PHARMACY TECHNICIAN CERTIFICATION PROGRAM

COST: $999 TOTAL HOURS: 50

SESSIONS OFFERED!
June 5 - July 24, 2017
September 25 - November 13, 2017

TIME
Monday & Wednesday
6:00 - 9:30 p.m.

LOCATION
Learning Resource Center
Room 415
3086 Mobile Highway

CONTINUING EDUCATION
For more information call 334-420-4240 • www.trenholmstate.edu
**Pharmacy Technician Program – TSCC**

Tuition - $999; Total Hours - 50

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Pharmacy Technician Program

This comprehensive 50 hour program will prepare students to work as a pharmacy technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board’s PTCB exam. Course content includes: pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions and defining drugs by generic and brand names. Through classroom lecture and hands on labs, students will review dosage calculations, drug classifications, the “top 200 drugs”, I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parental nutrition (TPN), dispensing of prescriptions, inventory control and billing and reimbursement.

Course Contact Hours - 50 hrs.
Student Tuition: $999 (Textbooks included)
Summary of Health Care Training Programs & Exams Information:

Pharmacy Technician Program
This comprehensive program will prepare students to enter the pharmacy field and to take the Pharmacy Technician Certification Board’s PTCB exam. This program is designed to provide aspiring Pharmacy Technicians with multiple skills to compete for positions in the growing and diverse pharmacy field.

Certification Exams:
Pharmacy Technician Certification Board’s – PTCB Exam.

Exam Requirements (Cost/Requirements/Information):

Pharmacy Technician Certification Board’s PTCB Exam.
Exam cost $120 with an application. Exam requirements include a high school diploma or a GED and you must not have been convicted of a felony. The exams can be taken nationwide, involving at least 2 locations in each state, and are offered 3 times per year (March, July and November). Each student receives an application to complete for the PTCB exam during the Pharmacy Technician course.

Although not a calculated figure (or tracked), we estimate that over 80% of the individuals who successfully complete our course pass the PTCB certification exam. For additional information on the PTCB exam, please refer to your student packet or visit the Pharmacy Technician Board at www.ptcb.org.
Pharmacy Technicians

Pharmacy Technicians work in pharmacies under the direction of a pharmacist. Their main responsibility is filling prescriptions according to doctors' orders. Pharmacy Technicians prepare medications for dispensing to patients. This generally includes retrieving drugs in the correct dosage form and strength, measuring the appropriate amount of drug and producing a prescription label. Pharmacy Technicians work with drugs to be administered orally, topically, for the eye, nose, etc. Depending upon the practice setting, a Pharmacy Technician is also involved in the admixture of drugs for intravenous use. Other duties include:

- checking inventories and ordering supplies
- receiving and checking in supplies
- assisting customers
- keeping pharmacy work areas clean
- completing insurance forms
- preparation of supplies for using home patients

Pharmacy Technicians – Employment & Education

Pharmacy Technicians may work in retail pharmacies, mail order pharmacies, home infusion pharmacies, long term care facilities, hospitals, clinics, pharmacy benefit managers and large industrial complexes. The demand for Pharmacy Technicians continues to grow with demand expected to increase substantially through 2008. This high demand is the result of the constant availability of new drugs, the national shortage of registered pharmacists, the establishment of certified pharmacy technicians and the aging population.

Average Salary*
$18,500 - $29,000

Educational Requirements*
Students should have taken math and science in high school. A high school diploma or GED is required to sit for the PTCB exam.

Pharmacy Technician Certification Program

This comprehensive 50 hour course will prepare students to enter the pharmacy field and to take the Pharmacy Technician Certification Board's PTCB exam.

Technicians work in hospitals, home infusion pharmacies, community pharmacies and other health care settings - working under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing and reimbursement. The Pharmacy Technician Certification Program includes a graded final exam to help prepare students for the PTCB exam.

PTCB Detailed Course Information:

- role of the pharmacy technician
- pharmacy history/disposition of various practice settings and the technician certification process
- recruiting by pharmacy specialty
- "Evolution of Pharmacy"
- review of hospital pharmacy setting, retail pharmacy, regulatory agencies involved with pharmacy practice, long term care practice setting, mail order pharmacy, home care pharmacy practice
- pharmacy resources, references, abbreviations
- review of generic drugs, basic biochemistry, dosage forms, patient profiles
- prescription label requirements, order transcription, ordering, and inventory control, drug dispensing, third party reimbursement
- formularies, unit dose systems, emergency and composites, house supplies, automatic stop orders, calculating number of doses required
- all major classes of drugs including top brand names and generic drugs
- aseptic techniques, handling of sterile products including antibiotics and parenteral drug considerations
- basics of TV solutions, calculating 24 hour supply of TV solutions, parenteral electrolytes preparations
- the metric system
- apothecaries' and avoirdupois systems of measurement
- children's doses
- allegation method, math review
- Total Parenteral Nutrition (TPN) demonstration of TPN administration, hands-on practice of TPN admixture and parenteral medication preparation
NOTE TO INSTRUCTOR: The ratio and proportion section pages 88-95 of textbook should be worked on from either lesson 1 or 2 and reviewed at every class. Instructors please give a few homework problems at each lesson such as this one: Gentamicin injection is available in a concentration of 80 mg per 2ml.
A Physician order calls for 180 mg of gentamicin to be administered IVPB. How many ml of gentamicin must be used to supply the dose?

Syllabus:

Day 1

Lesson 2 - Discussion of handout “Evolution of Pharmacy” (CCI handbook), Discussion of “PTCB Fact Sheet” (CCI handbook), and Discussion of pharmacy measures, Roman numerals, Abbreviations (CCI handbook).

Lesson 3 - Discussion of generics (CCI handbook and pages 198 - 199 in textbook), Discussion of basic biopharmaceutics (textbook, page 188), Discussion of dosage forms (Chapter 7, textbook) Discussion of patient profiles (CCI handbook).

Day 2
Lesson 4 - Discussion of prescription label requirements, order transcription (textbook, pages 66-77). Discussion of ordering and inventory control, Discussion of drug pricing (CCI handbook), Discussion of third party reimbursement (textbook, pages 242-249).

Lesson 5 - Discuss Antihistamine and Antimicrobial Drugs (CCI handbook), Focus on hospital pharmacy setting, Discuss formularies, Discussion of unit dose systems, Discussion of emergency and crash carts, Discussion of house supplies, Discussion of automatic stop orders, Practice calculating number of doses needed for a specific time frame (CCI handbook and textbook, pages 272-285).

Lesson 6 - Discuss special Anti-infectives and Antineoplastic Drugs (CCI handbook), Discussion of controlled substances, Narcotic usage (CCI handbook), Compounding (textbook, pages 162-187)
Day 3
Lesson 7 - Discuss Anticoagulants, Dioxin and Antiarrythmics (CCI handbook), Discussion of reducing medication errors, Discussion of QA and CQI, Discussion of regulatory agencies involved with a pharmacy practice (CCI handbook).

Lesson 8 - Discuss Anti-hypertensive Drugs (CCI handbook), Focus on retail practice setting (Chapter 15, textbook).

Lesson 9 - Discuss NSAIDS, Opiates and Acetaminophen (CCI handbook), Focus on long term care practice setting (CCI handbook & textbook, pages 286-287).

Lesson 10 - Discuss Anticonvulsants and Antidepressants including Monamine Oxidase Inhibitors, Tricyclic Antidepressants, Serotonin Reuptake Inhibitors (CCI handbook). Intro to parenterals and handling of sterile products (CCI handbook & textbook, pages 138-149).

Lesson 11 - Discuss Psychotropic Agents, Benzodiazepines, Barbiturates and Stimulants. Aseptic technique, more on handling of sterile products including Antineoplastic Agent Considerations (textbook, pages 147-161).

Lesson 12 - Discuss Topical Drugs (CCI handbook), Basics of IV solutions, Calculating percentage solutions, Calculating 24hour supply of IV solutions when the flow rate is given (CCI handbook), Discuss percentages and electrolytes preparations (textbook, pages 98-99).

Day 5
Lesson 13 - Discuss gastrointestinal drugs (CCI handbook); discuss the metric system (textbook, page 82).

Lesson 14 - Discuss Hormones (CCI handbook), Discuss Apothecaries’ and Avoirupois Systems of Measurement, Ratio and Proportion (textbook, pages 106-111).


Day 6
Lesson 16 - Discuss Vitamin (CCI handbook), Allegation method (Instructor textbook manual & CCI handbook), Continue math review.

Lesson 17 - Discuss Total Parenteral Nutrition (TPN) (CCI handbook), Instructor demonstration of TPN admixture. Hands-on practice of IV admixture and parenteral medication reconstruction.

Lesson 18 - Discuss mail order pharmacy (textbook, pages 290-291), Home care pharmacy practice (CCI handbook & textbook, pages 292-293), Review for Final Exam.

Day 7
Lesson 19 - FINAL EXAM

Lesson 20 - Discussion of placement services, Discussion of applying for a job and interview techniques.
ELIGIBILITY
Admission to Continuing Education programs is open to all students unless the class is specifically designed for a limited age group. There are no educational requirements for most courses.

REQUIREMENTS FOR REGISTRATION
Register early to ensure seating in our limited enrollment classes. We advise early registration as enrollment is on a “first come, first served” basis. Tuition must be paid in full at the time of registration. Please keep your receipts for verification. Registration is incomplete until all fees are paid in full.

REGISTRATION OPTIONS
Mail  Mail the completed registration form along with your check or money order to:
      
      Continuing Education Division
      H. Councill Trenholm State Community College
      Post Office Box 10048
      Montgomery, AL 36108

      Make checks payable to Trenholm State Technical College. Postdated checks are not accepted.

Phone  You may use Discover, MasterCard or Visa to register. Please call (334) 420-4240.

Fax  Fax a completed registration form with a Visa, MasterCard, Discover, or purchase order number with billing information to (334) 420-4236.

In Person  Bring the completed registration form to the Office of Continuing Education, Learning Resource Center, Fourth Floor, Room 410, 3086 Mobile Highway. Office hours are Monday - Thursday, 7:30 a.m. - 5:30 p.m., Friday, 7:30 a.m. - 11:30 a.m.

REFUNDS/CANCELLATIONS POLICY
If you withdraw for any reason before the first class meeting, a refund minus a 5 percent administrative processing fee will be mailed. We must receive your refund request in writing at least 24 hours before the class begins. Please include your name, social security number and course name in this request. No refunds will be given after the first class meeting. All registration will automatically be refunded in full for class cancellations due to insufficient enrollment. The Continuing Education office reserves the right to cancel any class that does not have a minimum of ten (10) registrants. Information will include the date, time and location of the course. Every effort is made to notify students of course cancellations by phone or e-mail prior to the start of classes.

NON-SUFFICIENT FUND CHECK POLICY
If your check is returned because of insufficient funds in your account, there is a $30.00 fee. The check will be submitted to the proper authorities for collection. You may be subject to additional fees.

For more information, please visit our website at www.trenholmstate.edu and go to Continuing Education from the main menu.
Application for Non-Credit Course

Trenholm State Community College

POST OFFICE BOX 10048       MONTGOMERY, AL 36108
(334) 420-4240       FAX (334) 420-4236       WWW.TRENHOLMSTATE.EDU

Date: __/__/__  Social Security Number: ___________________________ Date of Birth: __/__/__

Ethnic Origin: ☐ White/Caucasian ☐ Black/African American ☐ Asian/Pacific Islander ☐ Hispanic
☐ American Indian/Alaskan Native ☐ Other ☐ Prefer not to respond

Education Level: ☐ GED ☐ High School Diploma ☐ College  Gender: ☐ Male ☐ Female

Name: __________________________________________________________

Last ___________________ First ___________________ Middle Initial _______ Maiden ______________

Address: _______________________________________________________

City ___________________________ State ______ Zip ____________ County ______

Phone: Day (___) ___________________ Cell (___) ___________________

Fax: (___) _________________________ Email Address: ______________________

PERSON TO CONTACT IN CASE OF EMERGENCY

Name: ___________________________ Phone: (___) __________________________

PAYMENT METHOD

Enclosed is a check for $ ____________________ made payable to Trenholm State Community College

Bill Company via P.O. # _______________ (copy required) Company _______________________

□ Visa □ MasterCard □ Discover □ WIA Qualified □ Cash (Do not mail cash)

Credit Card # ___________________ ___________________ Exp. Date ____/____

Name on Card (please print) _____________________________

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