



Pharmacy Assistant Part 2

Welcome to PT012: Pharmacy Assistant Part 2!

Please read the information in this syllabus before proceeding to the course materials.

Credits 1 credit hour

Prerequisites PT011

INSTRUCTIONAL TEAM

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Our Academic Advisors are also available to help you when you need it. They are trained to provide answers to your questions about the course or program.

Phone: 1-800-224-7234

Hours: 8:30AM – 8:30PM (Eastern Standard Time), Monday-Friday

MAIL

James Madison High School
6625 The Corners Parkway, Suite 500
Norcross, GA 30092

TEXTBOOK

This course does not have a separate textbook. All reading materials can be found within the online course.

COURSE DESCRIPTION

This course examines pharmacology – the uses, effects and modes of action of drugs – as well as standard techniques and procedures required in a pharmacy. Lessons will describe all major classifications of drugs and understand their indications, therapeutic effects, side effects, dosing recommendations, routes of administration, and mechanisms of action. Pharmacy operations such as aseptic operations, medication transcriptions, metric/apothecary conversions, drug dispensation, recordkeeping, and patient privacy will be covered.

LEARNING OBJECTIVES

After completing the Pharmacy Assistant Part 2 course, students will be able to:

- List and explain the nature, uses and side effects of antibiotics, antifungals, and antiviral drugs.
- List and explain the nature, uses and effects of drugs that affect the central nervous, respiratory, gastrointestinal, renal, urinary, and cardiovascular systems.
- List and explain the nature, uses and effects of drugs in the classes of muscle relaxants, nonnarcotic analgesics, hormones, and topicals.
- Describe chemotherapeutic and biologic drugs as well as substances such as vitamins, herbs, and antidotes.
- Explain some typical business day or workplace operations in a pharmacy or hospital.



- Explain regulations and standards relating to HIPPA and OSHA.

LESSONS	TOPICS
Lesson 1: Antibiotics, Antifungals, and Antivirals	Examples of antibiotics, antifungals, and antiviral drugs encountered in the pharmacy, their mechanisms of action, and their respective names, classes, and categories.
Lesson 2: Anesthetics, Narcotic Pain Relievers, Psychiatric Drugs, and Drugs for CNS Disorders	A description of drugs that affect the central nervous system, including general and local anesthetics, opiates, antipsychotics, antidepressants, anxiolytics, hypnotics, and antiepileptics
Lesson 3: Respiratory and Gastrointestinal Drugs	A description of the drugs that affect the respiratory and gastrointestinal systems, including corticosteroids, beta-agonists, cholinergic antagonists, methylxanthines, leukotriene modifiers, antacids, H ₂ antagonists, and proton-pump inhibitors
Lesson 4: Renal, Urinary, and Cardiovascular Drugs	A description of the drugs that affect the renal, urinary, and cardiovascular systems, including antibiotics, alpha-blockers, antispasmodics, diuretics, antihypertensive drugs, calcium channel blockers, nitrates, antiarrhythmic drugs, and lipid-lowering drugs
Lesson 5: Muscle Relaxants, Nonnarcotic Analgesics, Hormones, and Topicals	A description of the nature, uses, and side effects of medicinal drugs in the classes of muscle relaxants, nonnarcotic analgesics, hormones, and topicals
Lesson 6: Chemotherapy and Miscellaneous Pharmaceutical Products	Chemotherapeutic and biologic drugs as well as substances such as vitamins, herbs, and antidotes
Lesson 7: Community Pharmacy Operations	Retail versus institutional pharmacy operations; pharmacy as both a business and a profession; typical business day operations
Lesson 8: Interpreting and Processing Prescriptions; Patient Charts	Reviewing prescriptions for completeness; processing new prescriptions and refills; pharmacist reviews; maintaining electronic records of patient medications
Lesson 9: Third-Party Payments	Prescription insurance plans; receiving insurance information; processing third-party insurance claims; resolving unpaid drug claims
Lesson 10: Merchandise Handling and Inventory	The importance of inventory control for pharmaceutical businesses; purchasing and short lists; receiving incoming merchandise; returning expired or overstocked merchandise
Lesson 11: Hospital Pharmacy Practice	Common hospital pharmacy settings; types of patients; role of the pharmacist and pharmacy technician; equipment, technology, and best practices in the



	hospital pharmacy setting
Lesson 12: Infection Control and Preparing Sterile IVs	Protecting patients and healthcare providers from infectious diseases; techniques used to prepare sterile intravenous products
Lesson 13: HIPAA Regulations, Pathogens in the Pharmacy, and Employment Preparation	Privacy versus security; protected health information in the pharmacy setting; the HIPAA Privacy Rule; OSHA standards; universal precautions; CDC hygiene guidelines; using personal protective equipment; certification preparation; career options; writing resumes and cover letters; preparing for interviews

GRADING

The following point totals correspond to the following grades:

POINTS GRADE

100-90	A
89-80	B
79-70	C
65-69	D
Below 65	F

James Madison High School allows 2 attempts on exams. If a student is not satisfied with his/her score on the 1st attempt, an exam may be resubmitted. The 2nd attempt is not required as long as the final course average is above 65%. The higher of the 2 attempts will be the score that counts towards the final average.

Exams are timed and once you begin an exam, the timer runs continuously, even if you leave the course. Refer to the exam instructions for the time limit (in most cases 3 hours), but the time limit cannot be spread over multiple days.

GRADE WEIGHT

TOPIC	ACTIVITY	PERCENTAGE
Lesson 1 & 2: Antibiotics, Antifungals, and Antivirals / Anesthetics, Narcotic Pain Relievers, Psychiatric Drugs, and Drugs for CNS Disorders	MC Quiz	16.7%
Lesson 3 & 4: Respiratory and	MC Quiz	16.7%



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Gastrointestinal Drugs / Renal, Urinary, and Cardiovascular Drugs		
Lesson 5 & 6: Muscle Relaxants, Nonnarcotic Analgesics, Hormones, and Topicals / Chemotherapy and Miscellaneous Pharmaceutical Products	MC Quiz	16.7%
Lesson 7 & 8: Community Pharmacy Operations / Interpreting and Processing Prescriptions; Patient Charts	MC Quiz	16.7%
Lesson 9 & 10: Third-Party Payments / Merchandise Handling and Inventory	MC Quiz	16.6%
Lesson 11, 12 & 13: Hospital Pharmacy Practice / Infection Control and Preparing Sterile IVs / HIPAA Regulations, Pathogens in the Pharmacy, and Employment Preparation	MC Quiz	16.6%

ACADEMIC AND COURSE POLICIES

Please see the Academic Policies section in the James Madison High School Catalog for information on Course policies, including the Exam/Assignment Retake Policy, Grading Policy, Academic Honesty Policy, and Student Conduct Policy.