

NASSAU BOCES - ADULT EVENING PROGRAM
Joseph M. Barry Career & Technical Education Center
1196 Prospect Ave.
Westbury, NY 11590

COURSE OUTLINE

Course Name: **Pharmacy Tech (Certified)**
Weeks: 15
Sessions: 30
Hours: 120
Days/Time Mon/Wed 6:00pm-10:00pm
Instructor: Christina Profeta
Required Textbook: The Pharmacy Technician, American Pharmacists Association,
Adult evening Office: (516) 622-6950

Course Overview:

Employment as a pharmacy technician is expected to outpace all other pharmacy occupations through 2016 due to the aging population. In this course you will learn to assist the pharmacist along with the essential skills and services to relate to the patient and the public. Medical terminology, pharmacy recordkeeping, filling prescriptions, calculating dosages, inventory, payment, billing, communication, safety, law and ethics are among many topics covered. Successful completion of this course will help prepare the student for entry level employment in a variety of settings, including retail pharmacies, hospitals, chain drugstores and nursing homes. Students may optionally take the certification exam offered by the nationally recognized Pharmacy Technician Certification Board (PTCB). Requirements for taking and passing this exam is controlled by an outside agency and not controlled by Nassau BOCES. For further information refer to our Admission Requirements at our website or at our office. This is a Nassau BOCES *Green Certified* course.

Prerequisite:

A HS diploma or equivalent. Students must have a 10th grade reading and math level as demonstrated by successfully passing an assessment test (\$20 fee is refundable for students that pass and register).

Certification: Certified Pharmacy Tech (CPht) issued by the Pharmacy Technician Certification Board (PTCB).

Course Topics

- Session 1: Introduction to the course:
 Pharmacy and Health Care
- Session 2: The Pharmacy Technician Role
 Review Questions
 Pharmacy Technician Job Activity
- Session 3: Drug Regulation and Control
 Lab Introduction
 Review questions
 Quiz
- Session 4: Pharmaceutical Terminology
- Session 5: Pharmaceutical Terminology Continued

- Session 6: Drug Label Information & Dosage Forms
Prescriptions Requirements & Preparation
Quiz
- Session 7: Commonly Used Pharmacy-Related Abbreviations
Self-Tests
- Session 8: Calculations
- Session 9: Calculations Continued
Route and Formulations
Quiz
- Session 10: OSHA: Fire Safety, Hazardous Plan, Exposure Control, and Injury
Recycling in the Pharmacy & its Importance*
- Session 11: Parenterals
- Session 12: Compounding
Quiz
- Session 13: Non-sterile and Sterile Compounding
- Session 14: Specialized Sterile Compounding
Quiz
- Session 15: Basic Biopharmaceutics
Factors Affecting Drug Activity
- Session 16: Information: Common and Other References
Quiz
- Session 17: Inventory Management
Financial Issues
- Session 18: Community and Hospital Pharmacies
Quiz
- Session 19: Hospital Pharmacies Continued
Other Environments
- Session 20: Drug Names and Classes
Quiz
- Session 21: Automated Systems
Drug Information
- Session 22: Pharmacy Environment
Professional Requirements
Quiz
- Session 23: Communication Skills: Process, Methods, Barriers, Conflict

- Session 24: Factors Affecting Drug Activity
- Session 25: Common Reference Guides and Exam Prep Quiz
- Session 26: *Certification Preparation*
Review of Course:
Assisting the Pharmacist in Serving Patients
Maintaining Medication and Inventory Control Systems
- Session 27: *Certification Preparation*
Review of Course
Processing and Handling of Specific Drug Categories
Participating in the Administration and Management of Pharmacy Practice
- Session 28: Pharmacy Certification Practice Exam
- Session 29: Review Practice Test Questions & Answers
- Session 30: Job Search: Resume and Interviewing

*** Note: Asterisk means the unit is Green Technology/Sustainability compliant**