**Pharmacy Technician Honors**

**Porter Ridge High School**

**Teacher**: Mrs. Hayley Clontz, RN, BSN. If you need to contact me, please email me at: [Hayley.Clontz@ucps.k12.nc.us](mailto:Hayley.Clontz@ucps.k12.nc.us).

**Office Hours:** Tuesday and Wednesday 3:15pm-4pm and by appointment.

**Honors Statement:** Pharmacy Technician is an honors level course. This course is also available in the Program of Studies at the College Preparatory level. Students earning credit for an Honors level course receive an elevated number of Quality Points for their Grade Point Average. Students choosing the Honors level course should be aware that this Honors level course will include:

• Required extension opportunities that are directly related to the Standard Course of Study. This includes additional content beyond that covered in the College Preparatory level.

• More challenging coursework and assessments. Students will be expected to demonstrate higher levels of understanding for grades.

• Projects and presentations will be more in depth.

• Students will have to focus and study regularly to master the content.

• The expectation that students can move through the coursework at an accelerated pace and students experiencing difficulty should quickly seek guidance from their teacher on how they can be more successful.

**Final Exam:** The Proof of Learning your student will take for this course is a credential (Pharmacy Technician Certification Exam (PTCE).  This test will be administered in May or June at Pearson Vue (Matthews, NC).  Your student results can be viewed right after they submit the exam.

**Grading Scale:** Your grade for each six weeks will be based on classwork (40%), quizzes (25%), and lab/projects (35%). Parents can see grades at any time through Parent Portal online, progress reports that are sent out every three weeks and report card every 6 weeks.

**Tutoring:** Students may come for tutoring during my office hours (listed above) or by appointment.

**Materials:**

2 inch 3-ring binder for classwork and notes

Loose leaf paper

Index cards for drug cards and a plastic index card box

**Resources:** Some websites we will be using include the CDC (Centers for Disease Control), NIH (National Institute of Health), Khan Academy, Quizlet and Visible Body. EmpowerED Family Portal (link https://www.ucps.k12.nc.us/domain/2917) – this provides parents with links to online resources and apps that students can access.

**Assessments and Assignments:** Each day students should expect a warm-up, classroom assignment and small assessment that goes along with the information taught that day or the day before. There will also be a formative or summative assessment each week pertaining to the information taught that week.

**Classroom Management**: Students will follow the guidelines stated in the PRHS student handbook.

**General Expectations:**

1. Students are expected to be prepared for class each day.
2. Students are expected to bring their laptops and notebooks to class each day.
3. Students are expected to show respect and courtesy for themselves, one another, and their teacher. This includes paying attention, following directions, not talking when others are talking, and refraining from inappropriate and/or hurtful language. In addition, students should respect the school and our classroom and work to keep their area clean.
4. Students are expected to follow all other rules set forth in the student handbook.

**Classroom Procedures:**

1. Students should be on time and in their assigned seat when the bell rings. Students will immediately begin to work on their daily warm-up. Warm ups should be completed within the first 5 minutes after the tardy bell rings.
2. All written assignments should be turned in to Canvas.
3. During independent assignments or group activities early finishers will read a magazine or book, work on other assignments. Students should always have something to work on!
4. Students should remain in their seats until the bell rings. Students will not be dismissed from class until everyone is seated.

**Classroom Policies:**

1. Snack food and water is allowed in the classroom. You must clean up after yourself or loss of privileges.
2. You must sign out/in and take a hall pass with you to the restroom. You may use the restroom during independent work and group activities, but not during direct instruction and whole-group discussions.
3. Cellphone use is permitted in class under my discretion. (See Cell Phone Policy)
4. Students should not be in the lab area until instructed by teacher, this includes touching models.

**Late Work:** 10-point deduction every week the assignment is **past** the due date assigned by the teacher.

**Course Description:** This course has self-paced, on-line instruction designed to prepare high school seniors for a pharmacy technician career. Topics included in this course are federal law, medication used in major body systems, calculations, and pharmacy operations. The student will be eligible to take the Pharmacy Technician Certification Board (PTCB) exam upon successful completion of the course, graduation from high school, and having no felony record. Pharmacy clinical experience is recommended. Language arts, mathematics, and communications are reinforced in this course. HOSA activities support networking with health care professionals through volunteerism. Prerequisite Health Science II Honors.

**Goals and Objectives:** Go on my Canvas page find “Syllabus” on the left-hand side of the page. Click on “Curriculum Outline”, it will take you to a word doc of all the objectives and goals that will be discussed in Pharmacy Technician.

**CW101 Introduction to Pharmacy**

This course introduces the student to the practices and procedures used to assist the pharmacist in direct patient care in various pharmacy operations and settings. Students will review the history of pharmacy practice and technician roles; discuss the importance of regulatory laws and agencies, safety, licensing, competencies, and career requirements, and review competencies and associations for technicians. Additionally, simulated lab activities, including handwashing using aseptic technique.

**CW102 Customer Care and Drug Information**

This course introduces the student to the communication skills needed in the delivery of direct patient care in various pharmacy settings including verbal, non-verbal, telephone etiquette, and special population considerations. Dosage forms and routes of administration will be covered along with abbreviations, error prone and classifications. Students will also demonstrate proper use of drug reference sources. Additionally, simulated lab activities, and role play, will be used to demonstrate understanding of required concepts.

**CW103 Pharmacy Math**

This course examines dosage calculations, medication administration, and systems of measurement and conversion used in the pharmacy setting including business math, and in both institutional and community settings. General mathematics and common and specialized medication preparations are reviewed, such as apothecary, household, and metric systems. Students will develop accuracy and skill in reading and transcribing prescriptions and drug labels in simulated activities. Group activities will be included to demonstrate real practice scenarios with customers.

**CW104 Pharmacology I**

This course discusses body systems, diseases, medications, and anatomy and physiology for the Nervous, Endocrine, Musculoskeletal, Cardiovascular, Respiratory, and Gastrointestinal systems. In addition, pharmacology to include, brand, generic, classifications, and indications and the associated diseases states will be covered. Additionally, this course will offer simulated lab activities, including compounding solutions and other dosage forms.

**CW105 Advanced Pharmacy Math**

This course continues to examines dosage calculations, medication administration, and systems of measurement and conversion used in the pharmacy setting including, inventory control in both institutional and community settings. Specialized medication preparations are reviewed, such as intravenous, high risks drugs, and those for special populations. Students will develop accuracy and skill in reading and transcribing prescriptions and drug labels while performing dispensing tasks sequentially in a simulated environment. Group activities will be included to demonstrate real practice scenarios with customers.

**CW106 Pharmacology II**

This course discusses body systems, diseases, medications, and anatomy and physiology for the Renal, Reproductive, and Immune system, along with EENT. In addition, pharmacology to include, brand, generic, classifications, and indications and the associated diseases states will be covered. Additionally, this course will offer simulated lab activities, including extemporaneous compounding.

**CW107 Community Practice and Compounding**

This course introduces the student to the community pharmacy practice setting and explains the roles, common duties, and practices therein. Students will demonstrate an understanding of preparing, processing, and the distribution of prescriptions to include billing and inventory tasks. Instruction will include the use of various technologies, simulated medications, and role play scenarios in a mock retail laboratory setting. Additionally, students will perform non sterile compounding and repackaging from bulk medications using simulated medications.

**CW108 Pharmacology III**

This course discusses body systems, diseases, medications, and anatomy and physiology for the Dermatological and Hematological systems. In addition, pharmacology to include, brand, generic, classifications, and indications and the associated diseases states will be covered. Over the Counter (OTC) and Complementary & Alternative Medicine (CAM), will also be discussed. Additionally, this course will offer simulated lab activities, including compounding suppository using fusion technique.

**CW110 Institutional, Advanced Practice, and Medication Safety**

This course introduces the student to the pharmacy technician’s role, common tasks, and relationship to pharmacist in institutional and additional pharmacy practice settings. Students will incorporate automation, repackaging, inventory and billing for processing, preparing, and dispensing of institutional medications. Additional advanced technician roles and medication safety and error prevention will be discussed. Simulated laboratory activities and role playing will be incorporated to reinforce practice in a mock institutional setting and include inventory control and fill, repackaging, dispensing, and error prevention through various technologies.

**My lessons are designed in Health Science much like plans are designed for patients in the real world. The acronym SOAP is used in medicine and explained below.**

* **S: Subjective**
  + **In medicine, a patient gives descriptions based on feelings or opinions (in their own words) about a situation**
  + **In the classroom, students use a warm-up as a review of the previous lesson(s)**
* **O:  Objective**
  + **In medicine, a provider will gather descriptions based on facts**
  + **In the classroom, I will provide the daily lesson**
* **A: Assessment**
  + **In medicine, a provider examines a situation so that it can be evaluated**
  + **In the classroom, I will use multiple assessments throughout the unit (formative) and an assessment at the end of the unit (summative) to evaluate**
* **P: Plan**
  + **In medicine, a provider gives directions and treatment options**
  + **In the classroom, I will unveil the next lesson**

**Online Learning Platform (Canvas)**: The majority of assignments not completed on paper must be submitted on our learning platform, Canvas.  Assignments can be submitted a variety of ways including, uploading files, typing into text boxes, and sharing Google documents/presentations.  Students will be shown how to submit assignments on Canvas as needed. Individual assignments will indicate which method of submission on Canvas is expected.  If students need a refresher or have questions, they can access the [Canvas Student Guide](https://guides.instructure.com/m/4212) for specific instructions.  It is the student's responsibility to ensure assignments are submitted on time and to contact the instructor if there is a problem. Please note that student activity is logged while in Canvas so instructors will be able to see if the student opened the assignment, if there was any activity including a log of student activities during on-line tests and quizzes.  Students are not allowed to leave the testing window during assessments.  Doing so is considered cheating and will be handled as set forth in the Porter Ridge HS handbook.

**NOTICE**: Although many assignments are submitted and graded in our learning platform, Canvas, the "final" grades shown may not be properly weighted and do not contain assignments that were not graded in Canvas.  **For the student's official grades, please continue to access the parent portal through PowerSchool.** Login information should be the same as last year. If you need assistance accessing the parent portal, please contact the school.”

**Cell Phone Policy:** While cellphones play a major part in high school culture, everyone, students and adults alike, need time away from the stresses and distractions cellphones may cause. Students may not use their cell phones during instructional time unless permission has been given. This is a school policy at PRHS. Cellphones will be placed in book bags for the duration of the lesson/class based upon the instructions of the teacher. If the student needs to use the restroom, go the nurse, etc., their phone must remain in their book bag. Failure to follow these guidelines will lead to disciplinary action. Remember, this is a policy that is intended to help make the classroom the best environment possible for nurturing critical thinking and healthy relationships.