

Pharmacy Tech and Lab Procedures

The Pharmacy Tech and Lab Procedures program is an innovative, multi-discipline approach designed to prepare the student for an entry level position in the medical marketplace as a Lab Tech, Pharmacy Tech, and/or Phlebotomist. These positions may be in retail pharmacies, medical offices, hospitals, clinics, laboratories or companies providing services to medical establishments. This program provides not only hands on training in IV Sterilization and handling of sterile products, but also medical and pharmacy activities including the use of the computer and medical software, medical terminology, human anatomy and physiology, medical law and ethics, blood draws, pharmacology, CPR, Sterile Products and Compounding certifications. A test prep class prepares the student for the Pharmacy Certification Board Exam. The graduate will be able to retrieve written prescriptions or requests for refills, verify that the information on the prescription is complete and accurate, retrieve, count, pour, weigh, measure, sometimes mix the medication, prepare labels, select a proper container, price and fill the prescription.

Program Description:

Computer Fundamentals: The course is an introduction to the use of the computer in the business sense. Students will learn different aspects of Microsoft Word such as how to write letters, create forms, and format documents. This course will also include creating and formatting spreadsheets in Microsoft Excel. In addition, students will be taught how to print documents, perform basic research on the Internet and effectively use the tools available in Microsoft Internet Explorer. **48 hours**

Allied Health Math: The course includes the fundamentals of math skills essential to the health care professional. The students will refresh, learn and practice basic math skills including consumer mathematics, decimals, percentages, fractions and the metric system. **36 hours**

Fundamentals of Pharmacy Practice: The student will gain a basic knowledge and introduction to the technician's role in pharmacy. Students learn the laws and regulations associated with pharmacy; the details of community-based and health-system based operations; the inventory management; and introduction to compounding and preparation of sterile products. The students will learn to read prescriptions in the community pharmacy and medication orders in the hospital pharmacy environment. **102 hours**

Pharmacy Calculations: Students will learn to use pharmaceutical mathematics including reading, interpreting, and solving calculations problems encountered in the preparation and distribution of drugs; conversion of measurements with the apothecary and metric systems with emphasis on the metric systems of weights and volume. The course includes students' ability to use percentage, dilutions and concentration, milliequivalents, units, intravenous flow rates, as well as solving dosage problems. **102 hours**

Pharmacology: Students will learn the therapeutic agents and their effects on the human body and their role in the management of disease. The course provides information regarding drug dosages, side effects, interactions, toxicities and incompatibilities. Students will learn the administration of drugs to pediatric, neonatal and geriatric patients. This background allows student to make informed decisions when assisting the pharmacist in dispensing drugs thus enabling the technician to play an active role in avoiding errors. **102 hours**

Phlebotomy:

The course is designed to train students to perform a variety of blood collection methods using proper techniques and precautions including vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture specimen collection on adults, children, and infants. Students will have hands on training in specimen handling, processing, and accessioning. Emphasis will be placed on students practicing infection prevention, proper patient identification, proper labeling of specimens, and quality assurance. Students will learn the theory and principles of CLIA waived laboratory tests and perform the tests in a laboratory setting. **60 hours**

Certification Test Prep: The course is a review of the activities and responsibilities that a pharmacy technician may perform as part of his/her job. The review course will cover PTCB's 3 function areas for pharmacy technicians. The student's skills will be assessed in both pre and post subject matter evaluations. Testing tips, time competency, and skills testing are included. **36 hours**

CPR: Students will be trained in CPR and Basic Life Safety using the American Heart Association guidelines. Students will practice CPR techniques as well as techniques to assist a choking victim. **8 hours**

Computers in The Pharmacy: The students in this course will learn and practice using a common pharmacy management software application. Students will be able to practice entering patient information, entering prescriptions, running reports, tracking inventory, entering nursing home data, and printing and applying labels. **18 hours**

Medical Law, Ethics & Professionalism: This course covers federal state and health care legislation and regulations, and specific attention is placed on the HIPAA legislation. Students will be prepared to maintain confidentiality, document accurately, use appropriate guidelines when releasing information, and comply with established risk management and safety procedures. **24 hours**

Career Development: This course enables students to develop and plan for career advancement. Students will learn resume writing, interviewing, networking, effective communication, manage time effectively, and use of internet-based websites in the job search. One on one mock interview will be conducted. **24 hours**

Sterile Product Certification: The course prepares the student to become certified in IV Sterile Products. The student will learn the need for sterile products, the importance that the parenteral administration route must be sterile, the importance of aseptic technique, and know how to calculate, how to manipulate supplies such as needles, filters and syringes. **52 hours**

Compounding Certification: The course prepares the student to become certified in Compounding Techniques. The student will learn topics related to extemporaneous and non-sterile pharmaceutical compounding. The student will learn the equipment, supplies, quality assurance and record keeping associated with compounding in a pharmacy. **52 hours**

Externship: Upon successful completion of the classroom portion of the program the students participate in an Externship at an approved facility. The Externship enables students to work and apply the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating facilities and under the supervision of a person with appropriate instructor credentials. **120 hours**

Health Care Programs

PHARMACY TECHNICIAN AND LAB PROCEDURES

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Upon completion of the program, the student will receive a Certificate of Completion in Pharmacy Tech and Lab Procedures.

Course Number	Course Title	Clock Hours				TWC Semester Credits
		Lecture	Lab	Extern	Total	
MED01	Computer Fundamentals	12	36	-	48	1.5
MED03	Allied Health Math I	12	24	-	36	1.0
MED04	Medical Law, Ethics & Professionalism	6	18	-	24	0.5
MED21	Fundamentals of Pharmacy	42	60		102	4.5
MED22*	Pharmacy Calculations	42	60	-	102	4.5
MED23*	Pharmacology	42	60	-	102	4.5
MED26*	Computers in The Pharmacy	6	12		18	0.0
MED17	Phlebotomy	20	40	-	60	2.0
MED27*	Certification Test Prep	12	24	-	36	1.0
MED11	CPR	2	6	-	8	0.0
MED24*	Sterile Product Certification	20	32		52	2.0
MED25*	Compounding Certification	20	32	-	52	2.0
CDV01	Career Development	6	18	-	24	0.5
MED33*	Externship	0	0	120	120	2.5
	Total Hours	242	422	120	784	26.5

Class Hours 664 – Externship Hours 120 FSA Semester Credit Hours 25
 Program Length: 33 Weeks/49 Weeks

Tuition	\$13,880
Books	\$970
Registration	100
Total Cost	\$14,950

*Federal Student Aid (FSA) credit hour calculations are based on Department of Education Guidelines
 * Course has a prerequisite - see course description for details.*

"Students have the option to purchase textbooks from sources other than through the school.
 A complete list of approved textbooks may be obtained from the School Director."