

# Pharmacy Technician

## 2023-24

Instructor: Shelley Westwood, RN, BSN, MS  
shelleywestwood.weebly.com

[shelley.westwood@bullitt.kyschools.us](mailto:shelley.westwood@bullitt.kyschools.us)  
869-6000

Required Text: none--MUST have Chromebook EVERYDAY!! Credits: 1

### Required class dues paid by September 1, 2023

- Online program/testing fee--\$75 (1/3 of the total cost of the program. The remainder is covered by district Perkins funds)

### Other course expenses

- Registration with the Ky Board of Pharmacy \$25--a requirement of the clinical sites--will be paid online during class later in the semester.
- Background check--\$25--a requirement of the clinical sites--will be paid online during class later in the semester.
- Drug testing--\$25-40--cost depends on site and your insurance
- TB test--cost depends on site and your insurance
- Flu shot--cost depends on site and your insurance
- COVID vaccination--cost depends site and your insurance
- Each student will be required to have a solid charcoal gray scrub top and solid charcoal gray pants and acceptable shoes (mostly white athletic shoes) prior to the last week of October to allow time for embroidery. Each student is responsible for getting this uniform on their own and having it approved by the instructor prior to clinical experience.

**Course Description:** This course is an on-line and clinical course that prepares students for the Examination for the Certified Pharmacy Technician (ExCPT) in order to obtain national certification. Instruction will consist of on-line modules and instructional videos followed by study aides, exams and tests. The course is self-paced but will follow general guidelines for completion dates/pace of the modules and testing. Students will also be required to complete a minimum of 60 hours of clinical rotations (30 in retail and 30 in hospital) in pharmacies. This practicum provides supervised on-the-job work experience related to the student's education objectives in the area of pharmacy. Students participating in the practicum do not receive compensation.

### Required supplies and materials:

Each student will be provided online access to the Pharmacy Technician program. You **MUST** have your **Chromebook and charger EVERYDAY** in order to participate in class. Also need to always have available for class—**3-5 subject notebook or loose leaf paper** kept in a **3 inch binder** and a **pencil or blue or black pen**. You will take A LOT of notes!!

### Grading:

A= 90-100	Module completion quizzes/exams: 40%
B= 80-89	Study guide completion quizzes/exams: 40%
C= 70-79	National certification exam: 20%
D= 60-69	
F= 50-59	

**\*\*Must obtain 80% or higher on exams** to be eligible to complete the online program and participate in final testing for certification)

\*\*Instructor reserves the right to make changes to course syllabus when necessary to meet learning objectives, to compensate for missed classes or for other reasons deemed necessary.

\*\*Please be aware that in Health Science courses, including the clinical experience, due to the content some graphic material such as traumatic wounds, disease processes, human anatomy, fetal development (video showing childbirth may be viewed during Growth & Development unit, etc.) will be viewed by your student.

**Pharmacy Technician Course Outline**--please use the dates listed by each item to pace yourself for completion. Do **NOT** let yourself fall behind more than 3-4 days from the ending date of each module.

**Learning Modules:**

- Module 1: Introduction & Basic Overview (5 lessons--4 hrs 45 min)--**(Aug 21-25)**
- Module 2: Medication Prescriptions: General (8 lessons--7 hrs)-- **(Aug 28-Sept 8)**
- Module 3: Prescription Medications: Controlled Substances (5 lessons--4 hrs 45 min)--**(Sept 11-15)**
- Module 4: The Dispensing Process (10 lessons--8 hrs 30 min)--**(Sept 18-29)**
- Module 5: Pharmacy Calculations (7 lessons--6 hr 15 min)--**(Oct 10-18)**
- Module 6: Self-management Skills, Communication, and Teamwork (3 lessons--3 hrs 15 min)--**(Oct 19-23)**
- Module 7: Patient Interaction (6 lessons--5 hrs 30 min)--**(Oct 24-31)**
- Module 8: An Overview of Federal Privacy Requirements (4 lessons--4 hrs)--**(Nov 1-8)**
- Module 9: Managed Care Prescription (5 lessons--4 hrs 45 min)--**(Nov 9-15)**
- Module 10: Non-dispensing Duties (5 lessons--4 hrs 45 min)--**(Nov 16-21)**
- Module 11: Drug and Medical Terminology (6 lessons--5 hrs 30 min)--**(Nov 27-Dec 4)**
- Module 12: Basic Anatomy and Physiology (12 lessons--10 hrs)--**(Dec 5-19)**
- Module 13: Basic Pharmacology (11 lessons--9 hrs 15 min)--**(Jan 3-18)**
- Module 14: Commonly Prescribed Interventions (14 lessons--11 hrs 30 min)--**(Jan 19-Feb 7)**
- Module 15: Infection Control Wellness and Disease Prevention (7 lessons--6 hrs 15 min)--**(Feb 8-19)**
- Module 16: Over-the-Counter (OTC) Medications (8 lessons--7 hrs)--**(Feb 20-29)**
- Module 17: Unit Dose Systems and Medication Repackaging (3 lessons--3 hrs 15 min)--**(Mar 1-5)**
- Module 18: Non-sterile Product Compounding (6 lessons--5 hrs 30 min)--**(Mar 6-11)**
- Module 19: Sterile Product Compounding (9 lessons--7 hrs 45 min)--**(Mar 12-22)**
- Module 20: Emergency Situations (5 lessons--4 hrs 45 min)--**(Mar 25-29)**

**Study guide module:**

- Module 1: Pharmacy Technician Overview (2 lessons--1 hr 15 min)--**(Apr 9-10)**
- Module 2: Laws, Regulations, and Controlled Substances (2 lessons--1 hr 25 min)--**(Apr 11-12)**
- Module 3: Drug Classifications and Frequently Prescribed Medications (2 lessons--1 hr 15 min)--**(Apr 13-14)**
- Module 4: Prescription and Medication Order Intake and Entry (5 lessons--1 hr 15 min)--**(Apr 15-19)**
- Module 5: Preparing and Dispensing Prescriptions (3 lessons--1 hr 5 min)--**(Apr 20-22)**
- Module 6: Calculations (9 lessons--1 hr 55 min)--**(Apr 23-29)**
- Module 7: Sterile and Nonsterile Products, Compounding, Unit Dose, and Repackaging (4 lessons--1 hr 20 min)--**(May 1-2)**
- Module 8: Medication Safety and Quality Assurance (5 lessons--1 hr 10 min)--**(May 3-5)**

**Practice Exams**--6 attempts--will intersperse these as we start study guide modules and must get all attempts in **before May 7!!**

**Tentative practice exam days: March 29**

**Apr 9, 16, 23, 30**

**May 6**

**National Certification Testing**--Target dates--**May 7-10**

## Clinical Guidelines

- A professional attitude and behavior must be maintained at all times during clinical rotations.
- Confidentiality must be maintained with no exceptions. IT IS HIPPA LAW! Unprofessional behavior or breach of confidentiality will be grounds for automatic dismissal from the pharmacy tech program. Healthcare leaves no room for violations in either of these two areas. Information obtained at clinical sites must be kept in the strictest of confidence. Situations may be discussed within the class; however, no information is to be shared outside the classroom or clinical setting.
- A positive attitude and strong work ethic will be expected at all times when at the clinical sites. You will treat all staff and healthcare professionals with respect and courtesy. There will not be sitting around in the lobby, break room, etc.
- You will work steadily for the length of time you are present at the clinical site
- As there are a minimum of 60 clinical hours required (30 hrs in retail pharmacy/30 hrs in hospital pharmacy), you may be requested to perform weekend and/or clinical rotations during holiday breaks to make up for any missed clinicals. Your schedule will be determined by the clinical site, the instructor and you.
- **Once the schedule is set you will be expected to attend clinicals during your scheduled shifts. If, for some reason you must be absent you must notify your clinical site and the instructor at least 2 hours prior to your scheduled shift that you will be absent. The first "no call, no show," will be acknowledged with a written warning (with copies sent to parent/guardian). The second offense will result in cancellation of clinical rotation and grade for the course will be affected accordingly or possible dismissal from our course.**
- Cancellation of clinical rotation for any cause may result in not being able to sit for the certification exam.

## Requirements for clinicals

- Charcoal gray scrubs
- TB skin test
- Current Immunization record (will obtain from guidance office)
- Social security number
- Flu shot
- Background check
- Registration with KY Board of Pharmacy
- Drug testing--cost depends on the site
- COVID vaccination (cost depends on site of testing and your insurance)
- **Specific clinical dates and locations will be determined at a later date but generally retail clinicals will be in December-February, hospital clinicals will be in March & April.**

# Health Science Class Standards

## Pharmacy Technician

- **Attendance Policy:** Class attendance is required. As a future professional in the healthcare field you are expected to show up for work. Your fellow employees depend on you to relieve them, your patients depend on you to care for them and your employer expects you to be a responsible caregiver.
  - If you are absent, it will be **your** responsibility to get the make-up work.
  - Missed work or exams may be made up for excused absences in accordance to instructor policy outlined in class syllabus.
- **Supplies** must be brought to class every day: **notebook/paper, pencil or pen and Chromebook w/charger.**
- **Electronic devices other than laptops** are NOT permitted to be out in the classroom unless instructed to do so by the instructor. Please make sure they are put away prior to the start of class.
- **Food and Drink** is prohibited during skills time. During lecture, bottled water/reasonable snacks are acceptable as long as it is not a disruption to class. **Food items containing nuts are STRICTLY PROHIBITED IN CLASSROOM!!**
- **Respect and Ethical Behavior:** Respect for instructor, fellow students and visitors. Ethical behavior is expected. We are practicing professionalism! This means:
  - Sitting quietly in seat when bell rings
  - Active listening
  - No talking except during discussion or group activities.
  - Follow class rules.
  - Profane language, threats, intimidation, name-calling or harassment will not be tolerated.
  - Referrals to the office will be made as necessary.
- **Assignments:**
  - All assignments must be labeled with class title, your name and date.
  - Must be submitted on Google classroom on time.
  - Missed work or exams may be made up with absences according to instructor policy.
  - Failure to submit work on time will result in points deducted per day equivalent to 10% per day. If not turned in within 2 weeks of a due date will result in a 0 for that assignment, unless the student has prior written approval from the instructor. At this point, if course grade falls below 70%, student will be set up on a relearn plan.
- **Class Participation:** Students are expected to be active learners.
- **Classroom materials and equipment** are for learning purposes and must be cared for and replaced as needed. Please notify instructor immediately of any broken equipment or supplies needed.
- **Discipline:**
  - Verbal Warning
  - Detention
  - Office Referral
  - To maintain eligibility for senior capstone courses, any discipline issues will be reviewed on an individual basis. Based on the severity of the issue, it may result in ineligibility for participation in those courses.
- **Work Ethic/Participation Grade:** Students will be given points each day. These points are awarded for bellringer completion, in class engagement, etc. Lack of effort, active listening or participation or disrespect to instructor or fellow students, will result in points being deducted.

## Student contract of understanding of course expectations

- I have reviewed this syllabus and understand what is expected of me both academically and behaviorally during this course and agree to the terms.
- I understand that it is my responsibility to come to class prepared to learn and participate fully in the content and skills I will be taught.
- I understand that in the event that I miss class for any reason, it is my responsibility to obtain any missed assignments and make up any quizzes or skills check offs that occurred during my absence. It is my responsibility to make and keep an after school appointment with the instructor.
- I understand that I have two weeks to turn in make-up work following an absence. If I do not turn those in within the two weeks following my return to school, I will only be eligible to receive half credit at the most if it is turned in.
- I understand that due to the nature of this course and the equipment required, I will not be allowed to eat or drink during skills/lab time. If I bring drinks/food into the lab I will be directed by the instructor to discard them prior to participation in skills/lab. If I violate this rule and damage to equipment occurs, I, as the student and my parents will be responsible for the cost of replacement of the damaged equipment.
- I am aware that in Health Science courses, due to the content some graphic material such as traumatic wounds, disease processes, human anatomy, fetal development (video showing childbirth may be viewed during the Growth & Development unit), etc. will be viewed by my student.
- I understand that to maintain eligibility for senior capstone courses, any discipline issues will be reviewed on an individual basis. Based on the severity of the issue, it may result in ineligibility for participation in those courses.

**I have read all of the above and agree to the terms stated:**

---

(student name PRINTED)

---

(student signature)

---

(date signed)

**I have reviewed all of the above terms with my student and agree to the terms and will ensure my student abides by them as well.**

---

(parent name PRINTED)

---

(parent signature & date)





**JESSE BACON, SUPERINTENDENT**  
ADRIENNE USHER, ASSISTANT SUPERINTENDENT  
BRANDY HOWARD, CHIEF ACADEMIC OFFICER  
TROY WOOD, CHIEF OPERATIONS OFFICER

## Human Sexuality and/or Transmitted Diseases Instruction Permission Slip: Grades 6-12

This permission slip **must be completed and signed** by the student's parent/guardian for the student to participate in any classroom instruction or programs related to human sexuality or sexually transmitted diseases, pursuant to KRS §§ 158.1451(1)(d)(1), (e), and (3). This form must be completed **at least two (2) weeks** prior to any content or field trip (in-person and/or virtual) of this nature being present in classroom instruction. If the parent/guardian does not consent to their student's participation, they will receive alternate instruction.

### **To be completed by the instructor:**

School: Bullitt Central High School Instructor: Shelley Westwood

Instructor Contact Information: [shelley.westwood@bullitt.kyschools.us](mailto:shelley.westwood@bullitt.kyschools.us) 502-869-6000

Course/Unit Name: Pharmacy Technician; Units: Drug & Medical Terminology, Basic Anatomy & Physiology; Infection Control, Wellness & Disease Prevention; Over-the-Counter Medications (OTC)

Description of content/event: Drugs affecting the reproductive, nervous & endocrine systems, Anatomical parts and their function; Prevention & control of sexually transmitted diseases; OTC medications for diseases affecting the reproductive system.

Date(s) the course, curriculum, event, or program is scheduled to begin: August 21, 2023

Description of alternate assignment (if this form is not signed): Addressed with parent as needed

### **Student/Guardian Information:**

Course materials are not required to be reviewed, but if parents/ guardians of participating students would like to review the course materials, please inform the School/District, in writing, of this request to review the course materials before signing this permission slip, and the School/District will make available for review the following materials:

- curriculum; instructional materials; lesson plans; assessments or tests; surveys or questionnaires; assignments; and instructional activities

If the parent/guardian approves of the instruction, please sign and date below either with an electronic signature or print this form to sign. If you do not consent, please reach out to your child's teacher regarding alternative instruction.

Student Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION**

 1040 HIGHWAY 44 EAST, SHEPHERDSVILLE, KY 40165  (502)869-8000  (502)543-3608  [JESSE.BACON@BULLITT.KYSCHOOLS.US](mailto:JESSE.BACON@BULLITT.KYSCHOOLS.US)