



PHARMACY TECHNICIAN



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Health Science and Medical Technology Pathway

COURSE OBJECTIVES:

- Overview, Practice Setting, and Organizations.
- Basic safety and Standards
- Communication and Patient Care
- Introduction to Pharmacology
- Body Systems / Disease States
- Drug Classifications; RX and OTC
- Measurements and Calculations
- Pharmacy Technician Ethics
- Laws and Regulatory Agencies
- Third Party Prescriptions
- Introduction to Pharmacokinetics
- Sterile and Non-Sterile Product Compounding
- Introduction to the Hospital Setting
- Pharmaceutical Calculations
- Students will prepare a Professional Portfolio

Student Outcomes:

- Personal / Interpersonal Knowledge and Skills
- Foundational Professional Knowledge and Skills
- Patient Care
- Processing and Handling of Medications and Medication Orders
- Procurement, Billing, Reimbursement and Inventory Management
- Patient and Medication Safety
- Regulatory Issues

ATTENDANCE PROCEDURES:

Students are expected to be on time and to meet the 540 hour minimum attendance requirement. In order for students to be successful, students must arrive to class at the scheduled start time. Class starts at 7:30 AM (Morning Session) and 12:00 PM (Afternoon Session). Irresponsible attendance directly affects the quality of learning and does not display acceptable work ethics. The material presented in class and lab practices prepares the students for work in the clinical setting.

Penalties will be given for unjustifiable tardies and excessive absences. Any absence or tardy that was not communicated with the instructor will receive a **write-up**; similar to what they would see in industry. After the third write-up, students will be sent to the dean's office to make sure the Pharmacy Technician course is a good fit for the student.

Students receive daily participation points. Uncommunicated absences and tardies directly affect the number of points the student receives.

CONFERENCES:

Student-Instructor conferences will be held as needed throughout the academic school year. Parents will be notified when a student receives a 69 % and below.

GRADING POLICY / SCALE:

A = 100 - 90%

B = 89 - 80%

C = 79 - 70%

D = 69 - 60%

F = 59% and below

GRADING GUIDELINE:

Students will receive 4 quarter grades and 2 semester grades. Students can check Synergy for grading status. Canvas is simply used to turn in assignments. Synergy is where grades can be found. Any questions, please feel free to ask the instructor.

1st Semester:

- Morning Journal
- Weekly Time Sheets
- Daily Work / Conduct
- Weekly Quizzes / Skills Demonstrations
- Monthly Exams

2nd Semester:

- Morning Journal
- Practice Exams
- Clinical Participation / Weekly Time Sheets
- End of Internship Evaluations
- Cumulative Examination

SUPPLIES PROVIDED BY CTEC:

➤ ***Paradigm's 7th Edition Pharmacy Practice for Technicians***

- Books are loaned to students during the school year and are expected to be returned at the end of the academic school year. If not returned, the student will be held responsible for the cost of the borrowed text before graduation.

➤ ***McGraw's Pharmacy Technician Practice and Procedures Laboratory Manual***

➤ **Pharmacy Trainer Top 200 Drug Flashcards 2025 Edition**

- Students will learn the top 200 medications list.

RECOMMENDED CLASSROOM SUPPLIES:

- ➔ 2 College / Wide ruled spiral notebooks (Morning Journal / Lab Notes)
- ➔ Small Pocket Notebook
- ➔ 3 x 5 Index Cards (To be used as a study tool for new Medical Terminology)
- ➔ Pens / Pencils

CLINICAL:

- Some pharmacies have store policies that a pharmacy technician student intern must be at least 18 years of age. Luckily Bakersfield has some pharmacies that do allow a senior in high school, on track to graduate, the opportunity to intern with their facility. Although this is the case, there are not enough minor pharmacy tech specific internships available to be offered to each student. This class will have a friendly competitive nature to it for students to earn those few spots. It will be based upon student effort, punctuality, and initiative in the classroom.
- If a student who is 17 or younger does not get chosen for a pharmacy technician specific internship, they will have the opportunity to participate in a front-end internship with large corporation pharmacies such as CVS or Walgreens. This is still an amazing opportunity for students to get their foot in the door with the pharmacy when they turn 18. This can potentially lead to cross-training from the sites supervisor of the student shows that drive and passion for pharmacy.

CLINICAL REQUIREMENTS:

- All students are expected to wear medical scrubs. During the first semester, students are free to express themselves with color and/or print. During the second semester, when students are out in industry, color may change and a particular color may be mandatory depending upon which industry student will be placed. Black is the uniform standard that will be accepted by most employers.
- Front-End students can continue to wear scrubs or a button up / polo shirt with khakis or black jeans.
- Closed-toed shoes.
- NO ACRYLIC NAILS.

CLINICAL PARTICIPATION:

Clinical performance and participation is 70% of the students 2nd semester grade. Irresponsible attendance directly affects the students ability to participate. THERE WILL BE NO MAKE-UP DAYS. Excessive absences will largely reflect upon students' 2nd semester grade.

If a student is to be absent, they are required to inform the instructor and pharmacy 72 hours in advanced. If a student has an unexpected absence, they are to call the instructor as well as the assigned pharmacy location. **Parents are to call CTEC to also excuse the absence.** If the student does not call the instructor they face being dropped from the internship. If the student does not call and is absent they will receive a 0 for the day. There will be no make-up days allowed or additional work given for clinical grades.

CLINICAL BEHAVIOR:

Students are guests in the clinical facilities. Any behavior that is unacceptable to the facility may result in the facility requesting that the student does not return to the site and the student will be dropped from the program. Students must adhere to the required uniform, follow the personal hygiene and appearance requirements, and adhere to the classroom and clinical rules. Failure to abide by these requirements may result in the student not being able to participate in the program.

CLINICAL ATTENDANCE:

- It is recommended that the student not have more than 1 clinical absence.
- Make up days are not available.
- If a student is to be absent, they are to call their clinical facility, call the instructor (209) 658-2649, and a parent/guardian is to call the school (661) 831-3327 to excuse the student's absence. **72 hours in advanced.**

STATE BOARD REQUIREMENTS:

The following link will direct students to a more detailed inquiry of what is to be submitted to the State Board when student is ready to apply.

http://www.pharmacy.ca.gov/forms/tch_app_pkt.pdf

- Complete a pharmacy technician training program.
- APPLICATION FEE \$120: When you send your application, include a check or money order for \$120 made payable to the California State Board of Pharmacy. This fee is not refundable. **CA ID will be required to apply for licensure & PTCB Exam.**
- APPLICATION FOR A PHARMACY TECHNICIAN LICENSE: Form 17-A: Complete entire application online and print.
- U.S. SOCIAL SECURITY NUMBER / ITIN NUMBER (Individual Taxpayer Identification Number).
- PHOTO: Attach a passport style photo to page 1 of the application (Glossy, Color Photo 2" x 2") taken within 60 days of filing the application. (DO NOT provide scanned images, polaroids, or black and white photos).
- BASIC EDUCATION: You must be a HIGH SCHOOL GRADUATE or have a General Education Degree certificate.
- SIGNED AFFIDAVIT: Proof of completed coursework or graduation. The school seal must be embossed on the affidavit. *(Only will get if 18 years of age one day 1 of class)*
- SELF-QUERY REPORT: Include a SEALED, original Self-Query Report from the National Practitioner Data Bank (NPDB). It must be dated within 60 DAYS of filing the application. You must pay the \$4 fee directly to NPDB.
- FINGERPRINTS: Level of service: Must include both DOJ and FBI. Fingerprint form will be attached to the application (last page).

FINAL EXAMINATION:

There will be a cumulative final at the end of the second semester to prepare students for industry. The final will be closely related to the PTCB National Exam. Final exam will prepare students for an entry-level Pharmacy Technician position.

Students must pass with at least an 80% or higher to obtain their signed affidavit.

Students will need to take the National PTCB (Pharmacy Technician Certification Board) exam to obtain their state license. Taking the CTEC Pharmacy class allows students to sit for this exam for there is a requirement to take a PTCB recognized course to sit for the exam.

Students can take the PTCB through Pearson VUE located at Kings Academic Boot Camp 5329 Office Center Ct, Bakersfield.

WEEKLY SCHEDULE:

Note: Schedule is subject to change.

Week 1: Instructor will introduce herself to the classroom and offers an insight of the world of Pharmacy. Instructor illustrates what is to be expected from students for the academic school year. Syllabus review. Students will participate in group activities to get to know one another.

Week 2: Once classroom rules and guidelines have been expressed, instruction will begin. Instructor will provide an overview of what it means to work in a pharmacy setting. A summary of practice settings and organizations related to pharmacy will be discussed. Students will provide an understanding of the pharmacy layout and what is to be expected of each station. Industry application practice.

Week 3: Students will master the safety standards mandatory for industry. Students should be able to interpret policies, procedures, and regulations specific to the workplace environment. Professional dress instructions.

Week 4: Students will explore the diverse experiences regarding patient care. Students will construe the distinct roles and responsibilities of a pharmacy team. Students will recognize the vast majority of different patient care providers. Students will also be provided with a brief understanding of how pharmacy technologies are advancing. Customer service skills.

Week 5: Pharmacology will be introduced to students. As a class we will define and discuss Pharmacology and understand what adverse effects are. Resume and cover letter practice. Students will define Pharmacokinetics.

Week 6: Once students are able to demonstrate proficiency in pharmacology we will move toward body systems and common disease states associated with those body systems. Students will then study pharmacokinetics and discover further details of the body systems and functions.

Week 7: After students have mastered the common disease states associated with the body systems, students will engage in a poster board activity. This activity will be in groups and students will present a body system to the classroom. The body system activity will include the common diseases that are associated with the body system chosen as well as medications that help treat these diseases.

Week 8: Students will grasp the various drug classifications and common medicines used in the pharmacy. Students will prepare to interpret a prescription / medication order and learn the varying dosage forms.

Week 9: Students will continue to learn the common medications used in the practice of pharmacy while decoding prescription / medication orders.

Week 10: Students will learn how to convert Roman Numerals, fractions into decimals, ratios, percentages, and how to read Military time. Students will be introduced to the Metric system and grasp how to calculate a day supply as prescribed from a physician.

Week 11: Students will utilize how to use measuring equipment designed for medication preparation. Students will learn how to enlarge or reduce a mathematical formula to meet the requirements of a prescription order. Students will gain knowledge on how to convert prescription orders if prescribed strength is unavailable.

Week 12: Students will review prescription / medication orders associated with the math portion of pharmacy including: Roman numerals, fractions, decimals, ratios, and percentages. Students will engage in classroom activities / labs to interpret prescription orders.

Week 13: Pharmacy Technician code of ethics will be introduced. Students will learn how to make ethical decisions. Students will work in groups to determine what an ethical issue may be and develop problem solving skills.

Week 14: Students will note the distinctive regulatory laws and agencies of the pharmacy setting. Students will recognize the healthcare identifiers / red flags associated with pharmacy.

Week 15: Students will master the major third parties. Students will learn the three general categories of prescription insurance and define formularies. Students will learn how to and when it is necessary to contact a third party for additional assistance with online adjudication / processing an online claim.

Week 16: Students will review all information accomplished to this point. Students will employ in the pharmacy setting / lab to process all information learned.

Week 17: Pharmacokinetics will be introduced. Students will be able to define the four stages of pharmacokinetics and the different effects of the body systems.

Week 18: Students will know the difference between sterile and non-sterile product compounding. Students will learn compounding procedures. Students will learn how to apply the measurement tools / system associated with recognition and how to reconstitute liquid suspensions.

Week 19: Students will continue to engage in compounding labs / learning new techniques and measuring systems associated with the compounding aspect of pharmacy. Students will continue to learn conversions used in compounding medication orders.

Week 20 & 21: WINTER RECESS 👍👍😊

Week 22: After Winter recess, instructor will review all previous lessons with students for fresh reminders. Lab activities will also be repeated before new instruction begins.

Week 23: The week will begin with sterile compounding procedures and USP Ch. 797 regulations. Students will explore the Aseptic Technique and how it is applied. This will lead students to the Hospital setting of pharmacy. Students will study automation in pharmacy and the differences with flow hoods.

Week 24: Students will assemble in large groups to build their own group flow hoods. Students will present the flow hood to the classroom at the end of the week to represent the differences between the hoods.

Week 25: Students will master pharmaceutical calculations which include but are not limited to: Fractional Math, Dosage Calculations, Day supply Calculations, Allegation Tables, Drip-rate Factors, and Apothecary conversions.

Week 24: Review for two (2) practice exams that will help assist for cumulative final given at the end of the year. Correlated lab activities.

During the second half of the semester, students will be participating in the specified industry. Attendance will be mandatory when scheduled within industry. Absences will largely impact students' overall grade. The instructor will visit students at the Community Classroom to check in on attendance and progress. Students are to meet at CTEC every Monday of each week (Tuesday's when there is a holiday that falls on a Monday). This class is mandatory and absences will negatively reflect students' semester grade. Every Monday will consist of continued instruction.

