

PHARMACY TECHNICIAN (540 Hours)

Course No.: 77-90-60

COMPETENCY CHECKLIST

Student Name _____

Teacher Name _____ School Site _____

Start Date _____ Completion Date _____ Certificate Date _____

Teacher Signature _____ Student Signature _____

(Signatures verify completion of course competencies)

A. INTRODUCTION (Theory 2 hrs)

- _____ 1. Class requirements
- _____ 2. Pharmacy tech duties and responsibilities
- _____ 3. Dress standards class and clinical settings
- _____ 4. Registration /employment as pharmacy tech
- _____ 5. Professionalism in the health care setting

B. SAFETY (Theory 2 hrs & Comm. Classroom 4 hrs)

- _____ 1. Cal OSHA requirements in workplace setting
- _____ 2. Classroom/lab safety rules and regulations
- _____ 3. Procedures for product and the dispenser
- _____ 4. Role of tech in reporting and documentation
- _____ 5. Safety test

C. COMMUNICATION (Theory 4 hrs & Comm. Classroom 4 hrs)

- _____ 1. Telephone etiquette
- _____ 2. Client confidentiality and legal issues
- _____ 3. HIPAA of 1966
- _____ 4. Role playing a situational procedure
- _____ 5. Interdepartmental communication
- _____ 6. Non-verbal communication

D. PHARMACOLOGY (Theory 44 hrs & Comm. Classroom 50 hrs)

- _____ 1. Medical terminology used in pharmacology
- _____ 2. Various uses of drugs and their sources
- _____ 3. Prescription and its written components
- _____ 4. Basic drug actions and reactions
- _____ 5. List and define drug abbreviations
- _____ 6. Physician's orders and "everyday language"
- _____ 7. Delivery systems
- _____ 8. List and discuss chemical symbols
- _____ 9. Therapeutic classifications
- _____ 10. Prescribed vs. "over-the-counter" drugs
- _____ 11. Role of the FDA

E. MEASUREMENT AND CONVERSION (Theory 25 hrs & Comm. Classroom 30 hrs)

- _____ 1. Demonstrate various mathematical procedures
- _____ 2. List/interpret metric and apothecary notations
- _____ 3. Knowledge of metric/household equivalents
- _____ 4. Ratio and proportion in to pharmacy products
- _____ 5. Documentation and reporting of errors

F. DRUGS (Theory 62 hrs & Comm. Classroom 100 hrs)

- _____ 1. Various drug classifications
- _____ 2. Various routes of drug administration
- _____ 3. Dosage calculation vs. ratio proportion
- _____ 4. Calculate pediatric dosages by body weight
- _____ 5. Explain extemporaneous compounding
- _____ 6. Set up/solve calculations for percent solutions
- _____ 7. Use of Meq and U in dosage calculations
- _____ 8. Calculate dosage using the delegation method
- _____ 9. Technician's role in explaining drug dosages

G. MEDICATION DISTRIBUTION (Theory 75 hrs & Comm. Classroom 100 hrs)

- _____ 1. Centralized vs. decentralized distribution
- _____ 2. Recognize and calculate unit dose systems
- _____ 3. Prepare admixtures in various containers
- _____ 4. Calculate I.V. infusion rates
- _____ 5. Large volume and (I.V.) small volume (IVPB)
- _____ 6. Aseptic & safety techniques in preparations
- _____ 7. Reconstituting powder vial/breaking ampoule
- _____ 8. Parts of laminar flow hood and its function
- _____ 9. Demonstrate syringe functions, usage & safety
- _____ 10. Robotics in pharmacy drug distribution locale
- _____ 11. Type a prescription label with 100% accuracy
- _____ 12. Prepare, package, and label w/100% accuracy

H. DRUG PRODUCTS (Theory 20 hrs & Comm.

Classroom 12 hrs)

- _____ 1. Procedures for manufacturing drug products
- _____ 2. Effective packaging of drug products
- _____ 3. Product manufacturing/packaging/labeling
- _____ 4. Technician's role in pharmaceutical industry

I. EMPLOYABILITY SKILLS (Theory 6 hrs)

- _____ 1. Job opportunities in listed locations
- _____ 2. Sites to obtain employment information
- _____ 3. Application and résumé requirements
- _____ 4. Prepare résumé
- _____ 5. Complete a sample application form
- _____ 6. Describe grooming for an interview
- _____ 7. Interview techniques for employment
- _____ 8. Resigning from a position