

## Pharmacy Technician Certification (ExCPT) scope document

Course Name	Pharmacy Technician Certification (ExCPT)			Course = 1 Carnegie Unit Credit
Course Description	Pharmacy Technician Certification (ExCPT) course provides preparation for the National Healthcareer Association (NHA) ExCPT certification exam. The course also instills the knowledge and standards needed for excellence in Pharmacy Technician practice. The NHA ExCPT certification is an approved certification found on the Career Development Incentive Program (CDIP) approved programs list.			
Note:	<ul style="list-style-type: none"><li>• This is a suggested scope and sequence for the course content. The content will work with any textbook or instructional resource. If locally adapted, make sure all competencies are covered.</li><li>• Please contact your local community college partner for credit options available.</li><li>• This course can only be run by instructors that can provide occupational experience in the field of Pharmacy Technician or similar careers. If instructors provide proof that they have taken and passed the NHA ExCPT certification exam then they will be approved to run this course as part of their program.</li><li>• Students can sit for the exam up to 60 days before they graduate from high school.</li><li>• The Board of Pharmacy requires that students must sit for the ExCPT exam at a PSI Testing Center.</li></ul>			
Schedule:	Schedule calculation based on 120 contact hours. 60% of instruction time should be geared in meeting the course competencies in the scope and sequence. The remaining 40% of the instructional time allows for guest speakers, student presentations, field trips, remediation, or other content topics.			
All courses taught in an approved CTE program must include Essential Skills embedded into the course content. The Essential Skills Framework for this course can be found at <a href="https://www.cde.state.co.us/standardsandinstruction/essentialskill">https://www.cde.state.co.us/standardsandinstruction/essentialskill</a>				
Instructional Unit Topic	Suggested Length of Instruction	CTE or Academic Standard Alignment ( <a href="#">NHSS</a> )	Competency / Outcomes	
Role, Scope of Practice, and General Duties of the Pharmacy Technician			1. Differentiate between tasks that may be performed by a pharmacy technician and those that must be performed by a pharmacist.	
			2. Maintain pharmacy security (for example: secure medications, prevent unauthorized access).	
			3. Assist pharmacist in medication reconciliation.	
			4. Assist pharmacist in medication therapy management.	
		NHSS 11.1.2	5. Assist patient in selecting compliance aids and devices	

		NHSS 2.2	6. Interpret basic medical terminology commonly used in the pharmacy.
		NHSS 2.1	7. Tailor communications to different audiences, including patients, caregivers, staff, and health care professionals.
		NHSS 4.1, 4.2, 5.2, 6.2, 8.1	8. Interact with customers and patients in a professional manner, including internal and external customers.
			9. Confirm final product verification has been completed by pharmacist prior to release to patient.
			10. Assist the pharmacist in managing inventory by placing, receiving, verifying, rotating, and stocking orders.
			11. Store medications following manufacturers' requirements (for example: light, temperature, humidity).
			12. Identify and remove expired products in a pharmacy's inventory.
			13. Identify and remove recalled products from inventory.
			14. Dispose of medications based on product-specific requirements.
			15. Access and use references and resources as needed to perform job duties.
<b>Laws and Regulations</b>		NHSS 5.2	1. Comply with federal laws and regulations applicable to pharmacy practice.
		NHSS 5.2.1	2. Maintain HIPAA compliance while communicating and disclosing information with patients, caregivers, health care professionals, and others.
		NHSS 5.2.1	3. Comply with HIPAA requirements regarding collection, storage, and disposal of patient information.
			4. When filling prescriptions or medication orders, comply with applicable laws and regulations.
			5. Follow laws and regulations for noncontrolled substances when handling refills and/or partial filling of prescriptions.
			6. Package prescription medications in child-resistant containers or other approved containers as required.
		NHSS 3.1.1, 7.2.1	7. Comply with OSHA regulations for disposal of sharps.
		NHSS 5.2	8. Comply with laws related to monitoring and reporting fraud, waste, and abuse.
		NHSS 11.1	9. Follow record-keeping and retention procedures per federal requirements.
<b>Controlled Substances</b>			1. Differentiate among the controlled substances schedules and the drugs within them.

			2. Identify elements needed to verify the validity of DEA number.
			3. Verify, on intake, required information is on prescription for controlled substance.
			4. Comply with laws and regulations when filling, partial filling, and refilling prescriptions for controlled substances.
			5. File all classes of prescriptions appropriately.
			6. Comply with federal laws pertaining to the handling of Schedule V (exempt narcotics) and regulated (BTC) non-prescription products.
			7. Order, store, and maintain inventory of controlled substances in accordance with CSA.
<b>Drug Classification</b>			1. Differentiate among therapeutic classes of drugs.
			2. Differentiate among various dosage forms.
			3. Differentiate among various routes of administration.
			4. Match common prescription/legend medications with their indications.
			5. Match common over-the-counter (OTC) products with their indications.
			6. Match common behind-the-counter (BTC) products with their indications.
<b>Frequently Prescribed Medications</b>			1. Match brand and generic names of commonly used prescription medications.
			2. Differentiate between side effects and adverse drug reactions.
			3. Differentiate between contraindications and drug interactions.
			4. Recognize physical interactions and incompatibilities in the preparation of compounded and parenteral medications.
			5. Recognize common vaccines and immunization schedules.
<b>Prescription and Medication Order Intake and Entry</b>		NHSS 10.1, 11.1	1. Analyze a prescription or medication order for completeness and obtain missing information.
			2. Process prescription orders (for example: telephone, facsimile, and electronic).
			3. Process prescription refill authorization requests from prescribers.
			4. Obtain information for the patient profile from patients, such as demographics, medication history (including OTCs and herbal supplements), health conditions, concurrent medications, allergies, and third-party payers.
			5. Enter and maintain electronic patient profiles.
			6. Identify and input third-party payer identifier numbers.
			7. Process third-party prescriptions (for example: coordination of benefits,

			rejections, copays, prior authorizations).
			8. Communicate with patients, providers, and/or third-party payers about prescription coverage.
			9. Translate prescriber's directions for use into accurate and complete directions for the patient.
			10. Interpret abbreviations used on prescriptions or medication orders.
			11. Enter prescription information into the computer.
			12. Use correct DAW codes when entering prescription data into the computer.
			13. Respond to electronic alerts (for example: compliance, interaction, third-party payers) while processing a prescription.
			14. Process Durable Medical Equipment (DME) prescriptions, including coordination of benefits with Medicare Part B or D.
<b>Preparing and Dispensing Prescriptions</b>		NHSS 10.1	1. Identify medications that require special handling procedures.
			2. Stock and use automated dispensing machines.
			3. Select appropriate medication product based on prescription/legend, OTC, or BTC status; name and strength; NDC number; expiration date; and lot number.
			4. Count/measure or pour medication into appropriate container.
			5. Select appropriate prescription vials, caps, bottles, and other supplies.
			6. Label medication products packaged in approved containers or, when appropriate, in original packages.
			7. Select and apply appropriate auxiliary labels.
			8. Provide printed patient information leaflets and required medication guides.
			9. Package and ship medications according to manufacturers' recommendations.
			10. Select appropriate OTC product based on pharmacist recommendation.
			11. Offer pharmacist consultation to patients.
			12. Identify prescriptions that have been forged, copied or possibly altered.
<b>Calculations</b>		NHSS 1.3	1. Convert within and between each of the systems of measurement.
			2. Calculate the quantities of prescriptions or medication orders to be

			dispensed.
			3. Calculate the days' supply for prescriptions.
			4. Calculate individual and total daily dosages.
			5. Perform sterile and nonsterile compounding calculations.
			6. Perform basic pharmacy business calculations (for example: pricing and inventory control).
			7. Perform temperature conversions.
			8. Calculate percentages.
<b>Sterile and Nonsterile Products, Compounding, Unit Dose, and Repackaging</b>		NHSS 7.1, 7.1.2, 10.1	1. Use Universal Precautions.
			2. Employ infection control, including handwashing and personal protective equipment (PPE).
			3. Follow correct procedures for maintaining the environment for the sterile product compounding area.
			4. Select appropriate equipment and supplies.
			5. Perform compounding process for sterile products following aseptic technique.
			6. Performing compounding process for non-sterile products.
			7. Select appropriate diluent or base product based on manufacturer's recommendation.
			8. Determine beyond-use dates based on published data or regulatory agency requirements for both compounded and repackaged products.
			9. Inspect final product for physical incompatibilities.
			10. Label compounded products.
			11. Repackage and label unit dose products.
			12. Maintain sterile and nonsterile compounding and repackaging equipment.
			13. Complete required documentation for sterile, nonsterile, and repackaged products.
<b>Medication Safety and Quality Assurance</b>		NHSS 7.2, 7.3, 7.4	1. Follow best practices for quality assurance and medication safety.
			2. Assist pharmacist in identifying patient medication adherence issues.
			3. Use safety strategies to prevent mix ups between look-alike, sound-alike products, errors with high alert/high risk medications, and medications with different routes of administration.
			4. Match patient information to prescription or medication order.
			5. Follow procedures to assure delivery of the correct prescriptions to patients.

			6. Take corrective action after detecting potential medication errors or near misses.
			7. Maintain a clean work environment in the drug dispensing and patient care areas.
			8. Perform quality assurance checks of floor stock (for example: credits, unsecured medication, expired or outdated medications, emergency medications).