Pharmacy Technician

- This program will prepare students to enter the pharmacy field and to pursue certification including the Pharmacy Technician Certification Board’s (PTCB) exam. Pharmacy technicians work under the supervision of a registered pharmacist in hospitals, pharmacies, hospitals and other healthcare settings.
- This is a 50 hour course. Please note the exam is not able to be proctored at UNMCE and is the responsibility of student. Exam fee is $129.00 and is not included in tuition. Student is to register after they complete the program at: https://www.ptcb.org
- This course covers the following key areas and topics:

**General Course Topics Covered**

- Pharmacy calculations
- Medical terminology specific to the pharmacy
- Skills to read and interpret prescriptions
- Review of the top 200 drugs
- Skills to identify drugs by generic and brand names
- Dosage calculations, I.V. flow rates, drug compounding, and dose conversions
- Dispensing of prescriptions, inventory control, and billing and reimbursement

**Detailed Courses Topics Covered:**

- The history of pharmacy and healthcare
- Pharmacy technician role and responsibilities
- Pharmacy technician certification and registration process
- Types of pharmacies including the hospital pharmacy, retail practice, long-term care practice, mail order pharmacy, home care pharmacies, and others
- Drug regulation and control
- Pharmaceutical terminology and related anatomy
- Parts of the prescription and labeling
- Pharmacy calculations and math review
- Pharmacy measures and abbreviations
- Routes and formulations
- Parenterals and compounding
- Basic biopharmaceuticals
- Aseptic technique and the handling of sterile products
- Total Parenteral Nutrition (TPN)
- Basics of IV solutions and calculating 24-hour supply of IV solutions
- Factors affecting drug activity
- Information and pharmacy resources
- Inventory management and financial issues
- Brand names and generic drugs
- Drug names and drug classes
Program Requirements:
1. Must be 18 or older (verified by driver’s license or birth certificate),
2. Completed a high school diploma or GED (or higher post-secondary degree),
3. WorkKeys Reading (level 4) & Math (level 3) required or can be waived with
   Associate's degree or higher, or a healthcare field certification i.e. EMT, etc.

Student Information

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<th>Last Name</th>
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<th>Mailing Address</th>
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Application Materials Checklist

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<tr>
<th>Material Name</th>
<th>Description of Material Received</th>
<th>Initials</th>
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<tr>
<td>Proof of Age</td>
<td>(minimum 18 – photocopy of driver’s</td>
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<td>license or birth certificate)</td>
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<td>Education</td>
<td>(minimum HS Diploma or GED –photocopy</td>
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<td>of diploma or transcripts)</td>
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<td>WorkKeys – applied math and reading for information</td>
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<td>Immunization Verification (stamped and signed</td>
<td>Verification as requested by externship</td>
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<td>documented)</td>
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<td>Background Screen Clearance from CCHSP</td>
<td>Verification as requested by externship</td>
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<td>coordinator</td>
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Program Use Only

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<th>Application Received:</th>
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<th>Funding Agency</th>
<th>Advising Form</th>
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Please submit your application and materials to:

UNM Continuing Education
Attn: Health Careers
1634 University Blvd, NE
Albuquerque, NM 87102-1711

e-mail: streviso@unm.edu
FAX: (505) 277-8975

Please call (505) 277-6025 or e-mail streviso@unm.edu for more information.
Policies
An applicant to the Pharmacy Technician certificate program is expected to participate fully in activities required for course completion. Attendance is recorded and 100% attendance is required. Required skills and abilities include, observation, communication, motor and behavioral maturity. The applicant must be able to participate actively in all demonstrations, laboratory exercises, classroom activities and clinical experiences in all areas. The applicant must be able to exercise good judgment, function effectively under stress, adapt to changing environments and provide professional and sensitive care to classmates and patients.

Readiness Assessments:
The WorkKeys assessment system is used to determine those skill levels. The ability to learn, listen, communicate, work in teams, and solve problems are what employers expect. WorkKeys assessments measure these abilities in two key areas:

Reading for Information—measures the skill people use when they read and use written text in order to do a job. The written texts include memos, letters, directions, signs, notices, bulletins, policies, and regulations. It is often the case that workplace communications are not necessarily well-written or targeted to the appropriate audience.

Applied Mathematics—measures the skill people use when they apply mathematical reasoning, critical thinking, and problem-solving techniques to work-related problems. The test questions require the examinee to set up and solve the types of problems and do the types of calculations that actually occur in the workplace.

Each WorkKeys assessment has a score level range. WorkKeys scores indicate your ability to perform more complex skills as the score levels increase.

The assessments take about 45 to 55 minutes each.

Clinical Externship (optional)
An externship opportunity is available to all students who pass course at 70% or higher on the final exams. CCI (Health Ed Today) will contact you to explain the opportunities and requirements. This is an optional training opportunity and is included in the cost of tuition. Requires a NM Background check by the Department of Health, this cost ($73.00) is responsibility of student.
Immunizations (as needed)
Copies of immunizations records will be submitted to the Externship Coordinator if requested. This is only necessary if there is a clinical externship requested and a placement found.

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<th>Required Immunizations</th>
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<tr>
<td>Flu Shot - current</td>
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<td>Measles/Mumps/Rubella (MMR) (titer and/or vaccine)</td>
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<td>Hepatitis B (must complete first of the series of 3)</td>
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<tr>
<td>Tuberculosis Test (within past 6 months)</td>
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<td>Varicella (titer and/or vaccine)</td>
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Background Check Fingerprinting (as needed)
If a clinical externship placement is arranged a state background check may be required. Your personal information and history will be submitted for a state/national background screening for healthcare workers. The Externship Coordinator will give you information on when and how to submit electronic fingerprints. This clearance will be effective for 12 months from date of clearance.
Your Rights
You have the right to withhold consent and to withdraw consent after it has been given. You may ask questions and expect explanation of any point that is unclear.

I have read the above Human Subjects policies. I acknowledge my understanding of the risks and benefits described. My questions have been answered. I agree to participate as a subject in the learning activities listed above.

Printed Name

Signature

Date

Requirements for Success

Attendance

Students are expected to attend all Pharmacy Tech classes as scheduled. Arriving late or leaving early is strongly discouraged. Students are expected to notify their instructor(s) ahead of time if they know they must miss class. A student who misses two classes without approval will meet with the Program Supervisor to review the course expectations. Probation or withdraw from the program are possible consequences. This is an intense training
and it is difficult to keep up after missing class. Students are also expected to let their instructor know when they miss class due to illness. The provided sign-in sheets are the official record of attendance. Students will sign for the morning and afternoon sessions; signing for another student is unacceptable and a violation of the Student Code of Conduct.

**Studying and Grades**

Students are expected to come to class prepared to take notes, to spend time studying every day, to actively participate in class, and to pass regular quizzes and exams with a grade of 70% or higher. Final exam **MUST** have a score of 70% or higher to pass and be considered for the externship positions.

Students will also need to complete clinical requirements as determined by their instructor/supervisor. Students may be delayed or removed from a clinical site for unprofessional behavior, failing to follow procedures or not meeting any requirements set by the instructor or the clinical site.

**Professionalism in Healthcare Fields**

Professionals in healthcare are highly regarded as committed to quality care with compassion, well-trained in their job and provide confidentially for their patients and clients. Workplace readiness demand that your attitudes and actions demonstrate this level of professionalism. Understanding the role and responsibilities of your position builds the trust of those in your care. Attitudes and skills in these areas will be part of your training:

- Mature responsibility and show a passion for your work
- Interpersonal and business communication
- Problem solving and critical thinking
- Working productively in a team
- Give appropriate, timely feedback to classmates and instructors
- Be friendly and a team player
- Assisting customers effectively
- Developing good and safe work habits and workplace discipline
- Show a willingness to learn and volunteer for new tasks

**The HIPAA Privacy Rule from HHS.gov**


Understanding and abiding the HIPAA Privacy Rule will be held to the highest standard as a student and in your future workplace. The rules apply to you and for you throughout this course.

These national standards are established to protect individuals’ medical records and other personal health information and applies to health plans, health care clearinghouses, and those health care providers that conduct certain health care transactions electronically. The Rule requires appropriate safeguards to protect the privacy of personal health information, and sets limits and conditions on the uses and disclosures that may be made of such information without patient authorization. The Rule also gives patient’s rights over their health
information, including rights to examine and obtain a copy of their health records, and to request corrections.

The Privacy Rule is located at 45 CFR Part 160 and Subparts A and E of Part 164.

The HIPAA Security Rule establishes national standards to protect individuals’ electronic personal health information that is created, received, used, or maintained by a covered entity. The Security Rule requires appropriate administrative, physical and technical safeguards to ensure the confidentiality, integrity, and security of electronic protected health information.

**Personal accountability and obligations matter.** Conduct yourself in a professional manner before, during and after classes. Report any behavior, activities or situations that would be considered less than professional to your Program Supervisor.

**Student Code of Conduct**

It is important for all students to be aware of conduct that is required by UNMCE in order to participate in UNMCE programs and services. Violations or disruptions to the classroom environment will be dealt with swiftly with consequences including withdrawal from the program. A detailed Student Code of Conduct policy is available in the UNMCE Registration Office or on the web at: http://ce.unm.edu/registration/policies.html.

The UNM Continuing Education campus is a tobacco-free campus. A designated smoking area is available on the north side of the Conference Center.

Student sanctions or disciplinary procedures maybe invoked under the Student Code of Conduct policy. Any conduct considered to adversely affect UNMCE’s educational function, to disrupt the community on campus, to interfere with the rights of others to pursue their education or to conduct their University duties and responsibilities, or to participate in University activities, may result in student sanctions or disciplinary actions that may include disenrollment. UNMCE may take disciplinary action for an offense against the Code of Conduct when the offense occurs on UNMCE premises or at any UNMCE-sponsored events, including trips, lectures, conferences or UNMCE activities held at other facilities. When matters are in dispute, UNMCE follows all University policies on due process.

University policy states that students are expected to conduct themselves professionally and to refrain from disruptive behavior. Examples of disruptive student behavior include, but are not limited to:

- Consistently being late to class or leaving class early
- Verbally abusing another student, the instructor, or staff
- Inappropriate remarks, obscene or offensive language
- Aggressive, bullying or angry behavior
- Taking over the lecture or making remarks out of turn
- Dominating classroom discussion
- Bringing non-students to class, including children and pets
- Refusing to participate in class activities
- Physically confronting another person
- Coming to class under the influence of alcohol and/or drugs.
Students who experience abusive or disruptive behavior should report the incident to the course instructor and/or the Program Supervisor.  

Initials ______________

**Dishonesty in Academic Matters**

According to the University of New Mexico website [http://dos.unm.edu/student-conduct/academic-integrityhonesty.html](http://dos.unm.edu/student-conduct/academic-integrityhonesty.html)

Academic dishonesty is a violation of UNM’s Student Code of Conduct. Academic dishonesty as defined by that Code, includes, but is not limited to:

"dishonesty in quizzes, tests or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records."

**UNM Policy 2240: Respectful Campus**  
Initials ______________

The University is committed to creating and maintaining a community in which students and employees can learn and work together in an atmosphere:

- that enhances productivity and draws on the diversity of its members; and
- is free from all forms of disrespectful conduct, harassment, exploitation or intimidation, including sexual.

“The University of New Mexico promotes a working, learning, and social environment where all members of the UNM community, including but not limited to the Board of Regents, administrators, faculty, staff, students, and volunteers work together in a mutually respectful, psychologically-healthy environment.”

The purpose of this policy is to foster a dialogue on positive and effective intergender communication and interaction but also to take whatever action may be needed to prevent, correct and, when necessary, to discipline behavior which violates this policy.

Behavior that is inconsistent with the UNM Respectful Campus Policy 2240; shall not be tolerated includes but are not limited to:

- disruptions during class such as interrupting the lecture,
- rude or disrespectful comments toward any participants or instructor
- challenging the content as being incorrect or unrelated discussions to the material covered
- lack of preparation for class by not having books, notes, supplies or needing other assistance impacts the working classroom environment.
- suggestive or obscene letters, notes, invitations, derogatory comments, epithets, slurs or jokes,
- Any type of intimidation, harassment or physical harm towards participants, instructor or anyone on campus.
**Equipment and Materials**

Tuition covers textbook, course manual, lab materials & supplies. Students will be trained in the proper and safe use of equipment and supplies, and are expected to use and take care of equipment and dispose of supplies properly.

______________________________

I confirm that the information I submit for acceptance into the Pharmacy Technician program at UNM Continuing Education is accurate and that I have read and understand the above information.

Printed Name

______________________________

Signature ___________________ Date ___________________

*Course Curriculum is developed and provided by CCI – Condensed Curriculum International. Content and standards will be maintained according to CCI approval and on course content matter CCI has final approval.*