

# 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 1243</u>
<b>COURSE TITLE</b>	<u>Pharmacy Technician Certification Review</u>
<b>COURSE CREDIT HOURS</b>	<u>2      2 : 1</u> Credits    Lec    Lab

### I. Catalog Description

A review of major topics covered on the national Pharmacy Technician Certification Examination (PTCE). A grade of "C" or better is required in this course to take the next course. **Prerequisites: PHRA 1309 and PHRA 1413. (2:1). Pharmacy Mock Exam fee. Lab fee.**

### II. Course Objectives

- A. Unit I. Assisting the Pharmacist in Serving Patients- Prescription Filling
1. Receive the prescription/medication order
  2. Label and refill after obtaining authorization
  3. Process prescriptions for Schedule II drugs
  4. Prepare the patient profile
  5. Compare medication orders in institutional settings to prescriptions in retail
  6. Process prescriptions
  7. Explain the pharmacy technician's duties and limitations
  8. Define common financial terms used in the pharmacy
  9. Identify third-party payment programs
  10. Explain the benefits of drugs
  11. Process claim information
- B. Unit II. Assisting the Pharmacist in Serving Patients- Pharmacy Law
1. Explain major provisions of the Federal Food, Drug, and Cosmetic Act
  2. Explain major provisions of the Controlled Substance Act
  3. Explain major provisions of the Durham-Humphrey Act
  4. Explain major provisions of the Kefauver-Harris Amendment
  5. Explain major provisions of the Occupational Safety Act
  6. Identify classification of drug recalls
  7. Explain major provisions of the Expired Meds/ Poison Prevention Act
  8. Explain major provisions of the Drug Listing Act
  9. Explain major provisions of OBRA 90
  10. Explain major provisions of the Health Insurance Portability and Accountability Act (HIPAA)
  11. Discuss laws and ethics in pharmacy practice
  12. Verify the DEA Number
  13. Handle controlled substances

- C. Unit III. Maintaining Medication and Inventory Control System
  1. Explain the purpose of a Drug Formulary
  2. Order and receive drug products and devices
  3. Order controlled substances
  4. Handle expired medications and drugs
  5. Identify classifications of drug recalls
  6. Practice inventory control
  
- D. Unit IV. Participating in the Administration and Management of Pharmacy Practice
  1. Utilize computers in pharmacy practice
  2. Recognize and classify the components of a computer
  3. Explain communication modalities used within pharmacy practice
  4. Explain the role of the pharmacist in communication.
  
- E. Unit V. Pharmaceutical Calculations
  1. Perform calculations involving fractions, decimals, and algebra
  2. Utilize different system of measurement.
  3. Use percentages and ratios in problem-solving
  4. Perform mathematical conversions
  5. Calculate adult and pediatric dosages from prescription orders.
  6. Calculate constituents of percent solutions
  7. Calculate flow/drip rate
  8. Perform commercial calculations, including pricing, markup, and third party
  9. Perform calculations for compounding and alligations
  
- F. Unit VI. Institutional Pharmacy-IV Sterile Admixture Preparation
  1. Identify the policies and procedures for an institutional pharmacy
  2. Process physicians' orders
  3. Define unit dose
  4. Identify the requirements for medication packaging and storage
  5. Identify preparation procedures for IV solutions
  6. Recognize Laminar Flow Hoods and their use
  7. Describe Total Parenteral Nutrition/TPN
  
- G. Unit VII. Pharmacology
  1. Apply the principles of pharmacology
  2. Describe sources of drugs
  3. Define pharmacokinetics and pharmacodynamics.
  4. Describe different dosage forms
  5. Describe common routes of administration
  6. Describe different drug nomenclature.
  7. Identify important drugs used in different body systems.
  8. Identify classes of drugs.
  9. Identify indications for drugs
  10. Identify drug interactions, side effects, and adverse effects.

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

Illustrate major principles of the following domain of PTCE: Pharmacology for Technicians, Pharmacy Law and Regulations, Sterile and Non-sterile Compounding, Medication Safety, Quality Assurance, Medication Order Entry and Fill Process, Inventory Management, Billing and Reimbursement, and Information Systems Usage and Application.

### **IV. Evaluation**

- A. Challenge Exam:

Students who wish to challenge the course may contact the Instructional Dean for permission. The exam must be taken before the census cut-off date.

B. Pre-assessment

Students' prerequisites will be reviewed during first week of class. Those who do not qualify will be directed to Admissions.

C. Post-assessment

A continuous record of each of the student's progress will be maintained on an institutionally approved grade sheet or computerized substitute. Records will be kept in such a way that information would be clear to a second party performing an audit.

D. Unit Exams

Written unit exams will consist of the following question types: Calculations, multiple-choice, completion, essay, matching, spelling, analysis, and definition or any combination of these. The number and type of exams will be at the discretion of the instructor.

E. Assignments

Written projects will be devised and assigned throughout the semester at the instructor's discretion.

F. Final Exam

A comprehensive final exam will be administered at the end of the course.

F. Grading Scale:

<u>Average Grade</u>	<u>Letter Grade</u>
91-100%	A
82-90.9%	B
75-81.9%	C
67-74.9%	D
<67%	F
Incomplete	I
Withdrawn	W

\*A grade of "D" or "F" will need to be repeated for all Health Careers and Technology Classes in order to graduate.

H. 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.

## **VII. Title IX and Sex Discrimination**

Title 9 (20 U.S.C. 1681 & 34 C.F.R. Part 106) states the following "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Violence Against Women Act (VAWA) prohibits stalking, date violence, sexual violence, and domestic violence for all students, employees and visitors (male and female). If you have any concerns related to discrimination, harassment, or assault (of any type) you can contact the Assistant to the Vice President for Student and Enrollment Services at 915-831-2655. Employees can call the Manager of Employee Relations at 915-831-6458. Reports of sexual assault/violence may also be reported to EPCC Police at 915-831-2200.