Pharmacy Tech

2022 - 2023

# Instructor Information

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| Instructor | Email | | Office Location & Hours |
| **Shannon Dale** | | ShannonDa@spokaneschools.org  **Phone** (509)–354-7409 | NEWTech Prep Room 217  7:30 am – 11:30 am |

# General Information

## Description

This course will prepare students for employment in the pharmacy technician field. Through direct instruction, in class labs and practice assignments students will learn the basics of pharmacy assisting, including workplace skills, pharmacy compliance, laws, confidentiality, how to classify various drugs, how to interpret and process prescriptions, and do pharmacy calculations related to measurements, dilutions, dosages and conversions.

## Expectations and Goals

By the end of this school year students will be able to:

* Describe the role of a technician in different pharmacy environments, hospital, compounding, retail, and specialty
* List, describe, and classify drugs used to treat basic illnesses and disease states (top 100+)
* Understand pharmacy laws and how it impacts pharmacy work
* Know how to interpret and process prescriptions
* Preform pharmacy calculations related to measurements, dilutions, dosages, and conversions
* Obtain Certifications
  + Bloodborne Pathogens (HIV/AIDS)
  + First Aid/CPR
  + Pharmacy Assistant License (for those that are/turn 18 during the school year)
* Students are expected to treat NEWTech as a job. Students will come to school in uniform, clock in on time and be prepared to work with appropriate materials.
* Students are expected to RESPECT other students, the teacher, the classroom and materials, the school and themselves.
* Students are expected to work hard, have fun, and learn a lot!!!

# Course Materials

## Required Materials

* Pewter Scrubs
* Dedicated 3 Ring Binder and notebook
* 500 index cards (provided)
* Access to quizlet (phone is best/computer is fine)

**Required Books**

* ***Mosby’s Pharmacy Technician 5th Edition*, Davis Guerra**
* ***Mosby’s Pharmacy Technician Workbook* (kept after the course)**
* *Dimensional Analysis for Meds 4th Edition*, Anna M. Curren (used in class)

# Schedule (Not all assignments are listed, Subject to change with notice at instructors’ discretion)

**Unit of Study**

**To prepare for this school year, I want to share our units of study with you.**

|  |  |
| --- | --- |
| Introductions, HIB, and safety procedures at NEWTech  -Test on safety procedures before moving on  Professionalism - Safety, Communication, and Ethics in healthcare   * Group project: represent professionalism * Test on Safety in the Workplace   Law and Associations of Pharmacy   * HIPAA * Research and Present a Pharmacy Law – group project   Roles of a Pharmacy Technician in Different Pharmacy settings   * Research and present different pharmacy settings * Introduction to PioneerRx   Dosage Forms and Routes of administration  Infection Control  Medical Terminology  Bloodborne Pathogens – Certifications  Pharmacy Math   * Review of fractions * Conversions * Allegations | Retail Pharmacy   * Input new patient information * Customer Service * Counting, filling, labeling   Compounding Pharmacy   * Capsules * Lotions * Bath Bombs   Hospital Pharmacy   * Aseptic Techniques * Hood Cleaning * IV Bags   Anatomy and Pathology   * All 11 Body Systems * Presentations on diseases and medications   Insurance billing   * Medicare A, B, C, D * Durable Medical Equipment, DWOs   Insurance rejections   * Early Refill * Days’ Supply * NDC not covered   Medication Errors & Prevention  Resumes and Interviewing skills   * Interviews with industry professionals |

**Test schedule –** (subject to change depending on how semester is going)

**Weekly test on meds – brand/generic/class** (starting in Nov/Dec)

**Fall midterm – November 10th** (40 points)

**Semester 1 Final - January 20th** (40 points)

# Course/Instructor Policies

**Attendance**

Students are to treat NEWTech Prep like a job, if you are going to be out or late, you need to contact the school office **as well as the instructor**. This goes towards your employability grade.

I would much rather you be late for school than not show up at all but know that tardiness to a job can and will get you fired and therefore will lower your employability grade. If there is a reason you are constantly tardy, let me know and work something out.

**Missed or Late Assignments**

If you are out for the day, it is your responsibility to look online to see what was missed and what needs to be made up. Find a friend in class to ask for notes or what is missed. If you ask the instructor what was missed, you will be directed to this paragraph.

If you missed a group project, you will be out the group project points without makeup – but I highly recommend doing and turning in the research part of it.

If you are an excused absence during a lab day, it will be marked excused. If you have an unexcused absence, it will be marked as a zero. Try not to miss lab days (they really are too much fun to miss anyway) If you miss a test, you can make it up within 1 week of return only if absence is excused.

Late assignments can be turned in UP TO 2 weeks before grade deadlines. I will give you notice as to when grades are do – Fall progress, semester one, spring progress and final. Late assignments will only be accepted if they are complete and will result in a 12.5% reduction in grade (3.5/4 points)

**Disruptive Behavior**

Students are expected to behave like they are on a job site. We do not always get along with everyone we work with, but we are expected to act with maturity and professionalism.

Students that disrupt class will have deductions in their employability grade as well as have to sit out of certain activities. If students have a hard time working together, then the student that can not keep their cool will write a paper or do other work while the class is doing lab/group work.

Bullying is not, and will never be, tolerated. If I see or here of any bullying in the classroom, I will stop class immediately and we will have a lesson on bullying instead of the current class discussion. If this does not work, the situation will be brought to admin.

**Classroom Participation**

This class requires a lot of research and presentations. It also requires a lot of leadership and activities for each student. If you choose to not participate in class, it will go against your grade drastically.

If I am asking questions in class and I see that you are following along but you wish to pass on answering, that is fine. If I notice that you are sleeping or distracted in other ways, and you are called on, passing is not an option. Participation is a requirement.

# Grades

**Assignments**

Most assignments will be worth 4 points each. A rubric will be available for all assignments to understand what is expected.

Assignments with multiple parts will be graded on a 4-point scale separately – research presentation 4 points for the research paper turned in, 4 points for the presentation portion and 4 points for the group participation part.

**Tests**

Assignments weighted higher: 40 points each

|  |  |
| --- | --- |
| Semester 1 | Semester 2 |
| Bloodborne Pathogens test (Oct/Nov) | CPR test (Feb) |
| Fall Midterm (Nov) | Spring midterm (March) |
| Semester 1 final (Jan) | Class final (May) |

**Employability**

As mentioned throughout this syllabus, employability is a big part of the student’s grade. Students are graded monthly on their 21st century skills. As well as on a semester basis (Oct, Nov, Dec & Jan) then Semester One overall grade, (Feb, Mar, April, May) then Yearly overall grade

Every month students have the chance to grade themselves on:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employability Skills** | **Communication** | **Collaboration** | **Critical Thinking** | **Craftsmanship and Quality** |
| Professional appearance and uniform | Listening and engagement | Teamwork | Problem solving | Standards of quality |
| Attendance/Participation | Presentations | Leadership | Reflective thinking | Revision of work/feedback |
| Time Management | Written communications |  |  |  |
| Safety | Verbal communication/Industry language/vocabulary |  |  |  |

**Grade Breakdown**

60% Technical skills, projects, quizzes, and tests

40% Employability skills

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A+ | 100-93 |  | C+ | 76-73 |
| A- | 92-90 |  | C- | 72-70 |
| B+ | 89-87 |  | D+ | 69-67 |
| B+ | 86-83 |  | D+ | 66-63 |
| B- | 82-80 |  | D- | 62-59 |
| C+ | 79-77 |  | F+ | 58-0 |

# College Credit

This course is CTE Dual Credit approved and articulated with Community Colleges of Spokane (CCS). Students who demonstrate proficiency of the college course competencies by receiving the appropriate grade for EACH semester enrolled in the articulated high school class, may earn college credit through the Dual Credit program. Only students who meet deadlines and eligibility requirements will be awarded college credit. Participation in the CTE Dual Credit program is voluntary. High school students registered in the Student Enrollment Reporting System (SERS) for CTE Dual Credit will follow CCS student policies for transcription of credit as the high school grading system may not exactly align with the College’s. Credit and/or grades will not be removed once they have been transcribed.

Students may earn credit for the following college courses:

PHARM 101 Intro to Pharmacy

PHARM 131 Law and Ethics

**Summary and Signatures**

This course is designed to get students on the path to know medications and how they work in the body system. This course can take students to become a pharmacy technician, pharmacist, medical assistant, nurse, or EMT/paramedic with medication knowledge. \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Students who complete the class, will earn certificates in bloodborne pathogens and CPR, those who are **18** will be able to apply for a pharmacy assistant license and may have the option of taking the pharmacy technician license exam, ExCPT. Students can earn dual credit for the Pharmacy Technician at Spokane Community College if they are enrolled in September. \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Students are treated like employees. They are to come in uniform everyday unless told otherwise. Students are to “clock in” on time and stay the entire time. If they are going to be late, absent, or leave early, students need to email ahead of time. (Parent needs to call **home school and NEWTech**, student needs to reach out to teacher) \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

If students are out, it is the student’s responsibility to find out what was missed. Late assignments can be turned in up to 2 weeks before the end of the grading period at a reduced score. Field trips are graded and cannot be made up. Test can be made up, only if absence is excused, up to 1 week from date of return. \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Grades are based on in-class work and labs, tests and quizzes, reports, and presentations, and 21st century skills. Finals and certification exams are worth more points. Once a grade is reported to the school district, I cannot change the grade. \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

**Parent and student need to initial above and sign below**

I have read and understand the rules procedures and information regarding the Pre-Pharmacy Technician course at NEWTech Prep with instructor Shannon Dale. I will be held accountable for all information stated in the syllabus and summary.

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Student Name (printed) Student Signature Date

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Parent/Guardian Name (printed) Parent/Guardian Signature Date

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Parent telephone number Parent e-mail address

Best time to reach you \_\_\_\_\_\_\_\_ Preferred method of contact (circle Phone or email above)

I would like to receive E-mail updates about this class: YES or NO (circle one)

Internet access is available in the home: YES or NO (circle one)

A computer/tablet/internet device is available in the home: YES or NO (circle one)