

EDUCATOR'S LESSON PLAN

PassAssured's Pharmacy Technician Training Program

(Pharmacology for Medical Careers)

Orientation

Orientation introduces the student to basic terms and definitions. This section discusses the national exams and their founding organizations. Re-certification details are provided with easy to follow steps for maintaining certification. Each sub-section is supplemented with a Windows Learn File accessible at any time from the audio drive.

Section Level -Student Activity

The student will complete each sub-section of the Orientation Section. The two sub-sections are: Certification, Licensure, and Registration, and The Exams and Recertification.

Students should watch/review the two sub-sections videos of Orientation a minimum of three times each.

Section Level - Assessment

Student should successfully complete and score 80% or above on both the Orientation section exam and the sub-section quizzes. Student will utilize PassAssured's Student Learning Center for testing.

Sub-Sections

Certification, Licensure, Registration

This sub-section introduces basic definitions the student needs to know in regards to pharmacy technician certification. Definitions of these basic terms are a must.

Sub-Section Level – Student Activity

Student will complete '*Certification, Licensure, Registration*' study presentation.

Students should repeat this sub-section video a minimum of three times.

Sub-Section Level – Assessment

Successfully complete '*Certification, Licensure, Registration*' quiz. This sub-section quiz should be taken three times.

The Exams and Recertification

This sub-section discusses the two national exams, PTCB and the ExCPT. The requirements to sit for these exams, test structures and time allowed for exams are reviewed. Recertification requirements are also discussed in this sub-section.

Sub-Section Level – Student Activity

Student will complete '*The Exams and Recertification*' study presentation. Students should repeat this sub-section video a minimum of three times.

Sub-Section Level – Assessment

Successfully complete '*The Exams and Recertification*' quiz. This sub-section quiz should be taken three times.

Federal Law

Federal Law focuses on legislation that affects the Pharmacy Industry. From Food and Drug Administration (FDA) laws to the Poison Prevention Act (PPA), Federal Laws that have guided the Pharmacy industry are presented. The method used in determining a valid DEA number is studied. The sub-section does not cover state and local laws. (State and local laws vary greatly, thus, providing the material in this product is not practical.) The national certification exams will only cover Federal Law.

Section Level -Student Activity

The student will complete six sub-sections of the Federal Law section. This includes: Pharmacy Law and Time, Federal Law and Drugs, Rules for Controlled Substances, DEA Number Verification, Schedule II Drugs, and Investigational Drugs. Students should watch/review the six sub-section videos a minimum of three times each.

Section Level - Assessment

Student will successfully complete and score 80% or above on the six sub-section quizzes and the Federal Law Section Test. Student will utilize PassAssured's Student Learning Center for the testing system.

Sub-Sections

Pharmacy Law and Time

This sub-section provides different laws and legislation that affect the Pharmacy Industry, when they were enacted and their importance.

Sub-Section Level – Student Activity

Student will complete 'Pharmacy Law and Time' study presentation.

Students should repeat this sub-section video a minimum of three times.

Sub-Section Level – Assessment

Successfully complete 'Pharmacy Law and Time' quiz. This sub-section quiz should be taken three times.

Federal Law and Drugs

This sub-section discusses the importance of the Controlled Substance Act of 1970. This sub-section shows how this act regulated the manufacturing, distribution and dispensing of controlled substances based on abuse potential.

Sub-Section Level – Student Activity

Student will complete 'Federal Law and Drugs' study presentation.

Students should repeat this sub-section video a minimum of three times.

Sub-Section Level – Assessment

Successfully complete 'Federal Law and Drugs' quiz. This sub-section quiz should be taken three times.

Rules for Controlled Substances

This sub-section outlines filing procedures, maintaining records according to State and Federal Laws, and drug substitution requirements.

Sub-Section Level – Student Activity

Student will complete 'Rules for Controlled Substances' study presentation.

Students should repeat this sub-section video a minimum of three times.

Sub-Section Level – Assessment

Successfully complete 'Rules for Controlled Substances' quiz. This sub-section quiz should be taken three times.

DEA Number Verification

This sub-section illustrates how a Doctor's DEA Number is determined and its purpose. An interactive display gives the student instructions on how to determine if a DEA Number is valid.

Sub-Section Level – Student Activity

Student will complete 'DEA Number Verification' study presentation.

Students should watch and review this sub-section video a minimum of three times.

Sub-Section Level – Assessment

Successfully complete 'DEA Number Verification' quiz. This sub-section quiz should be taken three times.

Schedule II Drugs

This sub-section discusses storage requirements for Schedule II Drugs.

Sub-Section Level – Student Activity

Student will complete 'Schedule II Drugs' study presentation.

Students should watch and review this sub-section video a minimum of three times.

Sub-Section Level – Assessment

Successfully complete 'Schedule II Drugs' quiz. This sub-section quiz should be taken three times.

Investigational Drugs

This sub-section defines the four phases of Investigational Drugs.

Sub-Section Level – Student Activity

Student will complete 'Investigational Drugs' study presentation.

Students should watch and review this sub-section video a minimum of three times.

Sub-Section Level – Assessment

Successfully complete 'Investigational Drugs' quiz. This sub-section quiz should be taken three times.

Medical Review

Medical Review Section introduces to the future Pharmacy Technician to Pharmacology. The study guide focuses on maintaining the proper instructional level suited for a Pharmacy Technician. The varied types of drugs, prescription types, medication dosage forms, and medical devices are discussed. Drug interaction on the human body's major systems such as the central nervous system, peripheral nervous system, cardiovascular system and other systems of the human body is introduced. This study concentrates on commonly used drug classes that would be of most concern to the Pharmacy Technician.

Section Level -Student Activity

The student will complete eleven sub-sections of the Medical Review Section. This includes: Doses and Terminology, Basic Anatomy, Central Nervous System, Peripheral Nervous System, Hormones, Cardiovascular Drugs, Renal Drugs, Anti-Infectant Drugs, Cancer Chemotherapy Drugs, Blood and Blood Formation, and Vitamins.

Students should watch and review the eleven sub-sections videos in Medication Review a minimum of three times each.

Section Level - Assessment

Student will successfully complete and score 80% or above on the eleven sub-section quizzes in the Medical Review section exam. Student will utilize PassAssured's Student Learning Center for testing.

Sub-Sections

Doses and Terminology

Discusses the different terms used in pharmacology. In-depth review of the different types of medication dosages, such as tablets, caplets, liquids, creams, emulsions, etc. The sub-section also describes the different types of administration devices for certain medications and dosages.

Sub-Section Level – Student Activity

Student will complete 'Doses and Terminology' study presentation.

Students should repeat this sub-section video three times.

Sub-Section Level – Assessment

Successfully complete 'Doses and Terminology' pop quiz. This subsection quiz should be taken three times.

Basic Anatomy

This section briefly discusses the human body systems, their functions and disease states. The overview of systems are the Cardiovascular System, Digestive System, Endocrine System, Integumentary System, Lymphatic System, Muscular System, Nervous System, Renal System, Reproductive System, Respiratory System and Skeletal System.

Sub-Section Level – Student Activity

Student will complete 'Basic Anatomy' study presentation.

Students should watch and review this sub-section video three times.

Sub-Section Level – Assessment

Successfully complete '*Basic Anatomy*' quiz. This sub-section quiz should be taken three times

Central Nervous System

This section reviews drugs which affect the Central Nervous System. Drug interactions and the mechanism of action for CNS drugs are reviewed. Components of the central nervous system are briefly discussed.

Sub-Section Level – Student Activity

Student will complete '*Central Nervous System*' study presentation.

Students should watch and review this sub-section video three times.

Sub-Section Level – Assessment

Successfully complete '*Central Nervous System*' quiz. This sub-section quiz should be taken three times

Peripheral Nervous System

This section is a review of drugs which affect the Peripheral Nervous System. Drug interactions, mechanism of action and manufacturer named drugs are reviewed as well as the Components of the Peripheral Nervous System.

Sub-Section Level – Student Activity

Student will complete '*Peripheral Nervous System*' study presentation.

Students should watch and review this sub-section video three times.

Sub-Section Level – Assessment

Successfully complete '*Peripheral Nervous System*' quiz. This sub-section quiz should be taken three times.

Hormones

A review of drugs classified as hormones are discussed in this sub-section. This agent significantly influences emotions and a person's quality of life. Drug interactions, mechanism of action and manufacturer named drugs are reviewed. Various hormonal drugs and uses of each are reviewed. Local and systemic hormone uses are studied. All of the male and female hormones are discussed.

Sub-Section Level – Student Activity

Student will complete '*Hormones*' study presentation.

Students should watch and review this sub-section video three times.

Sub-Section Level – Assessment

Successfully complete '*Hormones*' quiz. This sub-section quiz should be taken three times.

Cardiovascular Drugs

This section is a review of drugs that affect the Cardiovascular System. Basic definitions of terms used in cardiovascular treatment are studied. Drug interactions, mechanism of action and manufacturer named drugs are reviewed. Components of the Cardiovascular System are briefly studied. The student will study the differences between various drugs used to treat cardiovascular illnesses.

Sub-Section Level – Student Activity

Student will complete '*Cardiovascular Drugs*' study presentation.

Students should watch and review this sub-section video three times.

Sub-Section Level – Assessment

Successfully complete '*Cardiovascular Drugs*' quiz. This sub-section quiz should be taken three times.

Renal Drugs

This sub-section contains drugs which affect the Renal System. A review of basic definitions referencing the renal system is discussed. Drug interactions, mechanism of action and manufacturer named drugs are reviewed. Components of the Renal System are briefly reviewed.

Sub-Section Level – Student Activity

Student will complete '*Renal Drugs*' study presentation.

Students should watch and review this sub-section video three times.

Sub-Section Level – Assessment

Successfully complete '*Renal Drugs*' quiz. This sub-section quiz should be taken three times.

Anti-Infectant Drugs

Drugs classified as Anti-Infectant Drugs are included in this sub-section. Drug interactions, mechanism of action and manufacturer named drugs are reviewed. Anti-Infectant drug classes and typical treatment regimes are discussed. Therapeutic classes used in the treatment of infections are reviewed.

Sub-Section Level – Student Activity

Student will complete '*Anti-Infectant Drugs*' study presentation.

Students should watch and review this sub-section video three times.

Sub-Section Level – Assessment

Successfully complete '*Anti-Infectant Drugs*' quiz. This sub-section quiz should be taken three times.

Cancer Chemotherapy Drugs

A review of drugs classified as Chemotherapy drugs are studied in this sub-section. Drug interactions, mechanism of action and manufacturer named drugs are reviewed. Therapeutic classes used in the treatment of cancer are detailed. Personal safety and safe handling procedures for these dangerous agents are reviewed.

Sub-Section Level – Student Activity

Student will complete '*Cancer Chemotherapy Drugs*' study presentation.

Students should watch and review this sub-section video three times.

Sub-Section Level – Assessment

Successfully complete '*Cancer Chemotherapy Drugs*' quiz. This sub-section quiz should be taken three times.

Blood and Blood Formation

A medication review of blood and blood formation drugs are included in this sub-section. Drug interactions, mechanism of action and manufacturer named drugs are reviewed. Basic definition referencing to blood and blood formation abnormalities are given.

Sub-Section Level – Student Activity

Student will complete '*Blood and Blood Formation*' study presentation.

Students should watch and review this sub-section video three times.

Sub-Section Level – Assessment

Successfully complete '*Blood and Blood Formation*' quiz. This sub-section quiz should be taken three times.

Vitamins

A medication review of Vitamins is studied. Drug interactions, mechanism of action and manufacturer named drugs are reviewed. Fat-soluble and water-soluble vitamins are discussed. A study acronym is illustrated to assist the student in remembering which vitamins are fat-soluble. Herbal products and homeopathy are briefly discussed as well.

Sub-Section Level – Student Activity

Student will complete '*Vitamins*' study presentation.

Students should watch and review this sub-section video three times.

Sub-Section Level – Assessment

Successfully complete '*Vitamins*' quiz. This sub-section quiz should be taken three times.

Aseptic Techniques

Aseptic Techniques gives the student a 'bird's eye' view of preparation procedures for parenteral products. Pictures taken during actual preparation of various sterile products are used to illustrate a particular topic. Laminar airflow and Horizontal airflow hoods are covered with pictures and diagrams. Devices used in the preparation of sterile products are illustrated. The study topic provides the basics of Aseptic Techniques with

emphasis toward possible testing topics. USP 797 & 800 sterile preparation and procedures are covered in this section.

Section Level -Student Activity

The student will complete nine sub-sections in the Aseptic Technique section. This includes: Definitions, Syringes, Parenteral, Techniques of Sterile Compounding, Solutions, Parenteral Antineoplastic Agents, Stability Considerations for Parenteral Products, USP 797 and lastly USP 800.

Students should watch and review the nine sub-sections videos three times each.

Section Level – Assessment

Student will successfully complete and score 80% or above on nine sub-section quizzes and on the Aseptic Technique Section Test. Student will utilize PassAssured's Student Learning Center for testing.

Sub-Sections

Definitions

The definitions module explores basic terminology and environmental contamination concerns in performing aseptic techniques procedures. Laminar airflow hoods, air filtration systems and inspection requirements are highlighted. A review of vertical airflow hoods, or biological safety cabinets, is included and uses for each type of hood are given.

Sub-Section Level – Student Activity

Student will complete 'Definitions' study presentation. Students will watch and review this sub-section video three times.

Sub-Section Level – Assessment

Successfully complete 'Definitions' quiz. This sub-section quiz should be taken three times.

Syringes

The components of a syringe are illustrated and reviewed. Various types of syringes are graphically illustrated. The components of a needle assembly and how the size or gauge of a needle is determined are graphically illustrated.

Sub-Section Level – Student Activity

Student will complete 'Syringes' study presentation.

Students should watch and review this sub-section video three times.

Sub-Section Level – Assessment

Successfully complete 'Syringes' quiz. This sub-section quiz should be taken three times.

Parenteral

A high level review of various injection types is reviewed. The uses of parenteral routes and the four most widely used parenteral routes are discussed. Intravenous injection types and widely used parenteral fluids are illustrated. The module prepares the student for review of sterile compounding.

Sub-Section Level – Student Activity

Student will complete 'Parenteral' study presentation. Students should watch and review this sub-section video three times.

Sub-Section Level – Assessment

Successfully complete 'Parenteral' quiz. This sub-section quiz should be taken three times.

Techniques of Sterile Compounding

A review of sterile compounding procedures provides a broad 'overview' of skills needed to perform sterile compounding. Tips in avoiding contamination while using a laminar airflow hood and various procedures that assure successful sterile product mixing, are provided. Examples of filling a syringe, breaking an ampule, reconstituting a sterile powder, injecting liquids into a plastic IV bag, introducing liquids into a glass intravenous bottle, and many more needed aseptic techniques are reviewed.

Sub-Section Level – Student Activity

Student will complete 'Techniques of Sterile Compounding' study presentation.

Students should watch and review this sub-section video three times.

Sub-Section Level – Assessment

Successfully complete "Techniques of Sterile Compounding" quiz. This sub-section quiz should be taken three times.

Solutions

The Solution sub-section reviews the uses of various solutions used in Pharmacy. Irrigation solutions, parenteral solutions, and TPNs are highlighted.

Sub-Section Level – Student Activity

Student will complete 'Solutions' study presentation.

Students should watch and review the sub-section video three times.

Sub-Section Level – Assessment

Successfully complete 'Solutions' quiz. This sub-section quiz should be taken three times.

Parenteral Antineoplastic Agents

A general overview of preparation, and the safe handling of Antineoplastic agents used in the treatment of cancer is provided. Emphasis on personal safety and safety procedures for handling these dangerous agents are discussed.

Sub-Section Level – Student Activity

Student will complete 'Parenteral Antineoplastic Agents' study presentation.

Students should watch and review this sub-section video three times.

Sub-Section Level – Assessment

Successfully complete 'Parenteral Antineoplastic Agents' quiz. This sub-section quiz should be taken three times.

Stability Considerations for Parenteral Products

Parenteral Products have special stability concerns. Stability considerations, as well as information on various types of reference material are given. The steps of a Parenteral Admixture Order are illustrated. Details from receiving the order to delivering to the patient are discussed.

Sub-Section Level – Student Activity

Student will complete 'Stability Considerations for Parenteral Products' study presentation.

Students should watch and review this sub-section video three times.

Sub-Section Level – Assessment

Successfully complete 'Stability Considerations for Parenteral Products' quiz. This sub-section quiz should be taken three times.

USP 797

The United States Pharmacopeia is a non-government, non-profit organization designed to create standards on patient safety, healthcare information, and verification of products. The purpose of the U.S.P. 797 is to set the standard for the compounding of sterile products as well as to prevent harm and death to patients. Standard operating procedures, compounded sterile preparation, microbial contamination risk levels, storage and beyond use dating, hazardous drug preparation, environmental quality control, and quality assurance are some of the topics discussed in this section.

Sub-Section Level – Student Activity

Student will complete 'USP 797' study presentation.

Students should watch and review this sub-section video three times.

Sub-Section Level – Assessment

Successfully complete 'USP 797' quiz. This sub-section quiz should be taken three times.

USP 800

Like USP 795, 797 the provisions of USP 800 address the product transport, product storage, compounding, preparation and the administration of parenteral products. USP 800 focuses on hazardous drugs and

occupational safety in health care settings and all types of pharmacies. USP 800 also explains how to limit and minimize exposure to hazardous drugs.

Sub-Section Level – Student Activity

Student will complete 'USP 800' study presentation.

Students should watch and review this sub-section video three times.

Sub-Section Level – Assessment

Successfully complete 'USP 800' quiz. This sub-section quiz should be taken three times.

Calculations

Pharmacy calculations are an essential function of the Pharmacy Technician. The PTTP's calculation section provides a refresher path through the aspects of Pharmacy mathematics. Many example calculations are done using different methods, thus, providing the student a choice for calculating Pharmacy math problems that best suits the individual's needs. The Calculation section provides an excellent tool for learning Pharmacy math and the calculations are performed 'in motion', with a timed audio presentation.

Section Level -Student Activity

The student will complete eleven sub-sections of the Calculations section. This includes: Metric Measurements, Abbreviations, Roman Numerals, 'Fractions, Decimals & Percent', Temperature Conversions, Ratio Proportions, 'Quantities, Dilutions, & Concentrations', Dosage Regimen, IV Flow Rates, Powder Volumes, and Pricing.

Students should watch and review the Calculations eleven sub-section videos three times each.

Section Level – Assessment

Student will successfully complete and score 80% or above on the eleven sub-section quizzes and on the Calculations section test. Student will utilize PassAssured's Student Learning Center for testing.

Sub-Sections

Metric System

Audio, charts, graphic illustrations and text help files are used to provide the student with knowledge and reference tables for use in performing various conversions. The units of measurement for the Metric, Avoirdupois, and Apothecary systems are discussed.

Sub-Section Level – Student Activity

Student will complete 'Metric System' study presentation.

Students should watch and review this sub-section video three times.

Sub-Section Level – Assessment

Successfully complete 'Metric System' quiz. This sub-section quiz should be taken three times.

Abbreviations

The Pharmacy Industry exists in a world of abbreviations. Abbreviations uses in prescriptions are covered in detail. Emphases on abbreviations that have historically been misinterpreted are discussed. Reference listing of Pharmacy abbreviations is included.

Sub-Section Level – Student Activity

Student will complete 'Abbreviations' study presentation.

Students should watch and review this sub-section video three times.

Sub-Section Level – Assessment

Successfully complete 'Abbreviations' quiz. This sub-section quiz should be taken three times.

Roman Numerals

The eight primary Roman Numerals are illustrated, with emphasis on 'rules' for adding and subtracting. Roman Numerals are widely used in Pharmacy.

Sub-Section Level – Student Activity

Student will complete 'Roman Numerals' study presentation.

Students should watch and review this sub-section video three times.

Sub-Section Level – Assessment

Successfully complete 'Roman Numerals' quiz. This sub-section quiz should be taken three times.

Fractions, Decimals, & Percent

This review provides the basics of fractions, decimals and percent. The intensive use of 'motion graphics' support the audio driven lesson. A good understanding of this section will provide the student a basis for the remaining calculations topics.

Sub-Section Level – Student Activity

Student will complete 'Fractions, Decimals, & Percent' study presentation.

Students should watch and review this sub-section video three times.

Sub-Section Level – Assessment

Successfully complete 'Fractions, Decimals, & Percent' quiz. This sub-section quiz should be taken three times.

Temperature Conversions

Two widely used methods for Fahrenheit – Centigrade temperature conversions are illustrated. The audio driven lesson uses 'graphics in motion' to provide clearly explained examples of typical pharmacy temperature conversions.

Sub-Section Level – Student Activity

Student will complete 'Temperature Conversions' study presentation.

Students should watch and review this sub-section video three times.

Sub-Section Level – Assessment

Successfully complete 'Temperature Conversions' quiz. This sub-section quiz should be taken three times.

Ratio Proportions

Ratio proportion relationships are used to provide a means for reducing or enlarging chemical mixtures used in pharmacy. Determining the proper amount of solution to mix with drug active ingredients is covered.

Sub-Section Level – Student Activity

Student will complete 'Ratio Proportions' study presentation.

Students should watch and review this sub-section video three times.

Sub-Section Level – Assessment

Successfully complete 'Ratio Proportions' quiz. This sub-section quiz should be taken three times.

Quantities, Dilutions, & Concentrations

Quantities, dilutions, & concentrations provide a review of unit of measurement for drug and expressions of quantity and concentration for drugs in drug products. Illustrations are discussed for the different methods for determining quantities of ingredients and concentration of drugs when preparing or dispensing drug products.

Sub-Section Level – Student Activity

Student will complete 'Quantities, Dilutions, & Concentrations' study presentation.

Students should watch and review this sub-section video three times.

Sub-Section Level – Assessment

Successfully complete 'Quantities, Dilutions, & Concentrations' quiz. This sub-section quiz should be taken three times.

Doses and Dose Regimen

A review of methods of expressing doses and dosage regimens is given. The student will learn to calculate the amount of drug product to dispense and the number of days' supply from a dosage regimen. In addition, methods to calculate doses for pediatric patients are provided.

Sub-Section Level – Student Activity

Student will complete 'Dosage Regimen' study presentation.

Students should watch and review this sub-section video three times.

Sub-Section Level – Assessment

Successfully complete 'Dosage Regimen' quiz. This sub-section quiz should be taken three times.

Calculation of IV Flow Rates

The student will learn to determine the flow rate of an IV solution when given the total volume, total time of administration, and the drops delivered per ml by the administration set.

Sub-Section Level – Student Activity

Student will complete 'IV Flow Rates' study presentation.

Students should watch and review this sub-section video three times.

Sub-Section Level – Assessment

Successfully complete 'IV Flow Rates' quiz. This sub-section quiz should be taken three times.

Powder Volumes

Discussions of powder volume concept are given. Learn how to calculate powder volume and how to use this information in reconstituting dry powders for suspension or solution.

Sub-Section Level – Student Activity

Student will complete 'Powder Volumes' study presentation.

Students should watch and review this sub-section video three times.

Sub-Section Level – Assessment

Successfully complete 'Powder Volumes' quiz. This sub-section quiz should be taken three times.

Pricing

Pricing methods support the needs of the pharmacy as a business enterprise. Our study guide will provide a review of various pricing methods used in retail pharmacy.

Sub-Section Level – Student Activity

Student will complete 'Pricing' study presentation.

Students should watch and review this sub-section video three times.

Sub-Section Level – Assessment

Successfully complete 'Pricing' quiz. This sub-section quiz should be taken three times.

Pharmacy Operations

Pharmacy Operations is the core of the Pharmacy Technicians responsibilities. Day to day operations, interfacing with customers, maintaining patient records, and assuring the Pharmacy meets all State, Federal and local requirements are covered. Managing proper inventory control is vital in assuring continuing success of the Pharmacy business. An overview of insurance claims and "Third Party" reimbursement is provided. Medication safety is a priority in dispensing medication to patients. Learning how to give appropriate change in covered in the Cash Register sub-section.

Section Level -Student Activity

The student will complete eight sub-sections of the Pharmacy Operations section. This includes: Basic Facts in Pharmacy, Assisting the Pharmacist, General Prescription Duties, USP 795, Medication Distribution and Inventory Control, Third Party Reimbursement, Medication Safety, and Cash Register. Students should watch and review the eight Sub-section videos in Pharmacy Operations three times each.

Section Level - Assessment

Student will successfully complete and score 80% or above on the eight sub-section quizzes and on the Pharmacy Operations section test. Student will utilize PassAssured's Student Learning Center for testing. The student should take all eight sub-section quizzes in Pharmacy Operations three times each.

Sub-Sections

Basic Facts in Pharmacy

The Pharmacy Technician will need to be familiar with drug nomenclature. The three names given to each drug is reviewed. NDC codes, mnemonic codes, and the importance of understanding different expiration date formats are discussed and illustrated. The various drug containers are illustrated. The different types of container closures and uses for each are reviewed. Auxiliary labels affixed to prescription bottles are reviewed.

Sub-Section Level – Student Activity

Student will complete 'Basic Facts in Pharmacy' study presentation.

Students should watch and review this sub-section video three times.

Sub-Section Level – Assessment

Successfully complete 'Basic Facts in Pharmacy' quiz. This sub-section quiz should be taken three times.

Assisting the Pharmacist

Acceptable medication prescribers are reviewed. Mailing prescription requirements, patient confidentiality, assisting the pharmacist, immunizations, The Combat Methamphetamine Epidemic Act of 2005, and how prescriptions can be transmitted to a Pharmacy and requirements for certain classes of drugs is discussed. The required information on a prescription and the process for patient refills is given.

Sub-Section Level – Student Activity

Student will complete 'Assisting the Pharmacist' study presentation.

Students should watch and review this sub-section video three times.

Sub-Section Level – Assessment

Successfully complete 'Assisting the Pharmacist' quiz. This sub-section quiz should be taken three times.

General Prescription Duties

Maintaining an accurate patient profile is crucial in providing medication to a patient. A well-maintained patient profile can prevent improper dispensing of medication and adverse effects for medication. Details of what should be collected for a proper patient profile are illustrated. Brand versus generic, formularies, inventory control, measuring and counting techniques, compounding and the different classes of balances, medication errors, and the step by step process of filling a prescription in a pharmacy are discussed.

Sub-Section Level – Student Activity

Student will complete 'General Prescription Duties' study presentation.

Students should watch and review this sub-section video three times.

Sub-Section Level – Assessment

Successfully complete 'General Prescription Duties' quiz. This sub-section quiz should be taken three times.

USP 795

USP 795 defines general information to support extemporaneous compound preparations that are of acceptable strength, quality and purity. Important USP 795 terms and definitions are presented and explained. How-to Preparations are performed for suppositories, ointment, suspension and an enema.

Sub-Section Level – Student Activity

Student will complete 'USP 795' study presentation.

Students should watch and review this sub-section video three times.

Sub-Section Level – Assessment

Successfully complete 'USP 795' quiz. This sub-section quiz should be taken three times.

Medication Distribution and Inventory Control

Definitions of key terms used in inventory management are provided. Ordering techniques and the proper receiving process of ordered items is reviewed. Expired or discontinued stock processes and drug recall issues are illustrated. Point of Sale Management Systems, electronic prescribing, electronic medication administration record, and theft and drug diversion are discussed also.

Sub-Section Level – Student Activity

Student will complete *'Medication Distribution and Inventory Control'* study presentation.

Students should watch and review this sub-section video three times.

Sub-Section Level – Assessment

Successfully complete *'Medication Distribution and Inventory Control'* quiz. This sub-section quiz should be taken three times.

Third Party Reimbursement

Knowledge of “Third Party” reimbursement is an ‘ever changing’ environment. A general overview of processes used for reimbursement and different payment plans currently offered is illustrated. Formularies, generics, DAW codes, Affordable Care Act, Medicare, and Medicaid are reviewed.

Sub-Section Level – Student Activity

Student will complete *'Third Party Reimbursement'* study presentation.

Students should watch and review this sub-section video three times.

Sub-Section Level – Assessment

Successfully complete *'Third Party Reimbursement' Prescriptions'* quiz. This sub-section quiz should be taken three times.

Medication Safety

Medication errors are covered in depth. Prevention strategies, causes of medication errors and where and why they occur, sound-alike and look-alike medications, Tall Man lettering, reporting medication errors to Medwatch and MERP, 5 rights of medication administration, e-prescribing, HITECH Act, iPLEDGE and other medication safety programs,

Sub-Section Level – Student Activity

Student will complete *'Medication Safety'* study presentation.

Students should watch and review this sub-section video three times.

Sub-Section Level – Assessment

Successfully complete *'Medication Safety'* quiz. This sub-section quiz should be taken three times.

Cash Register

The use of the cash register is vital to Customer Service in the pharmacy. The student will learn the accurate way of calculating how to give change.

Sub-Section Level – Student Activity

Student will complete *'Cash Register'* study presentation.

Students should watch and review this sub-section video three times.

Sub-Section Level – Assessment

Successfully complete *'Cash Register'* quiz. This sub-section quiz should be taken three times.

Study Aids

The Study Aids are an excellent way of teaching while having fun! The Study Aids were designed as an enhancement to the Medication Review Section. This part of the program will enable the student to become familiar with over 200 drugs widely used in the market place. The Study Aids consist of flash cards and are created to allow the student to recognize and pronounce the medications reviewed all while having fun ‘playing’ games. The games include Flashcards – “Top 200 Drugs”, “Memory Match”, “Roman Numerals”, “Sigs”, “Abbreviations”, and the additional Study Aids: “Study Table”, “Virtual Rx” and “Virtual Cash Register”. Drug name pronunciations as well as visual recognition of all medications reviewed are included.

Section Level - Assessment

Student will successfully complete and score 80% or above on the five sub-section flash cards and three additional Study Aids tests in this addendum to the Medical Review section. Students will utilize PassAssured's Student Learning Center for testing.

Students should successfully complete the flash cards/games three times and take the tests for each three times.

Sub-sections

Top 200 Drugs

Flash Cards

Students will discover more than 200 drugs used in the marketplace and review the brand versus generic, drug classes, therapeutic classifications and drug uses within this portion of flash cards. Tests are also available for this module.

Sub-Section Level – Assessment

Successfully complete “*Top 200 Drugs*” Flash Cards three times as well as take the test three times.

Roman Numerals

Flash Cards

Flash cards appear with a Cardinal (English) number or a Roman Numeral that are matched to the correct translation of the number or numeral. A short quiz follows.

Sub-Section Level – Assessment

Successfully complete “*Roman Numerals*” Flash Card three times and test three times.

SIGS

Flash Cards

Flash cards appear with a SIG or abbreviated directions that should be matched to the correct translation in English. (Or vice versa)

Sub-Section Level – Assessment

Successfully complete “*SIGS*” Flash Cards three times and test three times.

Abbreviations

Flash Cards

Flash cards appear with pharmaceutical abbreviations that are matched to the correct translation in English. (Or vice versa) A short quiz follows.

Sub-Section Level – Assessment

Successfully complete “*Abbreviations*” Flash Cards three times and test three times

Virtual Rx

Flash Cards

Flash cards with prescriptions enable the student to “dissect” all parts of the script and answer questions that correlate with information that appears on the prescription. A short quiz follows.

Sub-Section Level – Assessment

Successfully complete the “*Virtual Rx*” three times.

Interview

Students will understand the important preparations, considerations and attributes to a successful interview.

A short quiz follows.

Sub-Section Level- Student Activity

Student will complete ‘*The Interview*’ study presentation. Students should watch and review this video three times.

Sub-Section Level – Assessment

Successfully complete “*The Interview*” quiz three times.

Effective Communication

Students realize the effectiveness on proper communications between customer/patient and the Pharmacy Technician. With appropriate communication, correct questions are asked and issues as well as orders are efficiently processed as well as misunderstandings and errors are avoided. A short quiz follows.

Sub-Section Level – Student Activity

Student will complete 'Effective Communication' study presentation. Students should watch and review this video three times.

Sub-Section Assessment

Successfully complete "Effective Communication" quiz three times.

HIPAA Regulations

Understanding the confidentiality for all patients and customers should be one of the highest priorities in the medical field! Privacy Rules and laws that are standards in the pharmacy industry are discussed. A short quiz follows.

Sub-Section Level – Student Activity

Student will complete 'HIPAA Regulations' study presentation. Students should watch and review this video three times.

Sub-Section Level – Assessment

Successfully complete "HIPAA Regulations" test three times.

Pre-Final

The "Pre-Final" is available using the Student Learning Center's web interface. When the educator has granted the student access to the "Pre-Final", the student will gain web access via the testing system. The "Pre-Final" has a separate data base of question sets from the six sections. The "Pre-Final" is a timed indicated test, with feedback to enhance the student's learning exercise. The test timers are halted when a feedback screen is displayed. When the two-hour time limit has expired, a warning will appear, indicating to the student that the two-hour time limit has been reached. However, the "Pre-Final" will allow the student to complete the test, even if the two-hour time limit has expired. If an answer to a question is correctly selected, feedback is given supporting the correct answer. If an incorrect answer is selected, feedback is given offering the student additional information to understand the correct answer.

Actions:

Student should take the "Pre-Final" as often as needed.

Upon completion, educator and student should review success of test and refer back to portions of program where students' were weak (or incorrectly answered questions). The "Pre-Final" should be taken a minimum of three times.

Final

The "Final" is available using the Student Learning Center's web interface. When the educator has granted the student access to a "Final", the student will gain web access to the testing system. The "Final" is designed to mimic the national certification exams. The "Final" offers the student no feedback. Directly after an answer is selected, the next question will display. The educator controls access to the "Final". The score will be based on the number of questions answered correctly, verses the total number of questions (125) and within a two-hour time limit.

Actions:

Educator should proctor 2 hours of classroom time for the "Final".

Upon completion, educator and student should review success of test and refer back to portions of program where students' were weak (incorrectly answered questions).

Educator must proctor this exam and allocate 2 hours of classroom time for the "Final".

The successful completion of the "Final" completes the course.