

# El Paso Community College

## Syllabus

### Part II

## Official Course Description

|                                 |   |
|---------------------------------|---|
| <b>SUBJECT AREA</b>             | <u>Pharmacy Technology</u>                        |
| <b>COURSE RUBRIC AND NUMBER</b> | <u>PHRA 2260</u>                                  |
| <b>COURSE TITLE</b>             | <u>Clinical -Pharmacy Technician/Assistant II</u> |
| <b>COURSE CREDIT HOURS</b>      | <u>2            0            8</u>                |
|                                 | Credits    Lec        Lab                         |

### I. Catalog Description

Provides a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. A grade of "C" or better is required in this course to take the next course. **Prerequisites: PHRA 1301 and PHRA 1309. (0:8). Professional Practice Insurance required.**

### II. Course Objectives

#### A. Unit I. Policy and Procedures

1. Distinguish functions and parts of the policy and procedure manual.
1. Describe workflow and the benefits of effective workflow.
2. Define the components of proper communication and telephone etiquette.
3. Identify legal and ethical requirements of a pharmacy technician.
4. Demonstrate customer service skills.
5. Identify self as a pharmacy technician.
6. Work as a member of a team.
7. Participate in staff meetings.
8. Define protocol and role in emergency situations.
9. Display proper name tag identification.
10. Identify the use of DEA 222, DEA number, and control substance log.
11. Define the different schedules of controlled substances and examples of medications within those schedules.

#### B. Unit II. Purchasing /Inventory Management

1. Describe the procedures of inventory management.
2. List methods of cost containment.
3. List potential benefits and problems of automated systems in inventory management.
4. List the pharmacy technicians' role in purchasing, stocking, and pricing medications.
5. Perform inventory reports as scheduled.
6. Determine proper ordering quantity/units.
7. Order medication and pharmaceutical supplies.
8. Receive and verify shipment by consolidating with invoice.
9. Describe method for handling backordered medications.
10. Stock and rotate shelves with current shipment.
11. Identify procedures to control expired medications.
12. Describe the management of recalled and discontinued items.
13. Locate "want book" and identify its use.
14. Maintain the safekeeping of medications.
15. Run daily reports.

- C. Unit III. Prescription Processing and Dispensing**
1. List duties performed by Pharmacy Technicians related to prescription processing and distribution.
  2. Enter prescription order correctly.
  3. Perform appropriate check of medication strength and indication.
  4. Package medication in appropriate size container
  5. Identify proper dosage forms, dosages, and dose ranges.
  6. Perform conversions.
  7. Count and prepare medication to be dispensed.
  8. Deliver processed medication to correct patient/unit
  9. Maintain and update patient profiles.
  10. Differentiate between brand and generic.
  11. Translate medications orders.
  12. Select the appropriate medication as per laws and protocols.
  13. Secure correct medication from storage.
  14. Affix appropriate labels on container or prescription.
  15. Maintain clean work area.
  16. Calculate dosages.
  17. Collect and check patient information.
  18. Choose and utilize appropriate reference materials.
  19. Compare drug to label.
  20. File prescriptions.
- D. Unit IV. Pre-packing**
1. Perform Pre-packing.
  2. Utilize properly pre-packing equipment
  3. Identify Proper drug storage requirements.
  4. List information required on a Pre-packaged label
  5. Complete a pre-packaged log.
- E. Unit V. Pharmacy Computer Systems**
1. Perform computer duties.
  2. Perform stock order entry.
  3. Perform modifications to existing orders.
  4. Fill automated pharmacy dispensing systems.
  5. Identify drug interactions.
  6. Identify inventory orders.
  7. Identify procedures performed by automated systems.
  8. Perform routine maintenance checks in a timely manner.(
  9. Back up and file filled doctor's orders.
  10. Locate operator's manuals for equipment.
  11. Identify standard backup protocols.
- F. Unit VI. Sterile Product Preparations**
1. Utilize proper aseptic technique.
  2. Perform correct IV calculations.
  3. Identify uses, properly choose, and clean laminar flow hoods.
  4. Log cleaning of hood daily.
  5. Change HEPA filter every 6 months.
  6. Identify IV solutions that can be recycled.
  7. Interpret Physician's Orders related to parenterals properly.
  8. Demonstrate manual dexterity.
  9. Comply with OSHA standards.
  10. Wear proper attire.
  11. Demonstrate proper use of spill kits.
  12. Place hazardous materials in proper location.
  13. Identify proper disposal of hazardous and non-hazardous materials.
  14. Utilize MSDS sheets.
  15. Identify IV compatibility.

16. Label compounded items properly.
17. Demonstrate safety in changing IV Parenteral tubing.
18. Research stability of compounded solution.
19. Set up compounding machine.
20. Calibrate equipment.
21. Maintain operability of medical carts.
22. Differentiate between brand and generic medications.
23. Identify available dosage forms and doses of medications.
24. Recognize appropriate dosage ranges.
25. Recognize drug indications.

**G. Unit VII. Communication**

1. Collect patient specific information.
2. Identify situations that require the attention of the pharmacist.
3. Positive communication to health care professionals.
4. Perform effective and positive communication to co-workers and customers.

**H. Unit VIII. Miscellaneous Services**

1. Order out of formulary items.
2. Maintain Professional appearance and demeanor.
3. Demonstrate proper lifting technique.

**III. THECB Learning Outcomes (WECM)**

As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

**IV. Evaluation**

A. Pre-assessment : none at this time

B. Clinical Packets

The student is responsible for his/her clinical packet at all time. The individual student will perform a self-assessment in each concept area for each objective. Once the self-check has been completed, the preceptor will check the student off on each objective. Both individuals will use the scale provided on the objective packet.

C. Time Sheets

Students are responsible to keep their time sheets and have them signed every week of rotation. The student should also have them to present to the clinical evaluator upon weekly visits.

D. Preceptor Evaluation

The student will be evaluated on work skills, attitude, and overall quality of work. These forms are required to be completed at the end of the rotation by the preceptor.

E. Final Evaluation

Final Evaluation will be based on completed objectives in clinical packet, Progress report, preceptor's evaluation, completed assignments, Final Exam, and paperwork association.

## F. Grading Scale:

| <u>Average Grade</u> | <u>Letter Grade</u> |
|----------------------|---------------------|
| 90-100%              | A                   |
| 80-89%               | B                   |
| 70-79%               | C                   |
| <70%                 | F                   |
| Incomplete           | I                   |
| Withdrawn            | W                   |

Note: All health occupations programs require a grade of “C” or better in a course for it to be counted toward the degree plan. For this reason, no D’s will be awarded.

## G. Remediation

At the instructor’s discretion, students may be allowed to rewrite papers or retest for higher grades. Students requiring additional help may be referred to tutoring services

**V. Disability Statement (Americans with Disabilities Act [ADA])**

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

**VI. 6 Drop Rule**

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.