Pharmacy Technician Syllabus

Course Hours: 60

Instructional Mode
Distance Education

Textbooks / Learning Resources

Course Description
This course will provide you with the necessary technical knowledge base in order to become proficient in the required tasks to succeed as a pharmacy technician. You will be introduced to the duties and responsibilities required of a pharmacy technician and be provided with an understanding of ethical decision making. Finally, you will learn to utilize critical thinking, recognize quality, and specify how to demonstrate good communication in a pharmacy environment. This goal of this course is to prepare you to accurately perform as a pharmacy technician, utilizing the learned expertise required in the workplace. You will learn to perform with the skill and confidence necessary to excel in the range of responsibilities assumed as pharmacy technicians—including interpreting physician orders and prescriptions, preparing and distributing medications, performing pharmaceutical calculations, processing insurance billing, and controlling inventory.

Course Objectives
After completing this course, you will be able to:
1. Identify pharmaceutical terminology definitions and abbreviations.
2. Recall pharmacy technician training and certification requirements, and the origins of pharmacy and pharmacy technicians.
3. Distinguish between different pharmaceutical settings, the variety of pharmacy technician duties in those settings, and the roles of other health care team members.
4. Recognize and recall pharmaceutical standards such as ethics and professionalism, and the laws, regulations, and agencies that govern the practice of pharmacy.
5. Distinguish between various types of wellness alternatives including complementary, alternative, and over-the-counter medicines, vitamins, and minerals.
6. Indicate how to process prescriptions and review proper drug order medical notations, interpret drug label and stock bottle information, and prevent medication errors.
7. Recall how to compute dosages, consider routes of administration, and repackage and compound medications by accurately using common pharmaceutical devices with the various systems of measurement.
8. Identify drug information references, aseptic technique procedures, and ways that USP <797> affects pharmacy practice.
9. Indicate how to perform calculations, conversions, and computations used in a pharmacy setting.
10. Specify the various types of drug classifications and distinguish between generic, brand (trade), and chemical names, and indication.
11. Distinguish between body systems, their associated conditions, and the pharmacological action, effects, doses, and interactions of medications prescribed to treat those body systems.
12. Recognize the process of pharmacy billing and reimbursement, and distinguish between types of insurance.
13. Specify the process for inventory of medications, stock orders, equipment, and devices.
14. Recall important information regarding basic sciences as they apply to the pharmacy technician.

Contact Information
Help Ticket: www.alliedschools.com/support.shtml
Educational Support Toll Free: 888-751-2303
Student Services Toll Free: 888-925-4282
International: 949-707-5044
Fax: 800-898-9188
Hours: Monday - Friday, 7:00 a.m. to 6:00 p.m. PST
Grading/Evaluation Policy
Performance is measured by successful completion of online assignments, exercises, and examinations. To successfully complete this course, students must complete: 12 modules, including all reading and exercises, and a Final Exam. You will given a maximum of two attempts per graded assignment. If you choose to attempt a graded assignment a second time, the highest score of the two attempts will be recorded in the grade book. In order to pass the course, the student must earn an overall score of 70% or better.

Course Outline and Grading Criteria

<table>
<thead>
<tr>
<th>Unit Title</th>
<th>Hours</th>
<th>Assignment Title</th>
<th>Points Possible</th>
<th>Percent of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: General Pharmacy – Pharmacy Practice</td>
<td>5.50</td>
<td>Unit Exam</td>
<td>20</td>
<td>9%</td>
</tr>
<tr>
<td>2: Pharmacy Math – Conversions and Calculations</td>
<td>2.75</td>
<td>Unit Exam</td>
<td>10</td>
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<tr>
<td>3: Principles of Pharmacology – Retail Pharmacy</td>
<td>4.75</td>
<td>Unit Exam</td>
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<td>9%</td>
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<tr>
<td>4: Alternatives in Wellness</td>
<td>3.50</td>
<td>Unit Exam</td>
<td>15</td>
<td>6%</td>
</tr>
<tr>
<td>5: Hospital, Compounding, and Closed Pharmacies</td>
<td>6.25</td>
<td>Unit Exam</td>
<td>20</td>
<td>9%</td>
</tr>
<tr>
<td>6: Pharmacy Management</td>
<td>3.75</td>
<td>Unit Exam</td>
<td>15</td>
<td>6%</td>
</tr>
<tr>
<td>7: Body Systems I</td>
<td>5.75</td>
<td>Unit Exam</td>
<td>10</td>
<td>4%</td>
</tr>
<tr>
<td>8: Body Systems II</td>
<td>7.00</td>
<td>Unit Exam</td>
<td>10</td>
<td>4%</td>
</tr>
<tr>
<td>9: Body Systems III</td>
<td>4.50</td>
<td>Unit Exam</td>
<td>10</td>
<td>4%</td>
</tr>
<tr>
<td>10: Body Systems IV</td>
<td>4.00</td>
<td>Unit Exam</td>
<td>10</td>
<td>4%</td>
</tr>
<tr>
<td>11: Classification of Drugs</td>
<td>7.50</td>
<td>Unit Exam</td>
<td>15</td>
<td>6%</td>
</tr>
<tr>
<td>12: Basic Sciences for the Pharmacy Technician</td>
<td>2.75</td>
<td>Unit Exam</td>
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<td>4%</td>
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<tr>
<td>Final Exam</td>
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<td>Multiple-Choice</td>
<td>70</td>
<td>30%</td>
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<tr>
<td><strong>Total</strong></td>
<td>60.00</td>
<td></td>
<td><strong>235</strong></td>
<td><strong>100%</strong></td>
</tr>
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Student Integrity and Academic Honesty Policy
Allied Schools strives to encourage a spirit of honesty and integrity. This policy was created to foster a climate that promotes the most stringent academic standards. Violations of this policy will be dealt with using fair and consistent methods. Committing one or more of the following actions is considered unacceptable and constitutes a violation of this policy:

- Intentionally using or attempting to use unauthorized materials in any academic exercise;
- Intentionally aiding or attempting to aid another student to commit any act of academic dishonesty;
- Bribing or attempting to bribe, or making threats against any individual, with the intention of affecting a grade or an evaluation of academic performance;
- Falsifying any documents;
- Accessing the institution’s computer systems or files without proper authorization.