

# Pharmacy Technology

Program of Study



Fall 2024

Instructor: Robin Beckham

Pharmacy Technology

### **Mission Statement**

The mission of the Pharmacy Technology program is to prepare students to assist pharmacists in preparing and dispensing medication. Students will gain experience in prescription entry, IV preparation, sterile technique, inventory control duties, and customer service. Training also includes processing and maintenance of records, prescription filling, label generation, and other aspects of patient care. Clinical training is provided in various Pharmacy settings. Upon completion of training, students will be prepared to take the Pharmacy Technician Certification Exam (PTCE)

### **Program Objective**

The overall program objectives are as follows:

1. To provide a learning environment in which learners may develop cognitive skills necessary for successful employment in a pharmacy setting.
2. To provide learners an opportunity for developing interpersonal skills with an emphasis on the value of teamwork and professionalism.
3. To provide learners with the opportunity for exposure to procedures, equipment, and supplies actually used in the field of pharmacy.
4. To provide learners with the opportunity to get on-the-job training by participating in lab settings and in clinicals.
5. To provide hands on experience with pharmacy functions and computer experience with software seen in the pharmacy setting.

### **Pharmacy Technology Diploma**

#### **1<sup>st</sup> Trimester**

#### **Clock Hours**

PHT 0001 Worker Characteristics	6
PHT 1010 Orientation	6
PHT 1015 Tech Foundation	30
PHT 1020 Keyboarding	20
PHT 1030 Pharmacy Math	104
PHT 1040 Pharmacy Practice and Lab I	90
PHT 1050 Top Drugs I	56

PHT 1060 Pharmacology	100
PHT 1070 Career Readiness	20
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	432

### **2<sup>nd</sup> Trimester**

PHT 0002 Worker Characteristic	6
PHT 2010 Law, Ethics, and HIPAA	30
PHT 2020 Top Drugs II	50
PHT 2030 Pharmacy Practice and Lab II	220
PHT 2040 Pharmacology	90
PHT 2050 Third Party Reimbursement	36
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	432

### **3<sup>rd</sup> Trimester**

PHT 0003 Worker Characteristic	6
PHT 3010 Clinical Training & PTCE Exam Prep	426
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<b>Pharmacy Technician Diploma</b>	<b>1296</b>
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## Grading Policy

Each learner will be graded in both skill and theory. All learners will not be working on the same subjects at the same time.

To progress at a satisfactory rate a student must maintain an average of 73 in each course area and an overall average of 80 each grading period. All work completed during the trimester will be averaged following the individual course syllabus to create a course grade. All course grades for the trimester will be averaged to make a trimester grade. This grade must be an 80 or above to meet satisfactory progress. \*\*For high school students, the trimester grade will be submitted for report cards. \*\* The student may repeat tests only if the overall subject grade is below 73. The student is not required to repeat any test if a 73 average is maintained within the subject area. When a test is repeated, the student will receive the average of the two grades which will be recorded on the permanent grade sheet. If all tests in a subject area have been taken twice and the average is still below 73, the student will repeat all assignments and tests for the subject in their entirety. The result of the third attempt will be the final transcript grade. Second and third trimester assignments will only be opened once all the previous trimester's work has been completed.

See individual course syllabuses for grade distribution.

With individualized instruction, a learner should progress at a rate that would be comparable to the "average worker" in a realistic situation. If this level of competence is not maintained, a learner will be placed on probation which could lead to a suspension. Students who are not reaching satisfactory progress will be given zeros on progress reports for assignments not completed. When the student returns for the next trimester, the student may complete these assignments for a grade.

The student will not be allowed to move into the next trimesters work until all work from the previous trimester has been completed. The student will not be allowed to begin the second course in progression until the first course is at a passing average (Pharmacology I 1060 and Pharmacology II 2040).

[School Policy](#)  
[Student Handbook](#)

## Transcript Grades

Upon completion of a subject area, the instructor will average the course grade. If the learner does not have an average 73, the course must be repeated. Upon completion of all required courses in a unit of instruction, the instructor will average the unit grade. The

overall unit grade will be recorded on the transcript upon completion/termination from the program. The transcript will reflect the unit grade, and the total number of hours spent on that unit of instruction. The students must maintain an overall 80 average for the trimester.

## Grading Scale

The following grading scale applies:

A=94-100

B=87-93

C=80-86

D=73-79

F=0-72

## Testing

Most tests are computerized. **Tests may only be accessed during classroom hours and on designated computer stations.** If a student is to test at their seat, everything must be cleared from the desk and placed in a locker. **The station must also be approved before testing can begin.** Once a test is opened, you are committed to completing it. Each test has a time limit set. Once the limit has been reached, your test will be flagged as being late and may also prevent further changes. For this reason, read the test description carefully before opening. If exams are accessed or taken outside of the classroom, a grade of 0 will be assigned. The use of cell phones and all other electronic devices during testing will be considered cheating and the student will receive a 0 for the exam. This exam may not be repeated, which could result in failure of the subject. All electronics, including smart watches, will be kept at the instructor's desk.

Theory tests are tests which require the student to display their understanding of the concepts relevant to the skills they perform. Theory tests are usually objective questions (True/False, Multiple Choice, Matching, and Fill in the Blank). However, some theory tests may contain short answers and discussion questions. If the student leaves the classroom during a test, the exam must be submitted as is. For this reason, you must be aware of the time you begin an exam. **Exams will not be permitted during break, lunch, or past the normal school day without prior approval.** Any exam not completed before these times will be submitted as is. If you are unsure if you will be able to finish an exam in a specified time frame, please ask before proceeding.

Skills tests are tests which allow a student to demonstrate their ability to perform a specific task. For example, a learner may fill in a prescription, compound a mixture, create a document, etc.

**\*\*If class is moved to an online/staggered format, testing may be done at home with approval. If the student is on school ground at any point during the week, testing will be**

expected to be completed during this time. The student is expected to follow the same rules for testing that apply in class. Testing may be monitored. If there is a question about academic integrity, testing may be moved to on ground only. Finals may only be taken in class unless students are moved to remote learning only. \*\*

## Exam Retake Policy

If an average for a subject area is less than 73, you will be required to retake exams. Both tests' grades will be averaged together. If all tests in a subject area have been taken twice, the entire subject must be repeated in its entirety (including all assignments). In the event of repetition of the course, the retaking and averaging of tests will not be allowed. The student will have one attempt at each exam. The result of the third attempt will be the final transcript grade.

## Work Characteristic

The next several years will bring dramatic changes to the workplace. By becoming a skilled learner, you will always have the resources to adapt to change. Pharmacy is a profession centered on patients and the importance of teamwork. Your PEOPLE skills, COMMUNICATION skills, ORGANIZATIONAL skills, WORK HABITS, and WORK ETHICS are crucial. Companies are seeking highly skilled, self-motivated workers with strong interpersonal and communication abilities.

Whether face-to-face or by phone, strong verbal communication skills will be particularly useful, as will the work ethic and the ability to work in increasingly team-driven environments in which the art of customer service is key. Employees will need to work together to better meet customer needs and maximize productivity. This trend will require the ability to get along with a variety of personalities in an ethical, diplomatic, and flexible manner.

As an efficient pharmacy technician, organization is essential. Cluttered workstations and sloppy work can lead to medication errors. Because proficiency and productivity play such important roles in the success of any employee, the criteria on the following pages will be used in the assessment of the Work Characteristic Grade for all Pharmacy Technology students.

The student will complete a Worker Characteristic course each trimester of enrollment. The students will be graded in these areas each time.

## Attendance

Attend class as scheduled.  
Arrives/leaves on time (no tardies).

Notifies the instructor prior to or day of being absent.

***\*You must call in before class starts if you are going to be absent.***

If you don't call or contact me, you will be logged as NO CALL NO SHOW. Three of these will be a suspension from school.

## Character

Displays loyalty, honesty, trustworthiness.

Displays dependability and reliability.

Displays initiative, self-discipline, and self-responsibility.

Performs what is asked of them.

## Teamwork

Respects the rights of others.

Maintains appropriate confidentiality.

Is a team worker that is cooperative, mannerly, and appropriately assertive.

Displays a customer service attitude.

Seeks opportunities for continuous learning from others.

## Appearance

Demonstrates appropriate dress indicative of profession of Pharmacy.

Demonstrates professional grooming and hygiene. Bath daily either before bed or before coming to class.

**Presents oneself professionally each day you are in class.**

## Attitude

Displays a positive and professional attitude.

Displays self-confidence.

Displays high expectations of success in trade.

## Productivity

Follow safety practices.

Maintains a neat and clean work area.

Follow directions and procedures.

Completes assignments in keeping with deadlines.

\*This includes keeping on task and finishing all work for the trimester. For this reason, if you are absent for the day, you may be expected to work from home. Every 6 hours you are not in class there is 6 hours of work you are getting behind in.

## Organization Skills

Prioritizes and manages class time.

Demonstrates flexibility in handling change.

**Keeps all schoolwork organized and neat.**

## Communications

Displays appropriate nonverbal skills, (eye contact, body language). Look at the person you are speaking to.

Displays appropriate listening skills.

Uses appropriate language on a professional level.

## Cooperation

Displays leadership skills.

Appropriately handles criticism, conflicts, and complaints.

Demonstrates problem-solving capabilities.

Maintains appropriate relationships with instructors and peers.

Follows requests of the instructor.

## Respect

Engages with cultural and racial diversity in a professional manner.

Refrains from engaging in harassment of any kind. **ZERO TOLERANCE**.

Encourages others to avoid harassment.

\*Respect also includes being respectful of other students, campus staff, preceptors, and your instructor.

## Hygiene and Dress Code

- **Students will come to class dressed in clean solid Navy scrubs that are free of holes, wrinkles, and stains.**
- **The students should always have their class name tag.**
- **The Friday dress code may include a shirt or hoodie (no offensive language or pictures) and regular pants. Pants cannot have holes and must fit correctly. If not, students will sign out to go home and change. (if wearing a sweatshirt, scrub tops**



must be worn underneath). Please do not pull a hoodie over your head

- During clinical rotations, the student will be expected to wear scrubs daily. Hoodies and T-shirts will not be allowed.
- Shoes will be clean. Flip flops/sandals are not permitted.
- Body jewelry is limited to earrings only. (Gauges, tongue rings, nose rings, etc. are prohibited).
- Tattoos will be covered at all times.
- Hair will be a natural color (not pink etc.) and makeup will look professional. Please keep your hair clean and brushed whether its pulled up or not.
- Students will be clean and free of body odor.
- Students will limit their use of perfume, cologne, and body sprays.
- Most Clinical sites require restrictions pertaining to tattoos, piercings, makeup and hair color.

## Work Schedule

All students are expected to be in their seats and working no later than the designated time. This means upon arriving in the morning, after break, and after lunch. You will be counted tardy after this time. 7 tardies are grounds for suspension of the trimester.

**Breakfast/lunch and use of the restroom should be finished before the student returns to class at the designated times.** Students should come to class prepared to begin assignments. Students should not request to return to their car to get books and coursework.

Class Begins	7:45 a.m.
Morning Break	9:20-9:30 a.m.
Lunch	11:30-12:15
Class Ends	2:30 p.m.

If a student is tardy or leaves early, he/she must inform the instructor upon arriving or before leaving class. Students are to call/email in if they are not in class. This should be done before 7:45 just as you would in a work scenario. The student must also sign in or sign out on the daily time sheet located on the instructor's desk. The student should record the reason for signing in/out on the daily time sheet. Student attendance hours and absences are entered daily into the Banner system by the instructor. \*\*If class is moved to an online or staggered format, the student is responsible for the same amount of work that would be expected in class. The student is also responsible for emailing in their time each day. If time is not received by the following morning, the student will be absent. If a staggered schedule is in place, the student is expected to be in class on their scheduled days (except for illness/exposure). Students not present on scheduled days will be counted absent.

## Assignments

Assignments must be completed and submitted for some tests to be accessible. Plagiarism will not be accepted. Plagiarism is the use of work created by someone other than yourself. Examples of plagiarism include typing answers directly from the answer key or copying and pasting from websites. If the assignment submitted fits this description, you will be assigned a zero. Review your graded papers when the instructor returns them to you and then place them in the tray marked "to grade." All papers which receive grades must be returned after reviewing. Your instructor will keep these papers in the file.

**Please be sure to read the assignment sheet fully before beginning the assignment.**

You are responsible for all portions. Incomplete answers and missing questions will not be given credit. Work that has been copied from the answer key or from online sources will not be accepted. A 0 will be assigned for plagiarism.

## Classroom Policies

### General Policies

Eating in the Pharmacy classroom HAS TO BE APPROVED BY THE INSTRUCTOR FIRST. Breakfast and lunch should be eaten at the scheduled break and lunchtimes. Students may have drinks at their workstation provided that the area remains neat and is cleaned up before the end of the day. All drinks should have a secure lid to keep from spilling on the desk or the floor. If a mess occurs around your desk because of your drink, you will clean it up before leaving the classroom. Students may have light snacks at their desk **(no crackers, chips, anything that crumbles on the desk or floor is prohibited)** You should not spend the entire day snacking. Changes may be made to these rules by the instructor on a as needed basis.

All cell phones should be turned **off** during class time. No buzzing or vibrating sounds should be heard as they are distracting to everyone. With the approval of the instructor, there may be an emergency that requires that the cell phone remains on vibrate and on the instructor's desk. for you to monitor. In all other circumstances, calls may be made to the front office, and a message will be given to you. School Policy States: **Students will put cell phones and I watches in designated place per Instructors classroom rules. Phones are allowed to be turned on during breaks and lunch periods only. Students who violate this policy can be suspended or dismissed.**

The use of electronics during testing is not permitted. This includes but is not limited to electronic watches and cell phones.

Each student will email their instructor their time for the day before leaving at the end of the day. **Example: Pharmacy Practice 2 hours. Pharmacology 2 hours. Top Drugs 2 hours**

Each student will be responsible for purchasing needed supplies, paper, pencils, pens, folders/notebooks, etc. All items needed should be brought to class daily.

Students should not leave class for any reason without informing the instructor. This includes going to the parking lot. **If a student is signing out, the instructor must be informed. A student SHOULD NEVER leave campus without signing out.** If a student decides to use the services of the Cosmetology Program, the student must sign out/sign in for the time spent in this program.

**Sleeping in class will not be permitted.** If a student is sleeping in class, the instructor will sign the student out. It will be the student's responsibility to sign back in once awake. This time will be counted against the student's attendance hours and will affect the Worker Characteristic grade. You will have a verbal warning for the first offence, 2<sup>nd</sup> offense will be an email, 3<sup>rd</sup> offense you will be sent to Student Services. If the student continues to sleep in class, they will be suspended for a trimester.

Computer settings DO NOT need to be changed. This includes your home screen. Please be aware that all computer use is monitored. Facebook and similar sites are off limits. Streaming and the use of sites such as YouTube are not permitted unless directed by the instructor. Time spent on websites that do not pertain to coursework may cause the student to fall behind. Therefore, such sites are off limits. Cell phones and other devices are not to be charged/plugged into your computer. Personal items DO NOT need to be left on the desk area at the end of the day. Other classes may meet in our classroom. Lockers are available in the middle room for your use. The instructor will not be held responsible for items left in the classroom.

Students are expected to be in dress code each day.

Failure to adhere to any of the policies listed above will result in the following:

1<sup>st</sup> Offense-Warning

2<sup>nd</sup> Offense-Write up

3<sup>rd</sup> Offense-Student will be sent home

4<sup>th</sup> Offense-Referral to Student Services for further action

## Printer

The printer is to be used for classroom work only.

## Cleanup Duties

Each student will be responsible for a cleaning chore. Cleaning is done each day before class is dismissed. If you sign out early, please do your cleaning chores before leaving. It is the responsibility of all students to help maintain the Pharmacy Classroom. Each student should clean the area in which he/she has worked at the end of each day with sanitizing wipes that are in the classroom. This helps keep sickness to a minimum. Leave stations free of clutter and personal items.

## **Smoking / Vapes per school policy:**

### Purpose

The purpose of this policy is to establish system-wide policies on smoking and the use of tobacco products on property owned or controlled by the Tennessee Board of Regents. This policy applies to all Colleges and System Office, students, faculty, staff, and visitors.

### Definitions

- Smoking means inhaling, exhaling, burning, or carrying any lighted cigar, cigarette (including an electronic cigarette), pipe or other lighted instrument or product that emits smoke or vapor, in any manner or in any form.
- Vaping means the act of inhaling and exhaling the aerosol, often referred to as vapor, which is produced by an e-cigarette or similar device. Under this policy, vaping is considered smoking.
- Electronic Cigarette (e-cigarette) means an electronic device that converts nicotine into a vapor that is inhaled by the user.
- Smokeless Tobacco includes snuff, which is fine-grain tobacco that often comes in pouches that users put between their lower lip or cheek and gum, and chewing tobacco, which comes in shredded, twisted or bricked tobacco leaves.

### Policy/Guideline

#### I. Prohibitions on Smoking and Use of Smokeless Tobacco

A. Smoking and use of smokeless tobacco are prohibited in all buildings owned or operated by the Tennessee Board of Regents and its

institutions. This prohibition applies to all hallways, classrooms, laboratories, seminar/meeting rooms, offices, restrooms, indoor and open-air athletic facilities, performance halls, parking garages and all other spaces in institution-owned or operated buildings.

B. Entrances to all institution buildings are designated as smoke and smokeless tobacco-free. Unless otherwise posted, smoking and use of smokeless tobacco are prohibited within twenty-five (25) feet of all doorways, windows, and ventilation systems of all institution buildings. Smokers are responsible for ensuring that all smoking activity, including the lighting and discarding of smoking materials, takes place more than twenty-five (25) feet from the doorways, windows, and ventilation systems of institution buildings to avoid infiltration of smoke into the buildings. Smokeless tobacco users are responsible for discarding the products of their tobacco use responsibly. The smokeless tobacco and/or its juices must be spat into a disposable cup or container that is then disposed of in the trash. Spitting tobacco and/or its juices on the floor, sidewalk, grass, landscape beds or pavement is prohibited.

C. Smoking and use of smokeless tobacco are prohibited in all motor vehicles owned, leased or operated by the institution. This prohibition applies to motor vehicles rented by the institution but does not apply to motor vehicles rented individually by an employee for use in institution business travel unless the travel is being reimbursed by the institution and includes another employee who objects to smoking or smokeless tobacco use in the vehicle.

D. Notwithstanding anything in this policy to the contrary, Tennessee law prohibits smoking in all private motor vehicles when being used for the public transportation of children or as part of health care or day care transportation.

## II. Smoke-Free or Tobacco-Free Campuses

A. Notwithstanding Section I. above, an institution may adopt an institutional policy regarding smoking and use of smokeless tobacco that prohibits smoking or use of smokeless tobacco in all indoor and outdoor areas of its campus.

## III. Sale of Tobacco Products and E-cigarettes Prohibited

A. The sale of any products containing tobacco, e-cigarettes and other vaping supplies is prohibited on all property owned or controlled by the Tennessee Board of Regents and its institutions.

## IV. Compliance and Enforcement

A. This policy and/or the institution's policy on smoking and use of smokeless tobacco shall be communicated in writing to all existing employees, all prospective employees upon their application for employment, all students, and all people who violate the prohibition on smoking or use of smokeless tobacco.

B. The institution shall post signs reasonably calculated to inform the public of the institution policy regarding smoking and the use of smokeless tobacco. If smoking and use of smokeless tobacco are permitted in designated areas, those areas must be clearly marked.

C. Institution employees may report violations of this policy to their immediate supervisor, the next level of supervision, or the institution employees directly responsible for the facility in which the violation occurs. Violations may also be reported by employees, students or others to an office designated by the institution to receive such complaints.

D. Any institution employee who is found to have violated this policy may be subject to disciplinary action.

E. Any institution student who is found to have violated this policy may be subject to discipline in accordance with the System-wide Rules on Student Conduct and Disciplinary Sanctions Chapter 0240-02-03 and the applicable institution policy.

F. Visitors to the campus who are observed to be violating this policy shall be informed of the policy and asked to cease the violation immediately or leave the campus. If they refuse, security should be called to escort the visitor from the campus.

G. Nothing in this policy shall be construed to limit a supervisor's ability to establish, regulate, or limit employee work breaks, whether for smoking or otherwise.

#### Sources

#### Authority

T.C.A. § 49-8-203, T.C.A. § 49-7-135

## Media

The Media and Reference section is in the Pharmacy Technology Classroom. The material available consists of DVD's, magazines, dictionaries, websites, and related material and information. Media is available to the students between 7:45 a.m. to 2:30 p.m.

## Pharmacy Safety and Security

An important consideration for the pharmacy environment is safety and security. The most important point to remember is that nearly all pharmacy accidents can be avoided. This is also true within the Pharmacy Technology Classroom and Lab. The following rules apply in either situation. Always report an accident no matter how minor to the instructor immediately. A first aid kit and eye wash kit are available beside the instructor's desk next to the adjacent door. The fire extinguisher is also in the same location.

**Falls**—Falls can be caused by:

Slippery floors, torn/loose carpeting, telephone, and electrical cords.

**Chairs**—The chief cause of injury in a chair is flipping over when the occupant leans back too far. Also, chairs with rollers should not be used as stools for reaching high places. Check the knob on the bottom of the chair on occasion to prevent the back of your chair from falling off.

**Filing Cabinets**—Use the handle to close the drawer to avoid injuries to fingers; open one drawer at a time and keep heavy material in bottom drawers to prevent the cabinet from toppling over.

**Equipment**—Keep fingers, hair, jewelry, neckties, and sleeves away from equipment with moving parts to avoid entanglement. Report frayed cords and/or smoking or sparking equipment to your instructor immediately.

**Sharp Objects**—We will be working with sharp objects such as needles and syringes. Caution should be used when working with these objects. Notify the instructor if you receive a cut or a needle stick.

**Eye Protection**—Pour chemical solutions for compounding or cleaning carefully so as not to splash fluid in the eyes or on the body.

**Fires**—Observe no smoking rules. Keep combustibles away from coffeemakers, hot plates, and space heaters. Do not throw hot matches, cigarettes, or ashtray contents into trash cans. In case of fire, be familiar with exits, fire alarms, extinguishers, and evacuation procedures. In case of fire or fire drill, you are to exit the building

immediately and meet in the grassy area in the front parking lot. Stay with your group until the roll is taken.

**Tornado/Lockdown---**During tornado or lockdown drills, students will go to the designated safety area until dismissed. In case of tornado/tornado drill, you will move to the women's restroom in the hallway beside our classroom. In case of lockdown, you will follow the instructor's directions to get to a safe location where you will wait quietly until the roll call and to be released.

**Office Safety and Security Course**—Each student is required to complete a unit in First Aid and Safety during his/her first few days of enrollment. The student will be required to pass a safety examination upon completion of the course with 100. You must retake the exam until you receive 100 before you will be allowed in the lab setting.

**If a student has an accident, regardless of how minor it is, the student should immediately report the accident to the instructor. The appropriate accident form will then be completed.**

As part of the College's Culture of Care & Support we provide campus resources to create access for you to maintain your safety, health, and well-being. We understand that as a student you may experience a range of issues that can cause barriers to learn, such as strained relationships, increased anxiety, alcohol/drug concerns, depression, difficulty concentrating and/or lack of motivation. These stressful moments can impact academic performance or reduce your ability to engage. The College offers services to assist you with addressing these or ANY other concerns you may be experiencing. If you or someone you know are suffering from any challenges, you should reach out for support. You can seek confidential mental health services available on campus in the Student Services Office. Another helpful resource is [TN Suicide Prevention Network](#).

## Pharmacy Technician Certification Requirements

There are two exams used to become a certified pharmacy technician, the Pharmacy Technician Certification Exam (PTCB) and the ExCPT exam (NHA). The PTCB exam has the following requirements for testing:

[Testing Requirements](#)

### Eligibility

To achieve PTCB Certification, candidates must satisfy the following eligibility requirements:



- Full disclosure of all criminal and State Board of Pharmacy registration or licensure actions.
- Compliance with all applicable PTCB Certification policies.
- Passing score on the Pharmacy Technician Certification Exam® (PTCE®).

A candidate may be disqualified for PTCB Certification upon the disclosure or discovery of:

- Criminal conduct involves the candidate.
- State Board of Pharmacy registration or licensure action involving the candidate.
- Violation of a PTCB Certification policy, including but not limited to the [Code of Conduct](#).

PTCB reserves the right to investigate criminal background, verify candidate eligibility and deny certification to any individual.

Once certified, CPhTs must report any felony conviction, drug or pharmacy-related violations, or State Board of Pharmacy action taken against their license or registration at the occurrence and at the time of recertification, to PTCB for review. Disqualification determinations are made on a case-by-case basis.

The ExCPT exam has the following requirements:

#### [Candidate Handbook](#)

ExCPT Pharmacy Technician Eligibility Requirements: To be eligible to sit for an ExCPT pharmacy technician certification examination and receive CPhT certification, each candidate must: 1. Have successfully completed or be within no more than 60 days\* of successful completion of all requirements needed to obtain a high school diploma or the equivalent, such as the General Education Development (GED) test or other equivalent test recognized by the candidate's state of residency, or diploma and official transcript reflecting equivalent education as evaluated by the American Association of Collegiate Registrars and Admissions Officers for secondary education (if documents are not in English, a translation into English from a translation service approved in the United States for legal or government documents must be available upon request).

\*Arizona residents must have completed their high school education before sitting for the ExCPT pharmacy technician certification exam. 2. Successfully complete a training program \*\* or have relevant work experience as described below.

A high school diploma or GED is a requirement for entering the program. It is a requirement for taking either certification exam or registration with the Board of Pharmacy. Many employers require certification as a requirement for employment. State Boards of Pharmacy may require certification of technicians. State Boards of Pharmacy that do not currently require certification may change requirements at any time.

## Required Books and Materials

Sterile Compounding and Aseptic Technique--Lisa McCartney

Pharmacy Math Calculations for Technicians—Ballington & McKennon

Pharmacy Labs for Technicians--Jason Sparks/Lisa McCartney

Pharmacy Practice for Technicians--Ballington & Anderson

Pharmacology for Technicians--Ballington & Laughlin

Mosby's Review for the Pharmacy Technician Certification Examination--James Mizner

Calculator (4 Function)

Index Cards

Scrubs/Clinical Shoes

Malpractice Insurance-included

State Registration Fee (First Trimester) 95.00

PTCE Fee 129.00

Background Check/Fingerprint Scan (First Trimester) 42.00

Drug Test \$27

**Additional Background Screens, Drugs Screens, and vaccinations\* as required by clinical sites.**

**\* Immunizations may be a requirement at many Clinical sites. Students declining any vaccination/testing may be denied entry into some/all clinical sites.**

## Clinicals

Clinical participation is a mandatory requirement for graduation. Clinical sites are assigned by the instructor based on availability. The instructor makes no guarantee that your clinical site will be in your hometown. Therefore, it is your responsibility to make transportation arrangements to get to and from your site(s). There is also no guarantee that a clinical site may need to change schedules, so you must be flexible. You will be required to complete 30 hours of training at your site each week. Missing clinical hours is strongly discouraged and should only occur under emergency circumstances. Missing clinical hours will result in loss of worker characteristics points, and students could possibly be brought back to class. The instructor must be called by 7:45 and the site must be called by opening. It is **your** responsibility to call your site. Failure to do so will result in a loss of worker characteristic points and students could possibly be brought back to class. The clinical site may also ask that you be removed from the rotation. Time sheets and evaluation must be completely filled out by student before the pharmacists sign them. They should be sent back to the instructor no later than Monday afternoon. It is your responsibility to make sure that this is done. Failure to receive evaluations will result in loss of worker characteristic points as well as a deduction on your grade sheet. Students may not post or discuss information about clinical sites, staff, or patients on any social media website including but not limited to Facebook, Snapchat, Twitter, and Instagram. This is a violation of HIPAA and will result in removal from the clinical site per the site's request. Students are required to dress in the required scrubs, shoes, and name tag at all times. Body jewelry, other than earrings, must not be visible during clinical rotations. Tattoos should be covered. Failure to do so will result in a loss of worker characteristic points. You are required to work the hours assigned by the clinical site. This may include opening, closing, and/or weekends. All other schedules must be worked out around clinical hours. Students will not be moved from a clinical site without an exceptional reason. If a clinical site asks for you to be removed, this will result in loss of worker characteristic points and students will be brought back to class. Depending on the reason for the removal, sanctions could be imposed on the student. Clinical sites require random drug screens and additional background checks on short notice. The student will be required to submit to any screening according to clinical site policy within the designated time frame. Drug screens are at the student's expense. Failure to comply with screening or a failed drug screen will result in suspension from the Pharmacy Technology program. Failure to comply with any of the above conditions could result in sanctions being imposed on the student. If a student has been hired in a pharmacy related position, this work experience may be used in place of a portion of the clinical hours. In the event of such an occurrence, the student must complete the current minimum number of clinical hours as established by ASHP.

Documentation may be requested from clinical sites of background checks, drug screens, proof of vaccination, etc. I give my consent that these items may be submitted by my instructor \_\_\_\_\_.

I have read, understand, and agree with the above policies.

\_\_\_\_\_