

# Pharmacy Technician



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, 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 professionalisms, and finding a job in the field.



# The Pharmacy Technician program prepares students for entry-level employment as a Pharmacy Technician

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There are no due-dates for any of your coursework and you have up to 18 months to complete your program.

To contact your Instructor, please email [instructor@blackstone.edu](mailto:instructor@blackstone.edu). Any general questions, please email [info@blackstone.edu](mailto:info@blackstone.edu).

Your course is broken down into units. Students who pay in full for their program have access to all course materials. Students who enroll under a monthly payment plan have access to a new unit every month upon making their monthly payment.

# The program is broken down into 18 study units.

## All course material is included in your tuition.

- **Unit 1** - Blackstone's Skills for Success pg. 1
- **Unit 2** - Introduction to Computers, Keyboarding and Office Technology pg. 1
- **Unit 3** - Anatomy and Medical Terminology 1: An Introduction pg. 2
- **Unit 4** - Anatomy and Medical Terminology 2 pg. 2
- **Unit 5** - English Usage and Written Communication pg. 3
- **Unit 6** - Time and Stress Management pg. 3
- **Unit 7** - Anatomy and Medical Terminology 3 pg. 4
- **Unit 8** - Anatomy and Medical Terminology 4 pg. 4
- **Unit 9** - Fundamentals of Pharmacy Practice pg. 5
- **Unit 10** - Community and Institutional Pharmacy pg. 5
- **Unit 11** - Pharmacy Calculations pg. 6
- **Unit 12** - Pharmacology pg. 6
- **Unit 13** - Creating an Effective Workplace Environment pg. 7
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- **Unit 15**- Body Systems, Diseases and Pharmaceutical Treatments pg. 8
- **Unit 16**- Special Topics in Pharmacology pg. 8
- **Unit 17**- Professional Development and Medicolegal Ethics pg. 9
- **Unit 18**- How to Find a Job in Healthcare pg. 9
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Our graduates are eligible upon completion of their Pharmacy Technician course to sit for national certification through these organizations.



Graduates of Blackstone Career Institute's Pharmacy Technician Training online course qualify to sit for the Exam for the Certification of Pharmacy Technicians (ExCPT) sponsored by the National Healthcareer Association (NHA), and the Pharmacy Technician Certification Exam (PTCE) offered by the Pharmacy Technician Certification Board (PTCB).



Our online Pharmacy Technician Program is Nationally and Regionally Accredited through the DEAC and MSA.

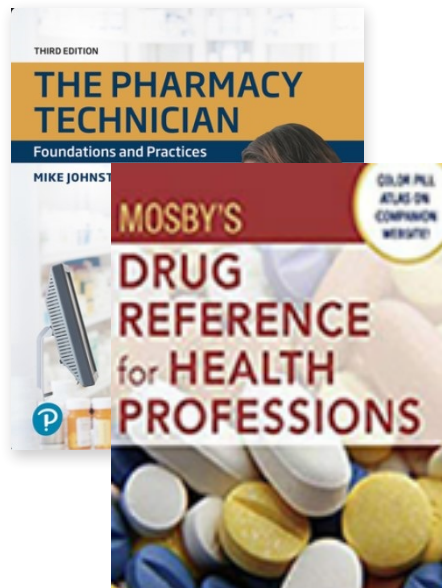
It is important to check with the state licensing board or similar regulatory body in the state you plan to work in.



# 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.

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## *The Pharmacy Technician: Foundations and Practices by Pearson*

This e-book provides 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 and Practices 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.

# Program Goals & Objectives

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- Identify common learning strategies
- Describe how computers, internet and electronic communication impact the workplace today
- Identify and define common medical prefixes, suffixes, and roots
- Demonstrate knowledge of guidelines for grammar, punctuation, and written correspondence
- Apply time mastery and productivity skills in professional and personal settings
- Define anatomical and pharmaceutical terminology and identify relevant abbreviations
- Describe the duties of a pharmacy technician
- Identify the correct way to interact with customers and patients while protecting patient confidentiality
- Explain the various laws and ethical standards that affect the pharmacy technician
- Differentiate between retail and health-system pharmacies
- Identify the forms of technology utilized in the pharmacy setting
- Describe the process for inventory management and insurance billing
- Perform relevant pharmacy calculations, including dosage calculations and measurement conversions
- Discuss dosage formulations and administration, as well as the effects of drugs on the body
- Identify drug classifications
- Describe the body systems and related diseases, disorders and treatments
- Identify the different needs of pediatric and geriatric patients
- Demonstrate knowledge of proper workplace etiquette
- Explain the importance of medical ethics
- Compose effective resumes and cover-letters
- Consider ways to proactively search for work as a pharmacy technician

# Externship

The final requirement of your Pharmacy Technician program is to successfully complete a 160-hour externship which will provide the opportunity for you to work directly with pharmacists and a variety of pharmaceutical professionals. Because you will be in a pharmacy setting, there are may be prerequisites set forth by the externship site which must be completed before you can begin your externship with CVS or Walgreens. Placement is dependent on availability and location.

## Prerequisites:

- Current Resume
- Physical exam including health history/immunization record
- Copy of valid driver's license and current auto insurance
- CPR certification
- Student liability coverage
- Criminal Background Check
- Drug Screen





## Blackstone's Skills for Success

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## Unit 1

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.

## Introduction to Computers, Keyboarding and Office Technology

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## Unit 2

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.





## Anatomy and Medical Terminology 1: An Introduction

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## Unit 3

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. **You will receive access to the e-book for Mosby's Drug Reference for Health Professions.**

## Anatomy and Medical Terminology 2

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## Unit 4

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..



## English Usage and Written Communication

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## Unit 5

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 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.

## Time and Stress Management

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## Unit 6

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.



## Anatomy and Medical Terminology 3

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## Unit 7

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.

## Anatomy and Medical Terminology 4

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## Unit 8

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.



## Fundamentals of Pharmacy Practice

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## Unit 9

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. **You will receive access to the e-book: The Pharmacy Technician.**

## Community and Institutional Pharmacy

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## Unit 10

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..



## Pharmacy Calculations

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## Unit 11

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.

## Pharmacology

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## Unit 12

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 drug addiction is discussed. You will also explore the various drug classifications.



## Creating an Effective Workplace Environment

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## Unit 13

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.

## Critical Thinking Skills

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## Unit 14

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.



## Body Systems, Diseases and Pharmaceutical Treatments

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## Unit 15

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

## Special Topics in Pharmacology

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## Unit 16

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.



## Professional Development and Medicolegal Ethics

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## Unit 17

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.

## How to Find a Job in Healthcare

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## Unit 18

This lesson discusses how to get ready for your job search. You'll learn how to write an effective résumé and cover letter. You'll learn about the different styles of resumés and the type of language used on resumés. 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.





## Externship

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The final requirement of your Pharmacy Technician program is to successfully complete a 160-hour externship which will provide the unique opportunity to work closely with pharmacists and pharmacy technicians. Because you will be in a pharmacy setting, there may be prerequisites set forth by the externship site which must be completed before you can begin your externship. You will be paired with a pharmacy location near you. Both CVS and Walgreens have partnered with us to allow students to participate in the externship. For more information on the placement process, please see your Pharmacy Technician handbook.