

## Pharmacy Technician Program Application Packet



Dear Prospective Student:

Thank you for considering enrollment in the Pharmacy Technician Certificate Program at Richland College. We are delighted to hear of your interest in our program as preparation for a new career.

We offer both a Community Pharmacy Technician Certificate and an Institutional Pharmacy Technician Certificate. Our Institutional Pharmacy Technician Program is accredited by the American Society of Health System Pharmacists (ASHP). It is the only ASHP accredited program in North Texas.

**Objectives:** The objectives of the program are to:

1. Train qualified, competent technicians to meet pharmacy employment needs
2. Provide state-of-the-art training for individuals seeking to be Pharmacy Technicians
3. Prepare candidates for the Pharmacy Technician Certification Examination

**Admission:** The admissions criteria include a completed admissions application form, a completed Student Document of Understanding, proof of age, proof of high school graduation or GED or current status as a high school senior. High school seniors may enter the program at age 17, but must be 18 and a high school graduate at the time of program completion. Applicants must demonstrate academic foundation skills at credit college-level in reading comprehension and writing skills in English, basic arithmetic and elementary algebra (high school level algebra,) as well as basic computer skills, either by attaining a minimum score on assessments or by presenting college transcripts. Upon confirmation of all academic and computer skills requirements, the Admissions Coordinator will then review the submitted documentation of the completed Health Evaluation form for all Pharmacy Technician applicants, and state required immunizations for those applicants who intend to continue in the Institutional Pharmacy Technician Program. Once all admissions requirements are met, the Admissions Coordinator will present the applicant with a Pharmacy Technician Program Student Orientation Packet. Students review the packet, then make an appointment to meet with the Program Administrator to confirm admission, review orientation documents, address program schedule, content, and expectations and explain the certification and registration process. The Program Administrator will also address student questions.

**Schedule:** Courses are scheduled for three distinct student populations: mornings, afternoons, and evenings. Students opting for the full-time day schedule can complete the Community Pharmacy Technician Program in a minimum of one semester and the Institutional Pharmacy Technician Program in one additional semester, for a total of approximately ten months. Completion time for part-time students will vary according to the students' individual schedules. Course offerings vary by semester. Students who miss a semester may prolong program completion and may be required to demonstrate current knowledge and skills before continuing.

**Costs:** Tuition for the Community Pharmacy Technician Program is \$1,495. The Institutional Pharmacy Technician Certificate Program requires completion of the Community Pharmacy Technician courses. Tuition for Institutional courses is \$1,520. Financial Aid for Continuing Education Programs will only cover tuition fees. All additional costs are paid by the student. Liability insurance is required for clinical course work at a cost of approximately \$18/year. Students are also required to purchase textbooks and pay for the clinical requirements listed below.

**Course Expectations:** Students must maintain a 90% attendance in all courses and master the competencies stated in the course syllabi. These will be measured in various ways including performance and written examinations.

**Clinical & Practicum Requirements:** Liability insurance, immunizations, health exam, CPR, finger-printing fee of \$45, and a criminal background check and drug screen are required. The combined total for the drug screen and criminal background check is approximately \$85. Some externship sites require medical insurance.

If you have any questions, please call (972) 238-6950/6038. Richland College instructors and staff and the Pharmacy Technician Advisory Committee look forward to working with you.

Sincerely,

LiAnne Webster, PhTR, Program Administrator  
Pharmacy Technology Certificate Program  
Richland College  
12800 Abrams Rd.  
Dallas, TX 75243  
972-238-6038

## COMMUNITY PHARMACY TECHNICIAN CERTIFICATE PROGRAM

**Program description:** This certificate program is not ASHP accredited. It consists of 352 contact hours of lecture, lab and internship training for students to become Community Pharmacy Technicians in a retail pharmacy environment. Instruction emphasizes the practical application of pharmacy mathematics, pharmaceutical terminology, drug packaging and labeling, dosage preparation, inventory systems and management, and customer service.

**Successful completion of this program will enable students to:**

- Demonstrate professional demeanor and communications in a community pharmacy environment
- Perform the duties and responsibilities of a pharmacy technician applying ethical, legal and safety standards
- Apply pharmaceutical/medical terms, abbreviations and symbols to the dispensing and recording of medications
- Describe the general chemical and physical properties of drugs handled in manufacturing and packaging in the community pharmacy department
- Perform computations required for the usual dosage determinations and solution preparation using weight and volume equivalents in metric and apothecary systems
- Perform essential functions relating to drug purchasing and inventory control
- Package and label drug products
- Maintain records associated with dispensing prescriptions

**Requirements for completion:** To qualify for a Community Pharmacy Technician Certificate, students must successfully complete 352 contact hours of required coursework and internship training listed below.

<b><u>Required Courses:</u></b>	<b><u>Contact Hours:</u></b>
Introduction to Pharmacy	64
Community Pharmacy Practice	64
Pharmaceutical Mathematics I	48
Drug Classifications and Uses	64
Insurance Customer Service	16
Clinical: Pharmacy Technician/Assistant	<u>96</u>
	<b>352</b>

Upon successful completion of all **Community Pharmacy Technician Program** coursework, students receive a block certificate for the program which will include a statement of competencies.

## INSTITUTIONAL PHARMACY TECHNICIAN CERTIFICATE PROGRAM

**Program Description:** This ASHP accredited certificate program consists of 752 contact hours of lecture, lab and internship training to enable students to perform the duties of a Pharmacy Technician in a hospital or home care environment and in all pharmacy settings. Instruction consists of didactic, laboratory and clinical instruction. Emphasis is placed on pharmacy mathematics, medical and pharmaceutical terminology, drug classification and clinical uses, drug chemistry packaging and labeling, unit dosage and solution preparation, aseptic compounding and parenteral (IV) admixture operations, drug distribution systems and record keeping.

**Successful completion of this program will enable students to:**

- ◆ Perform the duties and responsibilities of the Institutional Pharmacy Technician within the standards, ethics and legal parameters of the profession
- ◆ Demonstrate a working knowledge of the pharmaceutical/medical terms, abbreviations and symbols commonly used in prescribing, dispensing and charting medications
- ◆ Describe and explain general chemical and physical properties of drugs handled in manufacturing and packaging operations in the institutional pharmacy department
- ◆ Carry out calculations required for usual dosage determinations and solutions preparation, using weight and volume equivalents in both the metric and apothecary systems
- ◆ Compound, package and label drug products using standard procedures
- ◆ Perform aseptic compounding and parenteral admixture operations
- ◆ Demonstrate a working knowledge of drug dosages, routes of administration and dosage forms
- ◆ Perform the usual technician duties associated with an institutional drug distribution system
- ◆ Perform manipulative and recordkeeping functions associated with dispensing prescriptions for inpatient and ambulatory patients

**Requirements for completion:** To qualify for an Institutional Pharmacy Technician Certificate, students must successfully complete 752 contact hours of required coursework and internship training as listed below.

Required Courses	Contact Hours	Required Courses	Contact Hours
Introduction to Pharmacy	64	Institutional Pharmacy Practice	48
Community Pharmacy Practice	64	Pharmaceutical Mathematics II	32
Pharmacology for Technicians	64	Intravenous Admixture and Sterile Compounding	80
Pharmacy Math I	48	Computerized Drug Delivery Systems	48
Insurance Customer Service	16	Pharmaceutical Update for Health Professionals	16
Clinical: Pharmacy Technician/Assistant	96	Technical Customer Service in Health Care	32
		Practicum: Pharmacy Technician/Assistant	144

Upon successful completion of all coursework for the Institutional Pharmacy Technician Program, students receive a Certificate of Completion with the ASHP logo from Richland College. The ASHP logo validates the program completer as nationally IV certified. Each completer will also receive a letter to potential employers that details the value of graduation from an ASHP accredited program, and details the competencies that constitute the IV certification.

# PHARMACY TECHNICIAN CERTIFICATE PROGRAM

## I. The application process:

- A. All prospective students for the Pharmacy Technician Program should attend the Health Professions Information Session, or view it online. The applicant then submits the following required documentation to the Health Professions Admissions Coordinator to begin the application process:
1. Completed application page (from the Pharmacy Technician Application Packet)
  2. Completed Student Document of Understanding
  3. Proof of age (Driver's license, State ID. Passport)
  4. Proof of high school graduation or high school senior or GED **or** unofficial college transcripts showing credit college course work completed within the United States.
  5. Those applicants who have never taken credit college-level course work within the United States will be referred for the appropriate academic assessment on the Richland College Campus. After completing the assessment, applicants return to the Admission Coordinator with the assessment scores, who will then determine program eligibility at that time.
    - a. If required, applicant obtains referrals to take the assessment of reading comprehension, sentence skills, arithmetic, elementary algebra, computer skills. Applicants demonstrating a need for additional coursework to equip them for success in the Pharmacy Technician Program must successfully complete the required course(s) prior to admission to the program.
  6. Completed Health Evaluation (school health exam.) The Health Evaluation is to be completed by a licensed physician or nurse practitioner.
  7. For those applicants who wish to pursue the Institutional Pharmacy Technician Program are required to submit immunization records.

## II. The admissions process:

- A. Once the Admissions Coordinator has determined that the applicant has met all program academic requirements, the Admissions Coordinator will present the applicant with the Pharmacy Technician Admissions Orientation Packet. The applicant reviews the packet and then makes an appointment to meet with the Pharmacy Technician Program Administrator. The Program Administrator will then confirm the applicant's acceptance into the program. This interview provides an opportunity to:
1. Review assessment or developmental studies outcomes
  2. Discuss the program and career opportunities
  3. Determine educational plan
  4. Receive instructions for registration
  5. Receive the approved registration form for the first two courses in the Community portion of the program, along with other necessary program-specific paperwork

## Financial Aid

Qualifying students may be eligible for financial aid. Texas Public Education Grant (TPEG) is available to *assist* non-credit students with tuition expenses only. TPEG application directions can be obtained by attending a Health Professions Information Session or requested through the Richland Health Professions Web site at [www.rlc.dcccd.edu/hp](http://www.rlc.dcccd.edu/hp). Click on the Prospective Student Form, complete the form (with the option of viewing the Online Information Session or not) and asking for the TPEG directions in the Ask a Question section, then click Submit. Someone will reply to your request with the directions as an attachment. Students are encouraged to apply at least one month prior to registration.

Following submission of the TPEG application, students should follow up with the advisors in the Richland College Financial Aid Department for specific details related to the approval and disbursement of awards. Students may also check with Continuing Education staff members to verify the posting of TPEG awards.

### III. The externship process:

- A. Students must be able to provide proof of liability insurance, health form, immunizations, tb test results, criminal background check and drug screen prior to registering for the clinical experience. Some clinical sites also require current BLS certification. Students must attend an externship orientation session and register and pay for the externship course prior to arrival at the clinical site.



# STUDENT DOCUMENT OF UNDERSTANDING

I understand that if I miss more than 10% of a class, I may not be able to make it up and will have to retake the class. I also understand that if I am chronically tardy to class, points may be taken off my final grade and/or it may be added to the 10% of hours missed in class. The syllabus will explain the method the instructor will use to determine the grade. He/She will determine if the absence can be excused.

I understand that I must have a social security number in order to register as a trainee with Texas State Board of Pharmacy. I also understand that while I may begin Community Pharmacy course work, I will not be allowed to begin the 96 hour externship period until I have successfully completed technician trainee registration with Texas State Board of Pharmacy, and received my certificate and wallet card in the mail.

I understand that prior to the institutional pharmacy externship that I will be required to:  
1) provide proof of immunizations or serologic proof of immunity to Measles, Mumps, Rubella, Varicella (Chickenpox), Hepatitis B, and Tetanus-Diphtheria Influenza and Meningitis (adults aged 30 and under ) at my own expense; 2) be tested for TB annually; 3) have a current CPR for Health Professionals card; 4) provide proof of health insurance; 5) complete a criminal background check and drug screen at my own expense (approximately \$80) and have acceptable results.

I understand that, in order to complete the Institutional Pharmacy Technician certificate, I may be asked to provide proof of eligibility to work in the United States.

To work in the state of Texas, Pharmacy Technicians must be certified by the Pharmacy Technician Certification Board and registered with the State Board of Pharmacy. Part of the registration process includes a registration fee of \$54.00 and fingerprinting at my expense, which must be completed as part of the trainee registration. Individuals who have been convicted of a felony or a misdemeanor involving moral turpitude may be denied either certification and/or registration. The cost for the finger-printing is approximately \$45.00.

I understand that I will be required to pay for liability insurance through Richland College at an estimated cost of up to \$18.13 per academic year.

I have been informed that lie detector test results may be used in hiring decisions, regardless of the outcomes and decisions made by TSBP as part of the registration process.

**I certify that I have read each of the above statements and understand their meanings. I also have been given the opportunity to ask questions regarding these statements.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

# HEALTH EVALUATION

I understand it is my responsibility to update my health status changes (within 30 days of the occurrence of symptoms, disease, accident or infirmity) and that I may be required to submit medical clearance to return to the program.

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

To do the job of a Pharmacy Technician, abilities required include vision to read documents, dexterity to perform sterile and non-sterile pharmaceutical compounding, handle or lift equipment, hearing to respond to telephone calls, ability to walk/stand for extended periods of time, lift up to 30 pounds when gathering supplies and equipment for distribution in medication storage areas, and conduct administrative tasks.

I certify that the student (applicant) listed above is physically capable of performing the job of a Pharmacy Technician.

\_\_\_\_\_  
Physician's Printed Name

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date

Physicians Stamped Address:  
(Or attached business card)

## Immunization Records

*Students must attach records of immunizations or results of serologic tests to confirm immunity.*

**Varicella**  
Vaccination Vaccine 1 \_\_\_\_\_  
Date: Vaccine 2 \_\_\_\_\_  
(2 lifetime)

Influenza  
Vaccine 1 \_\_\_\_\_  
(annual)

**Tetanus /  
Diphtheria  
Booster:** \_\_\_\_\_  
(every 10 years)

**MMR**  
Vaccination Vaccine 1 \_\_\_\_\_  
Vaccine 2 \_\_\_\_\_  
Date: \_\_\_\_\_  
(2 lifetime)

Meningitis  
Vaccine 1 \_\_\_\_\_  
(if under the age of 30)

**Hepatitis B** Vaccine 1 \_\_\_\_\_  
Vaccination Vaccine 2 \_\_\_\_\_  
Date: Vaccine 3 \_\_\_\_\_  
(3 lifetime)

**Tuberculosis** Screening Date: \_\_\_\_\_ (attach results)  
*(Annual TB tests are available for free in the RLC Health Center, T110.)*