

# PHARMACY TECHNICIAN

PROGRAM OUTLINE



# PROGRAM OVERVIEW

**The Pharmacy Technician Program prepares the student for entry-level employment as a pharmacy technician in either a retail or health-system pharmacy. It covers 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, ethics, and professionalism, and finding a job in healthcare.**



**The combination of Blackstone's curriculum aligned Pharmacy Technician training Program and the 160-hour Walgreens externship or CVS externship will qualify graduates to sit for the Pharmacy Technician Certification Examination® (PTCE®) administered by the Pharmacy Technician Certification Board® (PTCB®) to earn national recognition as a CPhT (Certified Pharmacy Technician).**

# Externship

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 are may be prerequisites set forth by the externship site which must be completed before you can begin your externship. Placement is dependent on availability and location.

## Prerequisites:

- Current Resume
- Physical Examination including Health History & Immunization Records
- Copy of Valid Drivers License
- Student Liability Coverage
- Criminal Background Check
- Drug Screen

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.

**Disclaimer:** In accordance with [Army Credentialing Assistance program](#) funding guidelines, students receiving these benefits are not obligated to participate in an externship. Externship participation is voluntary and does not impact eligibility for funding or successful completion of the program.



## Partnerships



# PROGRAM OUTLINE

- Unit 1 | Blackstone's Skills for Success**
- Unit 2 | Introduction to Computers, Keyboarding and Office Technology**
- Unit 3 | Anatomy and Medical Terminology 1: An Introduction**
- Unit 4 | Anatomy and Medical Terminology 2**
- Unit 5 | English Usage and Written Communication**
- Unit 6 | Time and Stress Management**
- Unit 7 | Anatomy and Medical Terminology 3**
- Unit 8 | Anatomy and Medical Terminology 4**
- Unit 9 | Fundamentals of Pharmacy Practice**
- Unit 10 | Community and Institutional Pharmacy**
- Unit 11 | Pharmacy Calculations**
- Unit 12 | Pharmacology**
- Unit 13 | Creating an Effective Workplace Environment**
- Unit 14 | Critical Thinking Skills**
- Unit 15 | Body Systems, Diseases and Pharmaceutical Treatments**
- Unit 16 | Special Topics in Pharmacology**
- Unit 17 | Professional Development and Medicolegal Ethics**
- Unit 18 | How to Find a Job in Healthcare**
- Externship**

# Blackstone's Skills for Success

## 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. **You will receive access to the Blackstone Typing Tutor.**

# Introduction to Computers, Keyboarding and Office Technology

## 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

## 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 eBook: *Mosby's Drug Reference for Health Professions*.**

# Anatomy and Medical Terminology 2

## 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

## 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

## 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

## 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

## 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

## 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 eBook: *The Pharmacy Technician: Foundations and Practices***

# Community and Institutional Pharmacy

## 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

## 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, allegations, and parenteral calculations are also covered.

# Pharmacology

## 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

## 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

## 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

## UNIT 15



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

# Special Topics in Pharmacology

## 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

## 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

## UNIT 18

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.

# PROGRAM OUTCOMES

Define and explain different learning styles and learning strategies

Identify the parts of speech, the parts of sentences, and sentence type

Demonstrate knowledge of guidelines for grammar, punctuation, editing

Identify and define common medical prefixes, suffixes, and roots

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 face-to-face and over the telephone, while protecting patient confidentiality

Explain the various laws and ethical standards that affect the pharmacy technician occupation

Explain the similarities and differences between retail and health-system pharmacies

Identify the forms of technology utilized in the pharmacy setting

# PROGRAM OUTCOMES

Describe the process for inventory management and insurance billing

Perform relevant pharmacy calculations, including dosage calculations and measurement conversions

Explain 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

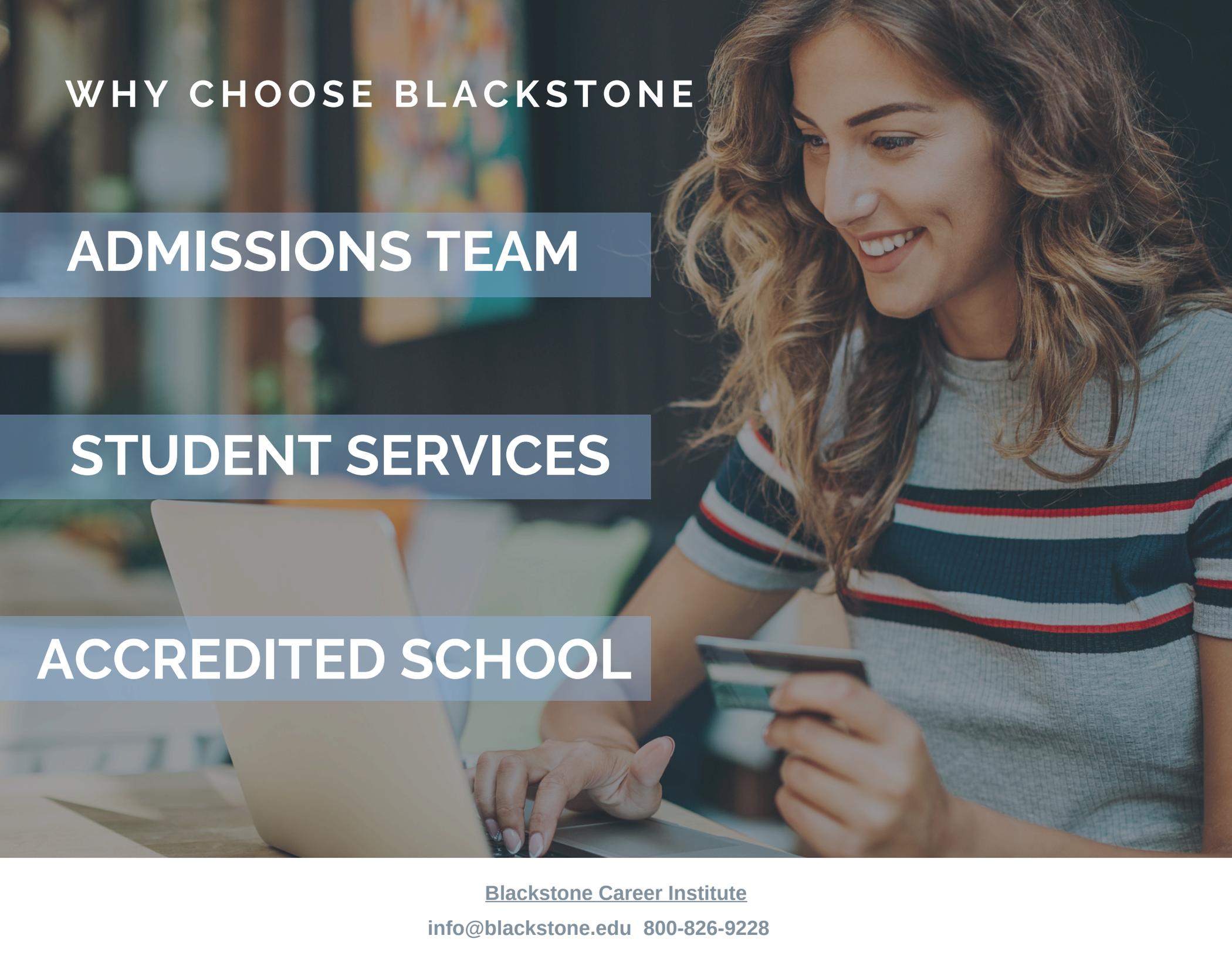
Identify the different needs of pediatric and geriatric patients

Demonstrate knowledge of proper workplace etiquette

Define and explain the importance of medical ethics

Describe the process for writing effective resumes and cover-letters

Describe how to proactively search for work as a pharmacy technician



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