ORIENTATION TO THE
PHARMACY TECHNICIAN CAREER
Course Syllabus

Course Number: THRP-0119  
OHLAP Credit: No
OCAS Code: None
Course Length: 15 Hours
Career Cluster: Health Science
Career Pathway: Therapeutic Services
Career Major(s): Pharmacy Technician, Advanced Pharmacy Technician

Pre-requisite(s):
Students will enroll in the Pharmacy Technician Program by filling out all required enrollment forms. The pharmacy industry and general rules pertaining to school, classroom and labs will be covered. Safety in the workplace and healthy work habits are emphasized throughout the year.

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. Complete Administrative Forms and Requirements for Enrollment
1. Complete forms pertaining to enrollment.
2. Demonstrate knowledge necessary to receive school certificate.
3. Discuss district, school and class policies and procedures.
5. Complete required reading test.
6. Discuss grading criteria.
7. Explain ethics regulations for computers and software.

B. Participate in Health Occupations Students of America (HOSA)
1. Discuss the purpose of HOSA.
2. Participate in business-type meetings.
3. List characteristics and responsibilities of leaders and effective group members.
4. Participate in HOSA activities.
5. Discuss citizenship.
6. Participate in a service project.

C. Practice General Safety
1. List personal safety rules.
2. Discuss accident prevention.
3. Discuss types and location of fire extinguishers.
4. Demonstrate office safety.  
5. Discuss the importance of ergonomics in the work place.  
6. Apply infection control procedures including standard precautions.  
7. Compare the different methods of controlling the growth of microorganisms.  
8. Apply personal safety procedures based on Occupational Safety and Health Administration (OSHA) and Center for Disease Control (CDC) regulations.  
9. Apply proper use of personal protective equipment (PPE).  
10. Apply principles of body mechanics and ergonomics.  
11. Evaluate the environment to recognize safe and unsafe working conditions.  
12. Demonstrate methods of fire prevention in the healthcare setting.  
13. Understand proper safety techniques to prevent accidents and to maintain a safe work environment.  

D. Identify the Duties of a Pharmacy Technician.  
1. Describe the functions that a technician may perform.  
2. Describe the functions that a technician may not perform.  
3. Describe confidentiality in the practice of pharmacy.  
4. Describe the general layout of a pharmacy department.  
5. Describe the federal and state agencies and regulations affecting pharmacy.  
6. Describe the role of the state board of pharmacy.  
7. Demonstrate basic computer skills necessary for a pharmacy technician.  

E. Common Safety Hazards  
1. Recognize Materials Safety Data Sheets (MSDS).  
2. Comply with safety signs, symbols, and labels.  
4. Apply safety principles within given environments.  

F. Emergency Procedures and Protocols  
1. Explain an evacuation plan for a healthcare setting.  
2. Execute an emergency plan in response to a natural disaster or other emergency.  

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.