



Pharmacy Technician Course SYLLABUS 2023- 2024

COURSE INFORMATION

- Session: 11:10 AM – 1:40 PM, Monday - Friday
- Credits: 3.0 high school credits per year
- College in the High School Credit through North Seattle College

INSTRUCTOR INFORMATION

Instructor Name: Shelly Griner, CPhT

Office Hours: 7:00 AM - 2:10 PM Office

Location: Building 3, Room 351

Phone: 425-348-2232

Email: GrinerSC@mukilteo.wednet.edu

The best way to contact me is via email, Parent Square, Student Square. Please state your name and students name when leaving a message. I will be happy to answer back with a message or phone call.

COURSE DESCRIPTION

In this program students will focus on the necessary skills to be successful in the Pharmacy Technician field. Students will learn about this profession using in-class labs, practice assignments, and a PAID apprenticeship. Students will acquire workplace skills and professionalism, as well as understanding of pharmacy compliance laws, patient confidentiality, how to classify various pharmaceutical drugs, how interpret and process prescriptions, and perform pharmacy calculations for various dilutions, dosages, and conversions.

The Pharmacy Technician program will require strong math and reading skills, to complete daily pharmacy calculations and read materials, including medical technical text. This class is perfect for those who enjoy working with people, have strong communication skills, prefer working on their feet and have strong critical thinking skills and self-motivation. Students will prepare for their Pharmacy Technician Exam and participate in a paid apprenticeship during the program, giving them a real-life sense of this career path! Students must provide their own transportation to and from the apprenticeship site or can ride public transportation.

Due to the apprenticeship and testing requirements, this program is only open to incoming seniors who will be turning 18 years of age on or before August 31st of the summer after program completion.

Student supplies and requirements*

Required Materials:

- No.2 Pencils and Blue or Black Pens
- Paper-college ruled or graph paper for taking notes.
- 3-ring binder / folder

Safety and Professional Attire*

Closed toe, sturdy shoes are required**, and pants are recommended. Scrubs are not required. If your apprenticeship location requires a special form of attire or personal protective equipment, we will provide that. Our labs may require the use of safety glasses and those will be provided.

* Sno-Isle TECH Skills Center can assist any student with financial relief for needed materials or equipment for this course. We are also able to connect you with resources for barriers to school attendance. Please reach out to me as your instructor, or to any staff member for help. Alternatively, use this QR code to access the form to connect you to financial assistance:



COURSE EXPECTATIONS

- Think Critically
- Reason Quantitatively and Symbolically
- Communicate Effectively
- Apply Information Tools and Resources
- Develop Professional and Employability Skills
- Develop Cultural Awareness
- Teamwork and collaboration skills

LEARNING OBJECTIVES

After completing this course, students will be able to:

- Demonstrate the ability to accurately interpret the information on a new prescription, request any missing information, and enter it.
- Demonstrate familiarity with brand and generic drug names, appearance, manufacturer, dosage forms(s), and route of administration for at least the top 100 drugs.
- Demonstrate the ability to process a medication order completely, accurately, and efficiently (interpretation, drug product selection, computer warnings, packaging, and labeling, filling a prescription in an outpatient setting, and preparing IV medication using aseptic technique).
- Demonstrate accuracy and timeliness in mathematical computation of ingredient amounts, doses, infusion rates, or any relevant calculation encountered in an Outpatient and Inpatient setting.
- Demonstrate familiarity with third party insurance and perform necessary functions for reimbursement.
- Demonstrate knowledge in durable medical equipment to adequately communicate with patients about them.
- Demonstrate knowledge of pharmacy law and apply to the prescription filling process.
- Display acceptable communication skills during interactions with patients, coworkers and other health care professionals.
- Display a professional attitude about the practice of pharmacy and the ability to problem-solve.
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 - Display a professional attitude about the practice of pharmacy and the ability to problem-solve.
 - Demonstrate fundamental knowledge of medical terminology and basic rules of vocabulary building.

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COURSE MATERIALS / EQUIPMENT (supplied)

- Textbooks:

ASSIGNMENTS AND GRADING

Students will be evaluated and graded as follows:

- **Professionalism** – Daily employability evaluation, safety, and conduct – approximately xx% of course grade
- **Knowledge** – Class assignments, tests, and quizzes – approximately xx% of course grade

Late Work Policy: Projects and Assignments received late will be evaluated for the possibility of full credit. However, this excludes assignments received after the end of a grading period. Those assignments cannot be accepted.

It is reasonable and possible for EVERYONE to earn EXCELLENT evaluations and grades. Doing poorly in this class will be a result of either not trying or not acting professionally.

Professionalism Standards:

Sno-Isle TECH is preparing you to succeed in a professional work environment and this is the standard you will be held to for employment. Second semester you will have an apprenticeship location that will demand strong work ethic, teamwork, strong professional workplace skills and beginner level knowledge. Our daily work in class is in preparation for that apprenticeship.

Knowledge Standards:

In the classroom, we learn the foundational knowledge of Pharmacy Technicians. Getting an "A" grade on a classroom test means nothing if you cannot perform in the workplace. Knowledge retention and performance is required to succeed in this class and the healthcare industry. In industry, you will not learn temporary information and skills just to pass a test. You will learn permanent skills that you will be expected to demonstrate daily.

Skill Standards:

This course will prepare you for your paid apprenticeship and the Pharmacy Technician exam. Also in this course, we will prepare you for the social/professional skills required in the professional workplace. These skills will be embedded in each of your courses.

Tips for success in this class:

- Always be working on something constructive (never sit around with "nothing to do")
- Be available to assist others who are struggling

- Do not just do the minimum: Go “above and beyond” in your learning.
- Have fun, try hard things.

Grading / Curriculum Communication: Students and parents can review the daily class agenda, all assignments, reference materials, and grades online through Mukilteo School District’s Schoology account. Schoology is the learning management system used for this course. Access information will be provided at the beginning of the school year.

Special Accommodations:

Sno-Isle TECH Skills Center can support accommodations for learning and health needs. The same as your sending school, we need updated paperwork that states what accommodations are necessary. Please turn in any updates to your learning and accommodation plans to me or the Study Center staff.

ACADEMIC HONESTY AND INTEGRITY

There is zero tolerance for academic dishonesty in this course.

Academic Honesty and Integrity violations include, but are not limited to:

- 1) Plagiarizing, copying, or submitting any part of another person’s work (written, visual, or auditory) as representing one’s own work.
- 2) Distribution/Sharing/Receiving of class assignments or test information in written, electronic, or verbal form to/from another student without teacher permission. Students in physical or electronic possession of unauthorized academic materials, whether requested/used or not, may be subject to disciplinary action.
- 3) Using “crib notes”: Any use of unauthorized notes on tests/assignments (written notes or electronic devices of any kind).
- 4) Altering or Accessing Official School Documents: A student shall not alter official school documents, either paper or electronic, or open school documents not specifically addressed to the student.

Suspected and confirmed instances of academic dishonesty will be referred to administration for documentation.

PROFESSIONALISM AND CONDUCT

As a student of Sno-Isle TECH, you are expected to actively pursue a journey that will lead you toward being a responsible, mature, contributing member of our society. It is expected that you will strive to conduct your life in a manner that brings honor to yourself, your family, your community, and your school. Refer to Sno-Isle TECH’s professionalism standards (The 3 R’s) for reference of how to carry yourself upward on this journey. Upon entering the workforce, employers expect their employees to work effectively and act professionally.

Electronics Policy:

Smartphones and other electronic devices can be great tools that offer educational value; however, the use of this technology is a privilege and must be regulated to maintain the educational integrity of the class. Cell phones, personal computers and all other electronic devices must be stored away during lectures, lessons, tests, and quizzes unless you have specific permission to use these devices during these times. Limited cell phone and electronic device use for class purposes (in the classroom) is permitted during student work time or when specifically permitted to do so. At no time are electronic devices specifically used for gaming purposes allowed in the class or the shop. Cell phone use in the shop must be limited to calculations, note taking, or accessing reference materials. The use of cell phones in the shop or classroom for social media, games, or other non-class related tasks is prohibited—this type of use causes distractions, safety hazards, accidents, and is not professional.

ATTENDANCE POLICY

Sno-Isle TECH General Attendance Policy:

- Absence for family or personal reason (including illness) needs a parent/guardian note or phone call (Attendance Line: 425-348-2222. Or Email at: scattendance@mukilteo.wednet.edu) No note or phone call = unexcused absence.
- For a **prearranged absence**, fill out the blue Pre-arranged Absence form, have it signed by a parent/guardian and the instructor, then submit it to the office.
- For **authorized activities** at your sending school, complete the green School-Related Activity form. Have it signed at your high school and submit it to the office. It will not be counted as a Sno-Isle TECH absence.

Mukilteo School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator and Title IX Coordinator Simone Neal (425-356-1319), NealSR@mukilteo.wednet.edu, Section 504 Coordinator Becca Anderson(425-356-1277), AndersonRA@mukilteo.wednet.edu, and the ADA/Access Coordinator Karen Mooseker (425-356-1330), MoosekerKW@mukilteo.wednet.edu. Address: 9401 Sharon Drive in Everett, WA. Inquiries regarding ADA/Access issues at Sno-Isle TECH Skills Center should be directed to Wes Allen, Director (425-348-2220) AllenWR@mukilteo.wednet.edu. Address: 9001 Airport Road in Everett, WA 98204.

Pharmacy Technician Syllabus Signature Page

Students and parents/guardians, your initials, and signatures below signify your agreement with the following statements:

Student | Parent/guardian

_____ | _____ I have read and understand the course and instructor information stated in this syllabus.

_____ | _____ I understand the expectations for this class and will take responsibility to meet them / support my student in meeting them.

_____ | _____ I understand the professionalism standards for this class and the importance of these standards in the class and the professional industry.

_____ | _____ I understand the attendance policy for this class and Sno-Isle. For non-prearranged absences, students must notify the instructor of their absence prior to the start of class, **and** parents must excuse the absence via calling 425-348-2222.

I have read the syllabus for Advanced Manufacturing in its entirety and understand the policies, procedures, and expectations while attending Sno-Isle TECH. Any questions, concerns, or clarifications will be communicated to the instructor in a timely manner.

Student Name Printed _____

Student Signature _____ Date _____

Parent / Guardian Name Printed _____

Parent / Guardian Signature _____ Date _____