

## **ACCELERATED PHARMACY TECHNICIAN CERTIFICATE PROGRAM**

### **Overview**

The Pharmacy Technician Certificate Program is designed to prepare the student for a career in community, hospital or other pharmacy environment, working under the supervision of a registered pharmacist (RPh). The courses will prepare the student to take the national Pharmacy Certification Technician Certification Exam (PTCE), administered by the Pharmacy Technician Certification Board (PTCB). Further information about the exam may be found at [www.ptcb.org](http://www.ptcb.org). Once the exam is taken and passed, the student will be allowed to use the designation CPhT (Certified Pharmacy Technician). The program is offered at Jefferson Technical Campus, Building A, 800 W. Chestnut St., Louisville, KY. This is a two-semester, 20 credit hour program, culminating in the award of a certificate. Enrollment limited and based on a first come first served basis.

### **What does a Pharmacy Technician do?**

The following is excerpted from the National Pharmacy Technician Association and may be accessed at [pharmacytechnician.org](http://pharmacytechnician.org)

### **Basic Job Duties**

*Prepare medications under the direction of a licensed pharmacist. Measure, mix, count, label and record amounts of dosages of medications. Receive written prescriptions or refill requests and verify that information is complete and accurate. Maintain proper storage and security conditions for drugs. Answer telephones, responding to questions or requests when appropriate. Fill bottles with prescribed medications and type and affix labels. Assist customers by answering simple questions, locating items, or referring them to the pharmacist for medication information. Price and file prescriptions that have been filled. Clean and help maintain equipment and work areas. Establish and maintain patient profiles, including lists of medications taken by individual patients. Order, label and count stock of medication, chemicals and supplies. Enter and maintain inventory into the computer system. Sterile product preparation, including TPNs (total parenteral nutrition) and chemotherapy treatments. Prepare and process medical insurance claim forms and records. Mix pharmaceutical preparations according to written prescriptions (compounding). Operate cash registers to accept payment from customers. Compute charges for medication and equipment dispensed to health-system patients. Deliver medications and pharmaceutical supplies to patients, nursing stations or satellite locations. Price stock and mark items for sale. Maintain and merchandise over-the-counter medications, products and supplies.*

### **Admission Requirements and Financial Considerations**

All Jefferson Community and Technical College admission requirements must be met prior to enrolling the pharmacy technician program. Sufficient scores in math/English should be attained on the Compass or ACT tests. If those scores are not achieved, development math/English course will be required as per the college's standards.

Students must submit to and pass a background check, and drug testing may be required as the student progresses through the courses. The PTCB as well as the Kentucky State Board of Pharmacy require a student's background to be free of any and all drug convictions and/or felonies. Students must maintain liability insurance.

Other financial information and fee schedules may be found in the college catalog or on-line at <http://www.jefferson.kctcs.edu>. Specific questions concerning financial assistance should be directed to the Downtown Campus Financial Aid Office located on the 4<sup>th</sup> Floor of the Jefferson Education Center, or by calling (502) 213-2146.

**Technical Standards:**

1. Student should be able to stand for long periods of time.
2. Student should have sufficient visual acuity to read prescriptions and measuring devices.
3. Student should have basic knowledge of computer operations (email, Internet, Microsoft Word). Assistance with this can be found at the Learning Resource Center.
4. Sufficient communication skills (speech, reading, writing) to interact with individuals and to communicate their needs promptly and effectively, as may be necessary in the patient's interest; and
5. Sufficient intellectual and emotional functions to care for patients and work as a member of a healthcare team.

**Courses**

The courses span two semesters. Sample curricula below. Actual sequence of course offering may vary. For example, some course may be completed in the first 8 weeks of a semester, some in the second 8 week session of a semester. Please contact Academic Program Coordinator for specific details.

**Spring Start Students – First Semester - Spring 2009**

PHA 110	Pharmacy Procedures and Skills	5 credit hours
PHA 125	Pharmaceutical Calculations	2 credit hours
PHA 200	Admixtures for IV Therapy	3 credit hours
PHA 205	Admixture Preparations	1 credit hours
PHA 136	Pharmacology	3 credit hours

**Spring Start Students - Second Semester –Summer 2009**

MAI 270	Pharmacology for the Medical Assistant	3 credit hours
PHA 250	Pharmacy Experience	2 credit hours
COM 252	Interpersonal Communication	3 credit hours
		<b><u>22 credit hours total</u></b>

*Expected graduation August 2009*

**Summer Start Students – First Semester – Summer 2009**

PHA 110	Pharmacy Procedures and Skills	5 credit hours
PHA 125	Pharmacy Calculations	2 credit hours
COM 252	Interpersonal Communication	3 credit hours

**Summer Start Students - Second Semester- Fall 2009**

PHA 200	Admixtures for IV Therapy	3 credit hours
PHA 205	Admixture Preparations	1 credit hours
PHA 136	Pharmacology	3 credit hours
MAI 270	Pharmacology for the Medical Assistant	3 credit hours
PHA 250	Pharmacy Experience	<u>2 credit hours</u>
		22 credit hours total

*Expected graduation December 2009*

**Program /Faculty Contact Information**

Angie Riley-Grimes, RMA, CPhT, MSBC

Academic Program Coordinator

Jefferson Technical Campus, Building A, room 112

Appointment recommended

502-213-4008

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