**High Plains Technology Center**

**Health Careers**

**Learning Activity Packet (LAP) for Advanced Pharmacy Technician**

**Related unit of instruction:**

Pharmacy Technician Internship

**Approximate Completion time:**

60 hours

**Rationale for the Lap:**

This LAP is designed to prepare the student with work-based learning experiences. Students will practice under the supervision of a pharmacist or simulate the clinical experience in a laboratory setting.

**Criteria for successful completion:**

By the end of this LAP the student will

1. Complete 60 hours of clinicals under the supervision of a pharmacist.

**Knowledge & Skills**

The following tasks may be performed as part of the Pharmacy Technician Internship:

* Retrieve prescriptions or files as necessary.
* Clerical tasks such as data entry, typing levels and maintaining patient profiles.
* Secretarial tasks such as telephoning, filing and typing.
* Accounting tasks such as record keeping, maintaining accounts receivables, third part billing and posting.
* Inventory control tasks including monitoring, pricing, dating, invoicing, stocking pharmacy and preparation of purchase orders.
* Help maintain a clean and orderly pharmacy.

The following tasks may be performed under the supervision of a pharmacist in a Clinical Training Internship:

* Count and/or pour medications.
* Prepackage (e.g. unit dose) and properly label medications.
* Affix the prescription label to the proper container.
* Affix auxiliary labels to the container as directed by the pharmacist.
* Reconstitution of medications (i.e. liquid antibiotics).
* Bulk compounding, including such items as non-sterile topical compounds, sterile bulk solutions for small volume injectables, sterile irrigation solutions and products prepared in relatively large volume for internal or external use.
* Functions involving reconstitution of single dose units of parenteral products that are to be administered to a given patient as a unit, and functions involving the addition of one manufacturer’s prepared unit (whole or part) to another manufacturer’s prepared unit if the unit is to be administered as one dose to a patient.
* Any duties auxiliary personnel are allowed to perform.
* Assist the pharmacist in the annual CDS inventory.