PTU: Student Guide
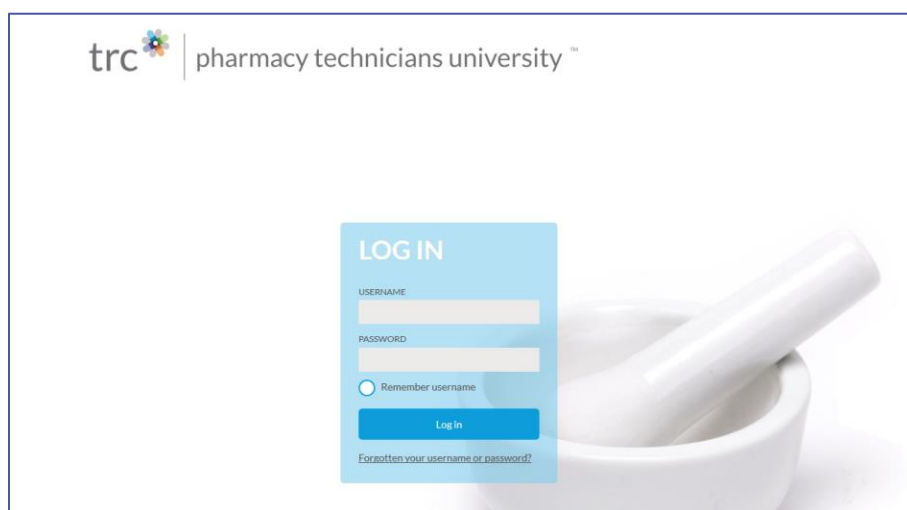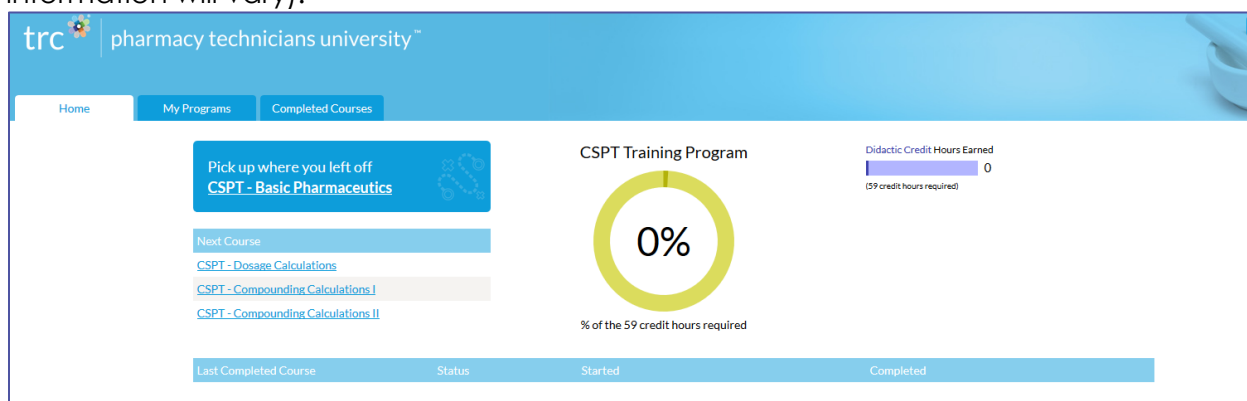
Introduction:

Welcome to *Pharmacy Technicians University* (*PTU*). In the *PTU* program, training is delivered as an online, self-paced course. This document will provide you with instructions and information on using the *PTU* system.

Logging In:

Go to ptu.therapeuticresearch.com and enter your Username and Password in the boxes provided, then click the "Log in" button to proceed:

Upon logging in, you are presented your *PTU* Dashboard, which looks similar to this (Program information will vary):

Your Dashboard shows a progress wheel in the center of the screen showing your progress through the program as a percentage, as well as a progress bar that shows progress in credit hours earned.

The progress wheel and progress bar are based on course completions. Each course has numerous activities to complete. Once you have completed all of the activities within a course, that course will be complete and the progress wheel and bar will show the increase.
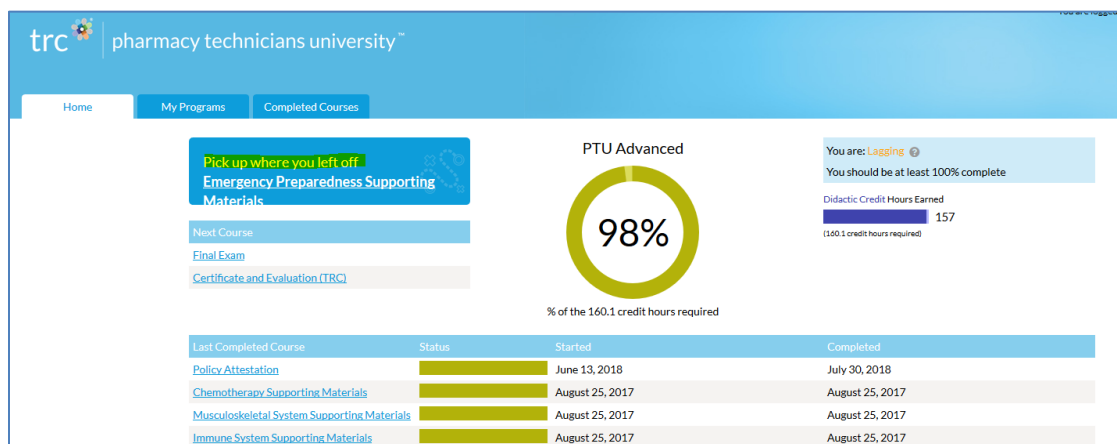
You can use the "Home" tab to come back to your Dashboard from anywhere in the Program.

Getting Started

To start, click the first course that is displayed in the "Next Course" section. This course will vary depending on the Program(s) that you are registered.

All courses have one or more activities. Most of the activities are focused on learning, while other activities include quizzes to test your knowledge. Once you complete an activity, a checkmark is placed in the box on the right-hand side.

If you've started a course but have not completed all of the activities, you can use the "Pick up where you left off" link on your dashboard the next time you log in. This will take you back to the course you're working on.

Course Structure

Upon opening a learning activity, you will be presented with that module's objectives. Each course is broken into modules, so you can view the objectives of the other modules in that course by clicking on the other blue flags:

From this page each course module also provides the option to:
- Download a Work Sheet (WS button), which provides an outline of this course module with spaces for you to take notes on each key point. The Work Sheet PDF opens in a new tab for you to reference and/or print.

Download the Key Points (KP button), which provides the completed key points of this course module. The Key Points PDF opens a new tab for you to reference and/or print.

The main way to progress through the course module is using the left and right arrow buttons in the top-right menu. The button with 4 small squares takes you to the course module main menu.

Courses include engaging learning activities where you will interact with the information being presented, and you will also be asked knowledge questions throughout to ensure you are comprehending the course information.

Quiz Activities

There is at least one quiz activity for each module. You are permitted **3 attempts** to complete the quiz with a score of **80% or better**. Your attempt is logged as soon as the quiz begins, whether you complete it or not. Make sure you have enough time to complete the quiz before you begin.

If you fail a quiz, we strongly suggest you review the learning module again before reattempting that quiz.

Optional Review Quizzes

At the bottom of each course you will find optional review quizzes that will allow you to practice an unlimited number of times.

Supporting Materials

Some courses in *PTU* contain supporting materials. These can be PDFs to read, videos to watch, and/or articles *from Pharmacy Technician's Letter* to read. Make sure you read or watch these all the way through, as you will be tested on their content.

PDFs will likely open in a new window. Once you have read the document you can close that window. If the document opens in the same window as *PTU*, you can return to the course by clicking the back button on your browser.

Articles from *Pharmacy Technician's Letter* will open on the activity page. After you have read the article, you can click the 'back to course' button near the top of the screen. Or you can click the back button on your browser.

Videos. You'll have some videos that you watch and then click the 'back to course' button.

Simulation modules

Pending the program that you are enrolled in, some of the courses contain Simulation modules. These modules present a practical task handled in the pharmacy and require you, as a student, to demonstrate your handling of the task for your instructor to grade. When you open a simulation course, you'll find the following activities:

- Instructional video – is a step-by-step instruction of the task you are going to be asked to perform in the Challenge activity
- Instructional PDF – gives you the step-by-step information on the task completed in the instructional video in a written and printable format.
- Practice Exercises – gives you warm-up activities to prepare for the challenge activity.
- Challenge – gives specific instructions on the task to perform for your instructor. It also gives the criteria you'll be graded on, and your grading status.
- Expert video – once you've completed the challenge activity, you are able to watch an expert perform the same activity to compare.
- Simulation Evaluation – you'll evaluate the simulation once it's completed and graded.

Simulation: IV Fluid Preparation

This simulation is estimated to take approximately 4 hours to complete.

Instructional Video: IV Fluid Preparation

Instructional PDF: IV Fluid Preparation
Not available unless: The activity **Instructional Video: IV Fluid Preparation** is marked complete

Practice Exercises: IV Fluid Preparation
Not available unless: The activity **Instructional PDF: IV Fluid Preparation** is marked complete

Challenge: IV Fluid Preparation
Not available unless: The activity **Practice Exercises: IV Fluid Preparation** is marked complete

Expert Video: IV Fluid Preparation
Not available unless: The activity **Challenge: IV Fluid Preparation** is marked complete

Simulation Evaluation - IV Fluid Preparation
Not available unless: The activity **Challenge: IV Fluid Preparation** is marked complete

Before attempting to perform the Challenge activity for your simulation instructor:
1. Review the Instructional video and PDF to be sure you understand the task you are to perform.
2. Spend time going through the practice exercises to build up your familiarity with the simulated activity and materials.
3. Practice the specific challenge task a few times to make sure you're comfortable with it.
4. Schedule a time with your instructor to perform the task for grading.
5. Once your instructor has graded your simulation (on *PTU*, via their own login), go back to the course and click on the Challenge activity to view your grade. The activity will now be marked as complete.
6. You can then view the Expert Video to see how one of our experts performed the task.
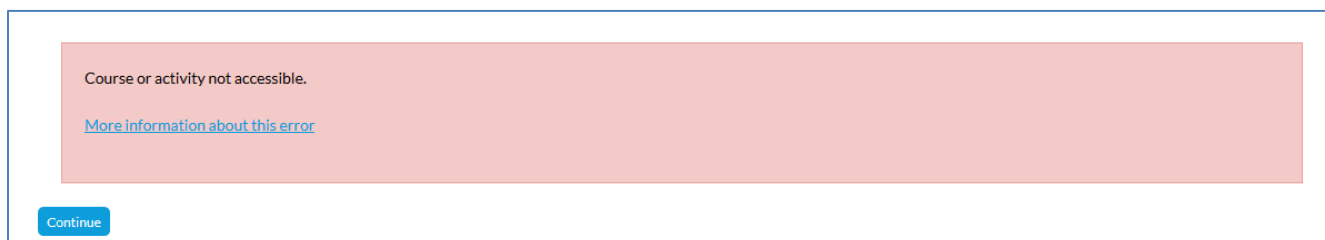7. Lastly, be sure to evaluate the Simulation

Review Quizzes

Depending which Program you are assigned, the Program will include a review section to go over everything you've learned before you take the Final Exam. These review quizzes can be taken as often as you like, so be sure to use them until you have high confidence in each subject.

Final Exam

You will have **3 attempts** on the Final Exam to earn a score of **75% or better**. The Final Exam must be done in a single session. When you are ready to start the Final Exam, be sure you have enough time to finish.

"Course or activity not accessible" message

There are a few hard stops in *PTU*. If you click to open a course and get a message that the course or activity is not available, this means that there is something before that course that needs to be completed.

Go back to your home screen by either clicking the "continue" button or clicking the "home" tab.

Then check the blue "pick up where you left off" box and if you have a link to a course in that box, click on that link to finish the course in progress.

If there isn't a link in the blue "pick up where you left off" box, be sure to click the first course in the "next course" section.

PTU Help and Support

If you run into any other issues or questions not covered in this guide, be sure to check out the *PTU* Help page, linked in the top-right corner of the *PTU* website. This page contains additional FAQs and resources, along with a link to send us your questions directly at https://info.therapeuticresearch.com/contact-customer-support