

# 2011 to 2018 ExCPT Test Plan Crosswalk

Crosswalk Section: The following bridges tasks on the 2011 ExCPT test plan with task and knowledge statements on the 2018 ExCPT test plan.

The new ExCPT exam is the product of a development process that was started in 2016. The new ExCPT exam is currently scheduled to be released in the first quarter of 2018. NHA will launch related study materials in the fall of 2017. This crosswalk has two sections: (a) the first section bridges tasks on the current exam, the “2011 ExCPT test plan”, to those on the new 2018 ExCPT exam test plan (a blank in the New Task and Knowledge description column indicates that the task is no longer covered in the 2018 ExCPT exam test plan; and (b) the second section lists the test plan items – the task and core knowledge statements – that are new to the 2018 ExCPT exam test plan.

2011 ExCPT TEST PLAN NUMBER	TASK DESCRIPTION	2018 ExCPT TEST PLAN	TASK DESCRIPTION
1	<b>Regulations and Pharmacy Duties</b>	1	<b>Overview and Laws</b>
1.A	<i>Overview of technician duties and general information</i>	1.A.	<i>Role, Scope of Practice, and General Duties of the Pharmacy Technician</i>
1.A.1.	Ensure all work performed by the technician is checked by the pharmacist.	1.A.9.	Confirm final product verification has been completed by pharmacist prior to release to patient.
1.A.2.	Identify medication prescribing and/or use patterns requiring pharmacist intervention.	4.B.	Assist pharmacist in identifying patient medication adherence issues.
1.A.3.	Differentiate between tasks that may be performed by a pharmacy technician and those that must be performed by a pharmacist.	1.A.1	Differentiate between tasks that may be performed by a pharmacy technician and those that must be performed by a pharmacist.
1.A.4.	Comply with rules and regulations when filling prescriptions.	1.B.1	Comply with federal laws and regulations applicable to pharmacy practice
1.A.5.	Follow policies and procedures with regard to pharmacy workflow.		
1.A.6.	Maintain a clean work environment in the pharmacy and patient care areas.	4.G.	Maintain a clean work environment in the drug dispensing and patient care areas.
1.A.7.	Maintain pharmacy security by following proper procedures (e.g., alarms, personnel admitted, restricted areas).	1.A.2.	Maintain pharmacy security (for example: secure medications, prevent unauthorized access).
1.A.8.	Remove recalled, discontinued, and overstocked products from inventory.	1.A.13.	Identify and remove recalled products from inventory.
1.A.9.	Assist the pharmacist in managing inventory by placing, receiving, verifying, and stocking orders.	1.A.10.	Assist the pharmacist in managing inventory by placing, receiving, verifying, rotating, and stocking orders
1.A.10.	Communicate to staff, healthcare professionals, and patients any changes in product availability (e.g. new, discontinued, back-ordered, and recalled products).		

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1.A.11.	Maintain proper supplies of prescription vials, caps, bottles, and other supplies.)		
1.A.12.	Identify expired products in a pharmacy's inventory.	1.A.12.	Identify and remove expired products in a pharmacy's
1.A.13.	Dispose of drugs using proper procedures.	1.A.14	Dispose of medications based on product-specific
1.B.	<b>Controlled Substances</b>	1.B.	<b>Laws and Regulations</b>
1.B.1.	Properly file all classes of prescriptions.	1.C.5.	File all classes of prescriptions appropriately.
1.B.2.	Differentiate among the controlled substances schedules and the products within them.	1.C.1.	Differentiate among the controlled substances schedules and the drugs within them.
1.B.3.	Comply with rules and regulations when refilling prescriptions.	1.C.4.	Comply with laws and regulations when filling, partial filling, and refilling prescriptions for controlled substances
1.B.4.	Follow the proper rules and regulations regarding the transfer of prescriptions between pharmacies.	1.B.4.	When filling prescriptions or medication orders, comply with applicable laws and regulations.
1.B.5.	Follow the proper rules and regulations for non-controlled substances when handling refills and/or partial filling of prescriptions.	1.B.5.	Follow laws and regulations for non-controlled substances when handling refills and/or partial filling of prescriptions
1.B.6.	Follow the correct procedures for handling requests for pseudoephedrine.	1.B.8.	Comply with laws related to monitoring and reporting fraud, waste, and abuse.
1.B.7.	Comply with laws that pertain to handling sales of Schedule V and regulated non-prescription products.	1.C.6.	Comply with federal laws pertaining to the handling of Schedule V (exempt narcotics) and regulated (BTC) non-prescription products.
1.B.8.	Follow laws and regulations of the Controlled Substance Act with regard to ordering, storage, inventory, and dispensing.	1.C.7.	Order, store, and maintain inventory of controlled substances in accordance with CSA.
1.B.9.	Differentiate between legitimate versus illegitimate DEA numbers.	1.C.2.	Identify elements needed to verify the validity of DEA number.
1.C.	<b>Other laws and regulations</b>	1.C.	<b>Controlled Substances</b>
1.C.1.	Maintain HIPAA compliance while communicating with patients.	1.B.2.	Maintain HIPAA compliance while communicating and disclosing information with patients, caregivers, health care professionals, and others
1.C.2.	Maintain HIPAA compliance while communicating with healthcare professionals.	1.B.2.	Maintain HIPAA compliance while communicating and disclosing information with patients, caregivers, health care professionals, and others
1.C.3.	Comply with HIPAA requirements regarding collection, storage, and disclosure of patient information.	1.B.3.	Comply with HIPAA requirements regarding collection, storage, and disposal of patient information.
1.C.4.	Comply with laws and regulations regarding generic substitution.	1.B.1.	Comply with federal laws and regulations applicable to pharmacy practice
1.C.5.	Identify the practitioners who are authorized to prescribe specific medications.		
1.C.6.	Interpret prescriber identifier numbers (e.g. DEA, NPI, UPIN).		

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1.C.7.	Properly package prescription medications in child-resistant containers or other approved containers as required.	1.B.6.	Package prescription medications in child-resistant containers or other approved containers as required
1.C.8.	Comply with professional, state, and federal laws and regulations.	1.B.1.	Comply with federal laws and regulations applicable to pharmacy practice
1.C.9.	Use information found on medication stock bottles, such as drug name and strength, expiration date, and lot number.		
2	<b>Drugs and Drug Therapy</b>	2	<b>Drugs and Drug Therapy</b>
2.A.	<b><i>Drug Classifications</i></b>	2.A.	<b><i>Drug Classifications</i></b>
2.A.1.	Differentiate among different therapeutic classes of drugs.	2.A.1.	Differentiate among therapeutic classes of drugs.
2.A.2.	Differentiate among various dosage forms (e.g. tablets versus capsules, ointments versus creams, controlled-release versus immediate-release, parenteral versus oral).	2.A.2.	Differentiate among various dosage forms.
2.A.3.	Match commonly used over-the-counter products with their most common indications.	2.A.5.	Match common over-the-counter (OTC) products with their indications.
2.A.4.	Interpret what is represented by each of the three components of an NDC number.		
2.B.	<b><i>Most frequently prescribed medications</i></b>	2.B.	<b><i>Frequently Prescribed Medications</i></b>
2.B.1.	Interpret basic medical terminology commonly used in the pharmacy in order to effectively assist the pharmacist.	1.A.6.	Interpret basic medical terminology commonly used in the pharmacy.
2.B.2.	Match brand and generic names of commonly used prescription drugs.	2.B.1.	Match brand and generic names of commonly used prescription medications.
2.B.3.	Contrast generic and brand-name medications with regard to cost and effectiveness.		
2.B.4.	Match commonly used prescription drugs with their most common indications.	2.A.4.	Match common prescription/legend medications with their indications.
2.B.5.	Recognize common and serious adverse drug reactions, contraindications, and drug interactions.	2.B.2.	Differentiate between side effects and adverse drug reactions.
		2.B.3.	Differentiate between contraindications and drug interactions.
2.B.6.	Recognize physical interactions and incompatibilities in the preparation of compounded and parenteral medications.	2.B.4.	Recognize physical interactions and incompatibilities in the preparation of compounded and parenteral medications.
3	<b>Dispensing Process</b>	3	<b>Dispensing Process</b>
3.A.	<b><i>Prescription Information</i></b>	3.A.	<b><i>Prescription and Medication Order Intake and Entry</i></b>
3.A.1.	Analyze a prescription form for completeness and gather any information that is missing.	3.A.1.	Analyze a prescription or medication order for completeness and obtain missing information.

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3.A.2.	Properly process telephone, facsimile, and electronic prescription orders.	3.A.2.	Process prescription orders (for example: telephone, facsimile, and electronic).
3.A.3.	Obtain prescription refill authorization requests from prescribers.	3.A.3.	Process prescription refill authorization requests from prescribers.
3.A.4.	Obtain information from patients pertaining to demographics, medication history, health conditions, allergies, and third-party payers.	3.A.4.	Obtain information for the patient profile from patients, such as demographics, medication history (including OTCs and herbal supplements), health conditions, concurrent medications, allergies, and third-party payers.
3.A.5.	Correctly translate a prescriber's directions for use into accurate and complete directions for the patient.	3.A.9.	Translate prescriber's directions for use into accurate and complete directions for the patient.
3.A.6.	Interpret abbreviations used on prescriptions.	3.A.10.	Interpret abbreviations used on prescriptions or medication
3.A.7.	Avoid common misinterpretations of prescription abbreviations.		
3.B.	<b>Preparing/Dispensing Prescriptions</b>	3.B.	<b>Preparing and Dispensing Prescriptions</b>
3.B.1.	Maintain and calibrate sterile compounding equipment.		
3.B.2.	Identify drugs that require special handling procedures.	3.B.1.	Identify medications that require special handling procedures.
3.B.3.	Communicate appropriately and professionally with patients.	1.A.8.	Interact with customers and patients in a professional manner, including internal and external customers.
3.B.4.	Communicate appropriately and professionally with healthcare professionals.	1.A.7.	Tailor communications to different audiences, including patients, caregivers, staff, and health care professionals.
3.B.5.	Follow proper record-keeping procedures pertaining to the pharmacy.	1.B.9.	Follow record-keeping and retention procedures per federal requirements.
3.B.6.	Follow the pharmacy's quality assurance policies and procedures.	4.A.	Follow best practices for quality assurance and medication safety.
3.B.7.	Follow proper procedures to avoid medication errors.	4.A.	Follow best practices for quality assurance and medication safety.
3.B.8.	Take proper corrective action after detecting potential medication errors.	4.F.	Take corrective action after detecting potential medication errors or near misses.
3.B.9.	Prevent mix-ups between look-alike, sound-alike products.	4.C.	Use safety strategies to prevent mix ups between look-alike, sound-alike products, errors with high alert/high risk medications, and medications with different routes of administration.
3.B.10.	Follow proper procedures to assure delivery of the correct prescriptions to patients.	4.E.	Follow procedures to assure delivery of the correct prescriptions to patients.
3.B.11.	Properly use automated dispensing devices or other devices used in the dispensing process.	3.B.2.	Stock and use automated dispensing machines.
3.B.12.	Maintain, calibrate, and stock automated dispensing systems.	3.B.2.	Stock and use automated dispensing machines.

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3.B.13.	Accurately enter prescription information into the computer.	3.A.11.	Enter prescription information into the computer.
3.B.14.	Properly and accurately prepare prescription labels.		
3.B.15.	Prepare printed patient information leaflets.	3.B.8.	Provide printed patient information leaflets and required medication guides.
3.B.16.	Use the proper DAW code when entering prescription data into the computer.	3.A.12.	Use correct DAW codes when entering prescription data into the computer.
3.B.17.	Take proper action when receiving computerized messages, such as compliance alerts or interaction alerts, while entering data for a prescription.	3.A.13.	Respond to electronic alerts (for example: compliance, interaction, third-party payers) while processing a prescription.
3.B.18.	Use auxiliary labels properly.	3.B.7.	Select and apply appropriate auxiliary labels.
3.B.19.	Properly label drug products packaged in approved containers or, when appropriate, in original packages.	3.B.6.	Label medication products packaged in approved containers or, when appropriate, in original packages.
3.B.20.	Properly enter, update, and maintain electronic patient profiles.	3.A.5.	Enter and maintain electronic patient profiles.
3.B.21.	Properly package and ship medications.	3.B.9.	Package and ship medications according to manufacturers' recommendations.
3.B.22.	Answer patients' questions about their third-party prescription coverage.	3.A.8.	Communicate with patients, providers, and/or third-party payers about prescription coverage.
3.B.23.	Interpret third-party payer identifier numbers (e.g. BIN, PCN).	3.A.6.	Identify and input third-party payer identifier numbers.
3.B.24.	Complete claim forms properly.		
3.B.25.	Properly process third-party prescriptions.	3.A.7.	Process third-party prescriptions (for example: coordination of benefits, rejections, copays, prior authorizations).
3.B.26.	Contact third-party payers and/or prescribers with regard to rejected claims.	3.A.8.	Communicate with patients, providers, and/or third-party payers about prescription coverage.
3.C.	<b>Calculations</b>	3.C.	<b>Calculations</b>
3.C.1.	Convert within and between each of the systems of measurement.	3.C.1.	Convert within and between each of the systems of measurement.
3.C.2.	Calculate the quantities of prescription medications to be dispensed.	3.C.2.	Calculate the quantities of prescriptions or medication orders to be dispensed.
3.C.3.	Correctly calculate the days' supply for prescriptions.	3.C.3.	Calculate the days' supply for prescriptions.
3.C.4.	Properly calculate individual and daily dosages.	3.C.4.	Calculate individual and total daily dosages.
3.C.5.	Correctly perform compounding calculations (e.g. ratio strength, w/w%, w/v%, v/v%, dilution/concentration, mEq).	3.C.5.	Perform sterile and nonsterile compounding calculations.
3.C.6.	Perform basic pharmacy business calculations (e.g. pricing and inventory control).	3.C.6.	Perform basic pharmacy business calculations (for example: pricing and inventory control).

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3.D.	<b><i>Sterile products, unit dose and repackaging</i></b>	3.D.	<b><i>Sterile and Nonsterile Products, Compounding, Unit Dose, and Repackaging</i></b>
3.D.1.	Follow proper compounding procedures for non-sterile products.	3.D.6.	Performing compounding process for non-sterile products.
3.D.2.	Properly label and dispense medications when using multi-dose vials, punch cards, or unit-dose		
3.D.3.	Properly repackage and label unit-of-use products.	3.D.11.	Repackage and label unit dose products.
3.D.4.	Properly calculate expiration dates for repackaged products.	3.D.8.	Determine beyond-use dates based on published data or regulatory agency requirements for both compounded and
3.D.5.	Help patients interpret available manufacturer information regarding the use of various compliance aids and devices.	1.A.5.	Assist patient in selecting compliance aids and devices
3.D.6.	Differentiate among the various routes of administration for parenteral products.	2.A.3.	Differentiate among various routes of administration
3.D.7.	Differentiate among the various types of sterile products.		
3.D.8.	Follow correct procedures for maintaining the environment for the sterile product compounding	3.D.3.	Follow correct procedures for maintaining the environment for the sterile product compounding area.
3.D.9.	Compound and label sterile products accurately.	3.D.5.	Perform compounding process for sterile products following aseptic technique.

\* A blank in the new task and knowledge description column indicates that the task has been dropped in the new blueprint based on the 2016 job task analysis (JTA).

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## New Tasks and Knowledge Descriptions:

The following is a list of the task and core knowledge statements that will be new areas of coverage starting with the 2018 test plan

2018 NHA TEST PLAN NUMBER	
<b>1</b>	<b>Overview and Laws</b>
<b>1.A.</b>	<b><i>Role, Scope of Practice, and General Duties of the Pharmacy Technician</i></b>
1.A.3.	Assist pharmacist in medication reconciliation
1.A.4.	Assist pharmacist in medication therapy management
1.A.11.	Store medications following manufacturers' requirements (for example: light, temperature, humidity).
1.A.15.	Access and use references and resources as needed to perform job duties.
<b>1.B.</b>	<b><i>Laws and Regulations</i></b>
1.B.7.	Comply with OSHA regulations for disposal of sharps.
<b>1.C.</b>	<b><i>Controlled Substances</i></b>
1.C.3.	Verify, on intake, required information is on prescription for controlled substance.
<b>2</b>	<b>Drugs and Drug Therapy</b>
<b>2.B.</b>	<b><i>Frequently Prescribed Medications</i></b>
2.B.5.	Recognize common vaccines and immunization schedules.
<b>3</b>	<b>Dispensing Process</b>
<b>3.A.</b>	<b><i>Prescription and Medication Order Intake and Entry</i></b>
3.A.14.	Process Durable Medical Equipment (DME) prescriptions, including coordination of benefits with Medicare Part B or D.
<b>3.B.</b>	<b><i>Preparing and Dispensing Prescriptions</i></b>
3.B.3.	Select appropriate medication product based on prescription/legend, OTC, or BTC status; name and strength; NDC number; expiration date; and lot number.
3.B.4.	Count/measure or pour medication into appropriate container.
3.B.5.	Select appropriate prescription vials, caps, bottles, and other supplies.
3.B.10.	Select appropriate OTC product based on pharmacist recommendation.
3.B.11.	Offer pharmacist consultation to patients.
3.B.12.	Identify prescriptions that have been forged, copied or possibly altered.
<b>3.C.</b>	<b><i>Calculations</i></b>
3.C.7.	Perform Temperature Conversions
3.C.8.	Calculate Percentages
<b>3.D.</b>	<b><i>Sterile and Nonsterile Products, Compounding, Unit Dose, and Repackaging</i></b>
3.D.1.	Use Universal Precautions
3.D.2.	Employ infection control, including handwashing and personal protective equipment (PPE).
3.D.4.	Select appropriate equipment and supplies.
3.D.7.	Select appropriate diluent or base product based on manufacturer's recommendation.
3.D.9.	Inspect final product for physical incompatibilities.
3.D.10.	Label compounded products.
3.D.12.	Maintain sterile and nonsterile compounding and repackaging equipment.

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3.D.13.	Complete required documentation for sterile, nonsterile, and repackaged products.
4	Medication Safety and Quality Assurance
4.D.	<i>Match patient information to prescription or medication order.</i>
4.H.	<i>Perform quality assurance checks of floor stock (for example: credits, unsecured medication, expired or outdated medications, emergency medications).</i>

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