



## ***PHARMACY TECHNICIAN SYLLABUS***

### ***2023/2024 SCHOOL YEAR***

***Instructor:*** Angela Stroble, CPhT

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***OFFICE HOURS:*** Monday-Friday, 7:00 am-3:00 pm

***COURSE:*** #8305/8306

***LOCATION:*** Woodside Lane Campus

***TEXT:*** *The Pharmacy Technician TextBook Seventh Edition by The Morton Publication / NHA Online Training ExCPT*

***The Mission of The Pharmacy Tech Program is to Develop students to become Future Health Professionals, to Enhance the skills of leadership and creativity, and to Empower the Community by providing information of safety practice concerning medications.***

#### ***COURSE DESCRIPTION:***

This course is designed to prepare students for a rewarding and exciting career as a Pharmacy Technician. The Student will learn how to be an asset to the Pharmacist and Pharmacy setting whether it's retail or hospital. Students will learn rules, regulations and laws, to read doctor's orders and input them in the computer, how to order drugs and inventory drugs, manage insurance claims and also know medication names (brand and generic) for both settings.

***RETAIL:***

- Excellent customer service skills
- Good telephone etiquette
- Dispensing Medications
- Inventory
- Calculations
- Manage Insurance Claims
- Compounding

***HOSPITAL:***

- Prepare IV medications
- Discuss automated machines
- Unit Dosing
- Calculations
- Nursing units

The method of instruction in this course will include lecture, PowerPoint, class discussion, practical exercises, computerized games, online lessons and Guest Speakers.

Students are expected to read and do all assignments. Tests and quizzes will be announced; however during the 2nd semester, students will begin preparing for the NHA ExCPT Exam using The Online Training. In event of absences, it will be the **student's responsibility** to contact the instructor for any missed work.

***CLASS RULES:***

- Follow all of the rules in the 'Student Handbook
- Respect all classmates and teacher
- Keep your hands to yourself and do not touch others or their possessions
- All students are required to arrive at class with supplies by 7:40 am for Morning class and 12:15 pm for Afternoon class (In class instruction).
- No profanity, inappropriate conversations, or body language
- No dishonesty
- Be responsible
- No Cheating or Plagiarism
- **No cell phones in class. There will be a designated place for cell phones..**
- **No outside class work permitted during instruction.** Outside work **MAY** be completed prior to class and during break.
- **Students will turn in all absence notes to Mrs. Stroble.**

***DRESS CODE:***

- Monday, Thursday, and Friday—regular school attire. **No Leggings, Sweat Pants ,Ripped Jeans, and Only Head Coverings for Religious practices**
- Lab Days: TBA—**Scrubs and Closed Toed Shoes**

***SUPPLIES:***

- 2 Inch Binder
- Binder Dividers
- 1 pack of College Ruled Paper
- #2 Pencils or 0.7MM Mechanical Pencils
- Highlighters—at least 2
- Sheet Protectors
- 1 box of Tissues
- 200 Sheets Spiral Notebook (Drugs.com)

***STUDENTS WILL BE EVALUATED BASED ON THE FOLLOWING:***

**Employability Skills:** (34%) These are skills needed to be successful in the workforce. Examples of these skills include, but are not limited to, effective communication, time management, the ability to follow directions and safety rules, the ability to work independently and as a team player, personal appearance (lab attire), proper use of vocabulary and terminology, class attendance, externship and respect for self and others.

**Related Instruction:** (33%) Worksheets, vocabulary, projects and other classroom assignments will be used to determine the overall related instruction grade.

**Competencies:** (33%) An outlined teaching skills given by the Virginia Department of Education Based Task/Competency List for Pharmacy Technician course. Also included in this category is a basic understanding of Virginia's Workplace Readiness Skills.

***GRADE SCALE:***

The grading scale at New Horizons Regional Education Center is as follows:

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

### ***ADHERENCE TO NEW HORIZONS ATTENDANCE POLICY:***

All students are required to attend classes regularly. Policy states that any student may miss a total of four days per quarter without excuse, but the fifth absence equates to failing grade for the quarter. In addition to New Horizons attendance policy, The Pharmacy Tech Program has 420 seat hours that the students should have to be able to receive completion of certification and take the exam. **Students should not miss more than 5 days for the entire school year. Students will be allowed to make-up days if they have missed more than the days allotted (ex. if their home school has a half-day). Please see Mrs. Stroble regarding any make-up days.**

### ***FIELD TRIPS:***

There will be at least one scheduled field trip. It will be announced in advance so students will be able to make the necessary arrangements with their school and teachers.

### ***EXTERNSHIP:***

All students will participate in the externship with Riverside Hospital and other designated pharmacies. Students will need 130 externship hours to complete the class. Students who do not attend their externship will be marked unexcused absent as well as lose all employability points for the day. Missed time will need to be made up, however points will not be added back in for the week.

### ***HEALTH OCCUPATIONS STUDENT of AMERICA (HOSA):***

All students are required to participate in HOSA. The Instructor will select the students for the following offices: **President, Vice President, Secretary/Treasurer and Reporter**. The officers will be selected no later than **September 29, 2023**.

### ***FEES PAID TO NHREC:***

CPR/BLS	\$60.00
Personal Equipment (Scrubs)	\$40.00
Club	\$17.00
NHA Study Packet and Practice Exams	<u>\$ 85.00</u>
<b>Total:</b>	<b>\$202.00</b>

**Approximately additional fee requirements paid directly to provider:**

Trainee License	\$ 20.00
Background Check (18yrs or older)	\$ 15.00
12 panel drug screening	<u>\$ 51.00</u>
<b>Total:</b>	<b>\$ 86.00</b>