

Options EHS Pharmacy Technician B 2020	Scope and Sequence
Unit Lesson Prescriptions	Objectives
Receiving a Prescription	
	Describe the process for receiving prescriptions.
	Recall pharmacy policies involving the receipt of prescriptions.
	Identify appropriate practice standards for receiving prescriptions.
Requesting a Refill	
	Name the steps for completing refill requests.
	Describe how pharmacies receive refill requests.
	Explain ways technicians can prevent prescription errors.
Processing a Prescription	
	Explain how prescriptions get processed.
	Identify the equipment necessary for processing prescriptions.
	Describe how quality improvement plays a role in processing prescriptions.
	Interpret prescription information and translate it into language that patients can understand.
Filling a Prescription	
	Identify the steps for filling prescriptions.
	Identify appropriate practice standards for filling prescriptions.
	Analyze the types of errors that can occur during the prescription-filling process.
Interacting with Insurance Companies	
	Explain when it is appropriate or necessary to contact insurance companies.
	Describe the role of third-party payers in paying for prescription drugs.

**Unit Lesson****Objectives**

Describe the process for contacting insurance companies.

## Prior Authorizations

Define prior authorization.

Explain the importance of prior authorizations.

Describe the process for obtaining prior authorizations.

Analyze the impact prior authorizations have on reimbursement.

## Schedules and DEA Numbers

Define drug schedule.

Explain the importance of drug schedules.

Define DEA numbers.

Explain the procedure for verifying DEA numbers.

## Completing a Transfer

Describe how a drug transfer is completed.

Identify state-specific transfer regulations.

## Labeling Prescriptions

Identify the steps for labeling prescriptions.

Recall requirements for packaging medications.

Explain how labels can be used to check product expiration dates.

## Formularies

Define formulary.

Explain why formularies are necessary.

Describe how formularies are used.

**Unit Lesson****Objectives**

Unit Summary

Unit Test

**Calculations, Routes, and Formulations**

Computer Skills for the Pharmacy Technician

Identify the basic computer skills necessary for pharmacy technician careers.

Explain how to use computers to store important information.

Identify computer applications used in pharmacies.

Math Skills for the Pharmacy Technician

Identify basic math skills necessary for pharmacy technician careers.

Perform mathematic calculations based on numerals, fractions, and decimals.

Perform arithmetic operations.

Identify when to use numerals, fractions, and decimals in pharmacy settings.

Proportions and Quantity

Perform quantity calculations using proportions and cross multiplication.

Interpret quantitative data related to pharmaceuticals.

Use quantity calculations to solve pharmacy-related problems.

Measurements and Conversions

Identify common measurements used in a pharmacy.

Perform calculations related to conversions and measurements.

Review of Measurement, Conversion, Proportion, and Quantity Calculations

Perform proportion and quantity calculations.

Perform measurements and conversions.

**Unit Lesson****Objectives**

Percentages and Dilutions

Perform calculations related to percents and dilutions using cross multiplication.  
Interpret charts, tables, and graphs related to prescriptions and pharmaceuticals.

Calculating Dosages

Compare and contrast child and adult medication dosages.  
Calculate adult dosages.  
Calculate child dosages.  
Perform dosage calculations based on real-life scenarios.

Review of Dosage and Dilution

Perform calculations related to dosage and dilution.

Unit Test

**Parenterals and Admixtures**

Calculating Parenterals

Define parenterals.  
Calculate parenterals.  
Explain how to prepare total parenteral nutrition (TPN) solutions.

Admixtures

Define an IV admixture.  
Identify the steps for preparing IV admixtures.  
Discuss fluid and electrolyte therapy.

Sterile Dosage and Laminar Flow Hoods

Identify procedures for limiting contamination of parenteral products.

**Unit Lesson****Objectives**

Analyze aseptic techniques for withdrawing medication and maintaining laminar flow hoods.

Explain how laminar flow hoods work.

Differentiate between two types of hoods.

## Solution Types

Identify different solution types.

Distinguish between SVPs and LVPs.

Recall the characteristics of IV solutions.

## Unit Test

**Compounding**

## Calculating Compounds

Define compounding.

Explain how to calculate and prepare compounds.

Demonstrate compound calculations using real-life scenarios.

## Compounding Equipment

Identify compound equipment.

Recall compound recipes.

Describe the procedure for Class A prescription balance.

Identify when to use a bulk and analytical balance.

## Regulations

Identify regulations related to compounding.

Explain why it is necessary for pharmacy technicians to comply with regulatory standards.

**Unit Lesson****Objectives**

Define USP 797.

Forms of Compounding

Identify different forms of compounding.

Recall the principles of compounding.

Analyze examples of compounding.

Unit Test

**Inventory Management**

Controlled Drugs

Define a controlled drug.

Distinguish among the five schedules of controlled substances.

Explain how to maintain a controlled substance inventory.

Generic Substitutes

Identify what a generic drug is.

Explain the significance of generic substitutes.

Describe when generic substitutes are typically used.

Drug Storage and Stability

Describe proper storage conditions for several common drugs.

Recall how to identify expiration dates.

Identify the connection between the storage of drugs and their effectiveness.

Unit Test

**Pharmacy Management**

Pharmacy Management

**Unit Lesson****Objectives**

Identify common management styles.

Analyze the duties of a pharmacy manager.

Describe how pharmacies are managed effectively.

Pharmacy Record Keeping

Explain the importance of pharmacy record keeping.

Describe the procedures for maintaining pharmacy records.

Identify parties that have access to pharmacy records.

Dealing with Hazardous Materials

Identify hazardous materials in pharmacy settings.

Explain how to handle hazardous materials.

Recall OSHA guidelines for working proximal to hazardous materials.

**Cumulative Exam**

Cumulative Exam Review

Cumulative Exam