Pharmacy Technician Program

Student Information and Application Packet
Spring 2016 Intake

**Deadline extended to November 30, 2015**

*(Applications are subject to change from year to year)*
# TABLE OF CONTENTS

- Letter from Pharmacy Technician Program Director .......................................................... 3
- Job Description and Occupational Outlook ........................................................................ 4
- Program Description ........................................................................................................... 4
- Pharmacy Technician Program Characteristics/Expectations ........................................... 5
- Pharmacy Technician Program Expenses ........................................................................... 5
- Admission to Great Falls College MSU ................................................................................ 5
- Student Health Insurance .................................................................................................... 5-6
- Eligibility for Admission to the Pharmacy Technician Professional Certificate Program .... 6
- Program Admission Process ................................................................................................ 6
- Notification of Acceptance .................................................................................................... 7
- Information Regarding Transferable Courses ...................................................................... 7
- Equal Opportunity Policy ..................................................................................................... 7
- Pharmacy Technician Professional Certificate Curriculum ................................................. 8
- Application Packet Cover & Check-Off Sheet ...................................................................... 9
- Great Falls College MSU Student Immunization and Verification Form ............................. 10
- Pharmacy Technician Technical Standards ......................................................................... 11
- Application Evaluation ......................................................................................................... 12
Dear Prospective Pharmacy Technician Student,

Thank you for your interest in the Pharmacy Technician Professional Certificate program here at Great Falls College Montana State University. With the program’s inception spring 2010, our college and the local pharmacists on our advisory board were pleased to learn of the interest in this program by hundreds of potential students!

Although the Pharmacy Technician Professional Certificate program is not itself accredited, Great Falls College MSU is accredited by The Northwest Commission on Colleges and Universities as an institution. The program will prepare you to enter the profession and work toward completion of your pharmacy technician certification upon graduation. As a part of the Introduction to Pharmacy Technician Course, you will be expected to complete a “Pharmacy Technician/Technician-In-Training” application in order to work at your chosen clinical sites. Once you complete the program and graduate, you will have approximately 12 months to sit for the Pharmacy Technician Certification Board (PTCB) exam or the Exam for the Certification of Pharmacy Technicians (ExCPT) to become a nationally certified pharmacy technician.* As a graduate of the program, having completed 90 hours of hands-on training split between retail and acute care pharmacies and having successfully passed your certification exam, you will have a competitive advantage over other potential Pharmacy Technician applicants and would likely be hired at a higher wage and have more promotion opportunities due to your education and experience.

The Pharmacy Technician program is available completely online with 90 hours of required clinical experience in pharmacy settings. The pharmacy experience if at all possible is scheduled in pharmacies in or close to your location. The program has a limited enrollment capacity of twenty-three new students in the spring of each year. The small class size is advantageous to you as a student, allowing you more individualized attention and more opportunity for hands-on experience as well as a greater opportunity for employment after graduation. The student selection process is done by points, in the event of two students reaching the 23rd spot, having the same point value, then, the first application turned in will be chosen. Information regarding the profession, the program, and application materials for spring 2016 entry are enclosed in this packet. Please read the materials carefully. Only COMPLETE applications will be considered.

For additional information, answers to specific questions, or to set up an appointment, please contact Pam Christianson at (406) 771-4411 or pamela.christianson@gfcmsu.edu Please don’t hesitate to contact us.

Sincerely,

Pamela Christianson, CMA (AAMA), CPhT (PTCB), BS
Pharmacy Technician Program Director
Great Falls College MSU
2100 16th Ave S
Great Falls, MT 59405
(406) 771-4411

*Note: National PTCB or ExCPT Certification does not substitute for state licensure through the Montana Board of Pharmacy.
Job description and Occupational Outlook

Pharmacy Technicians help licensed Pharmacists provide medication and other health care products to patients. Technicians usually perform routine tasks to help prepare prescribed medication, such as counting pills, verifying prescription information, mixing medications and labeling bottles. They also perform administrative duties, such as answering phones, preparing insurance claims for patients, stocking shelves, taking inventory and operating cash registers. When working in a clinical setting, Pharmacy Techs must work under a Pharmacist’s supervision to read charts and prepare medications for patients. Technicians refer any questions regarding prescriptions, drug information, or health matters to a pharmacist. Upon graduation, you will have the skills and knowledge that will enable you to qualify for entry-level positions in pharmacies as well to sit for one of the national certification exams. Courses are online with on-site clinical in pharmacies close to students’ homes.

About 75 percent of Pharmacy Technician jobs are in retail pharmacies, either independently owned or part of a drugstore chain, grocery store, department store, or mass retailer. About 20 percent of jobs are in hospitals and about 5% are in mail-order and Internet pharmacies, offices of physicians, pharmaceutical wholesalers, or with the Federal Government. Employment of pharmacy technicians is expected to increase by 20 percent from 2012 to 2022 [http://www.bls.gov/ooh/healthcare/pharmacy-technicians.htm](http://www.bls.gov/ooh/healthcare/pharmacy-technicians.htm) which is much faster than the average for all occupations. The median salary in Montana in 2010 was $13.34/hr. with a median annual salary of $27,750. [http://lmi.mt.gov/](http://lmi.mt.gov/)

Educational Program Description

The Great Falls College MSU Pharmacy Technician Certificate of Technical Studies program is a limited enrollment program accepting up to 23 students each spring semester. Interested students must complete a current application to the program (separate from the institution application) for acceptance and are urged to contact Student Central, Advising and Career Center staff or the Program Director for student advising specific to program admission requirements.

Following acceptance to the program, Pharmacy Technician program students will receive their training through a variety of methods including online discussions, practice in mock procedures, and actual clinical experience in pharmacies in their local communities. All Pharmacy Technician program coursework must be completed with a “C-” or better and must be either completed prior to, or concurrently with PHAR 198 Internship, to continue in and/or graduate from the program. Students must arrange their own clinical sites and schedules with the assistance of their instructor. Program fees do not cover certification examination, transportation or lodging costs (if necessary) during clinical practice. Students will be required to arrange and pay for their transportation and lodging for their clinical experiences. There may also be additional immunization requirements beyond the initial ones required with the college application depending on the clinical site.
Pharmacy Technician Program Characteristics/Expectations

You can expect to commit to a busy semester when accepted into the Pharmacy Certificate of Technical Studies program at Great Falls College MSU (GFC MSU). One of the first things you will be expected to do following acceptance in to the program is to attend a mandatory orientation in person or via teleconference. When the semester begins it will be important for you to remember that most online courses include assignments that require you to prioritize and dedicate time to program course work, clinical experiences and any other program requirements that may arise. It will be necessary at times for you to be able to balance your coursework deadlines with family, social and work obligations. Students should expect to log in to their courses regularly, several times each week to ensure they receive all communications from instructors in a timely manner and keep up with course requirements.

There are a variety of learning activities within the program which make for an exciting and challenging experience. You should read assigned material and complete any other assignments online. A good rule of thumb is that for every class hour, a student will spend **at least** 2 hours outside of class in preparation for class and/or completion of assignments. A full-time load for college students is 12 credits and a 14 or 15 Credit load is equivalent to working a full-time 40 hour a week job.

Pharmacy Technician Program Expenses

The Pharmacy Technician program is a relatively inexpensive program. However, students should begin planning early for financial aid or other arrangements to meet their educational needs. Beyond tuition and fees, students will be required to purchase the following:

- Books and classroom & clinic supplies (approx. $500)
- Montana Board of Pharmacy - Pharmacy Technician in Training Application ($60.00)
- Certification examination fee (approx. $129)
- Medical liability insurance
- Budgeted time for clinical experience and class work
- Transportation and lodging at distant clinical experience sites, if applicable

Note: Students must arrange their own clinical sites with the assistance of the instructor.

Admission to Great Falls College MSU

Students must be admitted to the College and in good academic standing prior to the submission of the Pharmacy Technician program application. Applications will not be reviewed until applicants have been admitted to GFC MSU.

Acceptance to GFC MSU requires a completed admissions application file, which may be obtained by visiting the campus, calling the College (406) 771-4300 or 1-800-446-2698, or applying online at [http://admissions.gfcmsu.edu/apply.html](http://admissions.gfcmsu.edu/apply.html)

Student Health Insurance

Program students entering the Pharmacy Technician program are strongly advised to carry their own medical insurance. Students will be financially responsible for their health care if they become ill or injured in the clinical setting.

All GFC MSU students enrolled for 6 or more credits are required to have health insurance. For students
without coverage, GFC MSU offers a program developed especially for students by Blue Cross & Blue Shield of Montana. This plan provides coverage for injuries and illnesses, on or off campus. Coverage includes hospitalization, maternity, prescription drugs, surgical services, emergency room charges, and immunizations among others. Please contact Student Central for more information.

Student Central  
Great Falls College MSU  
406-771-4414

**Eligibility for Admission to the Pharmacy Technician Professional Certificate Program**

All eligibility forms and documents are enclosed in the Pharmacy Technician Information and Application Packet.

To be eligible to apply for admission into the Pharmacy Technician Program, applicants must:

- Be admitted to GFC MSU and be currently in good standing
- Complete all prerequisite coursework with a minimum grade of “C-“ in each course.
- Students who apply to the Pharmacy Technician Certificate of Technical Studies program must have already have successfully completed (“C-“ or better) M 065—Pre-Algebra, or have tested into M 090—Introductory Algebra or higher.
- Prerequisite coursework can be taken at other institutions, but it is the applicant’s responsibility to confirm those courses are equivalent to the program’s prerequisites and are transferable to this institution.
- Current students may apply during the fall semester before the spring intake. They can apply before finishing their prerequisites and maybe be considered for conditional acceptance if space is available. Final determination will be made after satisfactory completion of the prerequisite courses.
- Must be at least 18 years of age and have a high school diploma or equivalency certificate.

**Program Admission Process**

The Pharmacy Technician Program admissions committee will review only completed application packets and use established admissions criteria to rank applicants for admission. The Application Evaluation form used by the committee is enclosed. Criteria for selection emphasize academic performance in prerequisite course work. The priority deadline for applications to the Pharmacy Technician Program is October 31, 2015. Deadline has been extended to November 30, 2015. Completed Program Application Packets may be hand delivered to the Health Science Program Assistant or mailed to the College. Applications will be date/time stamped upon receipt.

**Contact Information:**  
Marybelle Reinhard  
Health Science Program Assist.  
Marybelle.reinhard@gfcmsu.edu  
406-771-4350 or 1-800-446-2698

**Mailing address:**  
Pharmacy Technician Program Admissions Committee  
Great Falls College MSU  
2100 16th Ave S  
Great Falls, MT 59405

Last updated October 30, 2015 for spring 2016
Please send all application items as a complete packet. Items sent separately and at random are easily lost or misfiled. We are not responsible for any late, lost or misfiled information. Please only send required documentation as other supplemental items will be discarded.

- **Priority Application Due Date: October 30, 2015** Deadline has been extended to November 30, 2015.
- It is the applicant’s responsibility to ensure that all requirements are met by the established deadline. Deadlines, guidelines, and policies apply equally to all students; thus, there can be no exceptions. Only students in Good Academic Standing will be eligible for program acceptance.
- GFC Pharmacy Technician program does not maintain a waiting list. Applicants must reapply each year.

**Notification of Acceptance**

Students will be notified of acceptance into the Program by November 30, 2015. Accepted students will be required to provide proof of required immunizations before the start of spring semester. If slots are not filled in the 1st selection process, applications may be accepted until Dec 1, 2015.

Accepted students must return their Intent to Enroll by December 15, 2015 and attend a Mandatory Orientation online (when available). Details will be provided in acceptance letters for accepted students.

**Information Regarding Transferable Courses**

Coursework taken at other educational institutions may be designated as equivalent courses for Great Falls College MSU. For a current listing of approved equivalent courses, visit the Transfer Guide under Student Information at: [https://atlas.montana.edu:9001/pls/gfagent/hwzkxfer.p_selstate](https://atlas.montana.edu:9001/pls/gfagent/hwzkxfer.p_selstate)

If you have additional questions about transferability of courses, send a written request for evaluation of your prior transcript to the Registrar at Great Falls College MSU. Please include appropriate course descriptions and official transcripts from former colleges with your request for evaluation.

**Equal Opportunity Policy**

Great Falls College Montana State University is committed to the provision of equal opportunity for education, employment, and participation in all College programs and activities without regard to race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, gender, age, political ideas, marital or family status, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. The College’s Equal Opportunity Officers are the Executive Director of Human Resources and the Associate Dean for Student Affairs, 2100 16th Avenue South, Great Falls, MT 59405. Telephone: 406-771-4300.
Pharmacy Technician Certificate of Technical Studies Curriculum

Students who apply to the Pharmacy Technician Certificate of Technical Studies program must have already have successfully completed (B- or better) M 065—Pre-Algebra, or have tested into M 090—Introductory Algebra.

### Fall

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Grade</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHMS 144</td>
<td>Medical Terminology</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAPP 120</td>
<td>Introduction to Computers</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HTH 180</td>
<td>Pharmaceuticals for HC Providers</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHAR 100</td>
<td>Intro Pharm Practice for Techs</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHAR 101</td>
<td>Pharmacy Calculations</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WRIT 122</td>
<td>Intro to Business Writing</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Term Credits**: 15

### Spring

Program Course Requirements After Formal Acceptance

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Grade</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHMS 105</td>
<td>Health Care Delivery</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHAR 112</td>
<td>Pharm Practice Law and Calcs</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHAR 198</td>
<td>Internship</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHL 221</td>
<td>Intro Philosophy &amp;Biomed Ethics</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Term Credits**: 13

**Total Credits**: 28

* Indicates prerequisites needed.

** Placement in course(s) is determined by placement assessment.

+ A grade of C- or above is required for graduation.
APPLICATION PACKET COVER & CHECK-OFF SHEET

NAME__________________________________________________________

ADDRESS _______________________________________________________ 

CITY_________________________ ST ___________ Zip Code______________

TELEPHONE (Home) _________________ (Cell/Other) __________________

E-Mail ADDRESS ________________________________

GFC MSU STUDENT ID NUMBER__________________________

Note: Turn all application materials in at one time so as not to risk misplacement of any items. Incomplete applications will not be reviewed for Pharmacy Technician Program slots.

Check-off List (please check off all completed)

<table>
<thead>
<tr>
<th>✓</th>
<th>Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>Completed Admissions File A completed admissions file includes a completed application, payment of the $30 application fee (if applicable), copies of high school/GED/HiSET transcripts or diplomas, proof of MMR shots, and completion of placement testing or submit official college transcript(s) verifying placement. Complete admissions files will be verified by the registrar’s office and applicants with incomplete files will not be admitted to the program. Students are encouraged to check with the admissions office to confirm that their admissions file is complete.</td>
</tr>
<tr>
<td>✓</td>
<td>In Good Academic Standing All students must be in good academic standing which means they are not on academic probation OR academic probation continued, OR academic suspension. Good academic standing will be verified by the registrar and any applicants who are not in good academic standing will not be admitted to the program. Students are encouraged to check with the registrar’s or admissions office to confirm that they are in good academic standing.</td>
</tr>
<tr>
<td>✓</td>
<td>Have completed with a B- or better M 065 Pre-Algebra or tested into M 090 Introductory Algebra</td>
</tr>
<tr>
<td>✓</td>
<td>At least 18 years of age and have a high school diploma or equivalency certificate.</td>
</tr>
<tr>
<td>✓</td>
<td>Application Packet Cover &amp; Check-Off Sheet (page 9)</td>
</tr>
<tr>
<td>✓</td>
<td>Great Falls College MSU Student Immunization and Verification Form * (page 10)</td>
</tr>
<tr>
<td>✓</td>
<td>Official Transcripts for all completed post-secondary education/certification’s or degrees (Send official transcripts to GFC MSU Registrar – no need to include in packet)</td>
</tr>
<tr>
<td>✓</td>
<td>Signed copy of the Pharmacy Technical Standards form (page 11)</td>
</tr>
<tr>
<td>✓</td>
<td>Application Evaluation (complete form for submission) (page 12)</td>
</tr>
</tbody>
</table>

*It is ideal to have your TB and Hepatitis B Vaccinations completed when submitting the application. It is absolutely necessary that it be started prior to entering clinical in the spring semester.
Great Falls College MSU Student Immunization and Verification Form

Name ___________________________________________ Male ___ Female ___
Address _________________________________________ City ______________________
Zip _____________________________________________ Program of Study ____________
Phone # __________________________________________ Email Address: ___________________

**IMMUNIZATIONS: PLEASE LIST DATES**

Measles, Mumps, Rubella __________ TD or TDAP_________ (within last 7-10 years)
Hepatitis B Series (proof of test results required) 1) __________ 2) __________ 3) __________

TB (proof of test results required) _positive _negative _______ Time __________ Date
completed ______ 1st _______ 2nd _______ (two-step TB test required)

Varicella (Proof of Chicken Pox or Vaccination date) ________________________________

Influenza Vaccine_________________________________________________________(required)

**VERIFY THE FOLLOWING....**

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CPR for Health Care Providers verification</strong>, completed and current upon admission: Online courses not accepted. <em>(Photocopy of certification card, sides, showing expiration and instructor’s signature).</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I have read the Technical Standards Sheet for the program of application.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I have provided proof of all immunizations or test results required.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Technical Standards for the Pharmacy Technician Program

To successfully complete the Pharmacy Technical Program, students must demonstrate their competency in carrying out tasks necessary for safe and effective practice in the field, including:

- Effectively communicate patient information in a culturally sensitive matter.
- Move bulk quantities of supplies for storage.
- Safely and accurately handle pharmaceutical medications.
- Discern shades of colors; distinguish markings on tablets/capsules.
- Respond appropriately to patients’ and other health care workers’ questions, requests, and directions.
- Perform entry data tasks and acquire information using available technology.
- Distinguish fine print on various medication labels.
- Operate and manipulate equipment effectively.
- Accurately calculate dosages from instructions given.
- Respond to emergencies consistently, accurately, and quickly.
- Maintain professional manner and decorum regardless of time pressure or frequent interruptions often present in the pharmacy settings.
- Accurately perform mathematical calculations.
- Demonstrate understanding and adhere to professional standards of pharmacy technician.

I understand that I will be expected to demonstrate competency in the technical standards stated above in order to successfully complete the program.

Student Signature ______________________________________  Date ________________
NAME

Eligibility Assessment: (Place “Y” in blank to indicate requirement has been met)

<table>
<thead>
<tr>
<th>Eligibility Assessment</th>
<th>Y or N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admitted to Great Falls College MSU</td>
<td></td>
</tr>
<tr>
<td>In Academic Good Standing at GFC MSU</td>
<td></td>
</tr>
<tr>
<td>Each Prerequisite course completed with a minimum grade of “C-“</td>
<td></td>
</tr>
<tr>
<td>Completed with a B- or better M 065 Pre-Algebra or tested into M 090 Introductory Algebra</td>
<td></td>
</tr>
<tr>
<td>It is ideal to have your TB and Hepatitis B Vaccinations completed when submitting the application. It is absolutely necessary that it be started prior to entering clinical in the spring semester.</td>
<td></td>
</tr>
<tr>
<td>Must be at least 18 years of age and have a high school diploma or equivalency certificate.</td>
<td></td>
</tr>
</tbody>
</table>

**Admissions Criteria Score: Performance in Prerequisite Courses (60 points possible)**

(Grade of A= 4 pts, A- 3.7 pts, B+ 3.3 pts, B=3 pts, B- 2.7pts, C+ 2.3 pts, C=2 pts, and C- 1.7 pts)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Grade</th>
<th>Points</th>
<th>Credit/Weight</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHMS 144</td>
<td>Medical Terminology</td>
<td></td>
<td>x 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAPP 120</td>
<td>Introduction to Computers</td>
<td></td>
<td>x 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HTH 180</td>
<td>Pharmaceuticals for Health Providers</td>
<td></td>
<td>x 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHAR 100</td>
<td>Intro to Pharm Practice for Techs</td>
<td></td>
<td>x 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHAR 101</td>
<td>Pharmacy Calculations</td>
<td></td>
<td>x 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WRIT 122</td>
<td>Introduction to Business Writing</td>
<td></td>
<td>x 3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Prerequisite score ______

**Performance in Additional Coursework (20 points possible)**

(Grade of A= 4 pts, A- 3.7 pts, B+ 3.3 pts, B=3 pts, B- 2.7pts, C+ 2.3 pts, C=2 pts, and C- 1.7 pts)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Grade</th>
<th>Points</th>
<th>Credit/Weight</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHMS 105</td>
<td>Healthcare Delivery</td>
<td></td>
<td>x 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHL 221</td>
<td>Intro to Philosophy &amp; Biomed Ethics</td>
<td></td>
<td>x 3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Additional Coursework score ______

**TOTAL APPLICATION SCORE (80 points possible) ______**

In case of a tie at the raw point level, the tie-breaking criteria is submission date/time.