

**Pharmacy Technician Certification Prep (OLT)**  
**OLT529**

Hours :    In Class   144                    Clinical                    Total   144

**Description**

This course will provide the student with the theory and basic knowledge of pharmacy information systems, regulatory, legal and ethical considerations, drug calculations, terminology and other skills necessary to a pharmacy technician's job performance in the State of Oklahoma. It will prepare the student to practice in the field under the supervision of a registered pharmacist. Students will prepare to sit for the Pharmacy Technician Certification Exam offered by the Pharmacy Technician Certification Board. Course requires 16 hours of Job Preparation which includes, at instructor discretion, shadowing a pharmacist/pharmacy technician at local facility, participating in resume preparation, practicing interviewing skills and/or other functions that will prepare student to enter the workforce. Some content will be delivered online. There will be on-campus skills and theory portions as well. Students will meet the first class session for orientation and to receive the books. Additional meeting times to be determined by the instructor, typically on Tuesday or Thursday evenings.

**Prerequisites**

This course requires a score of 17 in the math section on the ACT, an Accuplacer math score of 71 or Nextgen math score of 250. Must be 18 years old to take the course. The Pharmacy Technician Certification Board requires a high school diploma or the equivalent educational diploma. Please see an advisor before enrollment. Must complete an OSBI background check prior to the field experience module.

As part of Moore Norman Technology Center's Pharmacy Technician Program, you will be required to practice your skills in facilities requiring background checks. Before you can be assigned to a hospital, clinic, or other facility for your clinical internship experience, you must have a background check. If student has been a resident of Oklahoma for less than one year, he or she must submit a national background check. Please contact program supervisor for further information. If your criminal history is positive, the facility will then review your personal criminal history background. Each facility has the right to accept or reject any student based on information shown in the criminal history background check. Moore Norman Technology Center cannot overrule the decision of the clinical or internship sites.

**Books**

Pharmacy Technician Certification Quick Study Guide 5E	- ISBN: 978-1582123202	(Included)
Pharmacy Technician/Workbook/Calculations bundle 7E	- ISBN: 978-164043-2222	(Included)

**Required Supplies/Materials**

Business appropriate clothing for the internship. Loose leaf binder. OSBI background check. Students will need access to high-speed internet for the online content. Must have a valid email address.

**Learning Objectives**

Pharmacy Orientation: Describe the duties a pharmacy technician may and may not perform  
Discuss the history of the pharmacy profession  
Discuss confidentiality in the pharmacy practice  
Describe the role of the State Board of Pharmacy  
Describe safety measures taken in the pharmacy

Law and Ethics: Explain major pharmacy laws and their impact on the practice of pharmacy  
Describe state and federal laws and regulations  
Explore laws relating to Controlled Dangerous Substances (CDS)  
Describe HIPAA Compliance  
Explain the difference between pharmacist and pharmacy technician duties  
Understand ethics as they relate to the practice of pharmacy

Pharmacology: Describe the goal of drug therapy  
Demonstrate knowledge of drug classifications  
Describe the use and function of drugs in the different classifications

Pharmaceutical Calculations: Use ratio and proportion  
Demonstrate competency with use of units and measures for the calculation of drug dosages  
Perform pharmaceutical calculations

Hospital Pharmacy: Describe the functions of an institutional pharmacy practice  
Explore the functions of the overall pharmacy operations  
Describe common compounding practices/calculations  
Discuss parenteral routes of administration  
Understand the general layout of a hospital pharmacy

Community/Retail Pharmacy: Describe the functions of the ambulatory care pharmacy  
Demonstrate knowledge of overall pharmacy operations  
Demonstrate knowledge of inventory control  
Exhibit knowledge of pharmacy automation  
Describe the general layout of a community/retail pharmacy  
Review common calculations used in a retail setting

Certification: Review the administration and management of pharmacy practice  
Review the medication distribution and inventory control systems  
Review and discuss the procedures in assisting the pharmacist

Internship: Describe the duties a pharmacy technician performs in the hospital setting Describe the duties a pharmacy technician performs in the retail setting  
Observe pharmaceutical consultations  
Perform any duties assigned by the pharmacist  
Keep a journal of all activities observed and performed  
Report observations

## Teaching Philosophy

We believe that instructors, staff, and administrators have a shared responsibility to provide: 1) innovative course design and instruction; 2) a safe, learner-centered environment; and 3) an authentic learning experience.

## Teaching Methods

We believe that instructors, staff, and administrators have a shared responsibility to provide:

- innovative course design and instruction
- a safe, learner-centered environment
- an authentic learning experience

We believe that a specific population of students will choose to learn from an individual study format. This format allows the student to work at their own pace while having instructors on site for individual assistance as well as available by phone or e-mail. Our lab, classrooms, and the Academic Resource Center are staffed to accommodate daytime and evening schedules.

One on One

Lab/Classroom Instruction

Lecture

Video

Online Research

Skills Demonstration/Return

Learning Activities

Textbook Analysis

## Evaluation Methods

Class assignments: Student must have completed and checked by instructor

Graded work: Student is responsible for turning graded work in on time and needs to have a cumulative score of 70% on all graded work submitted to instructor

Internship: Student must complete a sixteen hour internship without incident

Attendance: Students may not miss more than two in-person sessions. Please notify instructor of any unexpected absences.

## Grading Policy

Successful completion of all assignments and a cumulative score of 70% on all graded work. Must have an average grade of 70% or greater and acceptable attendance in order to attend their field experience.

A 90 - 100%

B 80 - 89%

C 70 - 79%

D 60 - 69%

## Student Responsibilities

To ensure a quality and safe learning environment, students are required to follow the Post-Secondary Student Behavior policy #560. This policy can be found at [www.mntc.edu/board-policies](http://www.mntc.edu/board-policies). Printed copies are available upon request.

Course requires 16 hours of Job Preparation which includes, at instructor discretion, shadowing a pharmacist/pharmacy technician at local facility, participating in resume preparation, practicing interviewing skills and/or other functions that will prepare student to enter the workforce. Students must adhere to the Post Secondary Behavior policies found on the MNTC website.

Students must provide an OSBI background check, and pass a random drug test that will be administered during class time. Previous felony convictions may impact the student's acceptance by the clinical site or future licensure or certification.

Students will be required to pass a random drug test. No exceptions will be made for medical marijuana card holders.

Some content will be delivered online. Students will need to attend in-person class sessions as directed by the instructor.

Students may not miss more than two in-person sessions. Please notify instructor of any unexpected absences.

Must meet with a Career Advisor to review requirements prior to enrollment