Pharmacy Technician Course Details

I. Orientation to Pharmacy
   A. History
   B. Standards
      i. Education Requirements
      ii. Professional Organizations
      iii. Code of Ethics
   C. References
      i. Text
      ii. Journals
      iii. Internet
   D. Community Pharmacy
      i. Processing and Dispensing Prescriptions
      ii. Labeling Requirements
   E. Required Equipment
   F. Counter and Consulting Areas
   G. Storage
   H. Controlled Substances
   I. Inventory
      i. Ordering
      ii. Restocking
   J. Ethics and Standards
      i. Privacy
      ii. Confidentiality
   K. Accountability
   L. Computer Applications
      i. Components
      ii. Order Entry
      iii. Systems
      iv. Confidentiality
   M. Institutional Pharmacy
      i. Pharmacy Organization
      ii. Medication Orders
      iii. Dispensing Systems
      iv. Sterile Products
      v. Inventory Control
      vi. Roles and Duties
      vii. Record Keeping
      viii. Policy and Procedure Manual
      ix. Regulatory Agencies
      x. OSHA
      xi. PPE
      xii. Antiseptic Technique
      xiii. Laminar Flow Hoods

II. Pharmacy Law and Ethics
    A. Federal and State Laws
i. Reference
ii. Governing Bodies
iii. Types of Law
iv. Violations
v. Federal Laws
vi. State Laws—Links
vii. Agencies
viii. Recalls
ix. HIPAA

B. Schedule of Drugs

C. Ethics
i. Pharmacist Code
ii. Technician Code

III. Medical and Pharmaceutical Terminology
A. Introduction to Terminology
   i. Word Parts
   ii. Rules
B. Abbreviations and Calculations
C. Organs: Cardio, Endocrine, GI, Integumentary
D. Organs: Lymphatic, Muscular, Nervous, Skeletal, Reproductive
E. Organs: Respiratory, Urinary, Hearing, Sight

IV. Pharmaceutical Calculations
A. Basic Math Skills
   i. Fractions and Decimals
   ii. Ratio, Proportions, and Percents
   iii. Conversions
B. Community Pharmacy Math
   i. Prescriptions
   ii. Billing and Inventory
C. Institutional Pharmacy Math
   i. IV Room Calculations (Ration and Percentage)
   ii. Dosage Calculations
   iii. Dilutions and Alligations

V. Pharmacology
A. Unit 1: The Science of Pharmacology
   i. Evolution of Drugs
   ii. Pharmacology
   iii. Administration of Pharmacological Agents
B. Unit 2: Anti-Infectives and Drugs for Colds
   i. Antibiotics
   ii. Antivirals, Antiretrovirals, and Antifungals
   iii. Antihistamines, Antitusives, Decongestants, and Expectorants
C. Unit 3: Narcotic Pain Relievers and Nervous System Drugs
   i. Anesthetics, Analgesics, and Narcotics
   ii. Antidepressants, Antipsychotics, and Antianxiety Agents
   iii. Anticonvulsants, CNS Disorder Drugs
D. Unit 4: Respiratory, GI, Renal, and Cardiac Drugs
   i. Respiratory Drugs
ii. Gastrointestinal Drugs
iii. Urinary System Drugs
iv. Cardiovascular Drugs
E. Unit 5: Nonnarcotic Analgesics, Muscle Relaxants, Hormones, and Topicals
   i. Muscle Relaxants, Nonnarcotic Analgesics, and Arthritis Drugs
   ii. Hormones
   iii. Topicals, Ophthalmics, and Otics
F. Unit 6: Chemotherapy, Herbs, and Miscellaneous Drugs
   i. Recombinant Drugs and Chemotherapy
   ii. Vitamins, Nutritional Supplements and Natural Supplements, Antidotes, and CODE Emergency Agents

VI. Communication Skills
   A. Process
   B. Verbal and Non-Verbal
   C. Methods
      i. Fax
      ii. Telephone
      iii. Internet
      iv. Pagers
      v. Written
   D. Barriers
      i. Conflict
      ii. HIPAA

VII. Insurance and Inventory Procedures
   A. Cost Analysis
   B. Purchasing Procedures
   C. Receiving
   D. Record Keeping
   E. Inventory Control
      i. Computers
      ii. Perpetual Inventory
      iii. Expired
      iv. Formulary
      v. Storage
   F. Repackaging
   G. Types of Insurance
   H. Claim Forms
   I. Billing

VIII. Lab Module
   A. Unit 1: Retail Lab
      i. Interpreting Prescriptions
      ii. Counting, Measuring and Filling Containers
      iii. Filling Prescriptions
   B. Unit 2: Hospital Lab
      i. Interpreting Physician Order Sheets
      ii. Aseptic Technique
      iii. Vials and Ampoules
      iv. IV Bags
IX.  Clinical Rotations
   A.  Virtual Externship
   B.  Hospital
      i.  Research Paper
      ii. On-Site Rotation
   C.  Retail
      i.  Research Paper
      ii. On-Site Rotation (Walgreen's or CVS)

X.  Final Comprehensive Exam