

PMT 111 Pharmacy Practice for Pharmacy Technicians I

Syllabus

Academic Year 2013 - 2014

COURSE DESCRIPTION: This course provides the student with a perspective on the role of the pharmacy technician, the genesis of the regulations governing the pharmaceutical industry and the current status of federal and state laws which must be followed. Emphasis will be placed on handling controlled substances and related record keeping. The roles of the FDA in the drug approval process and post-marketing surveillance, and the DEA in the daily operation of the pharmacy will be discussed. Students will be introduced to common medical terminology and weights and measures used routinely in the practice of pharmacy.

CREDITS: 3

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PREREQUISITES: Complete or place out of ENG 095.

REQUIRED TEXTS: APhA, *The Pharmacy Technician 5th edition*, Morton 2013

Pharmacy Calculations by Powers and Wakelin

APhA, *Workbook & Certification Review, 5th edition*, Morton 2013 (optional)

COURSE OBJECTIVES: Upon completion of this course, the successful student will be able to:

- Define the role of the pharmacy technician.
- Describe the origin of current federal laws.
- Describe the drug research and approval process.
- Understand the regulation and control of approved drugs.
- Describe the impact of various governmental agencies, FDA, DEA, CPSC, Board of Pharmacy, on the practice of pharmacy.

- Outline the controlled drug schedules and identify classes of drugs belonging to each.
- Understand the impact of differences between state and federal law regarding pharmacy practice.
- Explain the Health Insurance Portability and Accountability Act (HIPAA).
- Explain the Combat Meth Act.
- Explain the Poison Prevention Act of 1970.
- Explain the conflict of morals and ethics that can potentially arise in the healthcare setting.
- Understand and use medical terminology related to the body systems and disease states, and drug names and classes of drugs.
- Provide definitions for medical abbreviations used in prescriptions, dosage forms, administration of medications, dosage units, drugs, disease states and symptoms.
- State household units used commonly with prescription drugs, and develop a working knowledge the metric system as used in pharmacy.

TEACHING PROCEDURES:

- Lectures and discussions based on material in the text will emphasize immediate feedback from the students to determine comprehension.
- Students will be asked to participate in classroom discussion by bringing experiences from the clerkship into discussion in the classroom.
- Small group work to discuss assigned topics.

EDUCATIONAL PHILOSOPHY:

Students are expected to learn and demonstrate study and work skills that will give them the opportunity to succeed in both the classroom and the workplace. Some of the skills that will allow the student to become a “healthcare professional” are having good attendance, being punctual, reading assigned parts of the text, asking questions, taking notes, listening carefully, studying and reviewing class material, and taking part in classroom discussion.

We expect students to demonstrate the respect that every person desires by being courteous to the instructor and to fellow students and by showing consideration to others. In this regard please adhere to the following policies:

- **ALL CELL PHONES MUST BE OFF DURING CLASS TIME.**
- UNLESS GROUP WORK IS BEING DONE IN THE CLASSROOM, ONLY ONE PERSON SPEAKS AT A TIME.
- ARRIVING TO CLASS LATE SHOWS DISRESPECTFUL BEHAVIOR AND DISRUPTS THE FLOW OF LEARNING.
- PERIODIC BREAKS WIL BE TAKEN. STUDENTS MUST NOT LEAVE CLASS WHILE THE LECTURE IS IN PROGRESS. THIS IS DISRUPTIVE AND DISRESPECTFUL.

- CHEATING IS UNACCEPTABLE BEHAVIOR. IT INCLUDES CHEATING ON TESTS AND COPYING HOMEWORK FROM TEXTBOOKS OR OTHER STUDENTS.
- YOU WILL BE GIVEN PERIODIC BREAKS DURING CLASS. STUDENTS MUST NOT LEAVE CLASS WHILE THE LECTURE IS IN PROGRESS. THIS IS DISRUPTIVE TO THE CLASS AND DISRESPECTFUL.

All disrespectful behavior will be addressed according to the academic policies and procedures of the College.

By working together much can be achieved. If the student is having any problems that make it difficult to do this work and or to attend classes, he or she should speak to the instructor immediately. Many times the instructors and staff can work with and assist the student to solve these problems and to succeed in completing the program.

HOMEWORK:

Your homework will be to read the assigned pages in the text BEFORE coming to class. Complete any other handouts or assignments that are given. If you are absent, it is your responsibility to do the homework and pass it in during the **NEXT** scheduled class you attend.

HOW YOUR GRADE IS COMPUTED:

- Tests will be on material covered during class. The exam and quizzes will be multiple choice (choosing the best out of 4 possible answers), and short answer questions.
- If you earn less than **80%** on any quiz you should make an appointment with the instructor to go over the exam and demonstrate that you understand the material.
- If you are absent for an exam/quiz and **do not call** the instructor **BEFORE** the class you will lose **the privilege of taking a make-up exam/quiz.**
- Use of electronic or paper dictionaries during exams is not allowed.
- The final exam will be all inclusive of the material covered in this five week course.

Percentage Breakdown of your Final Grade

Final Exam	40%
Homework	15%
Weekly Quizzes	40%
Attendance	5%
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	100%

A	Equivalent to a numerical grade of	94 - 100
A-	Equivalent to a numerical grade of	90 - 93
B+	Equivalent to a numerical grade of	87 - 89
B	Equivalent to a numerical grade of	83 - 86
B-	Equivalent to a numerical grade of	80 - 82
C+	Equivalent to a numerical grade of	77 - 79
C	Equivalent to a numerical grade of	70 - 76
D	Equivalent to a numerical grade of	60 - 69
F	Equivalent to a numerical grade of	0 - 59

A grade of “B-” or better in all courses is required for progression in the program.

ABSENCE AND LATENESS POLICY:

Attendance will be taken at the beginning of the period. If you arrive after attendance has been taken, it is counted as a late class. **Frequent absences and lateness will result in a lowered grade or failure of the course.** You will be asked to speak with the instructor to determine and document a plan to deal with the situation if the instructor considers absence or lateness to be a problem.

It is necessary to call the instructor if you are absent. Please leave a message on the appropriate instructor phone number **BEFORE** class begins that you will not be attending class that day. This is what you will be expected to do in a work situation so it is a mandatory part of this program.

Bunker Hill Community College is committed to providing equal access to the educational experience of all students in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1994. Any students with a documented disability requiring an accommodation should immediately speak to the professor. Students with disabilities, who have not already done so, should schedule an appointment at the Office for Students with Disabilities (Room D106A) to obtain appropriate services.

COURSE OUTLINE

There will be weekly quizzes usually given on Monday at the start of class. Students will be given from 8:30 to 9:00 for the quiz. If you arrive late, you will only have until 9:00 to finish the quiz. If you arrive after 9:00, you will not be allowed to take the quiz.

Topic 1

- **Introduction to the Role of the Pharmacy Technician**
- Chapter 2: The Pharmacy Technician
 - o Define the role and responsibilities of the technician
 - o Identify permitted and prohibited functions the technician may perform
 - o Know what the technician must do to receive certification
 - o Identify the benefits of the CPT relative to a PT

Topic 2

- **Drug Regulation and Control**
- Chapter 3: Drug Regulation & Control
- For each of the following state the major change brought about by the law.
 - o Food and Drug Act of 1906
 - o Food, Drug and Cosmetic (FDC) Act 1938
 - o Durham-Humphrey Amendment 1951
 - o Kefauver-Harris Amendment 1962
 - o Orphan Drug Act 1983
 - o OBRA 1990
- For each of the following state three changes brought about by the law.
 - o Controlled Substance Act 1970
 - o HIPAA 1996

Topic 3

- **Understanding the Drug Approval Process**
 - o The student should be able to define in brief each of the following topics as it applied to the Drug Approval Process
 - o Discovery
 - o Phase I
 - o Phase II
 - o Phase III
 - o NDA submission and approval
 - o Phase IV Post-Marketing
 - o ANDA

Topic 4

- **The “Acts”**
 - o HIPAA and the Technician - Describe the portions that impact pharmacy personnel.
 - o Combat Meth Act - Describe the intent of the law and at least 3 points that must be considered by pharmacy personnel
 - o Poison Prevention Act of 1970 - Identify the purpose of the act and where it fits into the prescription filling process.
 - o Fraud, Waste and Abuse - Define each term and identify how to avoid it in pharmacy practice.

Topic 5

- **Restricted Drug Programs**
 - o List medications with special dispensing requirements
 - o Identify the medication associated with the iPledge program
 - o Understand the regulations surrounding Thalomid
 - o Understand the regulations surrounding Clozapine
 - o State and be able to apply the restrictions on the sale of Pseudoephedrine

- o State and be able to apply the restrictions on the sale of Plan B

Topic 6

- **Current Federal Rules and Regulations**

- o Outline the laws and regulations involved in dispensing a controlled substance
- o Identify Schedule I, II, III, IV and V controlled substance drugs
- o List the components of a valid CII prescription
- o State the instances under which a CII prescription can be transmitted other than by original order in writing
- o Ordering CII drugs and the use of DEA Form 222
- o Reporting loss of CII drugs and the use of DEA Form 106
- o Verify the validity of a DEA number
- o Identify types of prescribers allowed to write for controlled substances
- o Understand the requirements for record retention regarding controlled substances
- o Describe how to secure controlled drugs
- o Define perpetual inventory as applied to controlled drugs

- **Controlled Drugs Prescription Information**

- o List requirements for a controlled and a non-controlled drug prescription
- o List information required on the prescription label
- o Explain the refill policy regarding controlled drugs
- o List the type of drug recalls and actions which are required for each
- o Differentiate between a controlled, non-controlled, OTC and behind the counter OTC drug
- o Give an example of a Look-alike Sound-alike drug and describe the problem associated with it
- o Define and describe an NDC

Topic 7

- o **Massachusetts Law**
- o Understand and give examples of how Federal and Massachusetts laws differ
- o Identify drugs in schedules I through VI.
- o List instances where Massachusetts Law is more restrictive than Federal Law and state which law is followed in these cases.
- o Understand what the Massachusetts PMP program is.
- o Identify individuals who may prescribe controlled substances in Massachusetts
- o Identify what information may be changed a controlled prescription
- o State the restriction on validity of a CII or CIII prescription
- o Understand and apply the records retention policy for Massachusetts

Topic 8

- **Morals, Ethics and Liability**
 - o Discuss and provide examples of the difference between morals and ethics.
 - o Explain how a PT can be negligent, provide examples and describe how to avoid it.
 - o Is the customer always right?

Topic 9

- **Chapter 5: Prescriptions**
 - o Understand the steps involved in processing a prescription from receiving to patient pick up and counseling.
 - o Understand and the importance of preventing medication errors and ways the pharmacy technician helps prevent them from occurring.
 - o Understand the different roles and responsibilities of the pharmacist and technician in the dispensing process.
 - o Understand the importance of patient privacy and the need to treat patients and their personal information with respect.
 - o Understands and can interpret the basic terminology used in a written prescription.

Topic 10

- **Chapter 7: Characteristics of Dosage Formulations**

- o Describe at least four different types of solid oral dosage forms
- o Describe at least three different liquid oral dosage forms
- o Contrast various topical formulations and reasons for their use
- o List the various parenteral formulations and methods for their administration
- o Describe several systems for oral inhalation of drug product

- **FINAL EXAM Friday February 21st**

Schedule tentative and subject to change.

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