

Pharmacy Technician

PROGRAM SYLLABUS



YOUR Program Overview

IN BRIEF

The Pharmacy Technician program prepares students for employment as a pharmacy technician in either a retail or health-system pharmacy. It discusses the pharmacy team and the fundamentals of assisting the pharmacist, including interacting with customers, medication preparation, inventory control, and counting and labeling of medications. It also provides instruction in medical and pharmaceutical terminology, pharmacy calculations, pharmacology, body systems and disorders, English usage, critical thinking skills, ethics and professionalism, and finding a job in the field.

Unit 1 Blackstone's Skills for Success

In this lesson, you will discover how you learn as well as your learning style. You will understand how you learn best by reading about intrinsic versus extrinsic motivation, field dependence and independence, self-efficacy and self-determination. Visual, auditory, and kinesthetic learners will be discussed along with the differences between them. You will also receive some tips regarding your study space, the best time to work, and goal setting. Also, basic keyboarding skills will be introduced. Learning strategies, along with note-taking and memory tricks, are also an important part of this lesson.

Blackstone Typing Tutor

(accessible through the Online Student Center)

Unit 2 Introduction to Computers, Keyboarding and Office Technology

Lesson 2 covers how computers are used in the office today, the different types of computers, and the parts of a computer system. In this lesson you will also learn about the Internet, URLs, search engines, and e-mail. Office technology will be discussed, including office networks, different types of servers, PDAs, scanners, digital cameras, and wireless communication.

Unit 3 Anatomy and Medical Terminology 1: An Introduction

This lesson begins your study of medical terminology. The lesson explains how medical terms are constructed and analyzed to determine meaning; the parts of medical terms, including roots, prefixes, and suffixes; the function of combining vowels; and how terms are pluralized. The lesson also introduces the basic organization of the human body and discusses the body cavities, planes of the body, and directional terms.

Stedman's Medical Dictionary for the Health Professions and Nursing Online

Unit 4 Anatomy and Medical Terminology 2

In this lesson, you will study four of the body systems—skeletal, muscular, integumentary (skin), and respiratory—and the relevant medical terms and abbreviations, as well as common injuries and diseases.

Unit 5 English Usage and Written Communication

In this lesson, you will gain knowledge about the English language and written communication. This information is important to the successful allied health professional. Begin with parts of speech, then review parts of a sentence, pronouns, verbs and agreement, and finally, sentence types and punctuation. This lesson is a great grammar tutorial or refresher. You will also learn about writing in active versus passive voice, paragraph formation, and topic sentences; and you gain some valuable tips for business communication.

Unit 6 Time and Stress Management

This lesson discusses how to minimize stress and maximize productivity in your personal and professional life by analyzing your values, habits, and daily interruptions. Multiple worksheets and exercises are included, as well as valuable tips for prioritizing and setting goals.

Unit 7 Anatomy and Medical Terminology 3

This lesson covers the anatomy and physiology of the cardiovascular, urinary, digestive, and nervous systems, including the relevant medical terms as well as common diseases, tests and procedures, and terminology abbreviations.

Unit 8 Anatomy and Medical Terminology 4

This final anatomy and medical terminology lesson completes the study of the body, covering the endocrine and sensory (eyes and ears) systems; the blood, lymphatic and immune systems; and the male and female reproductive systems. The lesson discusses diseases associated with these body systems and also lists common abbreviations for terms related to these systems.

Unit 9 Fundamentals of Pharmacy Practice

This lesson will introduce you to the history and future of pharmacy practice. You will read about the pharmacy professions; various pharmacy settings; characteristics of a good pharmacy technician; and career opportunities. You will learn about the communication process and how to interact with customers and patients. This lesson discusses pharmacy law, regulatory agencies, and ethical considerations. Pharmaceutical terminology and abbreviations are also covered.

The Pharmacy Technician: Foundations and Practices

Unit 10 Community and Institutional Pharmacy

This lesson introduces health-system and retail pharmacies, their organization, and the roles that pharmacy technicians play in each. You will learn about technology in the pharmacy, collecting insurance information and how patient confidentiality applies to electronic data. Inventory management is discussed, including ordering, receiving and returns. Medication compounding, flavoring, and quality assurance are covered. This lesson also explores sterilization, aseptic techniques, equipment and supplies, sterile products and routes of administration.

Unit 11 Pharmacy Calculations

This lesson reviews basic math skills, decimals, fractions, Roman Numerals, ratios and percentages. You will learn about measurement systems and converting measurements. Important pharmacy calculations, including dosage calculations, concentrations and dilutions, alligations, and parenteral calculations are also covered.

Unit 12 Pharmacology

This lesson covers dosage formulations and routes of administration, as well as medication errors. An overview of the body and drugs, including pharmacodynamics, pharmacokinetics, drug distribution and metabolism, and addiction is discussed. You will also explore the various drug classifications.

Unit 13 Creating an Effective Workplace Environment

Lesson 13 provides an overview of successful workplace strategies, including how the various roles in the office can function together and how to use feedback, goals and incentives for increasing productivity. This lesson will introduce you to the fundamentals of effective communication, including maximizing your speaking and listening skills and proper use of body language to communicate messages. You will also learn about the benefits of working in a culturally diverse environment, and how to overcome barriers caused by diversity. Finally, this lesson will explore team building strategies.

Unit 14 Critical Thinking Skills

This lesson helps students develop their critical thinking skills, including use of inference and judgment, identifying strong conclusions, persuasive strategies, and deductive reasoning. You will also read about metacognition, the process of thinking about thinking, and how it builds critical thinking skills, as well as interpreting and using critical theories.

Unit 15 Body Systems, Diseases and Pharmaceutical Treatments

This lesson reviews the different body systems, including diseases and conditions, along with common pharmaceutical treatments.

Unit 16 Special Topics in Pharmacology

This final pharmacology lesson discusses pediatric and neonatal patients and the differences in their medication administration. Common childhood and geriatric diseases are covered, along with pharmaceutical treatments and concerns. You will also read about biopharmaceuticals and the future of pharmaceutical research.

Unit 17 Professional Development and Medicolegal Ethics

In Lesson 17, you will read about professional development and medicolegal ethics. Attitude, self esteem, professional attire, and grooming are all topics presented in this lesson. Also, business etiquette; verbal and nonverbal communication; proper introductions; and continuing education will be discussed. You will read about ethics in healthcare, codes of ethics, and the purpose of healthcare records. Important information about making corrections, timeliness, and confidentiality is explored in this lesson. This lesson also presents the HIPAA guidelines, discussing the Privacy and Security Rules, Protected Health Information, access control, deidentified information, and work area security.

Unit 18 How to Find a Job in Healthcare

This lesson discusses how to get ready for your job search. You'll learn how to write an effective resumé and cover letter. You'll learn about the different styles of resúmes and the type of language used on resúmes. This chapter also discusses job interviews in detail. You'll learn how to dress for success on an interview and how to prepare answers to commonly asked questions.

What you receive with your program

Your program consists of **eighteen units, including the following commercial e-books and electronic resources, to assist you step-by-step through the program.**

The Pharmacy Technician: Foundations and Practices by Pearson

This e-book provides a clear understanding of the pharmacy technician profession including responsibilities, step-by-step directions for performing procedures, basic math and pharmacy calculations practice, and pharmaceutical treatments for common diseases and disorders. You will receive this e-book with Study Unit 9.

Mosby's Drug Reference for Health Professions by Mosby/Elsevier

This invaluable online reference will give you concise, reliable information on the drugs you will come in contact with in a pharmacy setting. Key details for each drug include drug name, pronunciation, trade name(s), category and schedule, classification, mechanism of action, dosages, side effects, precautions and considerations. You will receive access to this online reference tool with your third lesson.

Pharmacy Technician Study Guides

These six online study guides will lead you through *The Pharmacy Technician: Foundations and Practices* e-book, highlighting all of the important points and giving you more practice problems and tips.

Additional Blackstone Study Units

In addition to the six Pharmacy Technician study guides, you will receive online access to twelve more exclusive Blackstone study units that will introduce you to important topics that will help prepare you for work as a pharmacy technician.

Blackstone Typing Tutor

Blackstone's exclusive Typing Tutor will help to increase your typing speed and accuracy.

Online Student Center

Included with your tuition, you will have online access to your study guides and study units, exams, grades, payment history, discussion boards, and more.

Graduation Documents

Upon successful completion of the entire program, you will receive an official transcript and a diploma. A copy of your transcript will be on permanent file and available at a nominal fee.

