National Healthcareer Association: ExCPT Pharmacy Technician Exam (CPhT)
Preparation Suite Edition 2.0

Description
The goal of the ExCPT Pharmacy Technician Exam (CPhT) Preparation Suite 2.0 is to provide directed preparation for the ExCPT Pharmacy Technician Certification Exam (CPhT) and to instill the knowledge and standards needed for excellence in pharmacy practice.

Preparation materials include an online or print study guide, pharmacy terminology and common medication flashcards, and three online practice assessments. These materials may be purchased separately, but this implementation guide refers to using the study guide in conjunction with the practice assessments and other supplemental materials as a suite of preparation resources.

Certification candidates are often anxious to sit for exams. The ExCPT study guide provides the best insight on the type of content that will be included on the ExCPT Pharmacy Technician Exam (CPhT) and can be an invaluable resource for exam preparation. It is, however, a study guide. It should not be the only resource used to prepare, and it will not necessarily cover the specific construct of every question on the certification examination. Rather, it provides a map to success by presenting overviews of each topic included in the test plan. These materials are not meant as replacement for career training and education in the field.

The quizzes and practice tests provide opportunities to practice answering the types of questions that may appear on the certification exam. Although some of the answers to the questions on these assessments can be found in the study guide, many will not; however, all questions will be relevant to the certification test plan. This is to make certain that students are not just memorizing information in the study guide but rather using all learning resources so that they will be better prepared for testing.
Features
The study guide—available in both print book and online tutorial formats—focuses on the principles of pharmacy technician practice as aligned with the ExCPT Pharmacy Technician Certification Exam (CPhT) blueprint.

FEATURES AVAILABLE IN BOTH THE ONLINE TUTORIAL AND PRINT STUDY GUIDE
- Illustrations, images, and tables help to explain and clarify concepts.
- Glossary terms allow review of definitions of selected terms.
- Quizzes assess knowledge of chapter/module content and other relevant information related to the test plan.
- Case studies test the ability to think and respond to real-world scenarios.

FEATURES ONLY AVAILABLE IN THE ONLINE VERSION
- Electronic games and flashcards reinforce learning throughout module sections.
- Professionalism tips provide insights on important soft skills.
- Video enhancements reinforce information presented in the modules.
- Pharmacy Calculations Lab provides step-by-step solutions to common pharmacy calculations to help students better understand how to approach problems.
- Audio pronunciation of glossary terms teaches students how to pronounce terms correctly.
- Centralized quiz scoring includes both individual and cohort results.

FEATURES OF ONLINE PRACTICE ASSESSMENTS
- Online practice assessments align to the ExCPT Pharmacy Technician Certification Exam (CPhT) blueprint and provide rationales for each question. Focused Review™ is provided for remediation based on practice assessment results.
- Learning Insights assist educators and students in tracking usage and comprehension.
Using the Study Guide

**WHY USE THE MATERIALS**

**Promote student success in pharmacy technician education.**

- Facilitate content mastery.
- Help the student improve confidence.
- Support the student’s understanding and review of competencies.
- Review essential pharmacy technician tasks.
- Advocate the student’s self-learning.
- Enforce critical thinking and application of knowledge with case studies.

**Provide review materials to assist with preparation for the ExCPT Pharmacy Technician Certification Exam (CPhT).**

- The study guide can be viewed in print book or online tutorial format for customized learning.
- Online practice assessments provide test questions, answers, and rationales to assess learning.
- Glossary terms reinforce vocabulary teaching.

**Support faculty teaching practices.**

- Assign selected chapters as an adjunct to lecture in an aligning course.
- Assess and reinforce the effectiveness of in-class presentations.

**Implementation Strategies**

**WHERE TO START**

**MAPPING THE NATIONAL CERTIFICATION TEST TO COURSE CURRICULUM**

Course curriculum extends beyond the national certification test plan (http://www.nhanow.com/for-schools/resources), but this can help to ensure all certification exam content will be covered throughout the duration of the course.

Certification preparation materials should be used in addition to—never as a replacement for—existing course curriculum.
STUDY GUIDE IMPLEMENTATION

• Read the study guide outline to know exactly what topics are covered and in what order. The study guide provides a high-level review of core subjects on the national certification test plan. It may be used as supplementary material throughout the course, and again during the last part of training. Leveraging these resources again closer to the proximity of the exam date (data suggests within 2 weeks) can help keep tutorial content fresh in the certification candidate’s mind.

• Align module/chapter content to related courses and build into lesson plans.

• Direct students to complete all textbook/workbook assignments first, then move to the study guide assignment.

• Use the Pharmacy Calculations Lab in conjunction with real-world math problems and have students attempt the problems on their own, followed by review of the animations in the pharmacy calculations lab.

• Assign a study guide quiz due date a couple of days before the end of the course.

• Review quiz learning insights to determine if there are any gaps in overall student learning.

• Review common deficiency areas with students before moving on to the next course. Remind students that although the study guide covers all categories on the test plan, it can only cover these areas at a high level, so encourage students to continue to review with all learning resources whenever preparing for certification testing.

• Encourage students to review study guide materials again after taking the first exam. Concentrate on any areas that were deficient.

RECOMMENDED TIME

<table>
<thead>
<tr>
<th>Study Guide Content</th>
<th>5.5 hours</th>
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<tbody>
<tr>
<td>Extra Module Features</td>
<td>2 hours</td>
</tr>
<tr>
<td>Module Quizzes</td>
<td>3 hours</td>
</tr>
<tr>
<td>Total Study Guide</td>
<td>10.5 hours</td>
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</table>

RECOMMENDED TIME (IN MINUTES) PER MODULE

<table>
<thead>
<tr>
<th>Module Name</th>
<th>Learning Content</th>
<th>Extra Features</th>
<th>Module Quiz</th>
<th>Estimated Total Time</th>
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<tbody>
<tr>
<td>Pharmacy Technician Overview</td>
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<td>15</td>
<td>20</td>
<td>75</td>
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<tr>
<td>Laws, Regulations, and Controlled Substances</td>
<td>50</td>
<td>15</td>
<td>20</td>
<td>85</td>
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<tr>
<td>Medication Classifications</td>
<td>35</td>
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<td>Prescription and Medication Order Intake and Entry</td>
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<td>Preparing and Dispensing Medications</td>
<td>30</td>
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<tr>
<td>Calculations</td>
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<td>Non-Sterile Products, Compounding, Unit Dose, and Repackaging</td>
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<td>15</td>
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<tr>
<td>Medication Safety and Quality Assurance</td>
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<td>70</td>
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</tbody>
</table>

1. Includes games, video challenges, video enhancements, and module overviews
PRACTICE ASSESSMENT IMPLEMENTATION (MAX 6 ATTEMPTS)

Administer the first online practice assessment.

• There are three practice assessments, each of which can be taken twice. Practice assessments are administered in the following order: A version, B version, C version, A version (second attempt), B version (second attempt), C version (second attempt).

• A student’s first attempt on the practice assessment should be done after all areas of the ExCPT Pharmacy Technician Certification Exam (CPht) test plan have been presented and all eight modules in the study guide have been completed.

• Give students ample time to review any content areas that were challenging on the practice assessment.

• Because the practice assessment mirrors the certification exam in length and format, it is recommended to disable the rationales for a student’s first attempt; however, keep in mind that students are given extra time on the practice tests to review answers and rationale. (Disabling rationales does not reduce the amount of time students have to take the practice tests. To simulate the amount of time students will have on test day, set a 2-hour and 10-minute timer. Students should submit answers immediately after the buzzer rings.)

Administer additional online practice assessments.

• Students should have sufficient time to spend in Focused Review® before moving to additional assessments. (This may be a few days to more than a week.)

• The last practice assessment should be administered in close proximity to the NHA certification exam date. (Data suggest within 5 days.) Administering the last practice assessment close to the NHA certification exam can keep the candidate more engaged, as well as reduce test anxiety through increased familiarity with the exam format.

Use analytics/reporting tools.

Administrators can use NHA reporting tools to identify trends at the student, class, program, or institution level to determine content areas that seem to present students with the greatest challenges, then provide additional support and training on these topics.

GENERAL INSTRUCTIONAL STRATEGIES FOR EDUCATORS

• Inform students where policies and procedures differ from the study guide.

• Supplement the study guide with handouts that explain the rules and regulations of your state.

• Review critical thinking challenges together as a class.

• Assign students to watch one professionalism tip per module. Have them journal their thoughts about the characteristic or skill presented, and state whether they need to improve in the area presented in order to be successful in their health career journey.

• Highlight real-world application of knowledge and skills from your experiences in the pharmacy setting.

• Conduct assessments of material mastered and opportunities for goal-setting and improvement.

• Assign a project that pertains to news stories or current events. If legislation is in the news, ask students to research the topic.

• Keep in mind that students often do better with hands-on learning.

• Encourage questions from students.
• Meet one-on-one with students to talk about progress and challenges.
• Invite a former student who recently passed the exam to visit the class and talk about their experiences and best practices for preparation.
• Invite field experts (providers, clinical supervisors, office managers) to talk to students about the importance of soft skills on a regular basis.

**ACTIVE INSTRUCTIONAL STRATEGIES FOR EDUCATORS**

• Have students teach new concepts to the class.
• Assign readings. Follow up the next day with tasks that relate to the chapter.
• Create index cards with questions from the chapter. Have each student read a question and teach the content to the class. After each lesson, request that the group provide feedback.
• Whenever possible, break facts into segments. Larger lessons become more manageable when broken into segments.

**Product Support**

At NHA, we pride ourselves on timely, effective support to meet your needs. Please contact us at 800-499-9092 if you need assistance with this product.

**ISBN and Copyright Information**

• Print study guide: 978-1-56533-586-8
• Online study guide: 978-1-56533-488-5
• Practice tests: 978-1-56533-489-2

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References


