

Progressive Learning Center

3842 FM 2869 Ste 7
Hawkins, Texas 75765
(903) 530-3414 cell



SPRING 2019 HANDBOOK

**NURSE AIDE TRAINING PROGRAM
MEDICATION AIDE TRAINING PROGRAM
PHARMACY TECHNICIAN PROGRAM**

Revised 12/18

Revised 12/26/18

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HISTORY AND DESCRIPTION OF PROGRAM FACILITY

The Progressive Learning Center is a new center developed to create a learning environment for adults attempting to make a fresh start or develop new skills. The center was started in the home of the founder, located in a rural community. The learning center is approved and regulated by the Texas Workforce Commission, Career Schools and Colleges Section, Austin, Texas.

The nurse aide training program is governed by the Texas Health & Human Services Commission (THHSC). The training curriculum is adhered to with little to no deviation. The learning center is large enough to seat students comfortably and the training lab is equipped appropriately for the preparation of clinical training. Clinical trainings will occur at an area skill nursing facility that is approved by THHSC.

In 2012 PLC added to its program a medication administration course and in the spring of 2013 a pharmacy technician program was added. As with the nurse aide program, these programs are governed and regulated by Texas governing agencies (THHSC).

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Training Programs

Mission: To create an educational environment that is conducive to learning, skills development and interpersonal relationships in a diverse society.

Vision: The vision of the Progressive Learning Center (PLC) training programs is to develop compassion, integrity, caring and skills necessary to give basis quality care to individuals in multifunctional healthcare organizations.

Program Objectives:

- Generate competent graduates that will obtain a Texas certificate in the area of studies.
- Increase the work force in the community.
- Create an interest in the nursing profession that will lead to the continuation of study in nursing.

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ADMISSIONS

Business hours 9am until 4: 30 Monday - Friday

Admission Criteria

To be able to register as a student at PLC, the trainee must be at least 16 years old with parental consent, a high school graduate, or GED, a resident of Texas, a valid photo ID and social security card to sit for state examinations.

The student cannot be listed as unemployable on the Employee Misconduct Registry (EMR) and cannot have been convicted of a criminal offense as listed in Texas Health and Safety Code 250.006

Any student under the age of 18 must have a parent or guardian sign the enrollment agreement

PLC does not grant credit for previous education, training or experience.

Placement Assistance Policy

It is the policy of PLC to make attempts to inform each student of facilities/institutions that are hiring or have potential openings in the discipline of study. A survey will be completed and ongoing for student placement. PLC does not place students on nor promise students employment. It is the student responsibility to apply and secure job and inform PLC of employment.

Class Registration

- All fees are two weeks after the first day of class
- Cash, cashier's check or money orders will be accepted through the second week of class
- Checks will not be accepted
- Copies of driver license, social security card and high school diploma or GED are due upon registration

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ACADEMIC INFORMATION

Grading Scale:

A.....90-100

B.....80-89

C.....70-79

D.....60-69

All students must pass the course with a grade average of a “B” and a PASS in the clinical experience in order to graduate from this program.

Any student that is dropped from any program due to non-payment of fees, attendance or failing grades will not receive a refund of payments

Attendance Narrative

It is PLC policy for all attendance to be recorded immediately during the class time. The attendance will be recorded on the class roll provided by PLC. The attendance roll will be kept in the attendance book for each subject offered. The attendance roll will be kept with the student files for each program at the end of the program. Symbols used for recording attendance are as below:

P- Present, A- absent, C- clinical

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Satisfactory Progress

The length of the course of study varies according to the course. At the end of the first 4 weeks of the program, an evaluation of each student's progress will be given.

To continue in the training program, the trainee must maintain a grade of 80% in theory and pass the skill clinical experience on a pass/fail basis.

Sponsors and/or trainees will be notified in writing of satisfactory/unsatisfactory progress or excessive absences.

Trainees will be allowed to make up missed assignments during the last week of class room. No grades will be received until all assignments are completed and turned in.

Under *Texas Education Code, Section 132.061(f)*, a student who is obligated for the full tuition may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status.

A student receiving a grade of incomplete may re-enroll in the program during the 12 month period following the date the student withdraws and complete the incomplete program without payment of additional tuition. (Title 40, Texas Administrative Code, Section 807.171-175)

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Lab/Clinical/Nursing Process

At the completion of this lab practice, the trainees will possess the ability to pass the Texas state skills test.

Assessment: The trainee that enters this program has a variety of reasons for completion. There is a diverse demographic and a multitude of talent which stems from life's experiences.

Nursing Diagnosis: Knowledge deficit related to necessary skills and resources.

Plan: Trainees will work together in teams, sharing the roles as the patient, caregiver, and observer which will allow them to become competent in the skills required to complete the program.

Interventions:

- Skills practiced by each trainee
- Input received and given from trainee, teammates and instructors
- Trainee will ask for clarification of procedures if not clear
- Trainee will be responsible for a clean and clutter free learning environment
- Trainee will meet at the clinical site for three consecutive days for 8 hours each day.

Trainees will participate in a mandatory skills lab.

The program will accommodate 45 trainees. (Combination of the three time slots)

Added Information for Extern Sites Monitoring

- The externship coordinator will visit and/or call each site daily to monitor the trainees progress
- Instructors and /or externship coordinator will meet daily with trainees to discuss observations and experiences

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- Trainees will not be required to keep a journal on observations and experiences
- Trainees will not be required to write a final report on their learning experiences
- Trainees will be given a final exam

Evaluations:

- Skills development and progress in LTC facility
- Pass skills and written tests at completion of program
- Completed clinical skills checklist

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CLINICAL POLICIES

**** Clinicals are scheduled and/or approved by PLC****

- You must have pass classroom curriculum with a grade of 80 before you will be allowed to take clinical.
- You **MUST** be dressed in the appropriate program color and name tag on that indicates you are a student and what school you are attending. If you have long hair it **MUST** be pulled back and put up. Long nails or excessive jewelry will not be permitted. You **MUST** be cleaned and neat and well groomed. You will not be allowed to do your clinical if this dress and grooming code is not followed.
- You **MUST** be able to demonstrate all skills learned without missing any critical points. You will be given 2 tries on any skill you miss if time permits. Everyone will be given their first try on all skills before any second try will be done.
- Return the next clinical cycle to finish your second try. **YOU WILL NOT BE CHARGE FOR THIS**
- If you are absent any clinical days, more than (1), this **MUST** be made up during the next clinical cycle.
- Every effort will be made to make up 1 day of absence if your clinical instructor can possibly get your skills check off done, is he/she is unable to, then you **MUST** return for
- The next clinical cycle.

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You will NOT be charged for any make up clinical on the next cycle if it is to do your second try on any skills or you were absent for any of the following reasons:

- Medical emergency—verified by physician excuse
- Death in the immediate family
- Court appearance—must verify
- Nature disaster—flood, tornado, ice storm etc

These verifiable excuses MUST be brought to the school's business office at 669 Francis Street, Hawkins before you are placed on the schedule for the next cycle of clinical.

*Signature*_____ *Date*_____

Clinical polices

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ATTENDANCE POLICY

Readmission/Dismissal/Withdrawal

Training programs consist of clock hours of classroom and clinical training for a total number of clock hours of study to be concluded.

Any student/trainee who fails to adhere to the policy and procedures of PLC will automatically be dropped from this program. Three tardies = one day absence. At the discretion of the instructor and director, a student may make-up 5% of missed days from a program.

More than three days of absences, you are DISMISSED. The student must attend all clinical days without exception.

Students/trainees may withdraw from the program at anytime (see refund policy).

Students/trainees who enrollments are terminated for violation of the attendance policy may not reenter before the start of the next grading period.

*Signature*_____ *Date*_____

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CLASS SCHEDULE

2019

NURSE AIDE PROGRAMS CLASSES 8 WEEKS IN LENGTH Class periods are 50 minutes

Begins Jan 15, 2019	Ends March 9, 2019
Begins March 26, 2019	Ends May 18, 2019
Begins June 4, 2019	Ends July 27, 2019
Begins August 6, 2019	Ends September 28, 2019
Begins October 15, 2019	Ends December 7, 2019

DAY CLASSES TUESDAY—THURSDAY 9:00AM until 12:00PM
Class: 09:00—09:50 Break 09:50—10:00
Class: 10:00—10:50 Break 10:50—11:00
Class: 11:00—12:00

EVENING CLASSES TUESDAY--- THURSDAY 6:00PM until 9:00PM
Class: 6:00pm-6:50pm Break 6:50pm-7:00pm
Class: 7:00pm- 7:50pm Break 7:50pm-8:00pm
Class: 8:00pm- 9:00pm

SATURDAY CLASSES 8:00AM until 5:00PM
Class: 08:00-10:00 Break 10:00-10:10
Class: 10:10-12:35 Break 12:35-12:45pm
Class: 12:45pm-2:50pm Break 2:50 pm-3:00pm
Class: 3:00pm-5:00pm

CLINICALS WILL CONSIST OF 5 CONSECUTIVE 8 HOUR DAYS AT A LOCAL NURSING FACILITY AND 1- 8 HOUR DAY (Saturday) FOR RETURN DEMONSTRATION LAB. ALL STUDENTS MUST ATTEND.

Location of clinical sites will be announced.

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HOLIDAY SCHEDULE 2018

New Years Day.....	January 1, 2019
M.L. King Jr. Birthday.....	January 21, 2019
Memorial Day.....	May 28, 2018
Independence Day.....	July 4, 2019
Labor Day.....	September 2, 2019
Thanksgiving Holiday.....	November 28, 2019
Christmas Eve	December 24, 2019
Christmas Holiday.....	December 25, 2019

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ADMINISTRATIVE POLICIES

Non-Discrimination policy

PLC does not discriminate on the basis of sex, race, age, color, disability, religion, national origin or sexual orientation in this educational program.

STUDENT CONDUCT POLICY

1. Classes will begin promptly at the appropriately scheduled times.
2. Three tardies = 1 day of absence.
3. Three days of absence and you are TERMINATED from the class.
4. No smoking in classroom.
5. No disruptive actions or sleeping will be allowed in classroom.
6. No children will be allowed.
7. All cell phones will be placed on vibrate or silence during class time, calls maybe returned during break. There will be absolutely no texting during class time.
8. No foul or vulgar language will be allowed.
9. Must have a grade of 80 in order to pass.
10. CAN NOT MISS ANY CLINICALS.
11. This policy MUST be followed without exceptions.
12. Refusing to abide by this policy will be grounds for termination from the program.

*Signature*_____ *Date*_____

Student Conduct

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GRIEVANCE POLICY

It is the policy of PLC to allow for the best learning environment possible. If for some reason there is a concern or grievance with any student/trainee or staff member, the followings steps to resolution maybe taken.

- Notify the director/administrator of the concern
- Complete the appropriate form
- Allow time for a satisfactory resolution to be made

If you are not satisfied with the resolution then the unresolved grievance may be directed to:

**Texas Workforce Commission
Career Schools and Colleges Section
101 East 15th Street
Austin, Texas 78778-0001**

“Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges Section, Austin, Texas.”

“The information contained in this handbook is true and correct to the best of my knowledge.”

*Signature*_____ *Date*_____

FINANCIAL INFORMATION

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LIST OF FEES

Nurse Aide

TUTITION	\$525.00
BOOK (Optional)	\$54.00
State test	\$104.50
TOTAL	\$683.50

Medication Aide

TUTITION	\$600.00
Book (Optional)	\$78.00
STATE TEST (non- refundable)	\$25.00
TOTAL	\$703.00

Pharmacy Tech

TUTITION	\$950.00
Book	\$52.00
Finger print	\$40.00
State Test	\$120.00
TOTAL	\$1162.00

Students are required to purchase the following before the first day of your clinical experience:

UNIFORM/SCRUBS (COLOR)

WHITE NURSING SHOES/ SNEAKERS

Payments may be made in cash/ money order. PLC will only accept company checks, no personal checks. We do not have any partnerships with lending institutions.

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PROGRAM DESCRIPTION AND OBJECTIVE

Program Description:

The Nurse Aide program is a comprehensive course designed to teach students the skills and abilities essential to the provision of basic care to patients and residents in hospital and long term care facilities. Graduates of this program will be able to communicate and interact effectively with patients, assist patients in attaining and maintaining maximum functional independence, while observing patient rights. They will learn how to perform basic first aid, CPR, take vital signs, apply the elements of basic nutrition in meal planning, and follow infection control measures. Additionally, they will be able to apply proper body mechanics in bed making, lifting, and turning patients. Graduates of this program may find entry-level employment as a nurse aide with hospitals and nursing homes.

Program Objectives:

To prepare nurse aides with the knowledge, skills, and abilities essential for the provision of basic care to residents in long term care facilities.

- To provide basic care to residents of long term care facilities
- To communicate and interact effectively with residents and their families based on sensitivity to the psychosocial needs of residents.
- To assist residents in attaining and maintain maximum functional independence.
- To protect, support and promote the rights of residents.
- To provide safety and preventive measures in the care of residents.
- To demonstrate skills in observing and reporting.
- To function effectively as a member of the health care team

Program Outline:

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NURSE AIDE PROGRAM

Subject Number	Subject Title	Clock Hours Lec /Lab/Ext/Total
BNA- 101	Introduction to Long Term Care	20/00/00/20
BNA- 102	Personal Care Skills	13/00/00/13
BNA- 103	Basic Nursing Skills	12/00/00/12
BNA- 104	Restorative Services	05/00/00/05
BNA- 105	Mental Health & Social Service Needs	10/00/00/10
BNA- 106	Clinical Practice	00/08/40/48
Total Hours	60 / 8 / 40 / 108	

The appropriate time required to complete the Nurse Aide Program is eight weeks for the day program, eight weeks for the evening program and eight weeks for the Saturday program.

COURSE DESCRIPTION

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BASIC NURSE AIDE (BNA-0106)

This 108 hour basic nurse aide course provides entry level preparation for nursing assistants to achieve a level of knowledge and skills essential to provide basic care to residents in long-term and acute care facilities. During the course duration, topics of discussion include resident's right, communication, and safety, observation, reporting and assisting residents in maintaining basic comfort and safety with emphasis placed on effective interaction with members of the health care team, residents, caregivers, and patients. Upon completion of this course the trainee will be eligible to sit for the Texas Registry examination.

The basic nurse aide examination is scheduled and administered by NAES (Nurse Aide Competency Evaluation System). Be aware the test dates may be changed by NACES and that PLC has no control over these changes. If there are changes, PLC will notify the trainees immediately upon receiving these changes.

Student Objectives:

Each student during the course of this program will:

- Learn to react in a sensitive manner to the emotional, social, and mental needs of patients
- Communicate and interact competently on a one-on-one basis with patients
- Assist patients in attaining and maintaining independence
- Learn to exhibit behaviors in support and promotion of the rights of patients
- Learn skills in observation and documentation

COURSE OUTLINE

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Personal Care Skills

- Body Mechanics, positioning and Moving Residents
- Care of the Residents Environment
- Assisting Residents with Bathing
- Toileting and Perineal Care
- Skin Care
- Hygiene and Grooming
- Nutrition
- Hydration
- Elimination

Basic Nursing Skills

- Promoting a Restraint-Proper Environment
- Vital Signs, Height and Weight
- Observing, Reporting and Charting
- Admission, Transfer, and Discharge
- Coping with Death

Restorative Services

- Introduction to Restoration
- Role of the Nurse Aide in Restoration

Mental Health and Social Service Needs

- Psychosocial Needs of Residents
- Specific Behavior Problems
- Cognitive Impairment

Subject Description

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BNA-101

Introduction to Long Term Care (LTC: 20 hours of lecture): Students will learn the role of nursing assistants in LTC facilities, safety measures, emergency measures, infection control, resident rights, communication, etc. (No Prerequisite)

BNA- 102

Personal Care Skills (13 hours of lecture/3 hours of lab): Students will learn proper body mechanics, positioning and moving of residents, care of residents environments, assist residents with bathing, perineal care, etc. (No prerequisite).

BNA- 103

Basic Nursing Skills (12 hours of lecture/ 2 hours of lab): The student will learn how to promote a restraint-proper environment, to take vital signs, height, and weight, to observe, report, and document etc. (Prerequisite- BNA 101,102).

BNA- 104

Restorative Services (4 hours of lecture): Students will learn the role of the nurse aide in restorative services (Prerequisite BNA 101,102,103).

BNA- 105

Mental Health and Social Service Needs (6 hours of lecture): Students will learn how to care for residents with psychosocial needs, specific behavior problems, and cognitive impairments (No prerequisite).

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MEDICATION AIDE TRAINING PROGRAM (MA210)

PROGRAM DESCRIPTION:

The medication aide program is a 140 hour comprehensive course designed to teach students the skills and abilities essential to the provision of basic medication administration to residents/patients in long-term care facilities, state schools, intermediate care facilities for persons with mental retardation operated by a community mental retardation center established under Health & Safety Code Chapter 534, correctional institutions, and home health agencies.

Graduates of this program will be able to communicate and interact effectively with residents/patients and staff members; will learn procedures for preparation and administration of medications, responsibility, control, accountability, storage and safeguards for medication administration. They will learn how to use reference material, proper documentation, minimum licensing standards for facilities covering pharmaceutical service, nursing service, and clinical records; federal and state certification standards, lines of authority in the facility, responsibilities and liabilities associated with administration and safeguarding medications. They will also learn allowable and prohibited practices of permit holders, drug reactions and side-effects of medications commonly administered and rules governing the medication aide program.

Graduates of this program may find entry-level employment as a medication aide with correctional institutions, long-term care facilities, home health, assisted living facilities, and state school and intermediate care mentally impaired centers.

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Admission Requirements for Medication Aide Training Program

Be able to read, speak, write and understand English

High school diploma or GED

Free of communicable disease and in good physical/emotional health

Currently employed in a facility as a nurse aide or non-licensed direct care staff member on the first official day of the medication aide training program

Have been employed in a facility for 90 days as a non-licensed direct care staff member within the 12 months period preceding the first official day of the med aide program or

Attending or has attended an accredited school of nursing and who does not hold a nursing license and if you attended the nursing school no earlier than January 1 of the year immediately preceding the year of application for a permit or

Successfully completed courses at the nursing school that covers DADS curriculum for a medication aide training program or

A graduate of an accredited school of nursing and who does not hold a license to practice professional or vocational nursing

Be 18 years of age

Have valid photo ID and social security card

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Medication Administration (MA2010) Program Outline

Subject Number	Subject Title	Clock Hours
		Lec/Lab/Ext/Total
MA210	Introduction & Basic Concepts	16/00/000/16
MA211	Administration of Medications	12/10/000/22
MA212	Cardiovascular/Respiratory	12/04/000/16
MA213	Urinary System	06/02/000/08
MA214	Digestive System	06/04/000/10
MA215	Central Nervous/Musculoskeletal	12/04/000/16
MA216	Antibiotics/Anti-infective Agents	12/00/000/12
MA217	Eye/Ear/Skin	04/03/000/07
MA218	Immune-Compromised Residents	06/00/000/06
MA219	Pediatric Patients	03/02/000/05
MA220	Alzheimer & Related Disorders	08/00/000/08
MA221	Care Planning Assistance	03/01/000/04
MA201	Clinical Practice	00/00/010/10

Total Hours 100/ 30/10/140

The appropriate time required to complete the Medication Aide Program is 12 weeks a total of 140 hours for both, day and evening classes.

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SUBJECT DESCRIPTION MEDICATION ADMINISTRATION (MA2010)

MA210 Introduction/orientation/basic concepts (16 lecture hrs): Students will learn procedures for preparation and administration of medications, responsibility, control, accountability, storage and safeguards for medication administration. They will learn how to use reference material, proper documentation, minimum licensing standards for facilities covering pharmaceutical service, nursing service, and clinical records; federal and state certification standards, lines of authority in the facility, responsibilities and liabilities associated with administration and safeguarding medications. They will also learn allowable and prohibited practices of permit holders, drug reactions and side-effects of medications commonly administered in facilities and rules governing the medication aide program. (Prerequisite: None)

MA211 Administration of Medication (12 lecture hrs/10 hrs lab): Students will learn how to safely store medication, medication preparation, appropriate ordering of medications, and cause of medication errors and how these errors may have been prevented. The students will also learn their roles and responsibilities in drug therapy; before and after administering medications. Students will learn the importance of documentation in the medical record and how the medical records affect the care of the residents. (Prerequisite: None)

MA212 Drugs Affecting the Cardiovascular/ Respiratory Systems (lecture 12 hrs/ 4 hrs lab): Students will learn the structure and functions of these systems. The students will learn the category of medications and how these medications affect the particular system. Drugs used for congested heart failure, angina, arrhythmias, hypertension, oxygen therapy, bronchodilators, antihistamines, anti-tubercular and respiratory combination drugs will be discussed and learned. (Prerequisite None)

MA213 Drugs Affecting the Urinary System: Students will learn the structure and function of the urinary system. Students will learn how and why diuretic and potassium replacement drugs are used and their affect on this system. Students will also learn which medications affect the bladder tone and the different urinary anti-infective. (Prerequisite None)

MA214 Drugs Affecting the Digestive System (lecture 6hrs/4hrs lab): Students will learn the structure and function of this system, medications used and their affects on the system. Also, students will discuss and learn the importance of vitamin and minerals in the diet. (Prerequisites None)

MA215 Drugs Affecting the Central Nervous & Musculoskeletal Systems (lecture 12 hrs/4hrs lab): Students will learn the structure and function of the systems and the different disease processes. Students will become familiar with the drugs used and the therapeutic/adverse affects of each. (Prerequisites None)

MA216 Antibiotics & other Anti-infective Agents (lecture 12hrs): Students will learn the nature of infections, aids in infection prevention and the role of healthcare providers in this prevention. They will learn topical anti-infective agents, systemic anti-infective drugs and their effects on the system. (Prerequisites None)

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MA217 Drugs Affecting the Eye, Ear and Skin (lecture 4hrs/3hrs lab): Students will learn the structure and functions of the eye, ear and skin. Students will learn the medication used for the treatment of Glaucoma, skin disorders, and ear disorders. Students will learn the proper technique to apply ointment to the eye, placing drops in the ears for both children and adults and applying trans-dermal patches. (Prerequisites None)

MA218 Immune-compromised Residents (lecture 6hrs): Students will learn the definition of immune-compromised and how to establish an effective line of communication. Students will get a better understanding of the resident's needs and how the medication regime is important. The student will learn the medications used the therapeutic/adverse affect of each. (Prerequisites None)

MA219 Pediatric Patients (lecture 3hrs/ 2hrs lab): Students will learn communication skills for the pediatric patient. Students will discuss and learn nutritional consideration in regards to the pediatric patient. The student will learn the appropriate ways to administer medications. (Prerequisites None)

MA220 Alzheimer's disease and Related Disorders (lecture 8 hrs): Students will learn the definition of Alzheimer and the difference between other related disorders. Students will learn the medications used to treat these diseases as well as how to communicate with the residents to enable an effective medication administration. (Prerequisites None)

MA221 Care Planning Assistance (lecture 3 hrs/ 1hr lab): The student will learn the purpose and significance of care planning residents' care. The student will learn the definitions of the interdisciplinary care plans and interdisciplinary care team. The student will learn their role relating to the patient care planning. (Prerequisites None)

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MED AIDE

FINANCIAL INFORMATION LIST OF FEES

TUTITION	\$600
State Test	\$25
Book (Optional)	\$78
Total Charges for Program	\$703

NOTICE

Permit application and examination fees are done on individual basis and must be submitted to DADS within 20 days after the start of the program.

Permit application/examination fees are PAID to DADS (non-refundable) - \$25

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Class Schedule Medication Aide (MA 2010)

2019

ALL CLASSES ARE 12 WEEKS IN LENGTH

Class periods are 50 minutes

Begins January 14, 2019

Begins April 22, 2019

Begins July 22, 2019

Ends April 4, 2019

Ends July 11, 2019

Ends October 17, 2019

Day Classes	MON/TUE/ THUR	9:00AM – 1:00PM
Class: 09:00 - 09:50	Break 09:50 - 10:00	
Class: 10:00 – 10:50	Break 10:50 – 11:00	
Class: 11:00 – 11:50	Break 11:50 – 12:00	
Class: 12:00 – 1:00		

Evening Classes	MON/TUE/ THUR	5:00PM- 9:00PM
Class: 5:00 – 5:50	Break: 5:50 – 6:00	
Class: 6:00 – 6:50	Break: 6:50 – 8:00	
Class: 7:00 – 7:50	Break: 7:50 – 8:00	
Class: 8:00 – 9:00		

CLINICAL WILL CONSIST OF 10 HOURS AT A LOCAL SKILED NURSING FACILITY AND AN ADDITIONAL 10 RETURN DEMONSTRATION IN THE SKILLS LAB. ALL STUDENTS MUST ATTEND THEIR CLINICAL EXPERIENCE.

LOCATION OF CLINICAL SITES WILL BE ANNOUNCED

"Building for the Future"

**MEDICATION AIDE TRAINING (MA2010)
CLINICAL POLICY**

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OBJECTIVE: The objective of the clinical experience is to allow the medication administration student the opportunity to perform as a medication assistant under the direct supervision of a license nurse in a skilled nursing facility.

During the clinical experience the student will:

1. Observe the nurse or medication assistance during a medication pass to residents
2. Keep the med cart clean and free of personal items
3. Learn the rules for setting up a med cart
4. Be courteous, respectful and polite to the residents, staff members, visitors at all times while in the nursing facility
5. Work with a license nurse or medication assistance at all times
6. Abide by the rules and policies of the facility
7. Be evaluated at the end of the clinical experience by the nurse and instructor
8. Not drink or use drugs while in the clinical setting; any student caught doing so will immediately be terminated from the course
9. Abide by the regulations, policies and procedures according to the Department of Aging and Disability Services for medication administration
10. Not receive any keys to the medication carts nor Med rooms without being in the presence of the license nurse or medication assistance
11. Be accountable and responsible for their learning experience during clinical

THE CLINICAL EXPERIENCE IS A PASS/FAIL AND THE STUDENT MUST PASS THIS PORTION OF THE TRAINING IN ORDER TO COMPLETE THE MEDICATION AIDE TRAINING PROGRAM

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MEDICATION ADMINISTRATION UP-DATE for MEDICATION AIDES (MA2010A)

SUBJECT NUMBER (MA2010A)	SUBJECT TITLE MED –AIDE UPDATE	CLOCK HOURS 7 HOURS	COST: \$50
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OBJECTIVE: To up-date medication aide permit holders on medication administration that will meet the 7 hours of continuing education requirement.

DESCRIPTION:

MA2010A Med-Aide Update (7 lecture hrs): In the continuing education update for certified medication aides (CMA), the CMA will learn and review current and new regulations pertaining to medication administration, describe and discuss concerns faced daily by the CMA, review and discuss the do's and don'ts of medication administration, review and discuss the proper techniques to be used in administering medication, the six rights of administering medications. The CMA will learn and discuss techniques to better manage residents with behaviors during medication administration.

(Prerequisite: certified medication- aide)

Admission Requirements: The student must

1. Be a certified medication aide
2. Have CMA permit in good standing, current or able to re-new

SATURDAY UP-DATES 9:00AM until 4:30PM (Two Saturdays per month to be announced)

Class: 09:00-11:00	Break: 11:00-11:10
Class: 11:10-12:00	Lunch: 12:00-13:00
Class: 13:00-15:00	Break: 15:00-15:10
Class: 15:10- 16:30	

Pharmacy Technician

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PROGRAM DESCRIPTION AND OBJECTIVE

PROGRAM DESCRIPTION: The Pharmacy Technician provides technical assistance for registered pharmacists and work under their direct supervision. They usually work in hospitals, community ambulatory care, home healthcare, nursing homes and pharmaceutical industries. The Pharmacy Technician's primary responsibility is to perform more of the manipulative functions associated with dispensing prescriptions. Their duties include, but are not limited to, drug-product preparation and distribution, control of drug products, preparation and delivery of requested patient medication to be administered; record-keeping and, in some instances, the purchase of pharmaceuticals and the taking of inventory of controlled substances.

OBJECTIVE: The Pharmacy Technician program of Progressive Learning Center (PLC) provides students with the technical and practical training necessary for work as an entry-level assistant to a licensed pharmacist. Students will study pharmacy computing, medication preparation, inventory and billing, and quarterly customer service care. The program seeks to prepare students to work under the supervision of a licensed Pharmacist in the preparation and dispensing of medications; maintaining patient records; setting up, packaging; and labeling routine orders from stock supplies; and mixing drugs with parenteral fluids. The core curriculum is a structured lecture component only. At the conclusion of the program, graduates who have diligently attended class and studied should have the skills to seek entry-level employment as a Pharmacist Technician.

ACCREDITATION/CERTIFICATION INFORMATION DISCLOSURE: Graduates of the program are eligible for and encouraged to take the certification exam offered by the Pharmacy Technician Certification Board (PTCB). This credential is a nationally recognized voluntary certification that could enhance employment opportunities. Certification requirements for taking and passing this examination are not controlled by PLC, but by outside agencies and are subject to change without notice. PLC cannot guarantee that graduates will be eligible to take this, or any other, certification exam, at all or at any specific time, regardless of their eligibility status upon enrollment.

Program Outline

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Pharmacy Technician Program

Course Number Lec/Lab/Ext/Total	Course Title	Contact Hours
PT100 4/00/00/4	Medical Law and Ethics	
PT101 5/00/00/5	Safety in the Healthcare Environment	
PT102 5/00/00/5	Medical Terminology-All Body Systems	
PT103 4/00/00/4	Career Success	
PT104 5/00/00/5	Introduction To Pharmacy	
PT105 6/00/00/6	Pharmacy Practice	
PT106 5/00/00/5	Institutional Pharmaceutical Issues	
PT107 6/00/00/6	Medication Management	
PT108 5/00/00/5	Pharmacy Techniques	
PT109 4/00/00/4	Pharmacy Operations	
PT110 5/00/00/5	Sterile Compounds, Parenterals And IV Admixtures	
PT111 6/00/00/6	Information Technology in the Pharmacy	
Lec/Lab/Ext/Total		60/00/00/60

The appropriate time required to complete the Pharmacy Technician Program is ten (10) weeks

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COURSE DESCRIPTIONS

PT100 Medical Law and Ethics

4 Lecture Hours

This subject explores legal and ethical issues in healthcare delivery. Students will review and discuss legal principles, professional liability, informed consent, medical documentation, and confidentiality. Ethical discussions focus on recognizing various patient needs, respecting the cultures and values of patients and families, and appropriate communication based on context. Introduce concepts relating to patient safety, therapeutic communication, and evidence based care.

Prerequisites: 102 Medical Terminology

PT101 Safety in the Healthcare Environment

5 Lecture Hours

This course addresses employee and patient safety concerns in the healthcare environment. First aid training, medical office emergencies, CPR, OSHA, MSDS, and personal protective equipment are among topics taught and practiced.

Prerequisites: None

PT102 Medical Terminology-All Body Systems

5 Lecture Hours

This course introduces the major body structures and functions through the study of medical terminology. Terminology related to diagnosis and treatment is also presented.

Prerequisites: None

PT103 Career Success

4 Lecture Hours

This course examines professional requirements, certification opportunities, and successful career traits for healthcare professionals. Topics include resume preparation, interviewing techniques, job expectations, professional skill-building and career planning, professional organizations and resources, certification preparation and review, and licensure opportunities.

Prerequisites: PT102 Medical Terminology

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COURSE DESCRIPTIONS

PT104 Introduction to Pharmacy

5 Lecture Hours

This course focuses on procedures used to assist the Pharmacist in direct patient care and retail pharmacy operations. Students will examine regulatory laws and agencies, retail business structures and practices, pharmacological terminology, and licensing and career requirements.

Prerequisites: PT102 Medical Terminology

PT105 Pharmacy Practice

6 Lecture Hours

This course focuses on procedures related to assisting the Pharmacist in screening, authenticating and processing the Physician's medication orders. Computerized medication information databases are also presented along with the relationship of patient's rights to the concept of proprietary business information.

Prerequisites: PT 104 Introduction to Pharmacy

PT 106 Institutional Pharmaceutical Issues

5 Lecture Hours

This course examines the role of Pharmacy Technicians in institutional and other Pharmacy practice settings. Students will have the opportunity to enhance practical knowledge and skills through the exploration of contemporary pharmaceutical issues and practices, pharmacy law and healthcare history, standard measurement and calculation methods, and effective communication techniques. This course will also provide a survey of the other Pharmacy Technician program courses.

Prerequisites: PT 104 Introduction to Pharmacy

PT 107 Medication Management

6 Lecture Hours

This course examines the role and responsibilities of the Pharmacy Technician in medication management. Dosage calculations, drug classifications and effects, aseptic techniques, record keeping and communication practices will be covered.

Prerequisites: PT104 Introduction to Pharmacy

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COURSE DESCRIPTION

PT 108 Pharmacy Techniques

5 Lecture Hours

This course focuses on techniques used to assist the Pharmacist and prepare medications. Students will examine various aspects of pharmacy hardware, microbiology, compounding and communication.

Prerequisites: PT 104 Introduction to Pharmacy

PT 109 Pharmacy Operations

4 Lecture Hours

This course orients students to the everyday workplace dynamics of the pharmacy, with a focus on medication preparation; prescription interpretation and filling; and data entry, billing and collection practices. Students will utilize pharmacy software, discuss principles of patient education, and examine methods for improving patient care outcomes.

Prerequisites: PT 104 Introduction to Pharmacy

PT 110 Sterile Compounds, Parenterals, and IV Admixtures

5 Lecture Hours

This course explores the preparation and use of sterile compounds, parenteral medications, and intravenous admixtures with a focus on general and specific IV procedures and the role of the Pharmacy Technician. Chemotherapeutic therapy and experimental drug trials discussed.

Prerequisites: PT 104 Introduction to Pharmacy

PT111 Information and Technology in the Pharmacy

5 Lecture Hours

This course explores standard procedures and technology used in the Pharmacy setting. Students will examine record keeping practices, office hardware and software, phone and fax equipment, data entry and billing systems, and automated drug distribution machines used in pharmaceutical practice.

Prerequisites: PT Introduction to Pharmacy

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Course Syllabus

PT100 Medical Law and Ethics

Course Description:

This subject explores legal and ethical issues in healthcare delivery. Students will review and discuss legal principles, professional liability, informed consent, medical documentation, and confidentiality. Ethical discussions focused on recognizing various patient needs, respecting the cultures and values of patients and their families, and appropriate communication based on context. Introduce concepts relating to patient safety, therapeutic communication, and evidence based care.

Subject Hours:

4 clock hours (4 hours of lecture)

Performance Objectives:

Learn legal and ethical issues in healthcare delivery. Review and discuss legal principles. Review confidentiality in healthcare delivery.

Prerequisites:

PT102 Medical Terminology

Required Textbook:

Certification Review for Pharmacy Technicians, Noah Reifman, 2008, 8th edition.

Instructional Methods:

Lecture

Maximum Student: Instructor Ratio:

15:1

Material and Media References:

Weekly Content Outline:

Lesson 1:	Legal and Ethical Issues
Lesson 2:	Patient's Needs in Healthcare
Lesson 3:	Culture Values of Patients

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Lesson 4: Family Values in Healthcare
Lesson 5: Legal Principles
Lesson 6: Professional Liability

Basis of Grades:	Class and Homework Assignments	20%
	Test & Quizzes	40%
	Final Exam:	40%

PT101 Safety in the Healthcare Environment

Subject Description: This course addresses employee and Patient safety concerns in the healthcare environment. First aid training, medical office emergencies, CPR, OSHA, MSDS, and personal protective equipment are among topics taught and practiced.

Subject Hours: 5 clock hours (5 hours of lecture)

Performance Objectives: Understand employee and patient safety. Learn first-aid procedures. Learn CPR procedures. Learn the purpose OSHA and MSDS.

Prerequisite: PT102 Medical Terminology

Required Textbook: Certification Review for Pharmacy Technicians, Noah Reifman, 2008, 8th edition.

Instructional Methods: Lecture

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Maximum Student, Instructor Ratio: 15:1

Materials and Media References:

Weekly Content Outline:

Lesson 1: OSHA and MSDS functions.

Lesson 2: Patient Safety

Lesson 3: First Aid Training

Lesson 4: Medical Office Emergencies.

Lesson 5: CPR training

Lesson 6: Protective Equipment and Procedures

Basis of Grades:

Class & Homework Assignments	20%
Test & Quizzes	40%
Final Exam	40%

PT 102 Medical Terminology and-All Body Systems

Subject Description:

This course introduces the major body structures and functions through the study of medical terminology. Terminology related to diagnosis and treatment is also presented.

Subject Hours

5 clock hours (5 lecture hours)

Performance Objectives:

Pronounce and define medical vocabulary words. Know the different prefixes and suffixes. Identify root words. Identify word parts. Identify medical symbols and diagnosis.

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Prerequisites:	None	
Required Textbooks:	Certification Review for Pharmacy Technician, Noah Reifman, 2008, 8 th edition.	
Instructional Methods:	Lecture	
Maximum Student and Instructor Ratio:	15:1	
Material and Media References:		
Weekly content of Outline:	Lesson 1:	Basic Word Structure
	Lesson 2:	Organization of the Body
	Lesson 3:	Suffixes/Prefixes
	Lesson 4:	Medical Specialties
Basis for Grades:	Class & Homework Assignments	20%
	Test & Quizzes	40%
	Final Exam	40%
PT103 Career Success		
Subject Description:	This course examines professional requirements, certification opportunities, and successful career traits for healthcare professionals. Topics include resume preparation, interviewing techniques, job expectations, professional skill-building and career planning, professional organizations and resources, certification preparation and review, and licensure opportunities.	
Subject Hours:	4 clock hours (4 lecture hours)	

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Performance Objectives: Understand professional requirements.
Learn career opportunities. Develop a resume. Learn job interview skills.

Prerequisites: PT102 Medical Terminology

Required Textbooks: Certification Review for Pharmacy Technicians, Noah Reifman, 2008, 8th edition.

Instructional Methods: Lecture

Maximum Student/Instructor Ratio: 15:1

Materials and Media References:

Weekly Content Outline:

Lesson 1:	Resume
Lesson 2:	Career Planning
Lesson 3:	Certification Opportunities
Lesson 4:	Professional Organizations
Lesson 5:	Healthcare Profession

Basis for Grades:

Class Homework & Assignments	20%
Test/Quizzes	40%
Final Exam	40%

**PT104 Introduction to Pharmacy
Subject Description:**

This course focuses on procedures used to assist the Pharmacist in direct patient care and retail pharmacy operations. Students will examine

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Subject Hours:**Performance Objectives:****Prerequisites:****Required Textbook:****Instructional Methods:****Maximum Student/Instructor Ratio:****Materials and Media References:****Weekly Content Outline:**

regulatory laws and agencies, retail business structures and practices, pharmacological terminology, and licensing and career requirements. 5 clock hours (5 lecture hours)

Study laws regulations and agencies. Learn retail Pharmacy operation. Learn Pharmacy terminology. Discuss license requirements. PT102 Medical Terminology

Certification Review for Pharmacy Technicians, Noah Reifman, 2008, 8th edition.

Lecture

15:1

Lesson 1: Regulatory law and agencies.
Lesson 2: Retail Pharmacy purchases.
Lesson 3: Pharmacy terminology
Lesson 4: License requirements

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Basis of Grades:

Lesson 5: Career requirements
Lesson 6: Direct patient care
Classroom Homework and Assignments 20%
Tests/Quizzes 40%
Final Exam 40%

PT105 Pharmacy Practice Subject Description:

This course focuses on procedures relate to assisting the Pharmacist in screening, authenticating and processing the Physician's medication orders. Computerized medication information databases are also presented along with the relationship of patient's rights to the concept of proprietary business information.

Subject Hours:

4 clock hours (4 lecture hours)

Performance Objectives:

Learn procedures to assist the Pharmacist in screening. Improve the processing of Physicians medication orders. Learn about the use of databases in healthcare.

Prerequisites:

PT104 Introduction to Pharmacy

Required Textbooks:

Certification Review for Pharmacy Technicians, Noah Reifman, 2008, 8th edition.

Instructional Methods:

Lecture

Maximum Student/Instructor Ratio:

15:1

Materials and Media References:

Weekly Content Outline:

Lesson 1: Computerized medication information.

Lesson 2: Patient's rights in proprietary businesses.

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Lesson 3: Prescription practice.
Lesson 4: Computers in Pharmacy practice.
Lesson 5: Drug distribution system

Basis of Grades:	Classroom Homework and Assignments 20%
	Tests/Quizzes 40%
	Final Exam: 40%

PT106 Institutional Pharmaceutical Issues **Subject Description:**

This course examines the role of Pharmacy Technicians in institutional and other Pharmacy practice settings. Students will have the opportunity to enhance practical knowledge and skills through the exploration of contemporary pharmaceutical issues and practices, pharmacy law and healthcare history, standard measurement and calculation methods, and effective communication techniques. This course will also provide a survey of the other Pharmacy Technician program courses.

Subject Hours:

5 clock hours (5 lecture hours)

Performance Objectives:

To enhance practical knowledge,
Knowledge of institutional setting. Learn Pharmacy and healthcare history. Learn role of Pharmacy Technician in institutions.

Prerequisites:

PT104 Introduction to Pharmacy

Required Textbook:

Certification Review for Pharmacy Technician, Noah Reifman, 2008, 8th edition.

Instructional Methods:

Lecture

Maximum Student/Instructor Ratio:

15:1

Materials and Media References:

Weekly Content Outline:

Lesson 1: Dosage calculation.

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Lesson 2: Top 200 drugs.

Lesson 3: Pharmacy Law and healthcare history.

Lesson 4: Standard measurement and calculation.

Lesson 5: Effective communication techniques.

Lesson 6: Increase new role for Technician.

Basis of Grades:

Class/Homework Assignments	20%
Tests/Quizzes	40%
Final Exam	40%

PT107 Medication Management

Subject Description:

This course examines the role and responsibilities of the Pharmacy Technician in medication management. Dosage calculations, drug classifications and effects, aseptic techniques, record keeping and communication practices will be covered.

Subject Hours:

6 clock hours (6 lecture hours)

Performance Objectives:

Learn dosage calculations. Understand drug classification. Learn aseptic techniques and proper record keeping.

Prerequisites:

PT104 Introduction to Pharmacy

Required Textbooks:

Certification Review for Pharmacy Technician, Noah Reifman, 2008, 8th edition.

Instructional Methods:

Lecture

Maximum Student/Instructor Ratio

15:1

Materials and Media References:

Weekly Content Outline:

Lesson 1: Dosage calculations

Lesson 2: Brand versus Generic Drugs

Lesson 3: Aseptic techniques

Lesson 4: Record keeping

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Lesson 5: Communication
Lesson 6: Top 200 drugs

Basis of Grades:

Class/Homework Assignments	20%
Tests/Quizzes	40%
Final Exam	40%

PT108 Pharmacy Techniques

Subject Description:

This course focuses on techniques used to assist the Pharmacist and prepare medications. Students will examine various aspects of pharmacy hardware, microbiology, compounding and communication.

Subject Hours;

5 clock hours (5 lecture hours)

Performance Objectives:

Identify techniques to assist Pharmacist. Learn medication preparation. Become aware of and identify equipment in pharmacy practice.

Prerequisites:

PT104 Introduction to Pharmacy

Required Textbook:

Certification Review for Pharmacy Technicians, Noah Reifman, 2008, 8th edition.

Instructional Methods:

Lecture

Maximum Student/Instructor Ratio:

15:1

Materials and Media References:

Weekly Content Outline:

Lesson 1: Pharmacy Hardware
Lesson 2: Technology
Lesson 3: Compounding
Lesson 4: Communications
Lesson 5: Medication Preparation
Lesson 6: Drug Purchasing

Basis of Grades:

Class/Homework Assignments	20%
Tests/Quizzes	40%
Final Exam	40%

PT109 Pharmacy Operations

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Subject Description:

This course orients students to the everyday workplace dynamics of the Pharmacy, with a focus on medication preparation, prescription interpretation and filling; and data entry, billing and collection practices. Students will utilize pharmacy software, discuss principles of patient education, and examine methods for improving patient care outcomes.

Subject Hours:

4 clock hours (4 lecture hours)

Performance Objectives:

Learn the daily Pharmacy operations. Discuss and understand medications preparations. Emphasize prescription interpretations. Discuss data entry, billing.

Prerequisites:

PT 104 Introduction to Pharmacy

Required Textbook:

Certification Review for Pharmacy Technicians, Noah Reifman, 2008, 8th edition.

Instructional Methods:

Lecture

Maximum Student/Instructor Ratio:

15:1

Materials and Media References:**Weekly Content Outline:**

Lesson 1: Medication preparation
Lesson 2: Prescription Interpretation
Lesson 3: Date entry
Lesson 4: Billing and collection practices

Basis of Grades:

Class/Homework Assignments	20%
Tests/Quizzes	40%
Final Exam	40%

PT110 Sterile Compounds, Parenterals, and Admixtures**Subject Description:**

This course explores the preparation and use of sterile compounds, parenteral medications, and intravenous admixtures with a focus on general and specific IV procedures and the role of the Pharmacy Technician. Chemotherapeutic therapy and experimental drug trials are discussed.

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Subject Hours:	5 clock hours (5 lecture hours)
Performance Objectives:	Understand the need for sterile concepts. Learn the role for parenteral medications. Learn IV sterile procedures.
Prerequisites:	PT104 Introduction To Pharmacy
Required Textbook:	Certification Review for Pharmacy Technician, Noah Reifman, 2008, 8 th edition.
Instructional Methods:	Lecture
Maximum Student/Instructor Ratio:	15:1

Materials and Media References:

Weekly Content Outline:

Lesson 1: Aseptic techniques
Lesson 2: Equipment requirements
Lesson 3: IV Certification
Lesson 4: Sterile compounding
Lesson 5: Parenterals administration

Basis of Grades:

Class/Homework Assignments	20%
Tests/Quizzes	40%
Final Exam	40%

T111 Information and Technology in the Pharmacy

Subject Description:

This course explores standard procedures and technology used in Pharmacy setting. Students will examine record keeping practices, office hardware and software, phone and fax equipment, data entry and billing systems, and automated drug

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	distribution machines used in pharmaceutical practice.
Subject Hours:	6 clock hours (6 lecture hours)
Performance Objectives:	Learn the procedures and technology used in Pharmacy settings. Understand record keeping practices. Learn office hardware and software functions. Learn how to operate medication distribution equipment.
Prerequisites:	PT104 Introduction to Pharmacy
Required Textbook:	Certification Review for Pharmacy Technicians, Noah Reifman, 2008, 8 th edition.
Instructional Methods:	Lecture
Maximum Student/Instructor Ratio:	15:1
Materials and Media References:	
Weekly Content Outline:	Lesson 1: Standard procedures and techniques. Lesson 2: Record keeping requirements. Lesson 3: Data entry and billing system. Lesson 4: Automated drug distribution Lesson 5: Phone and faxing system
Basis of Grades:	Classroom/Homework Assignments 20% Tests/Quizzes 40% Final Exam 40%

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ATTENDANCE POLICY

The Pharmacy Technician Program consists of 60 hours and will conclude in 10 weeks. Any student who fails to adhere to the policy and procedures of Progressive Learning Center will automatically be dropped from this program. More than three days of absence will result in **DISMISSAL** of student. Students whose enrollments are terminated for violation of attendance policy will not be allowed to reenter the program before the start of the next grading period.

SATISFACTORY PROGRESS

This is a 60 hour course of study. At the end of the first three weeks of the program, an evaluation of each student's progress will be given. Pharmacy Technician students will receive progress grades at weeks 4 and a final grade will be issued at the completion of 8 weeks. To continue the Pharmacy Tech Program the student must maintain a grade of 80% in theory. Students will be notified in writing of satisfactory/unsatisfactory progress or excessive absences. Students will be allowed to make up missed assignments during the last week of classroom. No grades will be issued until all assignments are completed and turned in.

Under Texas Education Code, Section 132.061(f), a student who is obligated for the full tuition may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's status.

A student receiving a grade of incomplete may re-enroll in the program during the 12 month period following the date the student withdraws and complete the incomplete program without payment of additional tuition. (Title 40, Texas Administrative Code, Section 807.171-175).

Signature _____ *Date* _____

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PHARMACY TECHNICIAN PROGRAM

Admissions Requirements:

In order to register as a student in Progressive Learning Center and to qualify to sit for the state examination, a student must:

- a. Be at least 17 years of age (applicants under the age of 18 require written permission from a parent or legal guardian in order to enroll)
- b. Be a high school graduate or GED with proof of passing this test
- c. Be a resident of Texas and present a valid photo ID and social security card
- d. Register with the Board of Pharmacy as a pharmacy technician trainee and within two years register as a pharmacy technician
- e. Have a criminal background check, including submitting fingerprints
- f. Take and pass the Pharmacy Technician Certification Board's National Certification Examination in order to register as a pharmacy technician

The national examination fee is \$129 and the fee to register as a pharmacy technician is \$54.

There is no fee for registration as a pharmacy technician trainee.

The student cannot be listed as unemployment on the Employee Misconduct Registry (EMR) and cannot have been convicted of a criminal offense as listed in Texas Health and Safety Code 250.006.

Progressive Learning Center does not grant any credits for previous education, training or experience.

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Class Schedule: Pharmacy Technician

Tuesday and Thursday 6:00 pm – 9:00 pm 10 weeks in length
Start date TBA

6:00- 6:50	brk	6:50 – 7:00
7:00 - 7:50	brk	7:50 – 8:00
8:00 – 9:00		

Cost per Single Subject:

The cost for taking single subjects individually is \$20.40 per clock hour of instruction.
Prices for individual subjects are as follows:

PT 100 Medical Law and Ethics	\$81.60
PT 101 Safety in the Healthcare Environment	\$40.80
PT 102 Medical Terminology-All Body Systems	\$81.60
PT 103 Career Success	\$81.60
PT 104 Introduction to Pharmacy	\$81.60
PT 105 Pharmacy Practice	\$81.60
PT 106 Institutional Pharmaceutical Issues	\$102.00
PT 107 Medication Management	\$102.00
PT 108 Pharmacy Techniques	\$102.00
PT 109 Pharmacy Operations	\$81.60
PT 110 Sterile Compounds, Parenterals and IV Admixtures	\$102.00
PT 111 Information Technology in the Pharmacy	\$81.60

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STAFF/FACULTY

Julia Daniels Williams, MSN RN
INSTRUCTOR/DIRECTOR
40 yrs. LTC
22 yrs. nursing
5 yrs. License Vocational Nurse
18yrs. Registered nurse
17yrs. LTC nursing director
11yrs. Home health director
10yrs Home Health administrator

Lucille Hayter, LVN
INSTRUCTOR
40 yrs LTC
40 yrs nursing
20 yrs nurse aide Instructor
10 yrs Home Health Nurse

*P*rogressive *L*earning *C*enter

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Owner

Julia Daniels Williams, MSN,BSN,RN/ EXECUTIVE DIRECTOR
Community Health Worker, Instructor

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Course Evaluation

(BNA-0106/ MA2010/ PharmTech2012)

Please answer question honestly according to the following scale by circling the appropriate number below: (1) Strongly agree, (2) agree, (3) strongly disagree (4) disagree

1. Program and clinical objectives were met. (1) (2) (3) (4)
2. The required information for the course was covered (1) (2) (3) (4)
3. The course was well organized (1) (2) (3) (4)
4. The course was well conducted (1) (2) (3) (4)
5. The course subject content was covered (1) (2) (3) (4)

Instructor Evaluation

6. Instructor knew the subject and was prepared (1) (2) (3) (4)
7. Presentation methods were effective and interesting (1) (2) (3) (4)
8. Student's individual needs were met by instructor (1) (2) (3) (4)
9. Instructor made student feel comfortable and ready to learn (1) (2) (3) (4)

Please put your program start date: _____

*P*rogressive *L*earning *C*enter

*3842 FM 2869 Ste 7
Hawkins, Texas 75765
(903) 530-3414 cell*

Trainee Evaluations

All trainees will be evaluated using the approved DADS skills check list form. Each trainee will have either the instructor or a licensed nurse initial each area completed on this form. By the completion of the program the skills check list will be completed with appropriate initials and signatures and placed in the individual files.

(Please see copy of check list)

Medication aide trainees will be evaluated by the certified medication aide or licensed nurse at the time of the clinical experience.

*Signature*_____ *Date*_____