



## PHARMACY TECHNICIAN PRACTICUM III

Revised 1/05/12

<b>C</b>	-	<b>L</b>	-	<b>CR</b>
<b>1</b>	-	<b>6</b>	-	<b>3</b>

**COURSE NUMBER:** PHM 173

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

**CO-REQUISITE(S):** PHM 124, PHM 164, PHM 113

**COURSE DESCRIPTIONS:** This course includes practical experience in a working pharmacy environment.

**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%
PTCE	=	<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.

The student must successfully complete the Pharmacy Technician Certification Exam (PTCE) given by the Pharmacy Technician Certification Board (PTCB) before the end of clinical rotations in order to graduate from the Pharmacy Technician Program. A deadline for completion of the exam will be announced by the Program Director.

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.

### **ACADEMIC CONDUCT:**

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

**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. Explain medication safety and storage as pertaining to pharmacy technicians.

1. Identify FDA-mandated sources of information on medications for healthcare professionals and patients.
2. Define the components of the NDC number and its significance in medication error prevention.
3. Explain FDA categories for use of drugs in pregnancy.
4. Explain restrictions on the use of the morning after pill, Accutane, and thalidomide.
5. Explain the provisions of the Poison Prevention Act of 1970.
6. Discuss the role of a state Board of Pharmacy in the regulation and retail sale of syringes and OTC cough medications.
7. Define the roles of OSHA and the NRC in the protection of healthcare workers.
8. Identify the USP Chapter <795> guidelines for the compounding of non-sterile preparations.
9. Identify the USP Chapter <797> guidelines for the compounding of sterile preparations.
10. Know the CDC guidelines on hand hygiene and protective garb.
11. Identify the storage and stability guidelines for insulin's, nitroglycerin, and reconstituted antibiotics.
12. Explain the importance of the technician's role in identifying expired prescription and OTC drugs and removing them from inventory.

VIII. Define what a controlled drug is.

1. Differentiate among the phrases drug tolerance, physical dependence, and psychological dependence.
2. Identify the classifications of controlled drugs with the most and least abuse potential.
3. Identify the required DEA forms necessary for ordering and destroying Schedule II drugs.
4. Identify three characteristics differentiating a Schedule II prescription from other

prescriptions.

5. Identify situations indicating potential abuse or forged prescriptions.
6. Know the refill and transfer limitations for Schedule III and IV drug prescriptions.
7. Explain the restrictions on Schedule V medications and legal record-keeping.
8. Identify the frequency of DEA-mandated inventory and record-keeping requirements for Schedule II and Schedule III-IV medications.

IX. Identify and explain the importance of pharmacy administration.

1. Identify the importance of a pharmacy policy and procedure manual.
2. Distinguish between the roles of state government and federal government in pharmacy practice.
3. Explain the main functions of the most important regulatory bodies concerning pharmacy practice, such as the Joint Commission, DEA, and FDA.
4. Explain the various ways in which compliance is important to pharmacy practice.
5. Explain the role of the pharmacy benefit manager.
6. Distinguish between various types of prescription drug coverage and payments.
7. Identify some of the uses of technology in the pharmacy, including bar coding technology and automated dispensing machines.
8. Explain quality assurance concepts and be familiar with error reporting.
9. Explain the basics of handling hazardous materials and dealing with waste disposal in an appropriate fashion.
10. Explain the Health Insurance portability and Accountability Act (HIPAA), and identify the different types of protected health information.

X. Develop a consistent method for solving calculation problems presented on the certification exam.

1. Calculate the amount of drug in a final product

that has been diluted.

2. Compute the amount of concentrate and diluents needed to make a desired concentration.
  3. Determine the amount of two products needed to prepare a desired concentration using alligation.
  4. Calculate oral and IV drug doses using proportions.
  5. Compute IV drop rates and flow rates using various drop sets.
  6. Determine mark-up, mark-up rate, and days' supply.
- XI. Identify the generic name, brand name, and indication for the most frequently prescribed drugs in community pharmacy practice.
1. Identify the side effects and adverse reactions for CNS drugs, cardiovascular drugs, anti-infective drugs, endocrine drugs, respiratory drugs, GI drugs, and renal drugs.
  2. Identify common medications that require auxiliary labels and administration instructions.
  3. Identify common medications that can cause severe allergic or withdrawal reactions.
  4. Identify drugs that can interact with cholesterol drugs to cause muscle fatigue.
  5. Explain unique patient counseling recommendations for bisphosphonates.
  6. Identify a serious, life-threatening drug interaction caused by erectile dysfunction drugs.
  7. Contrast the labeling requirements of OTC drugs and dietary supplements.
  8. Explain the pharmacy technician role in regard to OTC drugs and dietary supplements.
  9. Identify the 5 Rs to minimize medication errors.