



## Pharmacy Technician Handbook

22-23

### Tulsa Technology Center - Owasso

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### **Class Hours:**

AM Class 8:00 AM- 10:50 AM M-F

PM Class 12:00 AM- 2:50 PM M-F

*Break times: 9:10am to 9:20am and 1:10pm to 1:20pm (subject to change)*

Students and parents, if you have any questions concerning grades, homework, labs or any issue you would like to discuss, please feel free to use the above contact information. I will do my best to return your call or email as promptly as possible. I am here for you, so if you have any questions, please do not hesitate to contact me.

### **Tulsa Tech School Closing Line:**

In the case of inclement weather, disaster, or another unusual situation, Tulsa Tech will announce any campus/class closures on radio or television by 6:00 am. If you are unsure or want to verify, you may call the Tulsa Tech School Closing Line at **918-828-5001** after 6:00 am. You may also be notified via phone by the automated school system.

### **Course Description:**

This course is designed to prepare students to be pharmacist assistants. The Pharmacy Technician program is a nationally accredited program, so students will sit for their national certification upon completion of courses offered. The structure of this class is designed to provide valuable classroom lessons, and work experience in a pharmacy. The pharmacy technician class will instruct students in areas of retail, specialty, and institutional pharmacies. This class moves at a fast pace, so it is important to stay on top of homework and deadlines.

### **Course Objective:**

After completion of the Pharmacy Technician Curriculum, students will understand state and federal laws, pharmacology, daily practices of a technician, aspects of different pharmacies, and pharmaceutical math. Medical and pharmaceutical terminology will also be covered including how to properly pronounce drug names. Students will gain valuable customer service skills as well as other 21<sup>st</sup> century employability traits that are necessary for success. This course requires 130-hour externship to be considered for completion. Pharmacy Technician students will be encouraged to sit for their national board at the end of the school year. The exam is offered through the Pharmacy Technician Certification Board, [www.ptcb.org](http://www.ptcb.org).

### **Class Goals:**

- Knowledge required of a pharmacy technician
- Prepare for the National Pharmacy Technician Certification Exam
- Explore the top 200 drugs, naming, classification, and indications
- Learn how to network with fellow health care persons.
- Gain employment on the completion of this class
- Prepare student for career in a Professional Pharmacy setting

**Career Cluster:** Health Sciences

**Career Pathway:** Therapeutic Services

### **Course for Advanced Pharmacy Technician:**

HLTH-0138 – Pharmacy Technician

**Total Hours:** 525 hours

### **Textbooks:**

Pharmacy Technician Principles and Practice Workbook and Lab Manual 5<sup>th</sup> Edition

ISBN: 978-0-323-44357-9

Pharmacy Technician Principles and Practice 5<sup>th</sup> Edition

ISBN: 978-0-323-44356-2

Pharmacy Calculations for Technicians 5<sup>th</sup> Edition

978-0-76385-221-4

Pharmacy Technician Exam Review 4<sup>th</sup> Edition

ISBN: 978-0-323-49724-4

### **Externships:**

An externship is required for completion of the pharmacy technician program. Students are required to maintain a C or better in all pharmacy courses. Students need to have a 90% attendance rate or better in order to attend externships. Grades and attendance will be looked at the end of semester one to determine if student gets to go on to second semester. Students will seek their own externship site, with step-by-step instruction. This allows the student the opportunity to gain job seeking skills. The externship site must be secured before leaving for Christmas break. The externship will consist of 130 hours. Students **must complete 130 documented hours** (all hours must be signed off by a pharmacist, student and faculty). The original 130 hours of document of work will be turned into a faculty member each Monday. If the student fails to bring in the document on Monday, the student will receive a **zero** for the week, and hours cannot be counted. Failure to complete the required 130 hours of externship practice will make the student ineligible for program completion. This means the student **will not** receive credit for the pharmacy technician program. Students are required from the State Board of Pharmacy to wear their name badge at all times in the pharmacy. The student needs to wear their **Caribbean Blue scrubs** and close toed shoes, unless told otherwise by the pharmacist. For example, some pharmacies wear professional dress, so a student may be asked to match their other employees. Students are asked to go to their externship during Tulsa Tech hours, if a student needs other arrangements, this will need to be done prior to the student leaving for externship. The student will need to discuss with the instructor and campus director. If a student falls behind on the week's required hours, the student will need to make up the hours either on the weekend or in the evening. The make-up hours will need to be arranged with the instructor and pharmacy manager beforehand, and unless there are extenuating circumstances, made up the same week.

If a student must be absent from the externship site for the day the following **MUST, with NO exception occur:**

- Student must contact the site to let them know they will not be there that day.
- Student must contact the instructor via email, office phone, or remind.
- Parent must contact Tulsa Tech at 918-828-1413
- Student must make up the missed hours on their own time.

## **Student Organizations and Awards:**

- **HOSA- Health Occupations Students of America**

HOSA is a national student organization endorsed by the U.S. Department of Education. HOSA's two-fold mission is to promote career opportunities in the healthcare industry and to enhance the delivery of quality healthcare to individuals. HOSA provides a unique program of leadership development, motivation, and recognition exclusively for students enrolled in health programs. All students are encouraged to join and be actively involved in HOSA. State winners will advance to Nationals which are held in Florida, Anaheim, or Houston! All dues for each student will be paid for by Tulsa Technology Center, so please get involved and learn what it is like to be a part of a national organization!

- **NTHS- National Technical Honor Society**

NTHS is like NHS (National Honor Society) at your home high school but it was created specifically for career and technical schools such as Tulsa Technology Center.

Membership looks impressive on college and scholarship applications. It is also a great organization to put on a résumé. The following will be measured the last week of February. Membership requirements include:

- 90% attendance rating
- "A" in Pharmacy Tech
- Under 15 hours of missed class time
- Membership in HOSA
- Instructor Recommendation

- **PATH – Professional Academic Technical Honor**

PATH focuses on utilizing a career readiness model which demonstrates students obtaining professional, academic, and technical skills needed to be successful in the workplace and postsecondary education. In order to qualify for PATH the student must complete the following:

- Employment Profile
- Professional Appraisal (1<sup>st</sup> and 2<sup>nd</sup> semester) a measure of student performance
- Silver Standard on Work Keys
- 19 Composite on ACT (if no Work Keys)
- Associates Degree or Higher (if no Work Keys or ACT)
- Minimum Grade of B in All courses
- Proficiency on Industry Certification
- Maintain 97% Attendance
- Career Readiness Distinction

## **Grading:**

Grades are calculated by dividing the total points earned by the total points possible. Grades are reported every quarter and at semester, if a parent wishes to see a student's grades, they may email me at any time and request a grade check. Semester grades are calculated averaging the results of the prior 2 quarters. Students also receive course grades that appear on the Tulsa Tech transcript which are used to calculate your Tulsa Tech GPA. Students receive their grades based on homework, professionalism, tests, and skills in each course. Students must receive a grade of a C or higher in each course offered to go out to their externships. See courses offered on page 2. Homework assignments can be found on the weekly calendar on the board, on blackboard, and daily when students come into the classroom. I highly encourage students to get a planner to write down assignments. If the student does not turn in homework on Friday, the result will be a zero. If the student turns in homework the following Monday, the student will receive half the points assigned. If a student knows they will be gone, please see me for assignments in advance. If a student is sick, the parent has notified the school, and the student has emailed me, I will allow the student extra time to make up assignments and tests. My goal is to make students industry and college ready, so I feel that learning how to let people know you are going to be absent is an extremely important job skill. See Tulsa Tech Policy Manual at: <https://tulsatech.edu/about/district-policies/>

## **District Grading Policy:**

100-90 = A

89-80 = B

79-70 = C

69-60 = D

59 and below = F

## **Attendance:**

Attendance is extremely important at any job you obtain in the future; Therefore, in this class it is required that students be on time, 7:55 am or 11:55pm, and attend regularly. Tulsa Tech requires 90% attendance to attend externships, attend HOSA activities, field trips, and to be course completers for each semester. It is understood that circumstances occur beyond your control, and you cannot make it to class. When you are absent you **MUST**: 1) email instructor and 2) have your **parent** call the attendance office to report absence. When a student has been absent for 3 days, a phone call will be made to the parent. After 6 days absent, the student will be

pulled into the counselor's office and placed on an attendance contract, and at 9 days absent student may be up for dismissal from the Pharmacy Technician Program.

If you know you will be absent ahead of time, it is your responsibility to ask for make-up work prior to being absent. If a student misses a day of an exam, the student will make up the exam the day the return, no exceptions. If an unexpected absence occurs it is your responsibility to call my office number above with an explanation, and to obtain any make-up work on the first day you are back. All make-up work will be in a folder marked **“oops”** in the back of the room. All assignments will be listed on Blackboard under **“announcements”**, listed on the white board, and under “today” on the white board. See Tulsa Tech Policy Manual at:

<https://tulsatech.edu/about/district-policies/>

### **Classroom Management:**

The pharmacy technician career major works with very expensive equipment, **therefore no food or drink is allowed in the classroom or lab**. Cell phones should be placed on silent before class and not visible in the classroom or lab, unless specified by instructor. If your parent needs to contact you during school hours, they can call the office number listed above, or call the attendance office. Students are not to listen to music during class unless permission is granted by instructor. Students should use the restroom before/after class or on their break. Students who are disruptive in class (See Tulsa Tech Policy Manual at: <https://tulsatech.edu/about/district-policies/>) may result in a phone call to the parent and a referral to administration. If the behavior continues a student may be placed on a behavioral contract and/or lose certain privileges. Students should bring concerns with the class to the instructor privately, in a respectful manner and talk about the issues as an adult. I WILL NOT tolerate students being disrespectful to me or another student. This behavior will get one warning then the second offence will be a visit with the assistant director.

**There will be NO bullying of any kind in class!**

Homework should be turned in the time it is due, please do not get behind in your daily work. This class is fast paced and if you get behind it will be difficult to catch up.

### **Uniforms/Appearance:**

Students should appear well groomed with clean, neat, and wrinkle free scrubs on **every day**. **Caribbean Blue scrubs** need to be worn every day. Students also need to wear comfortable closed toed shoes, no flip flops, or sandals. Scrubs may be purchased at Raley Scrubs near 15<sup>th</sup> and Yale. It is important to keep long hair pulled back during lab. Artificial nails are not allowed in some specialty and institutional pharmacies because of health concerns. Also, keep in mind, long nails make it hard to complete some tasks. Jewelry should be kept minimal, and you will

need to remove jewelry during lab. **ID badges MUST be worn at all times.** ID badges are a safety measure, failure to not wear your badge will result in discipline.

### **National Certification:**

Once a student has completed this program, they are expected to take the Pharmacy Technician Certification Board Exam. Students will register for the exam towards the end of this course at [www.ptcb.org](http://www.ptcb.org). The exam fee is not included, but students can apply for the Foundation Scholarship to cover the expense. The exam fee for the Pharmacy Technician Certification Board Exam is \$129.00.

### **Drug Testing and Background Checks:**

Each student will be given a random drug test and then will complete a background check, if required by the site, to be able to complete their externships. If a student fails the drug screening, they will be dismissed from the Pharmacy Technician program. If a student has a felony, that student will not be able to complete their externship and will not pass the Pharmacy Technician program.

**Tulsa Technology Center's Vision:** To be the region's leader of career and technical education, resulting in a quality job for every Tulsa Tech student and a skilled workforce for every company.

**Tulsa Technology Center's Mission:** Educating people for success in the workplace

### **Student Expectations:**

#### **Be professional!**

- In the Pharmacy Technician class, being a professional means that you are punctual. You arrive to class on time, and you leave class on time. You leave for break on time, and you return from break on time. You turn assignments in on time and you complete paperwork on time.
- Being professional also means being productive. When you are in class you should work on assignments related to Pharmacy Tech unless given permission to work on something different.

- Professionals exhibit a positive attitude. They are positive about their job, their company, their peers, and their superiors. If you have a complaint about the class, the instructor, or another student, seek assistance from the instructor, the counselor or campus director.
- Professionals use positive language. Professionals do not use profanity, slang words or words that may be degrading to someone's ethnicity, religious beliefs, or sexual orientation.
- Professionals are prepared; therefore, as a student you should be prepared. Bring all supplies to class with you every day. Make sure you are prepared for tests and quizzes.
- Professionals are ethical. They do not lie, cheat, steal or break the law.
- Professionals dress appropriately. This means wearing your ID Badge and always adhering to the dress code. Student will wear scrubs to class every day unless instructor says it is a free dress day. Students will wear scrubs to externship site.
- Professionals respect their work environment; therefore, they do not bring food or drink into the classroom or lab. They also do not use cell phones in the classroom or lab.
- Professionals promote a safe work environment; therefore, there should be no horseplay in the classroom or lab.
- Clinical Time sheets signed and turned in every Monday, no exceptions.
- Students show up to externships on time, and if need to be absent follow proper procedures on missing.
- Students understand when attending externships, they are a reflection of themselves, Tulsa Tech, and the company they are completing their job shadow. Student will act professional and not disrupt business in any way.
- Student will follow all HIPAA rules and regulations, failure to do so may result in dismissal or fines towards the student.
- Student will have all immunizations received by Christmas break and background checks conducted if site requires them.
- Students will not use cell phones while at their externship site.
- Student will maintain a C or better in all courses to attend externship, then will maintain a C or better to stay at their site. Student will also maintain a 90% attendance rate the entire school year to be eligible for their externship and HOSA activities.



- YOU determine how your day will go, bring your smile and readiness to learn Pharmacy!

I have read and understood **ALL** aspects of this syllabus and the professional agreement. I understand that if I do not adhere to the policies of the classroom or Tulsa Tech, I may lose my privileges to be in the pharmacy technician program.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_