

Polaris Career Center Course Syllabus

Pharmacy Technician Adult

Course Information

Instructor:	Stephanie Garthrite	Phone:	440.891.7635
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		Email:	sgarthri@polaris.edu
		Room:	To Be Determined
		Meeting Time:	<i>Day Schedule</i> – February – December Monday through Thursday 9:00 AM – 1:00 PM <i>Evening Schedule</i> – September – June Monday through Thursday 6:00 PM – 10:00 PM
		Availability:	2:00 PM – 4:00 PM Monday - Thursday

Course Description

Pharmacy technician is one of the fastest-growing careers in the United States. According to the US Department of Labor, the employment of pharmacy technicians is expected to increase by 32 percent from 2006 to 2016. This program prepares you for employment in hospitals and retail, third party, mail-order, and long term care pharmacies. Pharmacy technicians assist licensed pharmacists to provide medication and other health care products. Polaris Pharmacy Technician students will have the opportunity to gain practical experience through an internship. Employers favor pharmacy technicians who have received formal training and national certification. This program prepares you to take the National Pharmacy Technician Certification Exam. The pre-requisites for the program are a high school diploma or GED and an eighth grade reading and math level.

Major Course Goals

The major goals of the Adult Pharmacy Technician program/course will ask students to:

1. Understand concepts of pharmacology and pharmacy terminology.
2. Understand pharmacy math and demonstrate the ability to calculate dosage calculations.
3. Perform pharmacy practice laboratory skills and demonstrate proper use of lab equipment.
4. Obtain the Pharmacy Technician Certification.
5. Gain the knowledge necessary to secure an entry level position in the pharmacy field.

Instructional Philosophy

Morning class begins at 9:00 am and ends at 1:00 pm. The evening class begins at 6:00 pm and ends at 10:00 pm. The class meets on Mondays, Tuesdays, Wednesday, and Thursday of each week. Daily class time will consist of lecture, internet research, and laboratory assignments. Students will work independently and in research groups. Homework will be assigned weekly.

Course Units of Study

The study of pharmacology, including most commonly used medications, side effects, contraindications, dosages, warnings for the following body systems:

- Cardiovascular
- Central Nervous System
- Muscular Systems
- Skeletal
- Urinary
- Immune System
- Gastrointestinal
- Respiratory
- Reproductive
- Endocrine
- Integumentary

The study of dosage calculations will include:

- Basic Math Review
- Using Ratios, Proportions and Percents
- Pharmacy Prescription Calculations
- Calculating Dosages and Metric Conversions
- Household, Avoirdupois, and Apothecary Conversions
- Pharmacy Calculations including:
 - milliequivalents,
 - intravenous flow rates,
 - dosages according to patient weight, age, and body surface area,
 - business math,
 - average wholesale price,
 - insurance reimbursements and inventory turnover rate and gross and net profit

The study of pharmacy practice will include:

- History of Pharmacy
- Federal and state pharmacy laws
- HIPAA and OSHA Laws
- Pharmacy Regulatory Agencies and Associations
- Dosage Forms and Delivery Systems
- Routes of Administration
- Retail Pharmacy
- Hospital Pharmacy
- Long Term Care Pharmacy
- Managed Care Pharmacy
- Nuclear Pharmacy
- Home Infusion Pharmacy
- Sterile Parenteral Compounding
- Extemporaneous Compounding
- Infection Control
- Communications and Ethics
- Employability Skills

Primary Curriculum Materials

Pharmacy Practice for Technicians 4th Edition ISBN - 978-0-76383-460-9

Pharmacology for Technicians 4th Edition ISBN - 978-0-76383-481-4

Pharmacy Calculations for Technicians 4th Edition ISBN - 978-0-76383-465-4

Pharmacy Labs for Technicians ISBN - 978-0-76383-486-9

Business and Industry Credentials, Certifications, and/or Licenses

The adult Pharmacy Technician students may be eligible to take the Pharmacy Technician Certification Board test.

Course Projects and Special Activities

Students will participate in a four week internship and at an extemporaneous compounding pharmacy where they will "hand make" medications for one day.

Course Policies

Code of Conduct:

The published Code of Conduct for Polaris Career Center found in the Student Handbook will be enforced at all times. Students should refer to the Handbook for discussions of due process and safety violations.

Dress and Grooming Guidelines:

The District's dress code is established to teach grooming and hygiene, instills discipline, prevents disruptions, avoids safety hazards, and teaches respect and is similar to those enforced in most working environments. Students will dress in medical scrubs for class, the color of which will be determined in the first week of class. Open toed shoes are not allowed in class.

ID:

Not applicable.

Attendance/Tardiness:

Students should particularly note the attendance/tardiness policy in the Handbook as it will be followed at all times.

Make-up Work:

Students who have been excused absent may make up the work they missed. It is the student's responsibility to check with each teacher the day the student returns from an absence to arrange specific dates for completing the work and for taking tests, if any tests have been missed. Assignments that were due and tests that were scheduled on the day of the absence will be due on the day the student returns. The student will be allowed one day for each day of an excused absence to make up the assigned work.

Computer Usage:

Access to technology is designated for the completion of class assignments only. Students must sign the Technology Acceptable Use Policy of Polaris in order to be given use of computers, software, and Internet access. The use of technology is a privilege, not a right. Any student who violates the Policy may lose their access to these items. Polaris Career Center reserves the right to monitor computer and Internet access.

Infinite Campus:

Not applicable.

Syllabus Changes:

The instructor/Polaris Career Center Administration reserves the right to make changes to this syllabus throughout the year.

Course Assessment Plan

Assignments will be dropped one letter grade for each day they are late. If an assignment is turned in more than four days late, it will be worth half credit.

Grades will be determined by a Total Points method using the following:

Tests	45%
Quizzes	20%
In-Class Assignments and Laboratory	15%
Homework/Projects	15%
Participation and Attendance	5%

Grades for the course will be based on the following levels of performance:

Grade	Description
A (90-100%)	Work is correct with only minor flaws (not having to do with the main idea of the problem). The concepts presented in class were understood and were appropriately applied to real-world examples. All assignments were completed on-time and were of a work quality.
B (80-89%)	Work was done with a few flaws. The concepts presented in class were applied with help. Almost all tasks and assignments were completed on-time and demonstrated with sufficient skills
C (70-79%)	Some difficulty was had understanding class concepts or applying concepts to real-world situations. Some assignments were late.
D (60-69%)	Only some of the work was completed for class. Work completed was frequently late or was of low quality with errors and omissions.
F (0-59%)	Did not complete a significant amount of work for the class. Work had major errors and did not meet standards.