



Pharmacy Technician

Instructor: Mr. Merafuentes
Room#: Rainier 319/320
Office Hours: 7:25-7:45 am and 1:45-2:50

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Course Overview

The Pharmacy Technician program introduces students to the knowledge and hands-on skills needed for entry-level roles in retail, hospital, or mail-order pharmacy settings. In Year 1, students develop foundational skills including prescription processing, medication preparation, drug classification, and pharmacy law. Students also study disease processes, medication therapy, anatomy & physiology, and medical terminology. In Year 2, students engage in advanced calculations, sterile and non-sterile compounding, and complete clinical rotations at local pharmacies. The primary goal of Year 2 is to complete all requirements for state certification and earn the Pharmacy Technician license in Washington State.

Course Textbook

Year 1 Textbooks

- Pharmacology for Pharmacy Technicians, 7th Edition
- Pharmacy Practice for Technicians, 4th Edition
- Pharmacy Labs for Technicians, 2nd Edition
- Dean Vaughn Medical Terminology System

Year 2 Textbooks

- Pharmacy Calculations for Technicians, 7th Edition
- Sterile Compounding and Aseptic Technique, 2nd Edition
- Certification Exam Review for Pharmacy Technicians, 5th Edition

Course Supplies

- USB flash drive
- Notebook, pens, highlighters, index cards
- Basic calculator
- PCSC-approved scrubs and closed-toe shoes
- QS/1 pharmacy simulation software
- Anatomage 3D Virtual Cadaver Lab access
- Computer or laptop for Canvas and digital textbook access
- PioneerRx pharmacy software (pioneerRx.com) – school discount available

Course Fees (fees are based upon prior school year and are subject to change)

Year 1

WA State Pharmacy Assistant Application	\$75
CPR/First Aid Certification	\$35–\$60
HIV/AIDS 7-Hour Training	\$45–\$65
OSHA 10-Hour Healthcare Training	Often covered by school

Scrubs (PCSC-approved)	\$25–\$40 per set
Supplies (notebook, calculator, etc.)	\$20–\$50
Year 2	
PTCB National Certification Exam	\$129
WA State Pharmacy Technician Initial Licensure	\$140
Immunization Records / TB Test (if not current)	Varies (clinic dependent)
HOSA Membership (optional)	\$25

Certifications

Year 1 Certifications:

- Blood Borne Pathogens
- HIPAA Privacy & Security Training
- HIV/AIDS Awareness Training
- Pharmacy Law (Certification of Completion)
- CPR/First Aid Certification (American Heart Association or Red Cross)
- Washington State Pharmacy Assistant License (application completed upon approval)
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Year 2 Certifications:

- PTCB National Certification
 - Students will complete practice exams, a review course, and register for the official Pharmacy Technician Certification Board exam
- Washington State Pharmacy Technician-in-Training Endorsement
 - Required for clinical rotations
 - Application tied to enrollment in a commission-approved program
- Washington State Pharmacy Technician Licensure
 - Requirements:
 - Passing the PTCB Certification Exam
 - Being at least 18 years old
 - Possession of a high school diploma or equivalent
 - Completion of clinical experiential hours under a commission-approved training program

Note: Students may take the PTCB Exam before age 18, but must wait until they are 18 to submit their Pharmacy Technician licensure application in Washington State. A passed PTCB certification does not expire.

Course Outline

Year 1 – Foundational Pharmacy Technician Training

Unit 1: Orientation & Professionalism	Leadership expectations, CTSO (HOSA), ethics, teamwork, communication
Unit 2: Medical Terminology & A&P I	Dean Vaughn Medical Terminology, body system overviews, Anatomage virtual labs
Unit 3: Pharmacology I	Drug classes: Integumentary, Musculoskeletal, Nervous, Cardiovascular
Unit 4: Pharmacy Law & Washington Regulations	WA State Law, DEA, HIPAA, OSHA, HIV training, Pharmacy Assistant application
Unit 5: Introduction to Pharmacy Operations	Role of pharmacy techs, workflow, drug forms, dosage routes, prescription components

Unit 6: Simulation Lab I – Community Practice	Labeling, data entry, inventory, drug identification, counting, measuring
Unit 7: Medication Abbreviations & Conversions	Common Rx abbreviations, sig codes, basic conversions
Unit 8: Drug Names I	Top 200 generic/brand names, drug classifications (Part 1)
Unit 9: College & Career Readiness	Resume writing, mock interviews, career research, leadership through HOSA

Year 2 – Advanced Pharmacy Technician Training

Unit 1: Advanced Medical Terminology & A&P II	Review of Year 1 terms; advanced systems: endocrine, reproductive, renal, immune
Unit 2: Pharmacology II	Drug therapy for respiratory, GI, endocrine, reproductive, immune, oncology
Unit 3: Calculations & Day Supply	Dosage calculations, day supply, compounding math, flow rates
Unit 4: Simulation Lab II – Advanced Community	Billing, insurance, customer service, advanced drug prep and workflow
Unit 5: Simulation Lab III – Hospital Practice	Medication storage, IV prep simulations, unit-dose packaging, crash cart stocking
Unit 6: Drug Names II	Continued Top 200 drugs: therapeutic class, patient use, side effects
Unit 7: Non-Sterile Compounding	Creams, ointments, oral liquids, capsules, weighing, labeling, extemporaneous prep
Unit 8: Sterile Compounding & Aseptic Technique	Gowning, gloving, laminar hood use, sterile IV simulations (introductory level)
Unit 9: Certification Prep	PTCB practice exams, review workshops, resume updates, career applications
Unit 10: Clinical Capstone / Externship	180+ hours at a pharmacy site, shift-based clinical work, technician-in-training licensure

Externships

First-Year Pharmacy Assistant Externship (Optional)

To be considered for participation in the first-year pharmacy assistant externship at an approved community pharmacy (e.g., Walgreens), students must meet the following eligibility requirements:

- Maintain a B average or higher in all pharmacy coursework
- Possess a valid Washington State Pharmacy Assistant License
- Demonstrate consistent attendance (no more than 2 absences per month on average)
- Exhibit professional behavior with no disciplinary incidents at PCSC or their sending school
- Receive approval from the instructor based on academic and professional readiness

Second-Year Pharmacy Technician Externship/Clinical Rotation (Required)

To meet program and WA State licensure expectations, all second-year students are required to complete a minimum of 160 clinical hours at an approved pharmacy site. Students must:

- Maintain eligibility through academic performance, attendance, and behavior

- Be approved for Pharmacy Technician-in-Training licensure through the WA Department of Health
- Adhere to their assigned clinical schedule, including possible shifts during school breaks or make-up days

Absence Policy for Clinicals:

- 5 or more absences will require a doctor's note
- 10 or more absences will result in removal from the externship site, though students may still complete the academic portion of Year 2
- Missed hours can be made up on school breaks, weekends, or designated make-up days

No-Call, No-Show Policy:

- First offense: Student must meet with the instructor to develop a corrective action plan
- Second offense: Student will be removed from the externship opportunity

Grading Policy

Students are primarily assessed based on their mastery of course content and technical skill. The majority of a student's grade (70%) is based on summative assessments and (30%) is based on formative assessments.

Grading Breakdown

70% - summative assessments (tests, projects, labs, presentations, etc.)

30% - formative assessments (classwork, practice, quizzes, homework, leadership, employability, etc.)

Grade Scale

Percent	Letter Grade	Percent	Letter Grade
100-93	A	82-80	B-
92-90	A-	79-77	C+
89-87	B+	76-73	C
86-83	B	72-70	C-
69 and below = F			

Homework Policy

Although the majority of PCSC work is done during the class period, occasionally homework is assigned or classwork will need to be completed outside the school day. All assignments are expected to be turned in on time. Missing homework will be entered in the gradebook with a score of "0" until completed. Work submitted after the due date will receive a reduction in points. Teachers will set final dates, after which a late assignment will no longer be accepted. Teachers may also identify work that will not be accepted late. If a student knows they will be absent, it is their responsibility to make arrangements ahead of time to obtain class or homework that will be missed. Students with excused absences will have two days for every day absent to turn in missing work.

Redo Policy

Redo opportunities are available to students who are working hard towards content mastery but need an additional testing opportunity to demonstrate proficiency. Students who are given a redo opportunity will be required to show effort and progress not only on the first assessment, but will

also be required to complete work outside of class as directed by the teacher. Redo opportunities may not be given to students who choose not to study or prepare for an assessment, who refuse to take an assessment, or who abuse the redo opportunity. Certain projects and assessments are not eligible for a redo opportunity, including final exams.

Internet and Computer Access

The Pierce County Skills Center uses the platform, Canvas, to manage digital classroom content. In many cases assignments will be distributed and turned in through this system. This means that students should have access to the internet and a device outside of school. If your student does not have access to these, please contact the main office (253.800.4800) for assistance. Hot spots and devices are available through students' home districts.

ParentVUE/StudentVUE

Students and their parents/guardians are strongly encouraged to use ParentVUE/StudentVUE to monitor grades and attendance. [ParentVUE](#) is an online link provided through the school district website for you to access your student's course information, including grades, assignments, and attendance. If you do not already have an ID and Password contact the main office (253.800.4800) for your login information.

Dual Credit & College Credit

Students have the opportunity to earn college credits at local community and technical colleges. Students must earn a C or better and have met all course competencies. Dual credit opportunities are subject to change based on course offerings and approval at the community and technical colleges. Visit the [Dual Credit](#) page on the PCSC website for the most current information.

Leadership & HOSA

Leadership is a vital component of all career and technical education classes. Each day, students are expected to demonstrate strong leadership and workplace skills including: prompt attendance, professional and respectful behavior, critical thinking, collaboration with diverse groups, and effective communication.

Students in the Pharmacy Technician program have the opportunity to join HOSA – Future Health Professionals, a national leadership organization for students pursuing careers in healthcare. HOSA brings together students, teachers, and health industry partners to develop leadership, technical competencies, and employability skills essential for success in medical professions.

Participation in HOSA allows students to explore healthcare pathways, engage in community service, build teamwork and professionalism, and compete in regional, state, and national events. Those who qualify through local competitions may advance to higher-level HOSA conferences representing Washington State.

Policies and Course Requirements

Pre-pharmacy technology is a program designed to prepare the student for entry into a professional environment that reflects health care industry standards. Students will treat themselves, others and all equipment and supplies with respect and for their intended purpose. As such, it will be expected that student behavior is appropriate for the modern health care environment.

PCSC Expectations & Policies – [Student Handbook](#)

Students are expected to review and follow the school rules, procedures, and processes outlined in the PCSC student handbook and the district's [Student Rights and Responsibilities](#). Students will be held accountable for the rules outlined; claiming to not know about a rule does not excuse a student from the consequence.

Cheating/Plagiarism

Cheating is by definition, an action done by a student to supply work for another student, or turn in work, use work, or rely on work that is not their own, other than in circumstances clearly understood to involve collaborative or group learning. The judgment of the teacher or staff member who discovers cheating is final. The first offense of cheating will be an F on the assignment/assessment. A second offense of cheating may result in an F in the program and removal from PCSC.

Electronic Equipment

Personal electronic devices, including but not limited to, cell phones, can be a disruption to the educational process and are not permitted at school. The only exception to the following policy is if a teacher specifically grants permission for usage for educational purposes. Electronic devices are to be turned off and put away before entering the building. Students who continue to violate the electronic equipment policy can expect their device to be confiscated, a parent/administrative conference, and additional disciplinary action. Insubordination or argumentative behavior regarding device confiscation will result in further disciplinary action.

Food & Drink

Food and beverages, with the exception of water, are not permitted in classroom areas. No water should be near laptop or desktop computers. A bottle refill station is located in the Rainier Building.

Hall Passes/Vests

Students must have instructor permission to leave class and only one student is permitted out of class at a time. Passes are not to be requested during lectures or presentations. Any student out of class should have a hall pass with time and destination. Any student who needs to go to the parking lot during class must WEAR a classroom-provided safety vest.

Safety Policy

Unsafe behavior and lack of professionalism will not be tolerated in the classroom, lab, clinicals, or on field trips. Lab equipment will be used safely and for its intended purpose only. Horseplay or unsafe behavior will not be tolerated and is grounds for dismissal from the program. Students must pass a written lab safety exam with a score of 100% before engaging in lab activities. All accidents or injuries must be reported to the instructor immediately.

Dress Code/Uniform Requirement

- PCSC dress code applies on non-scrub days
- Students are only permitted to wear PCSC scrubs
- Closed toe shoes must be worn on lab days
- Class ID Badge, once issued, must be worn at all times

Sensitive Issues

The program uses various videos, movies, current news and industry documents as part of the course curriculum. While all efforts are made to screen the content, any opinions expressed in this content belong to those who created it and don't necessarily reflect the views of the school, class or instructor. Students are encouraged to discuss both the opinion of the content creator, but also the opposing view to gain a greater understanding and appreciation of the issues being discussed.

Some materials will be related to disease and health care, including conventional and alternative treatments. Sensitive issues may also be discussed in large or small groups and with guest speakers. Students will be expected to maintain appropriate and professional behavior during these times. Parents are encouraged to contact the instructor with any questions or concerns. Additionally, dissections are a normal part of an anatomy and physiology class and research.

2nd Year Program - Enrollment Requirements

Several PCSC programs have both a first and second year, however automatic enrollment in the second year is not guaranteed. PCSC 2nd year students are considered the leaders of the center. They are students who during their first year, earned no lower than a B grade, had excellent attendance (less than 10 per year excused or unexcused), and demonstrate responsible, respectful, and professional behavior. Most importantly, students must be able to self-manage and successfully work independently without teacher interventions. Instructor approval is required for 2nd year applications.

★ PCSC Back to School Night 5 - 6:30pm 27 - First Day of School 29 - No School	AUGUST					FEBRUARY					9 - Late Arrival 13 - Snow Make-Up Day or No School 16 - President's Day - No School 17 - Waiver Day #2 - No Students
	M	T	W	T	F	M	T	W	T	F	
					1	2	3	4	5	6	
	4	5	6	7	8	9	10	11	12	13	
	11	12	13	14	15	16	17	18	19	20	
	18	19	20	21	22	23	24	25	26	27	
	★ 25	26	★ 27	28	29						
1 - Labor Day - No School 15 - Late Arrival 19 - State Professional Learning Day #3 No Students	SEPTEMBER					MARCH					2, 16 - Late Arrival 11 - End of 2nd Tri/Grade Prep Early Dismissal
	M	T	W	T	F	M	T	W	T	F	
	1	2	3	4	5	2	3	4	5	6	
	8	9	10	11	12	9	10	11	12	13	
	15	16	17	18	19	16	17	18	19	20	
	22	23	24	25	26	23	24	25	26	27	
	29	30				30	31				
6 - Late Arrival 24 - Waiver Day #1 - No Students	OCTOBER					APRIL					6-10 - Spring Break - No School 20 - Late Arrival 22 - Apprenticeship Expo 5:30 - 7:30pm
	M	T	W	T	F	M	T	W	T	F	
			1	2	3			1	2	3	
	6	7	8	9	10	6	7	8	9	10	
	13	14	15	16	17	13	14	15	16	17	
	20	21	22	23	24	20	21	22	23	24	
	27	28	29	30	31	27	28	29	30		
11 - Veterans Day - No School 13 - Plan Your Future Day 17 - Late Arrival 25 - End of 1st Tri/Grade Prep Early Dismissal 26-28 - Thanksgiving Break - No School	NOVEMBER					MAY					11 - Late Arrival 22 - Snow Make-Up Day or No School 25 - Memorial Day - No School
	M	T	W	T	F	M	T	W	T	F	
	3	4	5	6	7					1	
	10	11	12	13	14	4	5	6	7	8	
	17	18	19	20	21	11	12	13	14	15	
	24	25	26	27	28	18	19	20	21	22	
						25	26	27	28	29	
8 - Late Arrival Dec 22-Jan 2 - Winter Break - No School	DECEMBER					JUNE					8 - End of 3rd Tri/Grade Prep Early Dismissal 11 - Last Day of School Early Dismissal 19 - Juneteenth June 22-July 10 - Summer School, Session 1 July 13-31 - Summer School, Session 2
	M	T	W	T	F	M	T	W	T	F	
	1	2	3	4	5	1	2	3	4	5	
	8	9	10	11	12	8	9	10	11	12	
	15	16	17	18	19	15	16	17	18	19	
	22	23	24	25	26	22	23	24	25	26	
	29	30	31			29	30				
12 - Late Arrival 19 - Martin Luther King, Jr. Day No School	JANUARY					JULY					— KEY — ★ Late Arrival (No AM Session) ○ Early Dismissal (No PM Session) # No School for Students ## Non School Days # Summer School, Session 1 # Summer School, Session 2
	M	T	W	T	F	M	T	W	T	F	
				1	2			1	2	3	
	5	6	7	8	9	6	7	8	9	10	
	12	13	14	15	16	13	14	15	16	17	
	19	20	21	22	23	20	21	22	23	24	
	26	27	28	29	30	27	28	29	30	31	