

# PassAssured's Pharmacy Technician Training Program



**Florida Board of Pharmacy  
Employer Based Training  
Program Requirements  
addressed by PassAssured**

Florida BOP's Employer Based  
Training Program Requirements that  
are addressed in the PassAssured's  
Pharmacy Technician Training Program (PTTP)



## 1. Orientation Unit:

- a) Certification, Licensure and Registration
- b) Introduction to Pharmacy

In this unit, students will learn about Pharmacy Technician Certification Board and the national Pharmacy Technician Certification Exam. They will also be introduced to the history of pharmacy and types of pharmacies, as well as important terms, such as legend medications, over-the-counter medications and scheduled medications. Students will learn about the information needed on prescriptions and prescription labels.



## 2. Federal Law Unit:

- a) Timeline and Organizations
- b) The Controlled Substances Act
- c) Federal Regulations

In this unit, students will learn about important pharmacy laws and about the agencies that regulate pharmacies. Students will also learn about the Controlled Substances act, the 5 schedules for controlled substances, recordkeeping requirements for controlled substances, and how to verify a DEA enforcement number. Students will learn about federal regulations for the sale of pseudoephedrine and for the development of new medications, and about the Health Insurance Portability and Accountability Act (HIPAA).



### 3. Medical Review Unit: Part 1:

- a) Medical Terminology
- b) Pharmacy and Medical Abbreviations
- c) Pharmacy Terminology
- d) Dosage Forms
- e) Nutrition

This unit will focus on important medical and pharmacy terminology and abbreviations. Students will learn the types of interactions that can occur when taking medications and about the different types of medication dosage forms and medical devices. Finally, students will learn about the nutrients, vitamins, minerals and electrolytes necessary for optimal health and about different ways nutrition can be supplied



### 3. Medical Review Unit: Part 2:

- a) Basic Anatomy and Disease States
- b) Cardiovascular, Respiratory, Gastrointestinal, and Renal Systems
- c) The Musculoskeletal, Endocrine, Hematologic and Immune Systems
- d) Psychiatric Disorders
- e) The Ophthalmic and Otic Systems
- f) The Nervous and Integumentary Systems



This unit focuses on medications used to treat diseases and disorders of the body systems. Each includes extensive lists of medications, which students should spend extra time studying. The lists provide the common uses, mechanism of action, common side effects, and examples of both generic and brand name medications in a particular class.





### 3. Medical Review Unit: Part 3

- a) Antibiotics
- b) Chemotherapy
- c) Over-the-Counter Products

In this unit, students will learn about the different classes of antibiotics used to treat infections. Students will also learn about disorders that require treatment with chemotherapy medications. Finally, students will learn about commonly used over-the-counter medications and non-medication products. Each lesson includes extensive lists of medications which students should spend extra time studying. The lists provided the common uses, mechanisms of action, common side effects, and examples of both generic and brand name medications in a particular class.



## 4. Calculations in the Pharmacy Unit:

- a) Pharmaceutical supplies
- b) Medication labeling
- c) Medication packaging and storage
- d) Controlled substances
- e) Adjudication and billing

Performing pharmacy calculations is an important function of a pharmacy technician. This unit includes step-by-step instructions for essential pharmacy calculations and conversions. Students will also learn the elements of a prescription, abbreviations used for each elements, and hoe to transcribe a signa into a medication label. Finally, students will learn the fundamentals of business math.





## 5. Pharmacy Operations Unit:

- a) Assisting the Pharmacist
- b) General Prescription Information
- c) Product Information
- d) Medication Distribution and Inventory
- e) Prescription Processing Software
- f) Prescription Processing and Third-Party Reimbursement
- g) Medication Safety
- h) Financial Transactions
- i) Putting it all Together: Pharmacy Operations
- j) Nonsterile Compounding: USP General Chapter <795>
- k) Sterile Compounding and Aseptic Technique: USP General Chapter <797>



This unit focuses on the core responsibilities of a pharmacy technician, including the prescription workflow, medication distribution and inventory, and medication safety. Students will also learn the fundamentals of using prescription processing software for third-party reimbursement. The unit includes instruction on nonsterile compounding, sterile compounding, and aseptic technique.



## 6. Communicatons Unit

- a) Customer Service in the Pharmacy
- b) Telephone Skills in the Pharmacy
- c) The Pharmacy Technician Resume
- d) The Pharmacy Technician Cover Letter
- e) The Pharmacy Technician Interview

This unit focuses on effective customer service in the pharmacy. Students will also learn how to complete job applications and how to write an effective resume and cover letter. Finally, students learn how to prepare for successful job interviews.



## 7. Medications and Pharmacy Terminology Unit

- a) Vocabulary Mastery
- b) Pharmacy Abbreviations Mastery
- c) Medical Abbreviations Mastery
- d) Top 200 Medications Mastery

The drills in this unit review the pharmacy and medical terminology and abbreviations covered throughout the course. The unit also focuses on the top 200 medications, including their brand and generic names, schedule, common uses, and classifications.



## State Specific and Additional Units

### A) HIPAA Regulations

This lesson focuses on the Health Insurance Portability and Accountability Act (HIPAA) and its impact on the practice of pharmacy.

### B) Florida Technician Laws

This lesson focuses on the laws and rules regulating pharmacy technicians in Florida. Students learn how to register as a pharmacy technician in Florida

### C) Ohio Pharmacy Law

The lesson focuses on rules that are pertinent to the practice of pharmacy in Ohio. Students will learn the requirements for registration as a Pharmacy Technician Trainee, Registered Pharmacy Technician, or Certified Pharmacy Technician in Ohio.



# Final Exam

## PassAssured Pharmacy Technician Training Series Final Exam

The Final Exam includes 90 questions and is designed to mimic the PTCE national certification exam. The Final Exam does not provide students with feedback. To successfully complete the course, students should score 75% or above on the Final Exam.