

Pharmacy Technician Curriculum Guide

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.

CAS Scaled Score

- Reading and Math: 218 through 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 and Work Environment

Minimum Physical Requirements can be found upon request or on the U.S. Bureau of Labor Statistics (BLS) website [U.S. Bureau of Labor Statistics](https://www.bls.gov/) under the Publications tab. Click on Occupational Outlook Handbook, and in the page search field, enter the name of one (1) of the certificates of completion listed below in this guide.

Certificate(s) of Completion

Pharmacy Technician (29-2052)

The Pharmacy Technician Program is three terms. Students may 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 may have an opportunity to complete a work externship* in a retail pharmacy. The externship may take place during or after school and/or on the weekends.

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, a student must maintain a 2.0 GPA, with at least a grade of C (2.0) in all required courses.

Term 1

Certificate Earned – Pharmacy aide

Courses required for this term

- PT101A – Pharmacy Technician Procedures (4 credits)
- PT102 – Applied Pharmacy Calculations (4 credits)
- PT 103 – Pharmacy Technician Lab (4 credits)

Term 2

Certificate Earned – Pharmacy Technician

Courses required for this term must complete 300 hours and 12 credits

- PT 201A – Advanced Pharmacy Technician Procedures (4 credits)
- PT 202A – Advanced Pharmaceutical Calculations (4 credits)
- PT 203 – Advanced Pharmacy Technician Lab (4 credits)
- Advanced Courses – Instructor Approval Needed
- PT 307 – PT Certification Prep (2 credits)
- PT 680 – Independent Study (6-12 credits)
- PT690 – Internship (6-12 credits)

Instructors, Vocational Rehabilitation Counselors, 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 are required for all students expecting to graduate from MCTI.

Course Descriptions

PT 101 – Pharmacy Technician Procedures

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 as well as receiving, processing and disturbing prescriptions in the retail and pharmacy lab. Emphasis is placed on following all pharmacy related laws and regulations. Students learn to work safely in a team, and independently.

This course is designed for entry-level students preparing to work in a Pharmacy as a Pharmacy Technician. The course focuses on the role of the pharmacy technician, drug regulation and control, controlled substances, restricted drug programs, medication safety, pharmaceuticals, basic anatomy and physiology, pharmacology, ophthalmic and otic medications, state laws and regulations, billing and third-party processing. This course is a requirement for all learners in the pharmacy technician training program.

102 – Applied Pharmacy Calculations

Applied pharmacy calculations provides a solid understanding of basic arithmetic and specific calculation methods necessary for today's pharmacy technician. Nearly every aspect of drug dispensing requires a consideration of numbers. This 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.

This course is designed for entry-level students preparing to work in a Pharmacy as a Pharmacy Technician. The course focuses on basic entry level math skills necessary for employment as a pharmacy technician. This course is a requirement for all learners in the pharmacy technician training program.

PT103 – Pharmacy Technician Lab

This course is designed for entry-level students preparing to work in a Pharmacy as a Pharmacy Technician. The course focuses on standard operating procedures when filling and dispensing medications to customers, incorporating excellent communications skills in written and verbal as well as non-verbal communication skills. This course encompasses customer service skills and identifies barriers to providing excellent customer service such as implicit biases, conflict situations, customer distress due to illness, poverty or human trafficking.

This course is designed for entry-level students preparing to work in a Pharmacy as a Pharmacy Technician. The course focuses on pharmaceutical terminology, Communications, laws affecting prescription dispensing, prescription diagraming, anti-infective medications, HIV training, Integumentary medications, musculoskeletal medications, opioid rescues, prescription drop off and data entry procedures, prescription preparation, conflict resolution, human trafficking, and implicit bias training. This course is a requirement for all learners in the pharmacy technician training program.

PT 201A – Advanced Pharmacy Technician Procedures

This course is designed for students who have successfully completed PT101A Pharmacy Technician Procedures. Students will be exposed to duties completed by pharmacy technicians in a hospital, compounding or mail order establishment, and advanced duties completed by retail pharmacy technicians. 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.

This course is designed for advanced level students preparing for national certification and desire to work as a retail or institutional pharmacy technician. The course focuses on Nervous system medications, respiratory medications, pharmacy services, health and wellness, vaccine administration and CDC scheduling recommendations, gastrointestinal medications, natural medications, institutional non-dispensing duties, blood borne pathogen training and certification preparation.

PT 202A – Advanced Pharmaceutical Calculations

This course is designed for students that have successfully completed PT 102 pharmaceutical calculations. Advanced pharmaceutical calculations build upon the

material covered in Pharmacy Calculations 102 and expand into the more advanced and complex mathematical procedures completed by pharmacy technicians. Specifically, this course covers solving concentration, dilutions, allegations and parenteral dosage/administration.

This course is designed for advanced level students preparing for national certification and desire to work as a retail or institutional pharmacy technician. The course focuses on compounding calculations for extemporaneous pharmaceutical compounding, sterile compounding calculations, infusion drip rates, dosing and administration based on body surface area and body mass, dilution and concentration calculations, dosing and administration based on specific medication guidelines and interpreting doctor orders.

PT 203 – Advanced Pharmacy Technician Lab

This course is designed for students who have successfully completed PT103 Pharmacy technician lab. This course is designed to introduce the learner to sterile compounding in pharmacy practice, job duties of institutional pharmacy technicians, scope and standard of practice of institutional pharmacy technicians, and a variety of medications categories.

This course is designed for advanced level students preparing for national certification and desire to work as a retail and institutional pharmacy technician. The course focuses on urinary medications, cardiovascular medications, endocrine medications, family planning and reproductive health, sterile and non-sterile compounding, smoking cessation products, drug to drug interactions, special populations and dosing, triage of health professional questions as it relates to scope and standard of pharmacy technician job function, inventory and control, compound medication stability and beyond use dating, institutional emergency preparedness, institutional pharmacy dispensing process, and chemotherapy.