensing and filling in a hospital pharmacy.
  3. Identify the differences between large-volume and small-volume parenteral solutions.
  4. Describe the fluids typically used in IV and TPN preparations.
  5. Identify the role of the institution infection control committee (ICC).
  6. List common universal precautions used to protect healthcare workers.
  7. Describe the roles of the institutional review board (IRB) and the pharmacy in investigational drug studies.
  8. Describe the contents of a code cart and the technician's role in maintaining the cart.
  9. Explain the process for fulfilling the medication needs of patients in long-term care facilities.