**FLORIDA VOCATIONAL INSTITUTE**

**SYLLABUS/LESSON PLAN**

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| **Daily/Weekly Lesson Plan Outline – 4 weeks / 40 Clock Hrs. / 40 Lab Hrs.** | | | | | |
| **COURSE TITLE** | | | | **Review Date:** | |
| **Pharmacy Technician** | | | | **11/20/2015** | |
| **CODE** | **SUBJECT** |  |  | **LEC HRS** | **LAB HRS** |
| **PHT140** | **PTCB Certification Preparation** | | | 40 | 40 |
| **COURSE DESCRIPTION:** This course is design to prepare the student to take and assure a better passing rate of the Pharmacy Technician Certification Board (PTCB) exam which is the most recognize certification among employers. The course outline will follow the official PTCB blue print to ensure that every major topic will be covered and discussed during the total length of the course. Official PTCB blue print will be attached with this description.  **Prerequisite:** None  **Required Resources:**  **Text Books:** Mosby's Review for the Pharmacy Technician Certification Examination, 3rd e. Elsevier  **Learning Resources Center materials are available**  **Instructional Methods:**  Lecture/Discussion  Audiovisual  Research  **Mode of Delivery:**  Residential  **Equipment**/**Technology/Software**  Utilization of power point presentations, media center websites, reference materials, and other technology as available  **COURSE OBJECTIVES:**  In this course, the student will:   * Identify the underlying test making goals supporting different types of test * Be able to implement test taking skills for multiple choice questions, short answer, and essay test questions * Be prepared to sit for the pharmacy technician certification board exam | | | | | |

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|  | **Objectives to be covered** | **Lecture/ Labs** | **Method of Assessment** |
| **Week 1** |  |  |  |
| **Day 1** | * Pretest and Student assessment | * Explain PTCB Exam outline and expectations, number of questions and time allotted. * Impart PTCB exam Pretest to asses student overall preparation and knowledge. | * Handout * Book Exercise |
| **Day 2** | * Pharmacology for Technicians | * Generic and brand names of pharmaceuticals * Therapeutic equivalence * Drug interactions (e.g., drug-disease, drug-drug, drug-dietary supplement, drug-OTC, drug-laboratory, drug-nutrient) | * Handout * Book Exercise |
| **Day 3** | * Pharmacology for Technicians | * Strengths/dose, dosage forms, physical appearance, routes of administration, and duration of drug therapy * Common and severe side or adverse effects, allergies, and therapeutic contraindications associated with medications * Dosage and indication of legend, OTC medications, herbal and dietary supplements | * Handout * Book Exercise |
| **Day 4** | * Pharmacy Law and Regulations | * Storage, handling, and disposal of hazardous substances and wastes (e.g., MSDS) * Hazardous substances exposure, prevention and treatment (e.g., eyewash, spill kit, MSDS) * Controlled substance transfer regulations (DEA) * Controlled substance documentation requirements for receiving, ordering, returning, loss/theft, destruction (DEA) * Formula to verify the validity of a prescriber’s DEA number (DEA) * Record keeping, documentation, and record retention (e.g., length of time prescriptions are maintained on file) * Restricted drug programs and related prescription-processing requirements (e.g., thalidomide, isotretinoin, clozapine * Professional standards related to data integrity, security, and confidentiality (e.g., HIPAA, backing up and archiving) | * Handout * Book Exercise |
|  | * Pharmacy Law and Regulations | * Requirement for consultation (e.g., OBRA'90) * FDA’s recall classification * Infection control standards (e.g., laminar air flow, clean room, hand washing, cleaning counting trays, countertop, and equipment) (OSHA, USP 795 and 797) * Record keeping for repackaged and recalled products and supplies (TJC, BOP) * Professional standards regarding the roles and responsibilities of pharmacists, pharmacy technicians, and other pharmacy employees (TJC, BOP) * Reconciliation between state and federal laws and regulations * Facility, equipment, and supply requirements (e.g., space requirements, prescription file storage, cleanliness, reference materials) (TJC, USP, BOP) | * Handout * Book Exercise |
| **Week 2** |  |  |  |
| **Day 1** | * Sterile and Non-Sterile Compounding | * Infection control (e.g., hand washing, PPE) * Handling and disposal requirements (e.g., receptacles, waste streams) * Documentation (e.g., batch preparation, compounding record) * Determine product stability (e.g., beyond use dating, signs of incompatibility) * Selection and use of equipment and supplies * Sterile compounding processes * Non-sterile compounding processes | * Handout * Book Exercise |
| **Day 2** | * Medication Safety | * Error prevention strategies for data entry (e.g., prescription or medication order to correct patient) * Patient package insert and medication guide requirements (e.g., special directions and precautions) * Identify issues that require pharmacist intervention (e.g., DUR, ADE, OTC recommendation, therapeutic substitution, * misuse, missed dose) * Look-alike/sound-alike medications * High-alert/risk medications * Common safety strategies (e.g., tall man lettering, separating inventory, leading and trailing zeros, limit use of error prone abbreviations) |  |
| **Day 3** | * Medication Order Entry and Fill Process | * Order entry process * Intake, interpretation, and data entry * Calculate doses required * Fill process (e.g., select appropriate product, apply special handling requirements, measure, and prepare product for final * check) * Labeling requirements (e.g., auxiliary and warning labels, expiration date, patient specific information) * Packaging requirements (e.g., type of bags, syringes, glass, PVC, child resistant, light resistant) * Dispensing process (e.g., validation, documentation and distribution) | * Handout * Book Exercise |
| **Day 4** | * Pharmacy Inventory Management | * Function and application of NDC, lot numbers and expiration dates * Formulary or approved/preferred product list * Ordering and receiving processes (e.g., maintain par levels, rotate stock) * Storage requirements (e.g., refrigeration, freezer, warmer) * Removal (e.g., recalls, returns, outdates, reverse distribution) | * Handout * Book Exercise |
|  | * Pharmacy Billing and Reimbursement | * Reimbursement policies and plans (e.g., HMOs, PPO, CMS, private plans) * Third party resolution (e.g., prior authorization, rejected claims, plan limitations) * Third-party reimbursement systems (e.g., PBM, medication assistance programs, coupons, and self-pay) * Healthcare reimbursement systems (e.g., home health, long-term care, home infusion) * Coordination of benefits | * Quiz #2 |
| **Week 3** |  |  |  |
| **Day 1** | * Pharmacy Quality Assurance | * Quality assurance practices for medication and inventory control systems (e.g., matching National Drug Code (NDC) * number, bar code, data entry) * Infection control procedures and documentation (e.g., personal protective equipment [PPE], needle recapping) * Risk management guidelines and regulations (e.g., error prevention strategies) * Communication channels necessary to ensure appropriate follow-up and problem resolution (e.g., product recalls, shortages) * Productivity, efficiency, and customer satisfaction measures | * Handout * Book Exercise |
| **Day 2** | * Pharmacy Information System Usage and Application | * Pharmacy-related computer applications for documenting the dispensing of prescriptions or medication orders (e.g. Maintaining the electronic medical record, patient adherence, risk factors, alcohol drug use, drug allergies, side effects) * Databases, pharmacy computer applications, and documentation management (e.g., user access, drug database, interface, inventory report, usage reports, override reports, diversion reports) | * Handout * Book Exercise * In-service |
| **Day 3** | * PTCB preparation Exam | * Mock Preparation Exam | * Handout * Book Exercise |
| **Day 4** | * PTCB preparation Exam | * Mock Preparation Exam | * Handout * Book Exercise |
| **Week 4** |  |  |  |
| **Day 1** | * PTCB preparation Exam | * Mock Preparation Exam | * Handout * Book Exercise |
| **Day 2** | * PTCB preparation Exam | * Mock Preparation Exam | * Handout * Book Exercise |
| **Day 3** | * PTCB preparation Exam | * Mock Preparation Exam | * Handout * Book Exercise |
| **Day 4** | * PTCB preparation Exam | * Mock Preparation Exam | * Handout * Book Exercise |

**Qualitative Measure of Satisfactory Academic Progress (SAP)**

The qualitative element used to communicate Satisfactory Academic progress is the institutions published grading scale. Theory is evaluated after each unit of study. Students must maintain a cumulative theory grade average of at least 70% (C) at the end of each progress report period. Students must make up failed or missed tests and incomplete assignments. Practical skills performances are counted toward course completion. If performance does not meet satisfactory academic requirements, demonstration of the skills must be repeated until a satisfactory level of performance is achieved.

The school’s satisfactory academic progress policies must contain a Pace (quantitative) measure. The policy defines the pace at which our students must progress to ensure educational program completion within the maximum timeframe of 150%. For Florida Vocational Institute the maximum time frame is no longer than 150% of the published length of the educational programs as measured in the cumulative number of clock hours the student is required to complete.

The school uses the following grading scale:

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| **Letter** | **Number** | **Grade Point** |
| **A** | 100 - 90% | 4.0 |
| **B** | 89 - 80% | 3.0 |
| **C** | 79 - 70% | 2.0 |
| **D** | 69 - 60% | 1.0 |
| **F** | Below 60% | 0.0 |
| **I** | Incomplete | Withdraw / No Grade |

*Not Used in GPA computation: I = Incomplete; W = Withdraw; P = Pass; NP = Not Pass*

Pass - Satisfactory completion of non-graded Externship.

Fail - Unsatisfactory completion of non-graded Externship.

The students who have failed to meet the Qualitative standards are placed first on Financial Aid Warning; if no improvement over the next payment period, the student will be placed on academic suspension, with a loss of Title IV, HEA fund and they appeal the decision. Please review the appeal and probation requirements state in this policy for guidance on this process. The Director of Financial Aid in coordination with the Office of Academic Affairs monitors qualitative progress.

**Final grade calculation criteria**

Q= 20 %

CA= 10%

MT= 30%

F= 40%

FG= 100%

**Evaluation Record Code**

Q= Quizzes

CA=Class Activity

MT= Mid Term

F= Final

R= Retest

FG= Final Grade

**Attendance**

Regular attendance is required of all students. Promptness and dependability are qualities important in all occupations. Students should begin to develop these qualities and habits the day the students begin their training.

Attendance is taken daily in class by the instructor and submitted to the Registrar before the end of each class day. Students are expected to attend all scheduled class meetings and to arrive on time.  Attendance records will be maintained by the Registrar and will be part of the student’s permanent academic record.

Students with chronic absences in excess of 20% of the scheduled hours for a course will receive a failing grade for the course. Early departures and tardies will be calculated in quarter hour increments. A student will be withdrawn from any course or program if he/she does not attend within a 14 consecutive calendar day period (excluding school holidays or breaks, no longer than 5 consecutive days).  All students must complete a 100% of all externship or clinical hours within the assigned grading period.

Students are responsible for making up assignments and work missed as a result of absence at the discretion of the instructor. The instructor may assign additional outside make-up work to be completed for each absence. Students enrolled in clock hour programs will be required to attend make up classes for any missed hours scheduled by the instructor if the students has missed more than **10%** of scheduled hours.  Students enrolled in a clock hour program must attend a minimum of **85 %** of the scheduled program hours in order to graduate.

Attendance is reviewed by the instructors, program directors and the Director of Education on a weekly basis with a focus on those who have been absent for **10%** of the scheduled course hours. Students will be notified by phone, text or e-mail if their attendance is danger of violating attendance requirements.

Students may appeal the school’s actions related to the attendance policy if the absence was due to extenuating or mitigating circumstances, for example illness, military duty, death of a family member, court appearances or jury duty. The student should first discuss the issue with his or her instructor. Appeals must be received within **seven (7)** calendar days of the student being notified of the decision that he or she wishes to appeal.

Students are expected to inform faculty in advance of any pending dates where a student may be absent and should make every effort to attend the alternate class in the morning or evening. Students are only allowed to miss up to 15% of their entire program hours, anything in excess of the 15% needs to be made up and could impact the student final course grade. It is the responsibility of the student to make up work or time missed.

**MAKE –UP HOURS/TIME**

Students enrolled in clock hour programs will be required to attend make up classes for any missed clock hours scheduled if the student has missed more than 15% of scheduled hours.  Students enrolled in a clock hour program must attend a minimum of 85 % of the scheduled program hours in order to graduate. Make-up hours for class must be made up during alternative schedules, including daytime, evening or a Friday schedule. Special circumstances will be managed by the Program Director with approval from Campus Vice President.

If absence at any time during the program exceeds **more than 10%,** the student will be placed on a mandatory prescribed school schedule which may include attending Friday scheduled sessions.

**MAKE-UP CLASS WORK**

Arrangements to make-up assignments, project, test, and homework missed as a result of absence must be made with the approval of the instructor. Make-up work must be completed within ten (10) calendar days after the end of the module

**DRESS CODE**

1. While on campus and in lectures, students must wear uniform and footwear appropriate for the college learning environment. The student should demonstrate appropriate hygiene to avoid offensive odor.
2. In the student laboratory, appropriate clothing must be worn at all designated times as per the specific course syllabus. Close-toed shoes must be worn in the lab at all times.
3. During clinical rotation, the student must adhere to the dress code of the facility to which he/she is assigned. In addition to the facility’s dress code, or if the dress code is optional, the following rules apply:
   1. Students must comply with number 2 above. If the facility requires the student to wear a scrub uniform, it must be school’s uniform. The student is responsible for purchasing the correct scrub uniform. The student must wear their Student ID batch at all times.
   2. Students must not wear clothing made of denim material of any color. (No jeans or JEAN skirts, etc.)
   3. Students must not wear under t-shirts, unless they are of one color with no words, letters, slogans, graphics, etc., of any kind
   4. Students must wear closed-toe shoes (no sandals or canvas shoes) with socks or hosiery.
   5. While attending practicum rotations, student’s hair must be clean, neat and of a normal hair color. Male students must either shave regularly, or if they choose to wear a mustache and/or beard, they must keep them clean and well groomed.
   6. Before attending practicum rotation, students must bathe regularly to avoid offensive odor. In addition, students must refrain from use of cologne/perfume/aftershave lotion, or makeup.
   7. Keep fingernails clean and at a reasonable length.
   8. Students not conforming to the dress code of the facility or the program may be sent home from the practicum site at the preceptor’s or course instructor’s discretion and attendance won’t be granted.

**Cell Phones and Pagers**

No student will be called out of class for a telephone call, except in case of an emergency. It is suggested that family friends be informed of this rule. Phones will not be in used inclass.