



Pharmacy Technician
New Student Packet
2023-2024

Vernon Campus
4400 College Drive
Vernon, TX 76384
940.552.6291

Century City Center
4105 Maplewood Ave.
Wichita Falls, TX 76308
940.696.8752

Skills Training Center
2813 Central Expressway E
Wichita Falls, TX 76302
940.766.3369

Sheppard Learning Center
426 5th Avenue, Suite 8
Sheppard AFB, TX 76311
940.855.2203

Seymour Learning Center
200 Stadium Drive
Seymour, TX 76380
940.889.3133

Dear Student,

Thank you for your interest in the Vernon College Pharmacy Technician Program. This program will prepare you to be a Certified Pharmacy Technician, which is requirement to work in pharmacy for the state of Texas. Day program begins in August of each year, and a night program tentatively begins in May/June of every other year.

You will find all the necessary information about the Pharmacy Technician Program within this document including program goals, salary expectations, admissions standards, and registration information.

You will need to follow the program requirements in order to be considered for the pharmacy technician program. Please use the check list to assure that you have completed all necessary forms and steps. Please contact the Pharmacy Technician Coordinator, Katrina Gundling at 696-8752 ext. 3231 or kgundling@vernoncollege.edu that you are interested in entering the Pharmacy Technician Program. Once you have completed the new student packet, please turn in your forms and copies to the office of the Pharmacy Technician Coordinator, Katrina Gundling in room 2304 at Century City Campus by July 31th of each year for the day program and by April 30th of each year for the night program. The Pharmacy Technician Coordinator will call and schedule an appointment for the interview only after receiving the completed new student packet. After this appointment you will be informed of your status regarding the program.

If you have any questions please contact the Pharmacy Technician Coordinator, Katrina Gundling, at 696-8752 ext. 3231.

Katrina Gundling, CPhT
Pharmacy Technician Instructor/Coordinator
kgundling@vernoncollege.edu

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Pharmacy Technician

The primary role of any person within the profession of pharmacy is to ensure that patients receive the correct drug therapy for their medical condition. The Pharmacy Technician is responsible for assisting the pharmacist in providing this care by performing tasks that do not require the professional judgment of a pharmacist and can be reviewed by a pharmacist to ensure accuracy. The role of the pharmacy technician is vital to the future of pharmacy because the pharmacy technician can perform duties which will allow the pharmacist more time to spend delivering patient care.

As a means to ensure competency, all technicians in the State of Texas must pass a national certification exam. Pharmacy Technicians who pass a national exam earn the title Certified Pharmacy Technician (CPhT). Certification demonstrates to potential employers that you have mastered a specific body of knowledge and skills relating to pharmacy. The Texas State Board of Pharmacy accepts two national certification exams, the Pharmacy Technician Certification Exam is administered by the Pharmacy Technician Certification Board (PTCB) and the ExCPT pharmacy technician certification examination administered by the Nation Healthcareer Association (NHA).

Information about PTCB and PTCB testing can be found at www.ptcb.org. PTCB reserves the right to investigate criminal background, verify candidate eligibility, and deny certification to any individual.

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

- High school diploma or equivalent educational diploma (e.g., a GED or foreign diploma).
- Completion of a PTCB-Recognized Education/Training Program or equivalent work experience
- Full disclosure of all criminal and State Board of Pharmacy registration or licensure actions.
 - A candidate may be disqualified for PTCB Certification upon the disclosure or discovery of:
 - Criminal conduct involving 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](#).
- Compliance with all applicable PTCB Certification policies.
- Passing score on the Pharmacy Technician Certification Exam (PTCE).

Information about ExCPT and the NHA can be found at <http://www.nhanow.com>. NHA reserves the right to adopt additional practical requirements with respect to specific certification programs or all certification programs.

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 30 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.

2. Successfully complete a training program or have relevant work experience as described below: Candidates must satisfy at least one of the following criteria:

1. Successfully complete a pharmacy technician training program offered by an accredited or state-recognized institution or provider. (Candidates whose graduation or completion from their training program is five (5) years or more prior the application date must also have the relevant work experience described below); or
2. Successfully complete a formal pharmacy training program offered by any branch of the U.S. Military; or
3. Successfully complete an employer-based training program or a program offered by a national pharmacy association that:
 - a. is recognized by the Board of Pharmacy of the state in which the candidate completes the training program;
 - b. or has been verified by the candidate's employer to provide academic preparation, including technical skills and knowledge, sufficient to prepare the candidate to adequately perform the duties of an entry-level pharmacy technician.
4. Work Experience - Candidates who have completed at least 1200 hours of supervised pharmacy related work experience within any one (1) year in the last three (3) years meet the work experience requirement.

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 or the NHA for review. Disqualification determinations are made on a case-by-case basis.

All pharmacy technicians in Texas must register with the Texas State Board of Pharmacy. In order to become a registered pharmacy technician (PhTR), a pharmacy technician must first become certified. Whether you are granted a license is determined on a case-by-case basis. Board rule 291.64 provides guidelines for applicants with prior criminal offenses. A link to the Texas Pharmacy Rules is provided on TSBP's website at www.tsbp.state.tx.us. Additionally, the following link, www.tsbp.state.tx.us/files_pdf/Licensure%20QA.pdf, provides responses to frequently asked questions on the effect of criminal offenses. If you have further concerns, you may want to consult with your private attorney to assist you in obtaining a registration. Information regarding certification and registration will be covered in PHRA 1202 – Pharmacy Law, PHRA 1201 – Introduction to Pharmacy, and PHRA 1243 – Pharmacy Technician Certification Review. More information about the Texas State Board of Pharmacy is located at www.tsbp.state.tx.us.

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PHARMACY TECHNICIAN CERTIFICATE

The Pharmacy Technician Program is 26 semester-credit hour certificate program. Probable completion time for the program is over 2 to 3 semesters. The Vernon College Pharmacy Technician Program is fully accredited by the American Society of Health-System Pharmacists (ASHP)/Accreditation Council for Pharmacy Education (ACPE), and the classes are designed in accordance with their guidelines. Upon successful completion of the program, students graduate with a Certificate of Completion and will be eligible to take the National Pharmacy Technician Certification Examination administered by the Pharmacy Technician Certification Board (PTCB) to become a Certified Pharmacy Technician (CPhT).

A minimum grade of “C” must be earned in each pharmacy technician course under the Pharmacy Technician Program. All students must register with the Texas State Board of Pharmacy as Pharmacy Technician Trainees. Felony background checks are required prior to enrolling in the Pharmacy Technician Program, as well as registering with the Texas State Board of Pharmacy. Any felony conviction or drug and alcohol charge may hinder a student from completing the Pharmacy Technician Certificate Program. No student will be allowed to start their clinical rotation without their trainee registration from the Texas State Board of Pharmacy. Drug testing will also be required prior to clinical/practicum rotations.

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PHARMACY TECHNICIAN

CIP 51.0805

Instructional Locations - Century City Center

DAY PROGRAM

Fall Start Date

CERTIFICATE OF COMPLETION (Probable Completion Time – 2 Semesters)

Major Requirements (26 SH) Semester Hours

Fall Block

LEAD 1100+Workforce Development w/Critical Thinking.....	1
PHRA 1301+ Intro to Pharmacy.....	3
PHRA 1305+ Drug Classification.....	3
PHRA 1209+ Pharmaceutical Mathematics I.....	2
PHRA 1313 +Community Pharmacy Practice.....	3

Spring Block

PHRA 1349+ Institutional Pharmacy Practice.....	3
PHRA 1441+ Pharmacy Drug Therapy and Treatment.....	4
PHRA 1345+ Compounding Sterile Preparations.....	3
PHRA 1243+ Pharmacy Technician Certification Review.....	2
PHRA 2265+ Practicum (or Field Experience) - Pharmacy Technician/.....	2
TOTAL.....	26

PHARMACY TECHNICIAN

CIP 51.0805

Instructional Locations - Century City Center

EVENING PROGRAM

Spring Start Date

CERTIFICATE OF COMPLETION (Probable Completion Time – 2 Semesters)

Major Requirements (26 SH) Semester Hours

Summer Block

LEAD 1100+Workforce Development w/Critical Thinking.....	1
PHRA 1301 Intro to Pharmacy	3
PHRA 1305 Drug Classification	3
PHRA 1209+ Pharmaceutical Mathematics I	2
PHRA 1313+ Community Pharmacy Practice	3

Fall Block

PHRA 1349+ Institutional Pharmacy Practice	3
PHRA 1243+ Pharmacy Technician Certification Review	2
PHRA 1441+ Pharmacy Drug Therapy and Treatment	4
PHRA 1345+ Compounding Sterile Preparations.....	3
PHRA 2265+ Practicum (or Field Experience)-Pharmacy Technician/	2

Assistant

TOTAL 26

+See course description for prerequisite

External certifying agency – American Society of Health - System Pharmacists-Accrediting Council on Pharmacy Education

Verification of Workplace Competencies: Credentialing Examination – PTCE or ExCPT for CPhT

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Pharmacy Courses

LEAD 1100 Workforce Development w/Critical Thinking (1-1).....WORKFORCE

Development of leadership skills and critical thinking strategies that promote employment readiness, retention, advancement, and promotion. Lab Fee: \$16.00; Testing Fee: \$20.00

PHRA 1301 INTRODUCTION TO PHARMACY (3-0).....WORKFORCE

Prerequisites: Consent of Instructor. An overview of the qualifications, operational guidelines, and job duties of a pharmacy technician

PHRA 1305 DRUG CLASSIFICATION (2-3).....WORKFORCE

Prerequisites: Consent of Instructor. A study of pharmaceutical drugs, abbreviations, classifications, dosages, side effects, and routes of administration. Lab Fee: \$16.00

PHRA 1209 PHARMACEUTICAL MATHEMATICS I (2-1).....WORKFORCE

Prerequisite: Consent of Instructor. Solving pharmaceutical calculation problems encountered in the preparation and distribution of drugs. Lab Fee: \$24.00; Program Fee \$50.00

PHRA 1243 PHARMACY TECHNICIAN CERTIFICATION REVIEW (2-0).....WORKFORCE

Prerequisites: PHRA 1441 and PHRA 1445. A review of major topics covered on the National Pharmacy Technician Certification Examination. PTCB Exam Fee: \$129.00

PHRA 1313 COMMUNITY PHARMACY PRACTICE (2-4).....WORKFORCE

Prerequisites: PHRA 1102 and PHRA 1209 or concurrent enrollment. Introduction to the skills necessary to process, prepare, label, and maintain records of prescriptions in a community pharmacy to include customer service, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, inventory management and legal parameters. Lab Fee: \$24.00; Program Fee: \$50.00

PHRA 1441 PHARMACY DRUG THERAPY AND TREATMENT (3-2).....WORKFORCE

Prerequisites: PHRA 1313 and PHRA 1449. Study of therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of disease. Lab Fee: \$24.00; Program Fee: \$50.00

PHRA 1345 COMPOUNDING STERILE PREPARATIONS (1-7).....WORKFORCE

Prerequisites: PHRA 1102, PHRA 1209, PHRA 1247 and PHRA 1449 or concurrent enrollment in PHRA 1449. The process of compounding sterile preparations and aseptic technique within legal and regulatory guidelines specified by USP <797> standards. Lab Fee: \$24.00; Program Fee: \$50.00

PHRA 1349 INSTITUTIONAL PHARMACY PRACTICE (2-4).....WORKFORCE

Prerequisites: PHRA 1102 and PHRA 1209 or concurrent enrollment. Fundamentals of the diverse roles and practice of pharmacy technicians in an institutional pharmacy setting. In-depth coverage of hospital pharmacy organization, work flow and personnel, safety techniques, data entry, packaging and labeling operations, inpatient drug distribution systems, including investigational drugs, continuous quality improvement, and inventory control. Lab Fee: \$24.00; Program Fee: \$50.00

PHRA 2265 PRACTICUM – PHARMACY TECHNICIAN (0-14).....WORKFORCE

Prerequisites: Capstone course, to be taken with the consent of instructor in the student's last semester prior to graduation; PHRA 1441 and PHRA 1445 or concurrent enrollment. Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.: Program Fee: \$50.00; Liability Insurance: \$20.00; Clinical Site Software Fee: \$40.00

Requirements for the Experiential Training

After prerequisite course work successfully with a grade of 70% or above, the student must enroll in and complete 224 hour practicum/clinical course during their last semester. Students completing the program will have a working knowledge of all the major functions of the pharmacy technician's duties. The purpose of the externship is to provide the student with instruction and practice in the pharmacy environment. The externship is not designed to be a job placement for students. In order to enroll in the externship, students must:

- ♣ Successfully complete all prerequisite course work scoring 70% or above
- ♣ Complete and sign the Externship Agreement
- ♣ Attend an externship orientation session and complete necessary orientation paperwork/quizzes
- ♣ Successfully complete online application for trainee registration with Texas State Board of Pharmacy, including criminal background check.
- ♣ Have documentation of a current Influenza vaccination, Hepatitis B Series, TB test, Tdap (tetanus,diphtheria,pertussis) injection, MMR and Varicella vaccinations(annual influenza vaccination and other vaccinations can be mandatory for the institutional portion of your practicum and potentially all other sites)
- ♣ Successfully pass drug screen prior to start of practicum/clinical class (random drug testing can be required for most clinical/experiential training sites)

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Vernon College Pharmacy Technician Program Goals

The Pharmacy Technician Program Goals are based on the objectives found in the “*ASHP/ACPE Accreditation Standard for Pharmacy Technician Training Programs*” published in the Practice Standards of ASHP/ACPE. During the Pharmacy Technician Training Program, the following objectives will be covered:

Standard 1: Personal/Interpersonal Knowledge and Skills

ENTRY-LEVEL

- 1.1 Demonstrate ethical conduct.
- 1.2 Present an image appropriate for the profession of pharmacy in appearance and behavior.
- 1.3 Demonstrate active and engaged listening skills.
- 1.4 Communicate clearly and effectively, both verbally and in writing.
- 1.5 Demonstrate a respectful and professional attitude when interacting with diverse patient populations, colleagues, and professionals.
- 1.6 Apply self-management skills, including time, stress, and change management.
- 1.7 Apply interpersonal skills, including negotiation skills, conflict resolution, customer service, and teamwork.
- 1.8 Demonstrate problem solving skills.

ADVANCED-LEVEL

- 1.9 Demonstrate capability to manage or supervise pharmacy technicians in matters such as conflict resolution, teamwork, and customer service.
- 1.10 Apply critical thinking skills, creativity, and innovation.
- 1.11 Apply supervisory skills related to human resource policies and procedures.
- 1.12 Demonstrate the ability to effectively and professionally communicate with other healthcare professionals, payors and other individuals necessary to serve the needs of patients and practice.

Standard 2: Foundational Professional Knowledge and Skills

ENTRY-LEVEL

- 2.1 Explain the importance of maintaining competency through continuing education and continuing professional development.
- 2.2 Demonstrate ability to maintain confidentiality of patient information, and understand applicable state and federal laws.
- 2.3 Describe the pharmacy technician’s role, pharmacist’s role, and other occupations in the healthcare environment.
- 2.4 Describe wellness promotion and disease prevention concepts.
- 2.5 Demonstrate basic knowledge of anatomy, physiology and pharmacology, and medical terminology relevant to the pharmacy technician’s role.
- 2.6 Perform mathematical calculations essential to the duties of pharmacy technicians in a variety of settings.
- 2.7 Explain the pharmacy technician's role in the medication-use process.
- 2.8 Practice and adhere to effective infection control procedures.

ADVANCED-LEVEL

- 2.9 Describe investigational drug process, medications being used in off-label indications, and emerging drug therapies.
- 2.10 Describe further knowledge and skills required for achieving advanced competencies.
- 2.11 Support wellness promotion and disease prevention programs.

Standard 3: Processing and Handling of Medications and Medication Orders

ENTRY-LEVEL

- 3.1 Assist pharmacists in collecting, organizing, and recording demographic and clinical information for the *Pharmacists' Patient Care Process*.
- 3.2 Receive, process, and prepare prescriptions/medication orders for completeness, accuracy, and authenticity to ensure safety.
- 3.2 Receive, process, and prepare prescriptions/medication orders for completeness, accuracy, and authenticity to ensure safety.
- 3.3 Assist pharmacists in the identification of patients who desire/require counseling to optimize the use of medications, equipment, and devices.
- 3.4 Prepare patient-specific medications for distribution.
- 3.5 Prepare non-patient-specific medications for distribution.
- 3.6 Assist pharmacists in preparing, storing, and distributing medication products including those requiring special handling and documentation.
- 3.7 Assist pharmacists in the monitoring of medication therapy.
- 3.8 Maintain pharmacy facilities and equipment.
- 3.9 Use information from Safety Data Sheets (SDS), National Institute of Occupational Safety and Health (NIOSH) Hazardous Drug List, and the United States Pharmacopeia (USP) to identify, handle, dispense, and safely dispose of hazardous medications and materials.
- 3.10 Describe Food and Drug Administration product tracking, tracing and handling requirements.
- 3.11 Apply quality assurance practices to pharmaceuticals, durable and non-durable medical equipment, devices, and supplies.
- 3.12 Explain procedures and communication channels to use in the event of a product recall or shortage, a medication error, or identification of another problem.
- 3.13 Use current technology to ensure the safety and accuracy of medication dispensing.
- 3.14 Collect payment for medications, pharmacy services, and devices.
- 3.15 Describe basic concepts related to preparation for sterile and non-sterile compounding.
- 3.16 Prepare simple non-sterile medications per applicable USP chapters (e.g., reconstitution, basic ointments and creams).
- 3.17 Assist pharmacists in preparing medications requiring compounding of non-sterile products.
- 3.18 Explain accepted procedures in purchasing pharmaceuticals, devices, and supplies.
- 3.19 Explain accepted procedures in inventory control of medications, equipment, and devices.
- 3.20 Explain accepted procedures utilized in identifying and disposing of expired medications.
- 3.21 Explain accepted procedures in delivery and documentation of immunizations.
- 3.22 Prepare, store, and deliver medication products requiring special handling and documentation.

ADVANCED-LEVEL

- 3.23 Prepare compounded sterile preparations per applicable, current USP Chapters.
- 3.24 Prepare medications requiring moderate and high level non-sterile compounding as defined by USP (e.g., suppositories, tablets, complex creams).

- 3.25 Prepare or simulate chemotherapy/hazardous drug preparations per applicable, current USP Chapters.
- 3.26 Initiate, verify, and manage the adjudication of billing for complex and/or specialized pharmacy services and goods.
- 3.27 Apply accepted procedures in purchasing pharmaceuticals, devices, and supplies.
- 3.28 Apply accepted procedures in inventory control of medications, equipment, and devices.
- 3.29 Process, handle, and demonstrate administration techniques and document administration of immunizations and other injectable medications.
- 3.30 Apply the appropriate medication use process to investigational drugs, medications being used in off-label indications, and emerging drug therapies as required.
- 3.31 Manage drug product inventory stored in equipment or devices used to ensure the safety and accuracy of medication dispensing.

Standard 4: Patient Care, Quality and Safety Knowledge and Skills

ENTRY-LEVEL

- 4.1 Explain the *Pharmacists' Patient Care Process* and describe the role of the pharmacy technician in the patient care process.
- 4.2 Apply patient- and medication-safety practices in aspects of the pharmacy technician's roles.
- 4.3 Explain how pharmacy technicians assist pharmacists in responding to emergent patient situations, safely and legally.
- 4.4 Explain basic safety and emergency preparedness procedures applicable to pharmacy services.
- 4.5 Assist pharmacist in the medication reconciliation process.
- 4.6 Explain point of care testing.
- 4.7 Explain pharmacist and pharmacy technician roles in medication management services.
- 4.8 Describe best practices regarding quality assurance measures according to leading quality organizations.

ADVANCED-LEVEL

- 4.9 Verify measurements, preparation, and/or packaging of medications produced by other healthcare professionals.
- 4.10 Perform point-of-care testing to assist pharmacist in assessing patient's clinical status.
- 4.11 Participate in the operations of medication management services.
- 4.12 Participate in technical and operational activities to support the *Pharmacists' Patient Care Process* as assigned.
- 4.13 Obtain certification as a Basic Life Support Healthcare Provider.

Standard 5: Regulatory and Compliance Knowledge and Skills

ENTRY-LEVEL

- 5.1 Describe and apply state and federal laws pertaining to processing, handling and dispensing of medications including controlled substances.
- 5.2 Describe state and federal laws and regulations pertaining to pharmacy technicians.
- 5.3 Explain that differences exist between states regarding state regulations, pertaining to pharmacy technicians, and the processing, handling and dispensing of medications.
- 5.4 Describe the process and responsibilities required to obtain and maintain registration and/or licensure to work as a pharmacy technician.
- 5.5 Describe pharmacy compliance with professional standards and relevant legal, regulatory, formulary, contractual, and safety requirements.

5.6 Describe Occupational Safety and Health Administration (OSHA), National Institute of Occupational Safety and Health (NIOSH), and United States Pharmacopeia (USP) requirements for prevention and treatment of exposure to hazardous substances (e.g., risk assessment, personal protective equipment, eyewash, spill kit).

5.7 Describe OSHA requirements for prevention and response to blood-borne pathogen exposure (e.g., accidental needle stick, post-exposure prophylaxis).

5.8 Describe OSHA Hazard Communication Standard (i.e., “Employee Right to Know”).

ADVANCED-LEVEL

5.9 Participate in pharmacy compliance with professional standards and relevant legal, regulatory, formulary, contractual, and safety requirements.

5.10 Describe major trends, issues, goals, and initiatives taking place in the pharmacy profession.

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Career Information

Career Snapshot: Pharmacy Technician (Source: U.S. Bureau of Labor Statistics)

Employment of pharmacy technicians is projected to grow 7 percent from 2018 to 2028, faster than the average for all occupations. Increased demand for prescription medications will lead to more demand for pharmaceutical services.

About The Profession

Pharmacy technicians help pharmacists dispense prescription medication to customers or health professionals. They mainly work in retail pharmacies and hospitals. Pharmacy technicians work under the supervision of pharmacists, who must review prescriptions before they are given to patients. In most states, technicians can compound or mix some medications and call physicians for prescription refill authorizations. Technicians also may need to operate automated dispensing equipment when filling prescription orders.

Pharmacy technicians working in hospitals and other medical facilities prepare a greater variety of medications, such as intravenous medications. They may make rounds in the hospital, giving medications to patients. Pharmacy technicians work in pharmacies, including those found in drug, general merchandise, and grocery stores, and in hospitals. Most work full time, but many work part time.

Pharmacy technicians typically do the following:

- Collect information needed to fill a prescription from customers or health professionals
- Measure amounts of medication for prescriptions
- Package and label prescriptions
- Organize inventory and alert pharmacists to any shortages of medications or supplies
- Accept payment for prescriptions and process insurance claims
- Enter customer or patient information, including any prescriptions taken, into a computer system
- Answer phone calls from customers
- Arrange for customers to speak with pharmacists if customers have questions about medications or health matters

Pharmacy Technician Education and Training

The purpose of the Pharmacy Technician program is to enable graduates to obtain basic to advanced level competencies to obtain employment in either direct patient care or retail pharmacy settings. The Pharmacy Technology program prepares individuals to take the national Pharmacy Technician Certification Exam (PTCE) administered by the Pharmacy Technician Certification Board or the ExCPT administered by the National Health-career Association. Upon successful completion of this exam, the individual will be a Certified Pharmacy Technician (CPhT).

Local Information

Pharmacy Technician is 31 out of 68 on the Workforce Solution Target Occupations List of 2021. Excellent opportunities exist in Wichita Falls and throughout the United States for qualified pharmacy technicians, in both hospital and other pharmacy-practice settings. The median annual wage for pharmacy technicians was \$33,786 or \$16.24 per hour in 2021. There are many opportunities for advancement and professional growth.

Pharmacy Technician Program Requirements

1. Complete the Vernon College admission procedure. A student must be first accepted by the College before being considered for the Pharmacy Technician Program. Admission to the college does not guarantee enrollment in the program.
2. Take the Next Generation Arithmetic exam for benchmarking assessment. If student has taken other assessment tests, these will be reviewed in place of the Accuplacer.
3. Submit a Pharmacy Technician New Student Packet to the program. Deadline is July 31st for the day program beginning in August of each year and November 30th for the night program beginning in January every other year. Packets are available from the program coordinator and on the Vernon College website.
4. Potential students must register with Texas State Board of Pharmacy as a **pharmacy technician trainee** at www.tsbp.state.tx.us. There is a non-refundable on-line processing fee of \$52.00 (this fee can change). You will also have to have your fingerprints taken and this will cost approximately \$45 to 50. The Texas State Board of Pharmacy will complete a criminal background check and persons with felony convictions or drug and alcohol charges may be denied registration. The potential student will not be able to enter the program without this registration.
5. Provide evidence that the following immunization requirements have been met prior to enrollment in the pharmacy technician program: bacterial meningitis, tetanus toxoid, reduced diphtheria toxoid, and acellular pertussis (Tdap), measles (students born after January 1, 1957), rubella, mumps (students born after January 1, 1957), Tuberculosis test (TB), Varicella, annual influenza vaccination and Hepatitis B (three shots). Other vaccinations may be mandatory your practicum/clinical rotation. For immunization exclusions and waivers and acceptable documentation of immunizations contact the program coordinator.
6. Once all the forms have been sent to the Pharmacy Technician Program Coordinator and the student meets the requirements for the program, an interview will be scheduled with the Program Coordinator.
7. The Pharmacy Technician Program Review Committee will rank students to determine placement into the program based upon completion the pharmacy technician new student packet, completion of the technician trainee registration process, and interview.
8. In the event the potential student is rejected by the Pharmacy Technician Program Review Committee, the student may request a hearing before the College Admissions Committee. Such a request is to be submitted in writing and include reasons why the College Admissions Committee should review the petition.
9. Information regarding program standards and policies is printed in the *Pharmacy Technician Handbook*.

Texas State Board of Pharmacy Registration Procedure

<https://www.pharmacy.texas.gov/applicants/tech-trainee.asp>

Pharmacy Technician Trainee Registration Application

A Pharmacy Technician Trainee *is an individual who is registered with the board as a pharmacy technician trainee and is authorized to participate in a pharmacy's technician training program.*

Technician Trainee registration is issued for only two (2) years and is not renewable.

All application fees are non-refundable – including applications made in error. Technician Trainee should take and pass the Pharmacy Technician Certification Board Exam (PTCP.org) or the Exam for the Certification of Pharmacy Technicians (ExCPT) and upgrade before the technician trainee registration expires.

To obtain a technician trainee registration, complete the following:

- Register for a secure online account. Use a personal email address that belongs to you, not a school assigned email address.
- After you register and log-in, click on "apply for a new license" then click on "Initial Technician Trainee". Assure the address you enter on the applicate is accurate (include apartment number). This should be an address where you receive mail from the US Postal Service.
- Pay the application fee with MasterCard, Visa, Discover, or American Express
- Submit to a fingerprint session. Schedule an appointment online at: <https://uenroll.identogo.com/servicecode/11G3HG>. Keep the receipt for your records
Note: Out-of-state applicants will receive instructions in the mail within 2 weeks.
- Allow a minimum of three (3) weeks for registration to be issued (unless you have something on your background – refer to "Information Regarding Criminal History").

Once an application is approved, a registration number is issued with ACTIVE status. Allow a minimum of 10 to 17 business days once the registration is issued for a certificate to arrive via U.S. Postal service at the address provided on the application.

ACTIVE registrations are verifiable online at: http://www.pharmacy.texas.gov/dbsearch/tech_search.asp

Applicants are urged to refrain from contacting TSBP staff regarding open applications, especially if the application is **not yet issued due to criminal history**. Repeated attempts to reach staff further delays processing time. All "Yes" responses to Criminal Background Questions and any "Hits" of criminal history on your fingerprint results must be reviewed by an in-house enforcement officer. This review process may take **several months**. If you have nothing on your background, and it has been more than 4 weeks since you applied AND got fingerprinted, then perhaps you should contact TSBP staff.

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New student checklist

APPLY for ADMISSION (required)

- Visit www.applytexas.org or the [Admissions](#) page on our website.
- Bacterial meningitis vaccination is required by state law. Submit shot record (including social security number or student ID number) to Admissions as proof. For information about a waiver, please contact Admissions.
- Request copies of your transcripts (high school including SAT/ACT/TAKS scores, *and* any previously attended colleges, or GED scores) to be sent to:

Vernon College
Office of Admissions and Records
4400 College Drive
Vernon, TX 76384

APPLY for FINANCIAL AID (optional, if needed)

- Visit www.fafsa.ed.gov to apply online. Please remember it takes several weeks to process your FAFSA (Free Application for Federal Student Aid). Vernon College's Federal school code is 010060. For more information visit the [Financial Aid](#) webpage or call 940-696-8752 or 940-552-6291.

APPLY for SCHOLARSHIPS (optional)

- Visit <http://blackbaud.vernoncollege.edu/Stars/> to download the Vernon College scholarship application. Completed scholarship **applications must be completed & submitted by March 1.**

APPLY for HOUSING (Vernon Campus only, if needed)

- Housing is available at the Vernon College, Vernon Campus only. To obtain a Housing Application please visit the [Housing](#) webpage.
- Pay the \$100 housing deposit

ATTEND NEW STUDENT ORIENTATION (NSO) (required)

- Contact Student Services to inquire about available dates/times to sign up for orientation. Please call 940-552-6291 x. 2278 (Vernon) or 940-696-8752 x. 3206 (Wichita Falls), or visit our website. [Click here for NSO schedule.](#)
- At New Student Orientation Vernon College will cover very important information about placement testing and the Texas Success Initiative laws. It is important you attend NSO as early as possible.
- First-time students must see a Counselor or Course Scheduling Advisor (CSA) before registering for classes.

TOUR CAMPUS (optional)

- Schedule an appointment to tour one of Vernon College's locations by calling 940-552-6291 or 940-696-8752 x. 3336 or email recruiting@vernoncollege.edu

SPECIAL SERVICES (if needed)

- The Special Services Department can arrange special accommodations for physical, learning or psychiatric disabilities. Certain documentation is required. Please see the [Special Services](#) webpage or call 940-696-8752 x. 3257 or 940-552-6291 x. 2309.

General Admission Requirements

APPLICATION FOR ADMISSION

All new and transfer students must submit an [ApplyTexas Application](#) at least three weeks prior to enrollment. Upon receipt of the student's application for Admission, the applicant will be issued a student ID and PIN number unique to Vernon College.

OFFICIAL TRANSCRIPTS

Official transcripts from the high school of graduation (including graduation date), colleges, or universities attended must be submitted to the address below. Transcripts should be ordered to arrive at least thirty (30) calendar days prior to registration.

GED TRANSCRIPTS

GED scores for students applying for admission by GED certificate should be provided to the Office of Admissions and Records thirty (30) calendar days prior to registration.

TSI ASSESSMENT SCORES (Not required for Pharmacy Technician Program)

Students who are entering college for the first time and who are planning to enroll in college-level courses should plan to take the TSI Assessment test prior to registration, unless otherwise exempted. Please visit our [Testing](#) site for more information.

PROOF OF MENINGITIS VACCINATION

All entering students under the age of 22 must provide proof that the meningitis vaccination was administered at least 10 days prior to the first day of the term. For more information, please visit [Proof of Bacterial Meningitis Vaccination Requirement.](#)

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YOU MUST PROVIDE SHOT RECORDS UPON ENROLLMENT IN THE PHARMACY TECHNICIAN PROGRAM

If you don't have your shot records, or shots need updating, see the Wichita Health Department, 1700 Third Street, 761-7841. One visit for Tetanus/diphtheria/pertussis. Two visits 30 days apart for MMR. Two visits up to 72 hours apart for TB test. Hepatitis B (Series of 3).

1. Bacterial Meningitis – all first-time college students and returning students under the age of 22
2. Tetanus toxoid, reduced diphtheria toxoid, and acellular pertussis (Tdap), One dose of within the past 10 years
3. MMR-
 - a. Measles- Students who were born on or after January 1, 1957 must show proof of either two (2) doses of measles vaccine administered on or after their 1st birthday and at least 30 days apart; or at least one (1) dose of measles vaccine administered on or after their 1st birthday, must be received by students enrolled in pharmacy technician students prior to direct patient contact and completion of the measles requirement must be accomplished as rapidly as is medically feasible; or immunity to measles (Physician-validated history or serologic confirmation).
 - b. Mumps - All students born after January 1, 1957: One dose of mumps vaccine administered on or after their first birthday, or immunity to mumps as verified by a physician-validated history, or serologic confirmation.
 - c. Rubella One dose of rubella vaccine administered on or after the first birthday, or serologic confirmation of rubella immunity.
4. Tuberculosis test- TB test is to be taken within 3 months prior to class; results must be read and recorded on shot record.
5. Varicella - All students must show prior to patient contact proof of either one (1) dose of varicella vaccine after their 1st birthday; or if the vaccine was received prior to the 13th birthday, two (2) doses of varicella immunity, or history of varicella (chicken pox) illness validated by student, student's parents or physician.
6. Hepatitis B- All students are required to receive three doses of Hepatitis B vaccination
7. Influenza vaccinations by November 30th prior to your practicum/clinical rotation.
8. All waivers and exemptions will need to be submitted to the clinical/practicum site prior to enrolling into PHRA 2265 – Practicum/Pharmacy Technician class. If waiver or exemption is approved student agrees to the terms and conditions placed on the exemption and waiver and must fulfill the requirements listed, potentially all costs must be covered by the student (testing and personal protective equipment). The acceptance into the program without the required vaccinations risks the successful completion of the program and student will be obligated to accept these terms and conditions.

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Paying for College

Vernon College Pharmacy Technician Program Costs (2023-2024)

Non-Wilbarger County

Tuition: \$6500.00

Fees and PTCB Exam Fee: \$625.00

Books, uniforms, and supplies (Est): \$580.00

Total Cost: \$7120.00

(Based on tuition fee in 2023-24 General Catalog)

Paying for School

Enroll in a payment plan for deferred payments. A College Green Payment Plan gives you the flexibility to choose your payment dates and frequency of payments.

*see your Business Office to learn more about a tuition payment plan and questions about meeting your financial obligation with Vernon College.

Wilbarger County

Tuitions: \$5460.00

Fees and PTCB Exam Fee: \$625.00

Books, uniforms, and supplies (Est):\$580.00

Total Cost: \$6665.00

A student's financial resources should not limit his or her educational opportunities. Although the primary responsibility for financing rests with the student and his or her immediate family, it is recognized that many students will require additional assistance in order to finance their educational goals. The objective of the financial aid program at VC is to provide financial assistance, based on documented financial need, to students unable to attend college without such aid.

The Federal Pell Grant is designed to provide eligible students with a foundation of aid to help defray the cost of education. It is always the first program considered for each applicant. Although the Financial Aid Office determines the amount of each student's Pell Grant, eligibility is determined on the basis of a formula developed by the U.S. Department of Education. A student may be ineligible for a Federal Pell Grant; however, he or she may qualify for other financial assistance.

The William D. Ford Federal Direct Subsidized and Unsubsidized Loan is a fixed interest rate loan made to a student who is enrolled at least half-time in an eligible program. The lender is the U.S. Department of Education. Repayment begins six months after a student leaves school or drops below half-time enrollment.

Vernon College is an approved training institution for VA education benefits.

The Veterans Services Office at Vernon College assists eligible service persons, veterans and their dependents in obtaining assistance and information on educational benefits while attending our institution. The programs under the Department of Veterans Affairs include:

- Chapter 30 - Montgomery GI Bill Active Duty Educational Assistance Program
- Chapter 31 - Vocational Rehabilitation Program
- Chapter 32 - Post Vietnam Era Veterans Educational Assistance Program (VEAP)
- Chapter 33 - Post 9/11 GI Bill
- Chapter 34/30 - For veterans who were eligible to receive Chapter 34 benefits on December 31, 1989 and who had remaining entitlement on that date
- Chapter 35 - Survivors' and Dependents' Educational Assistance Program
- Chapter 1606 - Montgomery GI Bill for Selected Reserve
- Chapter 1607 - Reserve Educational Assistance Program (REAP)

Information regarding requirements for all educational programs can be found at www.benefits.va.gov/gibill/. Applications for the benefits are available at this VA web site. Applications should be submitted directly to the Department of Veterans Affairs.

Additional Information regarding the use of VA benefits at Vernon College is available in the Vernon College Handbook for Veterans. This document may be obtained in the Vernon College VS Office or online at <http://www.vernoncollege.edu/vcpubs/va.pdf>.

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Pharmacy Technician Program

Confidentiality Agreement

As a Pharmacy Technician student, I understand that during training I will come into contact with patients, and may have access to personal information regarding their names, health conditions, diagnoses and treatments, and information regarding the staff and policies of the clinical facility.

I hereby agree and affirm, by my signature below, that:

1. I will respect the confidential nature of all records, information regarding patients, and the rules and policies of clinical site(s); and
2. I will keep all such information STRICTLY CONFIDENTIAL; and
3. I will not discuss or reveal any information in any way to any person; and
4. I will not violate the state and federal Right to Privacy Act(s); and
5. I will conform to all Policies, Rules, and Regulations of Vernon College, the Pharmacy Technician program, and the clinical site(s).

I understand that any violation of this Confidentiality Agreement any subject me to prosecution and can result in immediate dismissal from the course, with no refund.

I _____, swear and affirm
(Print Full Name of Student)

that I have read the above and, by my signature below, do hereby agree to abide by all terms stated.

Date Signature of Applicant



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Pharmacy Technician Program

Authorization for Criminal Background Search

Vernon College reserves the right to conduct a criminal background search of all applicants considered for employment, students participating in work programs, and students enrolled in certain programs of study.

The following information is required to proceed with the application process. By signing, you give Vernon College permission to have the Texas Department of Public Safety Crime Records Service conduct the search, and report all findings to Vernon College.

This search and the findings are strictly confidential and will not be shared with any other entity.

I give permission for a Criminal Background Search to be conducted.

Full Name (Please Print)

Maiden Name (if any)

Other Name You Have Gone By (if any)

Date of Birth

Social Security Number

Driver's License Number

Signature

Date

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Pharmacy Technician Program

POLICIES AGREEMENT & WAIVER OF RELEASE FROM LIABILITY

I, _____,
(PRINT YOUR NAME)

hereby affirm, by my signature below, that I attest to the following:

1. I fully understand that due to the nature of the training that I shall receive, there exists the possibility of injury or infectious exposure to me, or injury or infectious exposure to others. I acknowledge and accept the fact.
2. I hereby release and agree to hold harmless Vernon College and the provider site facilities including, but not limited to their trustees, administrators, coordinators, instructors, faculty, staff, and clients/patients/fellow students from any and all liability regarding all aspects of pharmacy technician training.
3. This release shall extend to all locations considered part of the training.
4. I certify that I am 18 years of age or greater, and that I am legally competent.

Date

Signature of Student

PHARMACY TECHNICIAN PROGRAM TECHNICAL PERFORMANCE STANDARDS

The following technical standards and essential functions outline reasonable expectations of a successful student in the Pharmacy Technician Program. The pharmacy technician student must be able to apply the knowledge and skills necessary to function in a variety of classroom, lab and/or clinical situations while providing the essential competencies of pharmacy technicians. These requirements apply for the purpose of admission and continuation in the program. Please read the following statements, which outline performance standards relative to Pharmacy Technology Program. Answer “**YES**” or “**NO**” to each statement.

1. _____ **READ:** Ability to read and understand printed materials used in the classroom and health care settings such as textbooks, signs, medical supply packages, drug labels, syringe demarcations, policy and procedure manuals and patient records.
2. _____ **ARITHMETIC COMPETENCE:** Read and understand columns of numbers and measurement marks, count rates, tell time, use measuring tools, write numbers in records, and calculate (add, subtract, multiply, divide) mathematical information such as fluid volumes, doses, weights and measurements and prices.
3. _____ **ANALYTICAL THINKING:** Ability to acquire and apply information from classroom instruction, skills laboratory experiences, independent learning and group projects. Demonstrate skills for memorization, integration of concepts, abstract reasoning, multifactorial problem solving and interpreting.
4. _____ **COMMUNICATION:** Ability to communicate effectively in English in oral and written form with peers and instructors to complete assignments and tests, give directions, explain procedures, give oral reports, speak on the telephone and interact with others and document care. Ability to comprehend, interpret, and follow oral and written instructions. Communicate in a clear and concise manner with patients of all ages, including obtaining health history and other pertinent information.
5. _____ **INTERPERSONAL SKILLS:** establish rapport with peers, patients/clients, and instructors, respect individual differences and negotiate interpersonal conflicts.
6. _____ **EMOTIONAL STABILITY:** Focus attention on task, monitor own emotions, perform multiple responsibilities concurrently, deal with the unexpected, handle strong emotions (i.e. grief, revulsion), and function as part of a team (ask advice, seek information, and share). Provide emotional support to patients as necessary.

7. _____ **FINE MOTOR:** Manual dexterity necessary to manipulate syringes of various sizes and insert needles into IV bag ports, vials stoppers, open ampules, pick up objects with hands, grasp small objects, write with pen or pencil and squeeze fingers.
8. _____ **PHYSICAL ENDURANCE:** Stand and maintain balance during classroom or lab. Endure an eight-hour practicum day with a minimum of 8 hours of standing or walking. Bend, lift, turn, grasp and squat with a full range of motion. Tolerate working in a closed sterile environment fully covered in sterile gowns, gloves, booties, hoods and respiratory mask for minimum of 2 hours at a time.
9. _____ **PHYSICAL MOBILITY:** Walk, reach arms above head and below waist, stoop/twist body, kneel, squat, move quickly (respond to emergency).
10. _____ **PHYSICAL STRENGTH:** Move objects independently weighing up to 25 pounds, move heavy objects (up to 50 lbs.), squeeze with hands, use upper body strength (manipulating large syringes, opening packages, drug bottles). Transport, move, lift or transfer cases/totes of IV fluids or other medications. Manipulate a variety of pharmacy equipment to prepare/ compound medications according to established procedures..
11. _____ **VISUAL:** Ability to read fine print on measuring devices and computer screens, see objects more than 20 feet away, recognize depths and use peripheral vision.
12. _____ **AUDITORY:** Hear auditory alarms and normal speaking level sounds.
13. _____ **SMELL:** Detect odors from client, smoke, gasses or noxious smells.
14. _____ **TACTILE:** Detect temperature (skin, solutions), and detect environmental temperature (drafts, cold and hot).

Students must meet the above technical standards. To the best of my knowledge, I am able to function in both the classroom, laboratory and practicum portion of the **Pharmacy Technician Program**. Vernon College complies with Section 504 of the Rehabilitation Act of 1990, and does not discriminate on the basis of a disability in the areas of admission, accessibility, treatment and employment. At this time, I do not have any health condition or disability that should be addressed by a qualified professional whose license or credentials are appropriate to diagnose a disability and/or other health condition.

Signature

Print Name

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VERNON COLLEGE PHARMACY TECHNICIAN ENTRANCE INTERVIEW

(Please give a short one to two sentence answers for the following questions. In case there are more applicants than positions available, this interview will count as a determining factor.)

1. Why have you chosen the pharmacy technician program?
2. In addition to hands on training, there are many hours devoted to reading, writing, and critical thinking. Do you think this is an area that you can excel in? If not, how would you work around this?
3. The pharmacy technician profession requires that you have computer skills. The Vernon College pharmacy technician program curriculum requires a basic knowledge of computers as many classes are on-line or hybrid using our learning system Canvas for assignments and assessments. Are comfortable using a computer? Do you have access to a computer and the internet outside of the classroom? (Chromebooks are not the recommended format for Canvas and navigating with your phone may cause issues so having a computer is necessary for completion of the program)
4. Most of the classes are hybrid courses, which require the use of computers and no classroom sessions. This means that the majority of the work is done on your own and requires a lot of discipline to keep up with the material. Do you think that you would be able to complete an on-line/hybrid class successfully? If this is not area you feel confident in completing on your own, what would be a plan to help you be successful?

5. This program will give you the training necessary to enter into the pharmacy technician profession. We do not guarantee employment. What do you hope to get out of this program? Are you interested in working as you complete your courses?

6. This program requires that each student complete 224 hours of practicum/clinical hour at various pharmacies in Wichita Falls and the surrounding area. Each week you will need to average 14 hours of practicum hours in addition to 9 hours or more of classroom work each week. Will traveling outside of Wichita Falls be a problem for you? Will scheduling your clinical hours be a problem for you? We cannot guarantee we will be able to work around your work schedule, will your employer be flexible in scheduling your clinical/practicum hours?

7. Our practicum/clinical course is vital part of your education and training. It is very important that you have the ability to follow instruction and to communicate effectively during your clinical training. You will also be required to maintain 14 hours each week, with little or no make-up time if you miss your hours. You will interact with pharmacists and pharmacy technicians, as well as hospital staff and customers. Describe the qualities that you have that will help you complete your clinical hours and ultimately this course?

Signature

Date

Print Name

Date

Address

Phone Number



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PHARMACY TECHNICIAN

Day Program

CERTIFICATE OF COMPLETION

Catalog 2022-2023

____ FALL

____ SPRING

____ SUMMER

(Last Name)
number)

(First Name)

(MI)

(ID or SS

DEPT.	NO.	COURSE	SCH	GRADE	REMARKS
Major Requirements (26 SH)					
Fall Block					
LEAD	1100	Workforce Development w/Critical Thinking	1		
PHRA	1301+	Introduction to Pharmacy	3		
PHRA	1305+	Drug Classification	3		
PHRA	1209+	Pharmaceutical Mathematics I	2		
PHRA	1313+	Community Pharmacy Practice	3		
Spring Block					
PHRA	1349+	Institutional Pharmacy Practice	3		
PHRA	1441+	Pharmacy Drug Therapy and Treatment	4		
PHRA	1345+	Compounding Sterile Preparations	3		
PHRA	1243+	Pharmacy Technician Certification Review	2		
PHRA	2265+	Practicum (or Field Experience) - Pharmacy Technician/Assistant	2		

Total

26

+ See course description for prerequisite

External certifying agency - American Society of Health - System Pharmacists

Verification of Workplace Competencies: Credentialing Examination - PTCB for CPhT

Evaluated By: _____ Date: _____

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Vernon College Pharmacy Technician Program

I, _____, have received information about the pharmacy technician program including:

- Information on becoming a certified pharmacy technician
 - Requirements to work in the state of Texas
 - Requirements to take national certification exam
 - Registration with the Texas State Board of Pharmacy
- Requirements for the Experiential Training
 - Drug testing
 - Vaccinations
- Admission requirements
 - Criminal background checks
- Program costs
- Financial aid and payment options
- Program goals and objectives
- Technician technical standards,
- Curriculum
- Career information.

I certify that I understand the requirements of the program, as discussed with the program coordinator.

Student Name: _____

Student Signature: _____

Date: _____

Student ID _____

Program Coordinator _____

Pharmacy Technician Student Check List

Student : _____

Student Social Security Number: _____

1. Read and understand course requirements for completion of the program _____
2. Cleared by Admissions to Enroll. _____
3. Accuplacer or placement exam scores. math _____
3. Copy of Texas State Board of Pharmacy Trainee Registration. _____
4. Complete technician standards form. _____
5. Make a copy of updated shot record. Shot records must include (all must be completed before application will be accepted):
 - a. Tdap (within the past 10 years) _____
 - b. MMR (2 doses) _____
 - c. Hep B (at least first dose of series of 3) _____
 - d. Varicella (chicken pox) _____
 - e. TB skin test (within 3 months) _____
 - f. Meningitis _____
7. Fill out and sign criminal back ground check _____
8. Sign and Date Confidentiality Agreement _____
9. Sign and Date Policies agreement and waiver of release from liability _____
10. Completed interview and signed/dated the following forms:
 - Entrance Interview _____
 - Program Goals _____
 - Program Costs _____
 - Career Information _____