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<th>Date</th>
<th>Course Title</th>
<th>Credits</th>
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<td>Pharmacy Technician Externship</td>
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<td>PT 106</td>
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<tr>
<td>Pre-requisite (s) Hours</td>
<td>PT 103</td>
<td>Co-requisite (s)</td>
<td>Out of Classroom Hours</td>
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Place and Time of Class Meeting
Clinical site TBA

Name and Contact Information of Instructor
Mary Brinkley Pharmacist

phone (352) 222-1532

email: mary@expresstrainingservices.com

Book required
Express Training Services recognizes the use of the textbook in the classroom as part of the educational methodology and strategy applied in diverse materials. The textbook is part of the curriculum and is used to reach the student in an effective manner in the classroom. Every student is expected to acquire and use the textbook.)

Pharmacy Technician, Practice and Procedures

Orum-Alexander & Mizner

©2011 | McGraw Hill |

Classroom expectations for students

Attendance Policy
Students are responsible for following school policy on attendance. Students must attend 90% of their class. Students who miss 10% of their class must meet with their instructor before attending the next class session. Students who miss more than 10% of their classes will be dropped from the class, forfeit all equipment fees, and must have written approval from the Director of Admissions to re-enroll. The tuition will be refunded in accordance with the refund policy in the catalog.

Clinical days may not be missed and must be made up. Two make up clinical days will be permitted per class unless there are extenuating circumstances.

Students with extenuating circumstances, including but not limited to, hospital confinement, personal problems, and extended illness, may appeal to the Director of Admissions for any exceptions to the absence rule. Documentation of the extenuating circumstances may be required.

Student Tardiness Policy

A student is considered tardy/late if he/she comes to class 5 minutes late. With three tardies the student accumulates one full absence. If the student misses half of the class period, it is a full absence. When a student has more than 3 tardies, the instructor will contact the Institution Coordinator of Student Affairs and Academic Department and request an intervention session with the student. The goal of the intervention session is to develop and implement an intervention program to help students earn new ways to save and manage time.

NOTE: Plagiarism is defined as the use, without proper acknowledgment, of the ideas, phrases, sentences, or larger units of discourse from another writer or speaker. Plagiarism includes the unauthorized copying of software and the violation of copyright laws. Students who commit plagiarism will obtain a grade of “Failure” on their exam or assignment.

Course Description
The student will apply the functions a technician may perform, understand the importance of confidentiality to the practice of pharmacy, understand the general layout of the pharmacy department, the federal and state agencies and regulations affecting pharmacy, the role of the state board of pharmacy, the characteristics of the four major categories of dosage forms, prescription containers, understand the state’s rules and the pharmacy’s policies regarding
Learning Objectives
Student will be asked to perform tasks directly related to the following:

- Demonstrate effective telephone skills appropriate for the environment
- Differentiate between the duties of the pharmacist and the pharmacy technician
- Identify the layout of the pharmacy and areas of workflow (pickup, drop-off, production)
- Communicate clearly when speaking and in writing
- Demonstrate a respectful attitude when dealing with diverse patient populations

all professional standards related to data integrity, security, and confidentiality as they relate to HIPAA, backing up, and archiving)

- Requirements for consultation set forth in OBRA 90
- Display ethical conduct required of pharmacy technicians
-receiving prescriptions or medication orders from patient/patient’s representative, prescriber, or other healthcare professional. This will include new prescriptions, electronic, and refill requests.

-understand the use of manual or electronic prescription signature laws

-receive and screen prescription/medication orders for completeness, accuracy, and authenticity

-assist the pharmacist in identification of patients who desire/require counseling to optimize the use of medications, equipment or devices

-All dosing calculations using ratio and proportions, concentrations, dilutions and parenteral dosage administration calculation.

-use correct procedures to maintain sterile compounding environment

-use sterile compounding supplies correctly

-prepare patient specific medications for dispensing/distribution

-prepare non patient specific medications for dispensing/distribution (batch, stock medications)

-maintain pharmacy facilities and equipment, including automated dispensing equipment

-Assist pharmacist in preparing, storing, and distributing medication products requiring special handling and documentation (i.e. controlled substances, immunizations, chemotherapy, and investigational drugs)

-Prepare medications requiring compounding of non-sterile products

-Assist pharmacist in the monitoring of medication therapy

-Demonstrate knowledge and skills in areas of science relevant to the pharmacy technician’s role, including anatomy/physiology and pharmacology

-identify disease states as they relate to body systems

-identify therapeutic classes of medications

-identify brand and generic drug names
Instructional Methods
- Hands on clinical application of theory with preceptor
- Class Discussions
- Demonstration of Skills with Return Demonstration
- Worksheets
- Directed observation of procedures by staff

Instructional Materials and References
The following materials are suggested, but not required:

- *Medical Insurance for Pharmacy Technicians* by Janet M. Liles and Cynthia Newby (Paperback-Companion 2010)

Assessment Criteria and Methods of Evaluating Students
Clinical skills will be evaluated through faculty observation, verbal communication with the student and facility staff reports. After the clinical instructor has determined that the student is competent in all skills through verbal communication and staff reports, the instructor will document successful clinical performance. Attendance and participation will be taken into account.

Distribution of Grade Elements
Clinical experience is graded on a Satisfactory-Unsatisfactory basis. Students will be evaluated on meeting clinical objectives listed in this syllabus and the clinical checklist tool. See the clinical checklist for further clarification. Students who cannot demonstrate the necessary knowledge, skills or abilities for the established level of practice will receive an “Unsatisfactory” and receive a grade of “F” for the course.

Date Syllabus Was Last Reviewed: January 9, 2016
Clinical Ethics and Conduct

It is assumed that students are familiar with the Student Policies. Academic misconduct or disruptive behavior will not be tolerated. Examples of disruptive behavior include: Cheating, plagiarism, excessive talking, excessive late arrivals or early departures, leaving for unscheduled breaks, break in confidentiality, failure to be prepared for class activities or discussion, inappropriate language, lack of respect for diversity, use of cellular phones or any behavior that can disrupt class.

No text messaging during clinical. Cell phones need to be off or vibrate and should not be used on the site.

In case of an emergency, please leave the phone number of the facility with the appropriate party. Anyone found on their cell phone texting or calling during clinical will be given one warning and if the behavior persists, asked to leave the clinical with an absence counted.

Food and drink are not allowed except during break. Smoking is allowed only in a pre-determined area by the facility.

Students are to report to clinical in uniforms which are neat and clean. Name badges are mandatory. Breaks must be taken within the facility and are limited to 15 minutes. Lunch may be taken out of the facility and is limited to 30 minutes. The preceptor must be notified when breaks or lunch is taken.

The Externship Checklist must be completed in order to successfully complete the clinical rotation.

The Checklist will be explained on its use by the instructor.

Date Syllabus Was Last Reviewed: July 9, 2015
Externship Checklist

Student Name: ____________________________                          Pharmacist Initials

A signature from a pharmacist indicates the student has competently completed each skill.

Register Observation – 8hrs

Drop off Observation and Participation – 16hrs

Patient Profile Observation and Participation – 24hrs

Filling Station Observation and Participation – 40hrs

Pharmacist Observation and Interaction – 8hrs

Compounding Observation – 16hrs

Filing –4 hrs

Medication Inventory Stocking – 4hrs
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Acknowledgement of receipt of PT106-Pharmacy Technician Externship Syllabus

I have received the syllabus for PT106-Pharmacy Technician Externship which includes the grading policy, weekly reading, assignments, quiz schedule, test schedule, etc. The grading policy was reviewed and I was given the opportunity to ask questions regarding the grading policy and other times in the syllabus. My signature below acknowledges that I understand the PT106-Pharmacy Technician Externship syllabus, as well as having received the grading policy.

_______________________________    ________________ 
Student Name (Print)      Date

_______________________________
Student Signature

This form will be maintained in the student’s file