HOSPITAL AND LONG TERM CARE
PHARMACY OPERATIONS
Course Syllabus

Course Number: APT-0420
OHLAP Credit: No
OCAS Code: No
Course Length: 15 Hours
Career Cluster: Health Science
Career Pathway: Therapeutic Service
Career Major(s): Advanced Pharmacy Technician

Pre-requisite(s):

Course Description: This course will prepare the student to function in a hospital pharmacy setting. The student will practice purchasing, inventory and quality assurance skills in the lab, hospital or long term care environment.

Textbooks:
- Pharmacy Calculations for Technicians 5th Edition, text with Study Partner CD
- Certification Exam Review 3rd Edition, text with Study Partner CD
- Pharmacy Practice for Technicians 5th Edition, text with Study Partner CD
- Pharmacy Labs for Technicians, Second Edition, text with NRx Simulation CD
- Blackboard

Course Objectives:

A. Describe The Functions Of Institutional Pharmacy Practice
1. Explain the primary function of a hospital.
2. Understand the differences between centralized and decentralized pharmacy services.
3. Understand the roles and responsibilities of technicians in the hospital pharmacy.
4. Define pharmaceutical care and how it relates to pharmacy technicians' roles.
5. Explain how quality control and quality improvement are used in institutional pharmacy practice.

B. Describe The Functions Of Home Care And Long-Term Care Pharmacy Practice
1. Describe the evolution of home health care related to home infusion therapy and home care pharmacy practice.
2. Describe the future of home health care related to home infusion therapy and home care pharmacy practice.
3. Explain the scope of services available to a patient requiring home health care.
4. Describe the five most common drug categories of home infusion therapy.
5. Describe the medical indications for home infusion therapy.
6. Describe the complication of home infusion therapy.
7. Describe the various roles for a pharmacy technician in a home infusion
8. List the labeling requirements for sterile products that are to be used in a patient’s home.  
9. Identify the different types of long-term care facilities.  
10. Identify the major source of funding for long-term care.  
11. Identify the difference between a service pharmacist and a consultant pharmacist.  
12. Describe the supportive role of the pharmacist and pharmacy technician in a long-term care facility.  

C. Demonstrate Knowledge Of Overall Pharmacy Operations  
1. Identify the components of a complete prescription or medication order.  
2. Prioritize prescriptions and medication orders on the basis of pertinent criteria.  
3. Identify the necessary steps in processing a prescription or medication order.  
4. List information normally found in a patient profile.  
5. Identify the proper language to be used on medication labels.  
6. List the information needed to make a medication label complete.  
7. Accurately count and fill prescriptions.  
8. Accurately fill unit dose packages.  
9. Describe how automation impacts the drug distribution process.  
10. Describe the different automation needs for institutional pharmacy.  
11. Describe the different automation needs for ambulatory care pharmacy.  
12. List three applications for bar coding in health care.  
13. Describe the difference between decentralized and centralized automated dispensing systems.  
14. Describe the limitations of automated dispensing systems.  

D. Demonstrate Knowledge Of Pharmacy Inventory Control  
1. Demonstrate an understanding of the formulary system and its application in a purchasing and inventory system.  
2. State the information that must be included in a pharmacy purchase order.  
3. Apply the proper processes when receiving and storing pharmaceuticals.  
4. Identify key techniques for reviewing packaging, labeling, and storage considerations when handling pharmaceutical products.  
5. Define the temperature requirements for drug storage.  
   a. Cold  
   b. Cool  
   c. Room temperature  
   d. Warm  
   e. Excessive heat  
6. List pharmaceutical products that should be refrigerated.  
7. Demonstrate both an understanding and the application of appropriate processes for maintaining and managing a pharmaceutical inventory.  
8. Complete the appropriate processes in the handling of pharmaceutical recalls.  
9. Complete the appropriate processes in the disposal of pharmaceutical products.  
10. Demonstrate an understanding of pharmaceutical products that require special handling within the purchasing and inventory system.  
11. Describe the advantages of using automation for inventory control.  
12. Describe the features of an automated narcotic control system.  
13. Execute the proper procedures for borrowing and lending pharmaceuticals between pharmacies.  
14. Describe the methods of inventory control that may be utilized to maintain adequate stock of pharmaceuticals and medical devices.  
15. Describe ordering and inventory procedures for recalled products.  
16. Describe ordering and inventory procedures for controlled substances.
17. Describe ordering and inventory procedures for investigational drugs.  

E. Demonstrate Knowledge Of Medication Errors
1. Describe the different types of medication errors.  
2. Identify causes or factors that contribute to medication errors.  
3. Describe things that can be done to prevent medication errors from occurring.  
4. List examples of common errors.  
5. Recognize possible consequences of actual medication errors.  
6. Describe steps to be taken when an error has been identified.  
7. Understand the role of quality assurance monitoring of medication errors.  
8. Discuss the role of the pharmacy technician in preventing medication errors.  

F. Demonstrate Knowledge, Methods and Labeling of Packaging
1. Perform unit dose packaging  

G. Demonstrate Knowledge of Pharmacy Automation
1. Demonstrate ability to use pharmacy robot (example Pyxis)  

1 ODCTE Objective  
All unmarked objectives are TTC instructor developed.  

Teaching Methods:  
The class will primarily be taught by the lecture and demonstration method and supported by  
various media materials to address various learning styles. There will be question and answer  
sessions over material covered in lecture and media presentations. Supervised lab time is  
provided for students to complete required projects.  

Grading Procedures:  
1. Students are graded on theory and lab practice and performance.  
2. Each course must be passed with seventy (70%) percent or better.  
3. Grading scale: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=50-59%.  
4. Career Major grades established during coursework are a major criteria in successfully  
obtaining certification.  

Description of Classroom, Laboratories, and Equipment:
Tulsa Technology Center campuses are owned and operated by Tulsa Technology Center  
School District No. 18. All programs provide students the opportunity to work with  
professionally certified instructors in modern, well-equipped facilities.  

Available Certifications/College Credit:
The student may be eligible to take state, national or industry exam after completion of the  
program. College credit may be issued from Oklahoma State University-Okmulgee or Tulsa  
Community College. See program counselor for additional information.  

College Credit Eligibility:
The student must maintain a grade point average of 2.0 or better.