Course Prefix and Number: PHAR 120  
Credit Hours: 2

Course Title: Professional Practice Seminar

Course Prerequisites: Admission into the Clinical PTEC Program

Course Co-requisites: PHAR 110/110L

Textbooks: L. Zentz; Pharmacy Technician Certification Exam Review, 3rd edition

Course Description: This course will provide an overview and review of pharmacy practice to prepare the student to take the national PTCB exam. Emphasis is placed on review of pharmacy law, calculations, compounding, pharmacology and pharmacy operations.

Learning Outcomes:

At the end of this course the student will

I. The ability to utilize personal and interpersonal skills and knowledge appropriate to the role of the pharmacy technician.
   A. Communicate clearly when speaking and in writing.

II. The foundational knowledge and skills necessary to function as a pharmacy technician in various pharmacy settings.
   B. Demonstrate knowledge and skills in areas of science relevant to the pharmacy technician’s role, including anatomy/physiology and pharmacology.
   C. Perform mathematical calculations essential to the duties of the pharmacy technicians in a variety of contemporary settings.
   D. Demonstrate understanding of the pharmacy technician’s role in the medication-use process.

III. Skills and knowledge necessary to assist the pharmacist in the correct handling of medication and medication order processing.
   E. Assist pharmacist in collecting, organizing, and recording demographic and clinical information for direct patient care and medication-use review.
   F. Receive and screen prescriptions/medication orders for completeness, accuracy, and authenticity.
   G. Distribute medications in a manner that follows specified procedures.
   H. Assist pharmacist in preparing, storing, and distributing medication products requiring special handling and documentation.
   I. Assist pharmacist in the monitoring of medication therapy.
IV. Performance of administrative skills appropriate to the role of a pharmacy technician.
   J. Apply accepted procedures in inventory control of medications, equipment, and devices.
   K. Explain pharmacy reimbursement plans for covering pharmacy services.

V. Application of patient and medication safety in all aspects of the operation of a pharmacy.
   L. Apply patient and medication safety practices in all aspects of the pharmacy technician’s roles.

VI. Application of the principles of quality assurance in pharmacy operations.
   M. Apply quality assurance practices to pharmaceuticals, durable and nondurable medical equipment, devices and supplies.
   N. Explain procedures and communication channels to use in the event of a product recall or shortage, a medication error, or identification of another problem.
   O. Compare and contrast the roles of pharmacist and pharmacy technicians in ensuring pharmacy department compliance with professional standards and relevant legal, regulatory, formulary, contractual, and safety requirements.

VII. Use of current technology in the operation of a pharmacy.
   P. Describe the use of current technology in the healthcare environment to ensure the safety and accuracy of medication dispensing.

To achieve the learning outcomes, the student will

1. ascertain if a prescription/medication order received in a pharmacy contains all the necessary information. (A, D,E, H, K,L)
2. determine if refills/refill requests for a prescription are viable. (C,F)
3. describe the medication administration record (MAR) in an institution and locate necessary pharmacy information. (A,E,F)
4. interpret basic drug related terminology and pharmacy abbreviations used in pharmacy practice. (A,E,F)
5. describe the preparation and utilization of a patient profile. (A,E)
6. explain the correct handling of medications. (H, L, M)
7. state the proper storage and delivery of drug products. (A, H, L,P)
8. list procedures in the receiving of monetary compensation for goods, and services in a pharmacy practice. (A,C, G, K)
9. explain the process of stocking a drug inventory, drug expiration and shelf life, drug recalls, drug recapture in various pharmacy setting. (N)
10. explain the concept of a drug formulary, ordering and receipt of drugs and devices, and ordering of controlled substances. (B, D, H, J)
11. compute of the selling price of a drug or device. (K)
12. use fractions, decimals to perform basic mathematical computations. (C, K)
13. show proficiency in computations using the different systems of measurements and converting from one to another. (C)
14. explain the processes needed to measure solutions, bulk compounding and manufacturing supplies, and the problems seen in doing this. (C,H,J,L,P)
15. explain the conversion of solid and liquid dosage forms available in stock to match the ordered number. (C)
16. demonstrate the calculations of body weight, body surface area, specific gravity, allegations, molecular weight, Young’s Rule, and Clark’s Rule. (B,C)
17. demonstrate how to compute intravenous calculations. (B,C)
18. determine the types of bulk compounding and the methods of reducing and enlarging formulas. (C)
19. Demonstrate competency using computations used in compounding pharmacy. (C)
20. explain OSHA safety guidelines, disposal of hazardous waste and cleaning spills of hazardous materials. (B, M,N)
21. list the uses of computers in pharmacy and the devices used for input, output, and information storage information. (A,P)
22. review pharmacology and drug nomenclature of the TOP 200 drugs provided by the instructor. (A,B)
23. define the types of drugs interactions. (B,D,E,F, L,N)
24. review state and federal laws relating to pharmacy practice. (O)
25. review PTCB rules and regulations for testing and retaining national certification. (O)
26. review steps require to document continuing education with NABP. (O)

Course Requirements: To earn a grade of “C” or higher the student must earn 70% of the total points for the course and meet all of the following course requirements.
- minimum 60% on the mock PTCB exam
- minimum 70% on the math competency exam
- overall average of 70% in the course

Course Grading Scale

A- 90% or more of total possible points and minimum of 60% on the mock PTCB exam and minimum of 70% on the math competency exam

B- 80% or more of total possible points and minimum of 60% on the mock PTCB exam and minimum of 70% on the math competency exam

C- 70% or more of total possible points and minimum of 60% on the mock PTCB exam and minimum of 70% on the math competency exam

D- 60% or more of total possible points and minimum of 60% on the mock PTCB exam and minimum of 70% on the math competency exam
F- less than 60% of total possible points or less than 60% on the mock PTCB exam or less than 70% on the math competency exam

**Attendance Policy:** The college attendance policy, which is available at http://www.bpcc.edu/catalog/current/academicpolicies.html, allows that “more restrictive attendance requirements may apply to some specialized classes such as laboratory, activity, and clinical courses because of the nature of those courses.” The attendance policy of the Pharmacy Tech program is described in the Pharmacy Tech Clinical handbook.

**Nondiscrimination Statement**

Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

Title VI, Section 504, and ADA Coordinator  
Sarah Culpepper, Coordinator  
Disability Services, D-112  
6220 East Texas Street  
Bossier City, LA 71111  
Phone: 318-678-6539  
Email: sculpepper@bpcc.edu  
Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

Equity/Compliance Coordinator  
Teri Bashara, Director of Human Resources  
Human Resources Office, A-105  
6220 East Texas Street  
Bossier City, LA 71111  
Phone: 318-678-6056  
Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

Reviewed by T. Wynn/Feb 2017