

Pharmacy Technician Curriculum Guide 2023-2024

Program Description

Students acquire essential customer service skills needed to interact professionally with pharmacy customers, co-workers, and other healthcare professionals. Students receive hands-on experience related to cashiering and inventory management in the retail and pharmacy lab. Students also receive hands-on experience in receiving, processing, and distributing prescriptions, following all pharmacy related laws and regulations.

Program Admissions Requirements - Students who most closely match the *U.S. Department of Labor occupational profile* for a Pharmacy Technician are accepted for enrollment.

CASAS Scaled Scores - Reading & Math 218 – 228

Aptitudes

- Verbal (V) CareerScope: 80+
- Clerical (Q) CareerScope: 80+

Temperaments

- Requires cooperative and agreeable interpersonal relationships, beyond merely giving and receiving instructions.
- Requires continuously following instructions in oral, written, or diagrammatic form.
- Perform repetitive or short-cycle work entailing the completion of routine tasks according to set procedures without loss of efficiency or composure.
- Perform effectively in jobs that require speed, risk, and situational attention.
- Attain precise limits, tolerances, and standards using precision measuring instruments, preparing detailed records, and complying with precise specifications.

Physical Demands & Work Environment -Minimum Physical Requirements can be found on the Curriculum Guide online at www.michigan.gov/MCTI.

Certificate of Completion Programs:

Certified Pharmacy Technician (CPhT) (29-2052: Pharmacy Technicians)

The Pharmacy Technician Program is three terms. Students take retail marketing related courses during the first term and pharmacy related courses starting in the second term. During the third term, students preparing to work in a retail pharmacy focus on building proficiency as a Pharmacy Technician. These students must complete a work externship* in a retail pharmacy. The externship may take place during or after school and/or on the weekends.

Michigan Career and Technical Institute

Third term students with the skills, interests, and abilities to work in a pharmacy setting that requires certification may be invited to take classes that prepare the student for the certification exam offered through the Pharmacy Technician Certification Board (PTCB) and be provided an externship* in a hospital setting. The hospital externship may take place during school hours, after school, and/or on the weekends.

*The externship employer may require the student pass a drug screen prior to beginning the externship.

Required Courses

To advance from term to term, students must demonstrate academic progress (satisfactory grade point average of 2.0) and good employability skills.

First term

| Course Number | Course Name | Credits |
|----------------------|--------------------------------|----------------|
| PT 101A | Pharmacy Technician Procedures | 4 |
| PT 102 | Applied Pharmacy Calculations | 4 |
| PT 103 | Pharmacy Technician Lab | 4 |

Second term

| Course Number | Course Name | Credits |
|----------------------|---|----------------|
| PT 201A | Advanced Pharmacy Technician Procedures | 5 |
| PT 202A | Advanced Pharmaceutical Calculations | 5 |
| PT 203 | Advanced Pharmacy Technician Lab | 2 |

Other courses (Instructor Approval Needed)

| Course Number | Course Name | Credits |
|----------------------|------------------------------|----------------|
| PT 307 | PT Certification Preparation | 2 |
| PT 680 | Independent Study | 2-12 |
| PT 690 | Internship | 6-12 |

Instructors, program managers, and/or the referring counselor may recommend employability skills and elective classes based on the student's needs, interest, and abilities. Additional terms or courses are initiated by the instructor and approved by the Manager of Career and Technical Education programs. Job Seeking Skills is required for all students expecting to graduate from MCTI.

Course Descriptions

PT 101 Pharmacy Technician Procedures: This highly interactive course is designed for entry-level students preparing to work in a Pharmacy as a Pharmacy Technician. The course focuses on the roles and responsibilities that each pharmacy team member plays and the basic knowledge and skills needed by all team members. This course also introduces the student to pharmacology and key concepts for pharmacy technicians, including terminology, abbreviations, dosage formulations and administration, how the body and drugs work and drug classifications. The topics covered in this course are instrumental for a solid understanding of material covered in subsequent courses. Key attributes and skills of the professional pharmacy technician are covered, as well as foundational concepts on communication, customer service, patient care, pharmacy law and professional ethics.

PT 102 Applied Pharmacy Calculations: A solid understanding of basic arithmetic and specific calculation methods is necessary for today's pharmacy technician. Nearly every aspect of drug dispensing requires a consideration of numbers. Pharmacy calculations 102 starts from the beginning with a review of basic math skills which are required for more advanced calculations and covers measurement systems, and the various forms of dosage calculations.

PT 103 Pharmacy Technician Lab: Demonstrate a medical and pharmaceutical vocabulary including abbreviations and symbols used in processing prescriptions in a community pharmacy; summarize the importance of environmental safety standards, pharmacy safety, and personal safety and hygiene; utilize computer support operations in a classroom setting; demonstrate the procedures and operations relating to processing prescriptions and preparing medications for ambulatory patients; and demonstrate entry level operations in an ambulatory setting to include stock maintenance, inventory, record keeping, and purchasing.

PT 201A Advanced Pharmacy Technician Procedures: This course is designed for students who have a working knowledge of a Pharmacy and plan to work as a Pharmacy Technician in a hospital or institutional setting. Students will be exposed to duties completed by pharmacy technicians in a hospital, compounding, or mail order establishment. Students will be introduced to the key concepts in pharmacology for pharmacy technicians, including terminology, abbreviations, dosage formulations and administration, how the body and drugs work and drug classifications.

PT 202A Advanced Pharmaceutical Calculations: Pharmacy Calculations 202 builds upon the material covered in Pharmacy Calculations 102 and expands into the more advanced and complex mathematical procedures completed by pharmacy technicians.

Michigan Career and Technical Institute

Specifically, this course covers solving concentrations, dilutions, allegations, and parenteral dosage/administration calculations.

PT 203 Advanced Pharmacy Technician Lab: The purpose of this course is to introduce the student to sterile compounding in pharmacy practice. The content examines the current standards and best practices for preparing a sterile compound.