



Pharmacy Technician Program

Student Information and
Application Packet Spring 2012

Revised December 2011

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Dear Prospective Pharmacy Technician Student,

Thank you for your interest in the Pharmacy Technician Certificate program here at Montana State University-Great Falls College of Technology. 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! As a result of that interest, it has become necessary to adjust to a limited enrollment application process beginning fall 2010 for the spring 2011 semester.

Although the Pharmacy Technician Certificate program is not itself accredited, MSU – Great Falls 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 applicant turned in will be chosen. Information regarding the profession, the program, and application materials for spring 2012 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 pam.christianson@msugf.edu Please don't hesitate to contact us.

Sincerely,

Pamela Christianson, CMA (AAMA), CPhT (PTCB), BS
Medical Assisting & Pharmacy Technology Program Director
Montana State University-Great Falls
2100 16th Ave. S
Great Falls, MT 59405
406-771-4411

**Note: National PTCB or ExCPT Certification do not substitute for state licensure through the Montana Board of Pharmacy.*

**MONTANA STATE UNIVERSITY-GREAT FALLS
COLLEGE OF TECHNOLOGY
PHARMACY TECHNICIAN CERTIFICATE**

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 clinicals 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 32 percent from 2006 to 2016, which is much faster than the average for all occupations. The median salary in Montana in 2010 was \$13.78/ hr with a median annual salary of \$24,289.

The MSU-Great Falls Pharmacy Technician Certificate program has 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 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 PHA 150, Hospital & Community Practice, 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.

Students at MSU-Great Falls are required to carry their own health insurance if they take 4 or more credits. If you need health insurance it is available at registration time. Students will be financially responsible for their health care if they become ill or injured in the clinical setting. Please contact Student Central for further information on student health insurance.

Student Central
MSU-Great Falls College of Technology
Phone – 406-771-4414
Fax - 406-771-4329

Pharmacy Technician Certificate Program Admissions Process

The Pharmacy Technician program admissions committee will review completed application packets after the due date.

Students who apply to the Pharmacy Technician Certificate program must have already have successfully completed (C- or better) **M 065—Pre-Algebra**, or have tested into **M 090—Introductory Algebra**, and **have completed WRIT 095—Developmental Writing (or their equivalent courses)**.

Students must complete many of the courses in the curriculum prior to entry to the Pharmacy Technician program.

Courses that must be completed or currently taking before applying to the Pharmacy Technician Program:

WRIT 122 Introduction to Business Writing
PHA 100 Introduction to Pharmacy Technician
PHA 101 Pharmacy Calculations & Pharmaceuticals
AHMS 144 Basic Medical Terminology
CAPP 120 Introduction to Computers

Students may take ahead of time or during the program the following courses:

PHL 221 Introduction to Philosophy & Biomed Ethic
AH 140 Pharmacology
AHMS 105 Health Care Delivery in the US
PHA 110 Introduction to Pharmacy practice, & PHA150 Hospital and Community Pharmacy Practice, however, are restricted to entry **only** by the students accepted into the program.

The complete Pharmacy Technician Certificate program application must be submitted to:

Susan Gassaway, RN, MS
Director of Pharmacy Technician Program
2100-16th Ave S
Great Falls, MT 59405

Note: Applications will be time and date stamped as they are received. Only complete applications of qualified applicants will be considered. Applications must be received by November 1, 2011, to be considered for acceptance in the class Spring of 2012. If the slots are not filled in the first selection after November 1st, the applications will be accepted until December 1, 2011.

Pharmacy Technician program characteristics/expectations

You can expect to commit to a busy semester when accepted into the Pharmacy Technician Certificate program at MSU-Great Falls College of Technology. 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.

Student course requirements:

Students who apply to the Pharmacy Technician Certificate program must have already have successfully completed (C- or better) **M 065—Pre-Algebra**, or have tested into **M 090—Introductory Algebra**, and complete **WRIT 095—Developmental Writing (or their equivalent courses)**.

The Pharmacy Technician program curriculum is as follows:

FALL SEMESTER

COURSE NO.	TITLE	CREDITS
WRIT 122	INTRODUCTION TO BUSINESS WRITING	3
PHA 101	PHARMACY CALCULATIONS& PHARM.	3
CAPP 120	INTRODUCTION TO COMPUTERS	3
PHA 100	INTRO TO PHARM TECH	2
AHMS 144	BASIC MEDICAL TERMINOLOGY	3
	SUBTOTAL	14

SPRING SEMESTER

COURSE NO.	TITLE	CREDITS
PHL 221	INTRO TO PHILOSOPHY & BIOMED ETHICS	3
AH 140	PHARMACOLOGY	2
AHMS 105	HEALTH CARE DELIVERY IN US	2
PHA 110	INTRODUCTION TO PHARMACY PRACTICE	4
PHA 150	HOSPITAL AND COMMUNITY PHARMACY PRACTICE	4
	Subtotal	15

Total 29

TOTAL PROGRAM CREDITS - 29~

~ Many students need preliminary math, writing, and biology courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and English placement before planning out their full program schedules.

Information regarding transferable courses:

Coursework taken at other educational institutions may be designated as equivalent courses for MSU-Great Falls College of Technology. 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_selstatehttps://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 MSU-Great Falls College of Technology. Please include appropriate course descriptions and official transcripts from former colleges with your request for evaluation.

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.

**MSU–Great Falls College of Technology
Pharmacy Technician Program**

APPLICATION PACKET COVER

NAME _____

ADDRESS _____

CITY _____ ST _____ Zip Code _____

TELEPHONE (Home) _____ (Other) _____

E-Mail ADDRESS _____

STUDENT IDENTIFICATION 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)

√	Item
	Complete application and documentation for admission to MSU-GF College of Technology. Please include a copy of the Acceptance letter.
	Application Packet Cover & Check-off sheet
	MSU Health Science-Student Immunization and Verification Form *
	Official Transcripts for all College Work (Send original transcripts to Registrar-Send copies with your application packet; including current coursework.)
	Application Evaluation (complete form for submission)
	Have completed with a C- or better M 065 Pre-Algebra or tested into M 090 Introductory Algebra
	Have completed with C- or better WRIT 095 Developmental Writing or tested into WRIT 122 Introduction to Business Writing

***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 the second semester.**



MSU – GREAT FALLS COLLEGE OF TECHNOLOGY

Student Immunization and Verification Form

Name _____ Male _____ Female _____ Date of Birth _____

Address _____ City _____ Zip _____

Program of Study _____ Phone # _____

Email Address: _____

IMMUNIZATIONS: PLEASE LIST DATES....

Measles, Mumps, Rubella _____ Diphtheria _____ Tetanus (within last 7-10 years) _____

Hepatitis B Series (proof of test results required) 1) _____ 2) _____ 3) _____
 Titer _____ (STRONGLY recommended by OSHA, CDC, and MSU – Great Falls College of Technology)

TB (proof of test results required) _____ positive _____ negative _____

PPD Date completed _____ Two-step TB test required Date completed _____

Varicella (Proof of Chicken Pox or Vaccination date) _____

Current Influenza 1.) _____

VERIFY THE FOLLOWING....

	YES	NO	Initials
Allergic to Latex or Latex products.			
CPR for Health Care Providers verification, completed and current upon admission: Online courses not accepted. (Photocopy of certification card, both sides, showing expiration and instructor's signature).			
I have read the Technical Standards Sheet for the program of application.			
I have provided proof of all immunizations or test results required.			

IMPORTANT APPLICATION DATES

Only Complete applications will be accepted.

Applications can be turned in to the Health Sciences Office as soon as completed and students have either completed all the courses listed in the first semester or are currently enrolled in those courses.

November 1, 2011 –Applications due

November 15, 2011- Letter of acceptance or denial will be sent out to applicants.*

November 23, 2011- Letter of Intent to Enroll back to Health Science Division Attn: Susan Gassaway

November 29, 2011- Mandatory Orientation

If slots not filled in 1st selection process, applications accepted until Dec 1, 2011.

*Applicants are accepted on a point system, the persons with the highest points will be accepted.



MSU Great Falls College of Technology

Pharmacy Technician Program

*2100 16th Avenue South
Great Falls, MT 59405*

APPLICATION EVALUATION 2012

Applicant Number _____ Submission Date: _____ MT Resident (Y/N) _____ City _____

Eligibility Assessment (Put "Y" in blank to indicate that eligibility requirement has been met)

- Admitted to MSU—Great Falls College of Technology _____
- Hepatitis B Vaccination verification: 1st _____ 2nd _____ 3rd _____ Titer _____
- Tuberculosis testing verification (PPD): (current) _____
- Each prerequisite completed w/minimum grade of "C" (WRIT 095 & M 065) _____
- MSU Health Science Immunization form: _____

Points for Admission to Pharmacy Technician Program

3 points for an A, 2 points for a B, and 1 point for a C

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS/WEIGHT</u>	<u>GRADE</u>	<u>POINTS</u>
WRIT	122	INTRODUCTION TO BUSINESS WRITING	3	_____	_____
PHA	101	PHARMACY CALCULATIONS& PHARM.	3	_____	_____
CAPP	120	INTRODUCTION TO COM	3	_____	_____
PHA	100	INTRO TO PHARM TEC	2	_____	_____
AHMS	144	BASIC MEDICAL TERMINOLOGY	3	_____	_____
PHL	221	INTRO TO PHILOSOPHY & BIOMED ETHICS	3	_____	_____
AH	140	PHARMACOLOGY	2	_____	_____
AHMS	105	HEALTH CARE DELIVERY IN US	2	_____	_____

Total Points

These classes must be completed within 5 years of applying. ~ Submission date is used in the event of tie admissions totals.

Film, Videotape, and/or Photograph Consent Form

Montana State University-Great Falls College of Technology

I (the undersigned) do hereby irrevocably grant to Montana State University-Great Falls College of Technology (MSUGF), its officers, agents, employees, students, assigns, and licensees, [hereinafter referred to as MSUGF] the absolute right and permission to record my likeness and/or voice with still photography, film or videotape, to edit such still photographs, film, or videotape at MSUGF's discretion, to incorporate the same into photo exhibits, motion picture films and video presentations, to use or authorize the use of still photographs, films, and/or videotapes, or any portion thereof, in any manner at any time or times throughout the world in perpetuity, to copyright, use, reuse, publish, republish, exhibit, display, print, and reprint in advertising, publicity or promotional material, magazines, books, or any other media and the right to use my name, likeness, and biographical and other information concerning me in connection with the exhibition, advertising, exploitation, promotion or any other use of such still photographs, films, and/or videotapes.

I hereby waive any right to inspect or to approve the still photographs, films, and/or videotapes or the editorial or printed matter that may be used in conjunction therewith and further waive any claim that I may have with respect to the eventual use to which they may be applied. Such still photographs, films, and/or videotapes, may be used at MSUGF's sole discretion, with or without my name, alone or in conjunction with any other material of any kind or nature.

I further expressly agree that the foregoing release is intended to be as broad and inclusive as is permitted by the law of the State of Montana and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I acknowledge that I have read this document and understand its terms. I am signing the release freely and voluntarily.

Name: _____

Signature: _____ Date: _____

Name of Parent/Guardian if Minor:

Signature of Parent/Guardian:
_____ Date: _____

Address: _____

City: _____ State, Zip Code: _____