

**Instructional Units/Hours**

Topic	Hours
Introduction	7
Law and Ethics	7
Medical/Pharmacological Terminology	20
Pharmacology	17
Practice Sites, Technology	10
Body Systems/Anatomy	17
Calculations	20
Receiving and Interpreting Medication Orders	10
Filling and Distributing Medication Orders	20
Compounding	7
Over the Counter Medications	3
Purchasing, Inventory and Reimbursement	10
Study Skills	12
Communication Skills	22
Technician Issues	10
Professionalism and the Workplace	17
Job Search: Résumé and Interviewing	3
<b>Total (182 in-classroom hours)</b>	<b>212</b>

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## University of Houston Pharmacy Technology Program

### Program Summary

As a Pharmacy Technician you will help the pharmacist to package or mix prescriptions, maintain client records, and refer clients to the pharmacist for counseling. You may also assist with inventory control and purchasing, collect payment, and coordinate billing. This course combines 182 hours of classroom instruction with a 120-hour pharmacy externship to provide you with a complete learning experience. (Total – 302 hours).

### Financial Assistance

Students with a need for financial assistance may contact SLM Financial for a loan —the application process is easy!

### Community Job Survey

Starting pay \$12 – 20 per hour. Because of the increased pharmaceutical needs of a larger, older population, growth in this occupation will be almost as fast as the average for all others in the state.

### Certification

Upon successful completion, graduates will receive a certificate of completion and become eligible to apply for registration as a Pharmacy Technician in their state. Graduates will be prepared to take the national Pharmacy Technician Certification Board (PTCB) exam.

### Schedule

Designed for busy adults, classes are held on Saturdays. Pharmacy externships are coordinated by Boston Reed College.

### Pre-requisites

- Minimum 18 years of age and high school completion or its equivalent.
- Students need computer competency or completion of a basic computer operations course.
- Students will be required to have access to the Internet, printing capabilities, and an email address.
- A math and English pre-assessment test will be administered on the first class meeting to ensure student success.
- Prior to placement in an externship, students must show proof of completion of CPR for the Healthcare Provider course, a health examination including TB testing, and submission of a résumé.

## According to the U.S. Department of Labor, the need for Pharmacy Technicians is expected to grow

### Goals and Purpose:

This course is designed to prepare the participant for eligibility to become a Pharmacy Technician. In addition, participants will be qualified to apply for certification by the Pharmacy Technician Certification Board (PTCB) and will meet the training requirements of the State Board of Pharmacy.

### Externships:

Eligible students can be placed in externships as early as the 20th week of the program, and will be placed no later than 180 days from the end of the classroom portion of any course. An eligible student is one who has all prerequisites on file. Full details will be given during the first class session.

### Instructional Strategies:

Lecture  
Individualized Study  
Small Group Discussions  
Large Group Discussions  
Skills Demonstration  
Competency Check-off  
Role Play  
Small Group Projects  
Independent Research  
Workbook/Homework  
Assignments  
Textbook Assignments  
Multimedia

### Methods of Evaluation:

Quizzes  
Workbook Assignments  
Competency Check-off  
Midterm Exam  
Final Exam  
Pharmacy Externship

### Outcomes and Objectives:

At the end of the course the participant will be able to:

1. Design a study plan that fits his or her learning style and personal commitments.
2. Assist the pharmacist in collecting, organizing, and evaluating information for direct client care, medication use review, and departmental management.
3. Receive and screen prescription/medication orders for completeness and authenticity.
4. Prepare medications for distribution.
5. Verify measurements, preparation, and/or packaging of medications produced by other technicians.
6. Distribute medications.
7. Assist the pharmacist in the identification of clients who desire or require counseling to optimize the use of medications, equipment, or devices.
8. Initiate billing. Initiate, verify, and collect payment for pharmacy services or goods.
9. Purchase pharmaceuticals, devices, and supplies according to an established plan.
10. Control the inventory of medications, equipment, and devices according to an established plan.
11. Assist the pharmacist in monitoring the practice site and/or service area for compliance with federal, state, and local laws, regulations, and professional standards.
12. Maintain the pharmacy equipment and facilities.
13. Assist the pharmacist in preparing, storing, and distributing investigational medication products.
14. Assist the pharmacist in monitoring medication therapy.
15. Participate in the pharmacy department's process for preventing medication misadventures.
16. Demonstrate skill in career and educational goal-setting, organization, note-taking, and test-taking.
17. Complete externship requirements including physical exam, TB test, CPR, and basic computer proficiency.
18. Use communication strategies associated with quality customer service.
19. Draft a résumé that clearly communicates one's value to a potential employer.
20. Utilize networking, informational interviews, and other resources to generate job interviews.
21. Orally express one's goals, skills, and personal qualities in a manner that makes one a desirable employee.
22. Contrast effective communication approaches for dealing with people of various personal styles/temperaments.
23. Use active listening, mirroring, and parameter-setting to participate effectively in difficult conversations.
24. Describe and apply several strategies for managing stress on the job, at school, and at home.
25. Complete a PTCB examination practice test.

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