

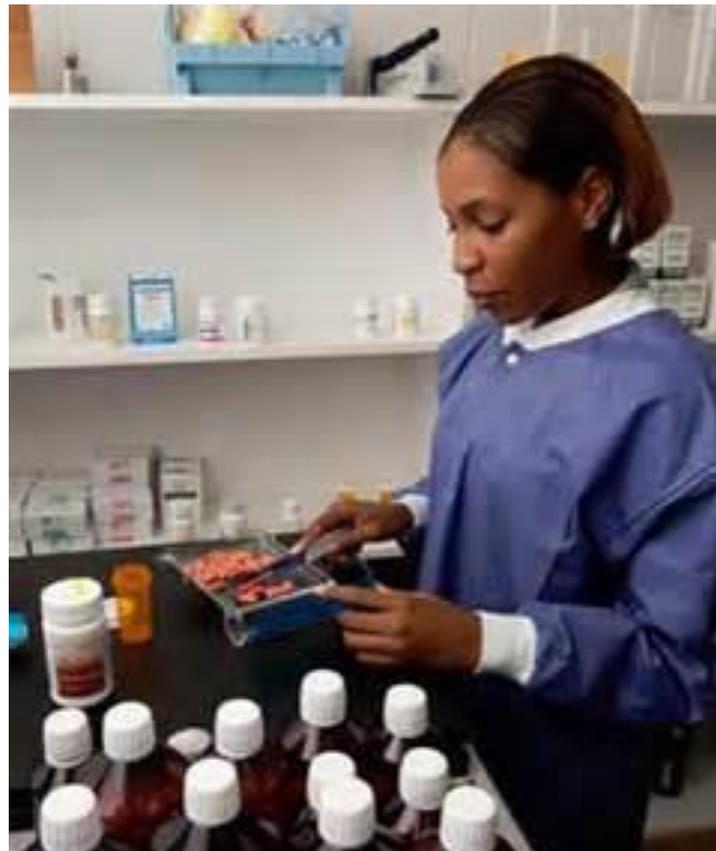
Fall 2020

August 14, 2020

Pharmacy Technician

Career Studies Certificate

**ADMISSION REQUIREMENTS AND
PROGRAM INFORMATION**



Accredited by:

Southern Association of Colleges and Schools
Commission on Colleges
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PVCC reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student's enrollment or otherwise.

Hard copies of the Admission Requirements and Program Information booklets may be obtained in the Admissions and Advising Center and in the lower-level of the Keats Science Building.

Nondiscrimination Statement

Piedmont Virginia Community College is an equal opportunity institution providing educational and employment opportunities, programs, services, and activities. PVCC does not discriminate on the basis of age, color, disability, family medical history or genetic information, military service, national origin, parental status, political affiliation, race, religion, sex (including pregnancy and gender identity), sexual orientation, or any other non-merit base factor. The College also prohibits sexual harassment including sexual violence or misconduct. The following person has been designated to handle inquiries regarding any of these policies: Human Resources Manager, 501 College Dr., Main Building, Room M810, Charlottesville, VA 22902; 434.961.6567.

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Introduction

The PVCC Pharmacy Technician Certificate Program is designed to provide students with a comprehensive understanding of the role of today's pharmacy technicians. The curriculum is modeled after the standards of ASHP (American Society of Health-System Pharmacists) the accrediting body of pharmacy training programs.

The purpose of the Pharmacy Technician certificate program is to train individuals to work alongside licensed pharmacists performing a variety of duties in various pharmacy settings at the entry-level. The certificate curriculum is intended to prepare graduates to sit for the national certification exam.

Employment of pharmacy technicians is projected to grow 9 percent between now and 2024, faster than the average for all occupations according to the U.S. Bureau of Labor Statics. The Pharmacy Technician Program at PVCC will prepare students to work in community pharmacies, institutional pharmacies, long-term care facilities, mail-order facilities, etc.

Pharmacy Technician Program Philosophy

The Pharmacy Technician Certificate Program at PVCC is organized around the belief of providing patient-centered care. As members of the healthcare profession pharmacy technicians have the responsibility of ensuring patient safety through proper handling and dispensing of medication. The pharmacy technician role is customer service based and will require students to develop skills to clearly communicate both verbally and nonverbally.

Pharmacy Technician education is comprised of ethical principles, laws pertaining to the pharmacy industry, dosage calculations, and hands on skills to be utilized in all facets of the pharmacy settings. The curriculum is designed to support the rapidly changing, information-expanding health-care system as it relates to the role of pharmacy technicians. As students participate in field based internships they will further develop their highest potential in challenging environments.

Pharmacy Technician Program Goals and Objectives

The PVCC Pharmacy Technician Program prepares graduates as competent entry-level pharmacy technicians in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Through didactic, laboratory, and clinical training, the graduate will:

1. Maintain confidentiality of patient information.
2. Demonstrate ethical conduct in all job-related activities.
3. Communicate clearly when speaking and writing.
4. Apply self-management skills, including time management, stress management, and adapting to change.
5. Apply interpersonal skills, conflict resolution, and teamwork.
6. Demonstrate knowledge and skills in areas of science relevant to the pharmacy technician's role, including anatomy/physiology and pharmacology.
7. Perform mathematical calculations essential to the duties of pharmacy technicians in a variety of contemporary settings.
8. Receive and screen prescription/medication orders for completeness, accuracy, and authenticity.
9. Assist pharmacists in preparing, storing, and distributing medication products requiring special handling and documentation.
10. Prepare medications requiring compounding for sterile and nonsterile products and chemotherapy/hazardous products.

Pharmacy Technician Registration/ Certification

There are two methods for obtaining registration as a pharmacy technician. Either of the following methods is acceptable. In order to be eligible for either method, the candidate must be 18 years of age or older.

1. If an individual holds current certification from the Pharmacy Technician Certification Board (PTCB), then he may submit the online Application for Registration as a Pharmacy Technician to the Board for review. Information regarding obtaining certification from PTCB may be accessed at www.ptcb.org and the Board's online application may be accessed at www.license.dhp.virginia.gov/apply/.
2. An individual must satisfactorily complete a Virginia Board of Pharmacy approved training program, pass a Board of Pharmacy approved examination, and then submit the online Application for Registration as a Pharmacy Technician to the Board for review. There are many Board approved pharmacy technician training programs from which to choose. Additionally, there are currently two Board approved examinations. An individual may take and pass the Virginia Pharmacy Technician Exam OR the ExCPT exam. Information for the the ExCPT exam may be accessed at www.nhanow.com and for the PTCE at www.ptcb.org

(http://www.dhp.virginia.gov/Pharmacy/pharmacy_faq.htm#TechRegistration)

For the state of Virginia, legal restrictions have not been outlined. At the time of application, the candidate will be asked, "Have you ever been convicted, plead guilty to or pled Nolo Contendere to a violation of any federal, state, or other drug related law?" Should the applicant say yes, their application would go under review before being granted permission to take the exam for state registration.

To become nationally certified an individual would need to register for the Pharmacy Technician Certification Exam (PTCE) through The Pharmacy Technician Certification Board (www.ptcb.org)

For national certification through the Pharmacy Technician Certification Board, full disclosure of all criminal and State Board of Pharmacy registration or licensure actions is required. (www.ptcb.org)

Essential Functions and Standards for Successful Performance

To successfully complete the classroom and clinical components of the program, the student in the Pharmacy Technician Program must, either independently or with reasonable accommodation, be able to perform all of the following essential standards and functions of a pharmacy technician. Students who are unable to meet these standards are not eligible for admission to the program.

1. **Speech:** Establish interpersonal rapport and communicate verbally and in writing with clients, physicians, peers, family members and the health-care team from a variety of social, emotional, cultural and intellectual backgrounds. Must be able to communicate clearly and concisely in English in emergency situations.
2. **Hearing and Comprehension:** Auditory acuity sufficient to respond to verbal instruction, perceive and interpret various equipment signals, use the telephone, understand and respond appropriately to verbal directions.
3. **Vision:** Visual acuity sufficient to identify and distinguish colors, read handwritten orders and any other handwritten or printed data such as medication records or scales, chart data and provide for the safety of clients' condition by clearly viewing monitors and other equipment in order to correctly interpret data.
4. **Mobility:** Independently move from one area to another and stand for 8 hours at a time.
5. **Manual Dexterity:** Demonstrate eye/hand coordination sufficient to manipulate equipment (syringes, small containers, life support systems) and without contaminating the medication or sterile field.
6. **Fine Motor Ability:** Ability to use hands for grasping, pushing, pulling and fine manipulation. Have tactile ability sufficient for manipulation of equipment.
7. **Mentation:** Ability to remain focused on multiple details and tasks for at least an eight-hour period. Assimilate and apply knowledge acquired through lectures, discussions and readings.
8. **Smell:** Olfactory ability sufficient to monitor and assess pharmaceutical elements.
9. **Writing:** Ability to organize thoughts and present them clearly and logically in writing.
10. **Reading:** Ability to read and understand written directions, instructions and comments in both classroom and clinical settings.

Health Status

All individuals admitted to the Pharmacy Technician Program will be required to submit documentation of a complete health assessment by his/her health-care provider. This will include documentation that specific immunizations and tests have been completed. A list of these immunizations may be obtained from the Health and Life Sciences Division Office in the Keats Science Building, Room K224A.

Criminal Background Check and Drug Screening

All PVCC Pharmacy Technician students must complete a Background Check and Drug Screening through our American Data Bank. No other processes may be substituted for this requirement. Candidates that are accepted into the program will have to complete a background screening as part of the admission requirement. Forms and information will be made available to students both with their entrance packet and the semester before their summer clinical rotations. This testing is completed through an outside vendor and all fees will be paid directly to this vendor.

The **Background Check** will search for adult or child sexual offenses; adult, child or elder abuse or neglect; assault or battery; fraud; illicit drug and controlled substance offenses; misdemeanors and felonies of any type. However, only “barrier crimes” (as defined by the Virginia Department of Health) **AND** illicit drug and controlled substance misdemeanor or felony convictions in the past 10 years will result in failure of the background check. Students should be aware that certification and employment requirements could be more stringent than this Background Check.

American Data Bank will report only whether a student clears or does not clear the background check. All reports will be returned to the Clinical Compliance Coordinator. In the event that a student is not cleared, the student must make any clarifications directly with the vendor. The student may elect to involve the Dean of Health and Life Sciences in any clarification procedures. If no suitable arrangement can be made, the student shall be administratively withdrawn from the program.

The **Drug Screen** tests for Amphetamine (methamphetamine), barbiturates, benzodiazepine, cocaine, marijuana, methadone, methaqualone, opiates (codeine, morphine), phencyclidine and propoxyphene.

Any of these drugs found in the student’s drug screen, will result in the student failing the drug screen. In cases of failure, American Data Bank will reach out to the student and, if the student failed due to a valid prescription, the student can send American Data Bank prescription documentation, which may result in the student passing the drug screen. However, if no prescription covers the failure, the student will be administratively withdrawn from the program.

Program Behavior Expectations

The PVCC Pharmacy Technician Program reserves the right to refuse admission to applicants if such refusal is considered to be in the best interest of the program. The program will not accept any student who has been dismissed from another college or program due to misconduct, threatening behavior, or who has been determined to be a potential threat. Students may be denied admission to the program if there is sufficient reason to believe that they present a danger to themselves, other members of the college community or clients in the clinical setting.

Study Options

The following items must be satisfactorily completed in order to be considered for admission to the PVCC Pharmacy Technician Program. Completion of these prerequisites and any of the general education courses in the curriculum **does not** guarantee admission.

1. Attend a pre-admission orientation

Admission preference is given to applicants who attend a pre-admission orientation meeting with the program director. The purpose of this meeting is to provide applicants with information regarding the role of the pharmacy technician and review how program admission decisions are made. The schedule for these sessions can be found on the Pharmacy Technician Program of Study Page on our web site. There is a link on that page where applicants can join a session via Zoom at on one of the days listed below the link.

2. Demonstrated competency in reading and writing

- a. SAT verbal and writing score of 500 or greater) (**valid for five (5) years after the date of the test**) OR
- b. ACT score of 18 or greater) (**valid for five (5) years after the date of the test**)
OR
- c. Completed a college level composition course.

3. Demonstrated competency in math

- a. Successful completion of developmental math courses (MTE 1-5) **(within last 5 years)** OR
- b. Or have taken and successfully completed (C or better) a prealgebra or high math course (C or better)

*Test scores are valid for five (5) years after the date of the test. Students who take the placement test and who do not enroll in developmental math are allowed to take one (1) retest within twelve (12) months. Students who attempt developmental mathematics will be ineligible for a retest. For students who test out of developmental math, test scores are valid for 8 years.

- c. SAT quantitative score of 520 or PSAT of 52 **(within last 5 years)** OR
- d. ACT score of 22 **(within the last 5 years)**

4. Test of English as a Foreign Language (TOEFL iBT)

- a. Completion of the TOEFL iBT with a standard score of 84 or above and a minimum speaking score of 26 is required for ALL nonnative English speakers. Completion of ENG 111 with proof of satisfactorily completing an ESL course.
- b. These scores are based on recommendations from the National Council of State Boards of PHARMACY TECHNICIAN for the level of English proficiency required to perform entry-level PHARMACY TECHNICIAN safely and effectively.
- c. Any nonnative English speakers who do not take the TOEFL iBT and are determined to be unable to understand and speak English at the required proficiency will be dismissed from the Pharmacy Technician Program.
- d. TOEFL iBT scores are valid for up to two years.

5. **ALL** prerequisites must be completed, and documentation received as described below no later than the last day of the add/drop period of the entrance semester.

a. **Submitted to the PVCC Admissions and Advising Office:**

Official non-VCCS transcripts.

You must also submit a Transcript Evaluation Form

(http://www.pvcc.edu/files/media/form_transcript_evaluation_request.pdf) for any course for which you want credit as part of the Pharmacy Technician curriculum that was taken at a college other than PVCC (including other VCCS colleges).

b. **Supporting documentation uploaded through the application**

To upload documents, follow the instructions on the application site (on the program of study page <http://www.pvcc.edu/programs/pharmacy-technician>).

Students should upload any supporting documents (*if used to document prerequisites*), which may include: official or unofficial non-VCCS transcripts, TOEFL iBT scores, SAT/ACT scores.

It is recommended that students store their supporting documents on a thumb drive for ease of uploading into the application and for any future use. These uploaded documents will be maintained only for the current application.

Students should not request copies of transcripts from the Registrar's Office.

Curriculum for Pharmacy Technician Program

Prior to Enrollment (recommended)

ITE 119	3cr
HLT 141	2cr
BIO 145	4cr
TOTAL	9

Basic (upon program entrance)

HLT 101	2cr
HLT 250	3cr.
HLT 261	3cr
HLT 263	1cr
HLT 190	3cr
TOTAL	12

Advanced

BIO 145	4cr
HLT 262	3cr
HLT 264	1cr
HLT 290	2cr
BUS 117	3cr
TOTAL	13

Factors Considered for Admission Decisions

1. Pharmacy Technician applicants complete online Pharmacy Technician Program application and complete all required prerequisites prior to the end of the add/drop period of the entering semester. THIS PROGRAM APPLICATION IS IN ADDITION TO THE PVCC COLLEGE APPLICATION.
2. The Program Director conducts a preliminary screening of all applicants to determine those who have met the minimum prerequisites and thus are eligible for admission. All applicants who meet minimum prerequisites will either be admitted to the program or be put on a wait list.

Evaluation Process

1. Pharmacy Technician applicants complete online Pharmacy Technician Program application and complete all requirements prior to end of the add/drop period of the entering semester. Applications or documentation received after the deadline will not be considered. This **program application is in addition to the PVCC college application.**
2. The Program Director conducts a preliminary screening of all applicants to determine which candidates have met the minimum requirements and thus eligible for admission.
3. Applicants will be accepted or not accepted. Notification of status will be emailed to students' VCCS email address.



Frequently Asked Questions



1. AM I A CERTIFIED PHARMACY TECHNICIAN WHEN I COMPLETE THE PHARMACY TECHNICIAN CAREER STUDIES CERTIFICATE?

No. Once the program is completed the student needs to apply to take the certification exam through The Pharmacy Technician Certification Board (PTCB).

2. WHAT ARE THE COSTS INVOLVED IN THE PHARMACY TECHNICIAN PROGRAM?

In addition to tuition and the cost of transportation to clinical sites and **parking**, students are responsible for the following items (**estimated**):

Books:	\$735.00
Health Screening:	\$100-\$500 (depending on health care provider and immunizations required)
Background Check/Drug Screen:	\$162.00
Certification Exam Fee:	\$129.00
State Fee:	\$25.00
CASA Exam Fee	\$10.00

5. WHERE IS THE COORDINATED INTERNSHIP HELD FOR THE PROGRAM?

Students may do an internship at local retail pharmacies in addition to local hospitals.

6. IF I AM TRANSFERRING FROM ANOTHER COLLEGE, CAN I GET CREDIT FOR SOME OF THE GENERAL EDUCATION COURSES?

Yes. Once your transcripts are on file in PVCC's Office of Admissions and Records, you **MUST** request that the Registrar complete a transcript evaluation and send you written confirmation of courses accepted for transfer to PVCC. The Transcript Evaluation Request form can be found online at http://www.pvcc.edu/files/media/form_transcript_evaluation_request.pdf.

7. IF I AM TRANSFERRING FROM ANOTHER PHARMACY TECHNICIAN PROGRAM, CAN I GET CREDIT FOR SOME OF THE PHARMACY TECHNICIAN COURSES?

Transcripts and course descriptions can be reviewed by program director to ensure similar content was presented.

8. IS THERE FINANCIAL AID AVAILABLE TO PHARMACY TECHNICIAN STUDENTS?

Yes. There are financial aid opportunities. For further information, please contact the Financial Aid Office (434.961.6545) at your earliest convenience. It is best to complete your financial aid application by March 31 for the following fall semester.

9. IS A PAYMENT PLAN AVAILABLE?

Students also have an option to make tuition payments through an outside vendor, Tuition Management System (TMS).

The TMS monthly payment plan allows you to spread your education expenses over smaller monthly installments, which are paid over the course of the semester. The cost to participate is a \$35.00 to \$45.00 non-refundable enrollment fee per semester, depending on the number of payments.

For more information on this plan, see PVCC web site at: <http://www.pvcc.edu/pay-for-pvcc/payment-plan>

10. WHAT IS THE ESTIMATED SALARY OF AN ENTRY LEVEL TECHNICIAN?

Salary may vary according to location and site, but the current average salary for pharmacy techs in Central Virginia is \$13-15 an hour.

Pharmacy Technician Program Admission Checklist

PREREQUISITES	Ways prerequisites can be met	How did you meet prerequisite?
Completion of English prerequisite requirement	(1) Placement test, (2) SAT or ACT score (3) Direct Enrollment*	
Completion of math prerequisite requirement	(1) Completion MTE 1-5, (2) Placement test, (3) SAT or ACT score (4) Direct Enrollment*	
Application Requirement	How Met?	Completed?
Complete PVCC Application http://www.pvcc.edu/admissions/apply-now	Online Application	
Complete PHARMACY TECHNICIAN Program Application www.pvcc.edu/hlsapplication	Online Application	
Attend a preadmission orientation session.	Check for schedule of sessions on the Pharmacy Technician Program of Study page: http://www.pvcc.edu/programs/pharmacy-technician	
If non-native English speaker, include copy of results of TOEFL iBT in packet for Health and Life Sciences Division Office. (TOEFL iBT scores are valid for up to two years.)	To find test site, go to TOEFL iBT web site at: http://www.ets.org/bin/getprogram.cgi?test=toefl	
<i>If you are transferring in Medical Terminology or Anatomy & Physiology or Information Literacy, submit official transcript(s) for non-VCCS colleges to PVCC Office of Admissions and Advising. Request transcript evaluation for transfer credit (for any college other than PVCC).</i>	Have colleges send official transcripts to PVCC Office of Admissions and Advising. Complete request form http://www.pvcc.edu/files/media/form_transcript_evaluation_request.pdf) to have courses evaluated for transfer credit.	
In the online application, upload supporting documents (used to document prerequisites), such as: - official or unofficial transcript(s) for non-VCCS colleges - TOEFL scores - SAT or ACT scores For instructions on how to upload your supporting documents, please check the application site.	Obtain any required documents and upload in application.	

*Students who are Direct Enrollments will need to take the CASA before the end of the add/drop period of the entrance semester.