

# Pharmacy Technician

31-536-1 Technical Diploma (one-year)

Financial Aid Eligible

Campuses: New Richmond<sup>^</sup> and Superior<sup>^</sup>

<sup>^</sup>via Hybrid instruction



## Program Overview

The Pharmacy Technician program will prepare you for a rewarding, demanding and ever-evolving career as a pharmacy technician. Pharmacy technicians perform a variety of duties and responsibilities including preparation of prescriptions, record-keeping, inventory control, handling monetary transactions, filing third-party claims, preparing IV admixtures and unit dose medications and compounding.

## Special Feature

The Pharmacy Technician program will be offered in the evening in a hybrid format.

## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Have earned a high school diploma or GED certificate; current high school seniors must provide both a current high school transcript and a final (official) transcript with confer date
- Review and sign Background Check Disclosure
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a Northwood Tech counselor (academic admission requirements apply - see page 30 for more information)

## Program-Specific Requirements

- Submit Background Check fee
- Have an acceptable Wisconsin Caregiver Background Check, National Criminal Background Check, Minnesota Caregiver Background Check (if applicable), and other states, if applicable
- Pass a physical exam, have current immunizations, and demonstrate negative status for tuberculosis (Tb)
- COVID vaccination---highly recommended  
**NOTE:** Northwood Technical College cannot guarantee clinical placement or ability to progress in the program if a student is not able to meet the clinical site requirements including but not limited to; influenza vaccine, covid vaccine, negative tb skin test/quantiferon, up to date acceptable background check, or any other clinical requirements required by the clinical site. Northwood Technical College cannot guarantee clinical placement if the clinical site must be changed due to students inability to meet the site specific requirements. Many sites require the student information 4-6 weeks prior to the clinical start date.
- Review and sign Health Sciences Confidentiality Statement
- Possess current certification of "BLS Basic Life Support" or equivalent

- Participate in a mandatory program orientation session
- Pass a mandatory drug test

## Program Outcomes

Pharmacy Technician graduates will be able to:

- Demonstrate personal/interpersonal knowledge and skills in the practice of pharmacy
- Demonstrate foundational professional knowledge and skills for the practice of pharmacy
- Prepare prescriptions/medication orders and pharmaceutical products for dispensing, distribution, and disposal
- Compound sterile and nonsterile medications
- Follow established policies and procedures for procurement, billing, reimbursement and inventory management
- Utilize pharmacy technology and informatics
- Adhere to state and federal regulations governing the practice of pharmacy
- Apply the principles of quality assurance to the practice of pharmacy

## Career Outlook

Typical positions available after graduation include:

- Pharmacy Technician – Hospital
- Pharmacy Technician – Nursing Home
- Pharmacy Technician – Community
- Home IV Specialist

## Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Courses</b>		
31536301	Fundamentals of Reading Prescriptions*	2 cr.
31536302	Pharmacy Business Applications*	3 cr.
31536303	Pharmaceutical Calculations*	3 cr.
31536304	Pharmacy Benefits Management*	1 cr.
31536305	Pharmacy Law*	2 cr.
31536306	Pharmacology	3 cr.
31536307	Pharmacy Drug Distribution Systems*	2 cr.
31536308	Pharmacy Parenteral Admixtures*	3 cr.
31536309	Pharmacy Community Clinical*	2 cr.
31536310	Pharmacy Hospital Clinical*	2 cr.
10501101	Medical Terminology	<u>3 cr.</u>
	Occupational Specific Total	26 cr.

<b>Occupational Supportive Courses</b>		
10501107	Digital Literacy for Healthcare	2 cr.
32809380	Applied Interpersonal Skills**	2 cr.
10809198	Introduction to Psychology**	<u>3 cr.</u>
	Occupational Supportive Total	7 cr.

**TOTAL PROGRAM REQUIREMENTS 33 cr.**

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 35-38 for course descriptions.

You must earn a grade point of 2.0 or better in all required courses.

Course repeat policies exist that allow for only a certain number of retakes within this program; please refer to the policies for details.

# Course Descriptions

(See pages 35-38 for General Studies course descriptions)

## 31536301

### Fundamentals of Reading Prescriptions - Credits: 2

In this course, students will develop the skills and knowledge required to complete the prescription filling process. Students will learn to read and identify required information on a written prescription such as abbreviations, medical terminology, and common medication names. The role of the pharmacy technician in medication error prevention will also be discussed. PREREQUISITE: Admission to the Pharmacy Technician program.

## 31536302

### Pharmacy Business Applications - Credits: 3

This course prepares the learner to utilize pharmaceutical business terminology, procedures, customer service, record keeping, purchasing procedures, inventory control systems, pricing, merchandising, reference materials, ethics, roles, responsibilities, and relationships with patients and coworkers. PREREQUISITE: Admission to the Pharmacy Technician program.

## 31536303

### Pharmaceutical Calculations - Credits: 3

This course prepares the learner to enlarge and reduce formulas and solve proportions, dilutions, alligations, and other calculations pertinent to the preparation of pharmaceuticals using metric, apothecary, avoirdupois, and household measuring systems. PREREQUISITE: Admission to the Pharmacy Technician program and COREQUISITES: 31536301 Fundamentals of Reading Prescriptions and 31536304 Pharmacy Benefits Management.

## 31536304

### Pharmacy Benefits Management - Credits: 1

This course prepares the learner to utilize terminology pertinent to third party reimbursements in the field of pharmacy, analyze the various popular formulary systems, demonstrate calculations associated with the billing of prescription medications, analyze the role of the Pharmacy Benefits Manager in the health care system, and summarize medical coverage provided by government agencies. PREREQUISITE: Admission to the Pharmacy Technician program.

## 31536305

### Pharmacy Law - Credits: 2

This course prepares the learner to apply Federal laws to the practice of pharmacy; apply Wisconsin State laws to the practice of pharmacy; select appropriate drug products for substitution in accordance with the law; explain the Investigational New Drug (IND) process; explain pharmacy equipment, license, and floor plan legal requirements; apply controlled substance laws to the procurement, processing, and record keeping of controlled substances; analyze the history of pharmacy law; and summarize drug law enforcement agencies. PREREQUISITE: Admission to the Pharmacy Technician program.

## 31536306

### Pharmacology - Credits: 3

The purpose of this course is to provide a comprehensive overview of the principles of pharmacology and pharmacokinetics including the understanding of body system disease states and the effects of medications in treating disease conditions. Students will learn the cautions involved in adverse drug effects, food and drug interactions, and drug-disease contradictions. Students will learn the therapeutic classifications, indications, and common strengths for the most common drugs. PREREQUISITES: Admission to the Pharmacy Technician program and 31536301 Fundamentals of Reading Prescriptions.

## 31536307

### Pharmacy Drug Distribution Systems - Credits: 2

This course introduces the learner to the basic drug distribution systems used in community and institutional pharmacies, including automation technology, pharmacist and pharmacy technician roles, and dispensing considerations. PREREQUISITE: Admission to the Pharmacy Technician program.

## 31536308

### Pharmacy Parenteral Admixtures - Credits: 3

This course provides the learner with the skills to utilize aseptic technique in vertical and horizontal laminar flow hoods for preparation of solutions and medications to be administered intravenously, intramuscularly, subcutaneously, and intradermally to patients. PREREQUISITES: Admission to the Pharmacy Technician program and 31536303 Pharmaceutical Calculations.

## 31536309

### Pharmacy Community Clinical - Credits: 2

This course prepares the learner to apply policies and procedures in the pharmacy, complete the ordering process to meet inventory goals, bill third parties for patient prescriptions, process prescriptions, identify medical and surgical supplies for customers, process controlled substance prescriptions, compound extemporaneous products, maintain patient medical histories and fulfill duties in unique service areas. PREREQUISITES: Admission to the Pharmacy Technician program; 31536301 Fundamentals of Reading Prescriptions, 31536302 Pharmacy Business Applications, 31536303 Pharmaceutical Calculations, and 31536304 Pharmacy Benefits Management.

## 31536310

### Pharmacy Hospital Clinical - Credits: 2

In this course, students will have the opportunity to experience the daily activities of a pharmacy technician in a hospital pharmacy setting. Students will learn how medication orders are prepared, processed, and delivered along with maintaining medication inventory in several areas, interacting with other medical staff and following policies and procedures of the hospital and pharmacy. PREREQUISITES: Admission to the Pharmacy Technician program, 31536303 Pharmaceutical Calculations; COREQUISITES: 31536308 Pharmacy Parenteral Admixtures and 31536309 Pharmacy Community Clinical.

## 10501101

### Medical Terminology - Credits: 3

Focuses on the component parts of medical terms: prefixes, suffixes and word roots. Students practice formation, analysis and reconstruction of terms. Emphasis on spelling, definition and pronunciation. Introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology.

## 10501107

### Digital Literacy for Healthcare - Credits: 2

The focus of this course is the use of technology in healthcare. Learners use common business software applications, including word processing, presentation, spreadsheet, and databases. Communication methods using technology are addressed. Learners gain experience with using the electronic health record (EHR). Healthcare EHR security issues, social media use, and digital healthcare resources are examined. Computer skills proficiency developed as a part of this course.