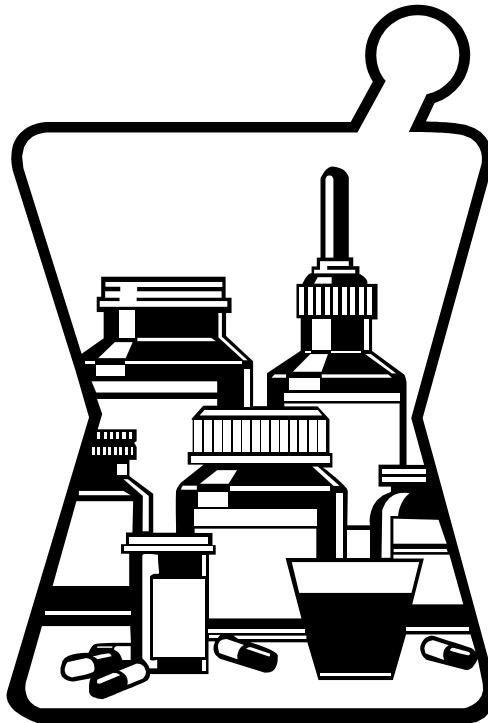




**STUDENT GUIDE TO THE  
PHARMACY TECHNOLOGY PROGRAM**



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Casper College adheres to federal nondiscrimination standards. For more information see the catalog or web site, or contact the human resources office at 307-268-2634.



## Are you ready to apply to the Pharmacy Technology Program?

Complete this checklist to find out if you are ready to apply for admission to the Pharmacy Technology Program. If you have any questions, call Sheri Roumell at 307-268-3033 or e-mail at [sroumell@caspercollege.edu](mailto:sroumell@caspercollege.edu).

### Step One:

- I have applied for admission to Casper College with a major in Pharmacy Technology. All transcripts from previous college coursework must be on file in the admissions office.

### Step Two:

The following are pre-requisites courses for the Pharmacy Technology Program. You must have taken or currently be enrolled with a passing grade of "C" or better to apply.

- ENGL 1010 English Composition I
- CHEM 1005/1006 Basic Chemistry I and Lab
- ZOO 2040/2041 Human Anatomy and Lab  
*or*
- ZOO 2110 Human Physiology  
or BIOL 1000 for the certificate program
- HLTK 1200 Medical Terminology
- MATH 930 is required for the certificate program and is recommended for entrance into the degree program. It is a prerequisite for MATH 1400 which is a requirement for the degree program.

### Step Three:

- I have a cumulative GPA of 2.3 or greater.
- No prior felony convictions – to be eligible to receive a state license. See program director for more information.
- I have completed HLTK 0950 or a BLS for health care provider class. You must provide documentation of completion for clinical records.

If you checked off an ALL these criteria, you are ready to apply!

## **ELIGIBILITY REQUIREMENTS**

To be considered for admission into the Certificate Program or the Associate of Science Degree Program, the applicant must:

1. Have graduated from high school or have earned a GED;
2. Submit a completed application form with all high school and college transcripts and GED certification (if applicable) to the admissions office and a departmental application form to the pharmacy technology director by March 1 for primary consideration;
3. Have a composite score of 18 or better on the ACT if out of high school less than two years, and have completed DVST courses recommended by the test with a “C” or better, OR
4. Have taken the COMPASS test and have completed DVST courses recommended by the test with a “C” or better, or successfully completed college courses and;
5. Have completed ENGL 1010 for AS degree program with a “C” or better and;
6. Have completed ZOO 2040 for AS degree program OR BIOL 1000 for certificate program and;
7. Have completed CHEM 1005/1006 with a “C” or better;
8. Demonstrate proficiency in medical terminology by completing HLTK 1200 (or its equivalent) with a “C” or better;
9. Have a college cumulative GPA of 2.3 or better for admission or readmission;
10. Participate in a personal interview.

## **REQUIREMENT FOR MAINTAINING ENROLLMENT**

1. Have evidence of a recent health examination completed by the applicant’s physician or advanced nurse practitioner upon starting the first semester;
2. Have evidence of immunizations/skin tests as required by agencies providing clinical experiences;
3. Test negative on any drug or alcohol screening required by agencies providing clinical experiences;
4. Must have a 2.0 or better GPA for each semester and a “C” or better in all pharmacy technology, allied health, and laboratory science courses to progress in the program;
5. Maintain a technician-in-training license.
6. Procure and maintain health insurance.

## Physical Abilities for Students Seeking Admission to a Health Sciences Program

For the purpose of the Pharmacy Technology Program, a qualified individual is one who, with or without reasonable accommodation or modification, meets the essential eligibility requirements for participation in the program.

The field of Pharmacy Technology is a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements. Based on these requirements, a list of “Core Performance Standards” has been developed. These standards are part of each Pharmacy Technology course and some of the standards are more prevalent than others.

These standards should be used to assist students in determining whether accommodations or modifications are necessary for the student to meet program requirements. Students who identify potential difficulties with meeting the Core Performance Standards must communicate their concerns to the Student Services department as well as the program director. Determination is made on an individual basis as to whether or not the necessary accommodations or modifications can be made reasonably.

### CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION

ISSUE	STANDARD
Critical thinking	Critical thinking ability to exercise clinical judgment in a timely manner
Interpersonal	Interpersonal abilities sufficient to interact therapeutically with patients, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds
Communication	Communication skills sufficient for interaction with patients/clients, families, staff, faculty and other students in verbal, nonverbal, and written form
Mobility	Physical abilities sufficient to move from room to room, safely perform treatments/procedures and assist patients/clients; lift (50 pounds) and transfer patients/clients; manipulate equipment; walk and/or stand for extended periods of time
Motor skills	Gross and fine motor skills sufficient to provide safe and effective Pharmacy care
Hearing	Auditory ability sufficient to monitor and safely assess health needs
Visual	Visual ability with or without corrective lenses sufficient for observation and assessment necessary in safe Pharmacy care
Tactile	Tactile ability sufficient for physical assessment

Approved by attorney, J. Z. Norman, 5-3-06

## EDUCATIONAL GOALS AND OBJECTIVES

The content of the program includes, but is not limited to:

- health care delivery system and health occupations
- legal and ethical considerations
- metric system
- medical/pharmaceutical terminology
- anatomy and physiology
- medicinal drugs
- basic pharmaceutical chemistry and drug classifications
- pharmaceutical measurements and calculations
- pharmaceutical compounding
- sterile techniques
- maintenance of inventory
- IV preparation
- preparing purchase orders
- receiving and checking supplies purchased
- preparing prescription labels
- delivering medications
- pricing prescription drug orders and supplies
- packaging unit dose packages
- patient record systems
- control records
- computer literacy and information processing activities
- employability skills
- communication and interpersonal skills
- leadership and human relations skills
- health/safety and security issue, including CPR and HIV/AIDS education.
- infection control procedures
- decision making
- inventory control
- consumer economics

## ASSOCIATE OF SCIENCE DEGREE CURRICULUM PHARMACY TECHNOLOGY

### Pre-Requisites

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\*\* Complete courses recommended by the COMPASS test with 'C' or better.

ZOO 2040/2041	Human Anatomy and Lab
ZOO 2110	Human Physiology
ENG 1010	English Comp I
CHEM 1005/1006	Basic Chemistry and Lab
MATH 1400	Pre-Calc. Algebra
HLTK 1200	Medical Terminology

<b>FALL SEMESTER-1</b>	<b>Credits</b>	<b>SPRING SEMESTER -1</b>	<b>Credits</b>
*ENG 1020 Eng. Comp II	3	PHTK 1630 Pharm. Calc.	1
PHTK 1500 Intro. to Pharmacy	1	CMAP 1500 Keyboarding	1
PHTK 1650 Law & Ethics	2	PHTK 1610 Pharm. Op II	4
PHTK 1600 Pharm. Op. I	4	PHTK 1720 Pharm. Prod. II	3
PHTK 1710 Pharm. Products I	3	PHTK 2971 Practicum I	5
HLTK 1000 Calc. for Healthcare	<u>1</u>	CMAP 1615 Op. Sys.	<u>2</u>
	14		16

<b>FALL SEMESTER -2</b>	<b>Credits</b>	<b>SPRING SEMESTER -2</b>	<b>Credits</b>
BOTK 1655 Keyboard speed	1	* CO/M 1030 Interpersonal Comm	3
*POLS 1000 Government	3	PHTK 2973 Practicum III	8
PHTK 2972 Practicum II	7	*Humanities elective	3
*PSYC 1000 General Psychology	4	*PE Elective	<u>1</u>
HLTK 1620 CPR	<u>1</u>		
	16		15

\*General education courses

**Total Credits Required for Graduation: 95**

# PHARMACY TECHNICIAN CERTIFICATE CURRICULUM

## Pre-Requisites Credits

\* Complete courses recommended by the  
COMPASS test with 'C' or better.

AND

BIOL 1000	General Biology	4
CHEM 1005	Intro. to Chemistry	3
CHEM 1006	Chem. Lab	1
DVST 0930	Intermed. Algebra	4
HLTK 1200	Medical Terminology	3
CMAP 1500	Keyboarding	<u>1</u>
		16

## FALL SEMESTER-1 Credits

PHTK 1600	Pharmacy Operations I	4
PHTK 1500	Intro. to Pharmacy	1
PHTK 1650	Pharmacy Law & Ethics	2
PHTK 1710	Pharm. Products I	3
HLTK 1000	Calc. for Healthcare	1
CO/M 1030	Interpersonal Comm.	<u>3</u>
		14

## SPRING SEMESTER-1 Credits

PHTK 1610	Pharmacy Operations II	4
PHTK 1630	Calc. for Compounding	1
PHTK 1720	Pharm. Prod. II	3
PHTK 2971	Practicum I	5
HLTK 1620	CPR	1
CMAP 1615	Operating Systems	2
BOTK 1655	Keyboarding Speed	<u>1</u>
		17

## FALL SEMESTER-2 Credits

PHTK 2972	Practicum II	7
PHTK 2973	Practicum III	<u>8</u>
		15

**TOTAL CREDIT HOURS: 62**

## **TECH-IN-TRAINING LICENSE**

Once student has successfully completed PHTK 1500, PHTK 1650, and PHTK 1710, the student must apply for a tech-in-training license. Application fee is \$65. Permit is valid for 2 years from the date of issuance and not renewable. For instructions, please contact the Wyoming State Board of Pharmacy at [wypharma@wercs.com](mailto:wypharma@wercs.com) or 307-234-0294.

## **REGULATORY ISSUES**

Identification of Pharmacy Technicians and Pharmacy Technicians-In-Training.

A pharmacy technician or pharmacy technician-in-training shall:

- (a) Be at least 18 years of age.
- (b) Have no felony or gross misdemeanor conviction relating to controlled substances within thirty-six (36) months of the date of application.
- (c) Have no history of drug abuse or provide satisfactory evidence of rehabilitation.
- (d) Hold a high school diploma or its equivalent.
- (e) Have completed requirements for registration as determined by the Board.
- (f) Wear a name badge with the appropriate designation "Pharmacy Technician" or a "Pharmacy Technician-In-Training" at all times when in or near the pharmacy area.
- (g) Identify themselves as a "Pharmacy Technician" or a "Pharmacy Technician-In-Training" in all telephone conversations while on duty in the pharmacy.

## **BACKGROUND CHECK AND DRUG/ALCOHOL POLICY**

Students enrolled in any of the health science programs will participate in clinical experiences in a variety of agencies. Prior to participating in the clinical experiences, students will be subject to that agency's requirements for a background check, drug testing and drug abuse prevention policies. Students are then subject to the random drug testing policy of that agency. Failure of a drug test will result in dismissal from the program.

Following graduation, several of the state and/or national licensing or certification (registry) boards, including the Wyoming State Board of Pharmacy, may refuse to issue the graduate a license or certification to a person who has a prior felony conviction or proven history of drug or alcohol abuse. Applicants to whom this applies should consult the program director for further information.

## **CLINICAL ACCESSIBILITY POLICY**

The Casper College Pharmacy Technology Program utilizes a variety of health care agencies in the community for clinical experience for the students. If you have been employed in one or more of the agencies and are not eligible for rehire as an employee, the agency may not permit you to participate in the essential clinical component of the program.

Please contact the Human Resources department of the affected agency and request documentation from them that states the agency's position on your participation in the clinical component of the program. If you receive a negative response from the agency, you are automatically ineligible to register for PHTK courses. A response indicating you will be permitted to attend clinicals in the agency will be given to the program director prior to enrolling in PHTK courses. If you are unable to fulfill clinical requirements due to a previous employer issue and have not complied with the above, you could be dismissed from the program.

Your signature on the application indicates you have read the above and will comply as indicated.

## **IMMUNIZATIONS/HEALTH EXAM**

Students must provide proof of MMR/Hepatitis B immunizations and a PPD skin test. Student must have evidence of a recent health examination completed by the applicant's physician or advanced practitioner and proof of health insurance. This may be submitted after the student registers for the first PHTK course.

## **CONFIDENTIALITY POLICY**

Students are expected to maintain client, family and peer confidentiality in every setting. A confidentiality statement will be signed by the student and kept in their file. All clinical sites may require the student to sign site specific confidentiality statements.

## PROSPECTS FOR EMPLOYMENT\*

Good job opportunities are expected for full-time and part-time work, especially for technicians with formal training or previous experience. Job openings for pharmacy technicians will result from employment growth, and from the need to replace workers who transfer to other occupations or leave the labor force.

Employment of pharmacy technicians is expected to increase by 32 percent from 2006 to 2016, which is much faster than the average for all occupations. The increased number of middle-aged and elderly people—who use more prescription drugs than younger people—will spur demand for technicians throughout the projection period. In addition, as scientific advances bring treatments for an increasing number of conditions, more pharmacy technicians will be needed to fill a growing number of prescriptions.

As cost-conscious insurers begin to use pharmacies as patient-care centers, pharmacy technicians will assume responsibility for some of the more routine tasks previously performed by Pharmacists. In addition, they will adopt some of the administrative duties that were previously performed by pharmacy aides, such as answering phones and stocking shelves.

Reducing the need for pharmacy technicians to some degree, however, will be the growing use of drug dispensing machines. These machines increase productivity by completing some of the pharmacy technician's duties, namely counting pills and placing them into prescription containers. These machines are only used for the most common medications, however, and their effect on employment should be minimal.

Almost all States have legislated the maximum number of technicians who can safely work under a pharmacist at one time. Changes in these laws could directly affect employment.

## SALARY EXPECTATIONS\*

In Wyoming, the median expected salary is \$21,458 to \$23,923. The lower 25%ile ranges from \$18,938 to \$21,841 and the highest 25 %ile range is from \$25,783 to \$26,738.

Median hourly earnings of wage-and-salary pharmacy technicians in May 2006 were \$12.32. The middle 50 percent earned between \$10.10 and \$14.92. The lowest 10 percent earned less than \$8.56, and the highest 10 percent earned more than \$17.65. Median hourly earnings in the industries employing the largest numbers of pharmacy technicians in May 2006 were:

General medical and surgical hospitals	\$13.86
Grocery stores	12.78
Pharmacies and drug stores	11.50

Certified technicians may earn more. Shift differentials for working evenings or weekends also can increase earnings. Some technicians belong to unions representing hospital or grocery store workers.

**Suggested citation:** Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2006-07 Edition*, Pharmacy Technicians, on the Internet at <http://www.bls.gov/oco/ocos252.htm> (visited June 27, 2008).

**ASSOCIATE DEGREE PHARMACY TECHNOLOGY EDUCATION AT  
CASPER COLLEGE  
ESTIMATED EXPENSES – 01/08**

Prospective students should refer to the current Casper College catalog for tuition and fee rates. In **addition to tuition and fees**, the following expenses are estimated for the **first semester** for the pharmacy technology program.

- |  |                                     |
|--|-------------------------------------|
| • Books (pharmacy technology program only)                       | \$ 500                              |
| • Scrub Shirt (2)  | \$ 25-40                            |
| • 3X5 index cards  | \$ 1-2 per package                  |
| • Physical   | Free (from CC Doctors)              |
| • Current immunizations including:                               |                                     |
| Hepatitis B immunization series (\$25.00 per shot from CC nurse) | \$ 75                               |
| Tuberculosis test  | Free (from CC nurse)                |
| MMR  | \$ 45                               |
| Tetanus  | \$25 at Public Health               |
| • Health Insurance-if not covered by other policy                | \$ 724-1300 annually                |
| • Valid driver's license   |                                     |
| • Car insurance  | Depends on Policy chosen by student |
| • Student Pharmacy Association Membership                        | \$ 10 annually                      |
| • Technician-in-Training license                                 | \$ 65                               |

Casper College provides at no expense to students, liability (malpractice) insurance while pharmacy technology students are engaged in their clinical laboratory activities. As stated in the catalog, students are responsible for their own transportation and its related expense.

**Expenses for the second semester includes:**

- |                      |        |
|----------------------|--------|
| • Books and supplies | \$ 150 |
|----------------------|--------|

**Finally, third and fourth semester expenses include:**

- |   |   |
|---|---|
| • Books and supplies                              | \$ 250  |
| • Health insurance-if not covered by other policy | \$ 724-1300 annually  |
| • Student Pharmacy Association Membership         | \$ 10 annually  |
| • WPhA Membership                                 | \$ 10 annually  |
| • Choose one of the following annual memberships: |   |
| ASHP Membership                                   | \$ 30 Full-time pharmacy students<br>\$ 58 Pharmacy Technicians |
| NPTA Membership                                   | \$ 54   |
| AAPT Membership                                   | \$ 25   |

- Pharmacy Journal (may be up to \$80) Free w/ ASHP or NPTA membership
- Cap and gown fee \$ 25
- PTCB exam fee \$ 120
- Fingerprinting for licensing \$ 5-7
- Wyoming technician license fee \$ 50 background check
- \$ 35 renewal fee

If you are applying for financial assistance you may be eligible for an increase to your expense budget based on the above estimated expenses. Please contact the Office of Student Financial Assistance for the instructions on how to request an expense review.



# CASPER COLLEGE PHARMACY TECHNOLOGY APPLICATION FOR ADMISSION

PLEASE TYPE OR PRINT

1. Name \_\_\_\_\_  
(Last) (First) (Middle) Home Phone Number \_\_\_\_\_

2. Name \_\_\_\_\_  
(Different from above that may appear on your records) Work Phone Number \_\_\_\_\_

3. Social Security Number: \_\_\_\_\_

4. Present Address \_\_\_\_\_  
*Street City State Zip*

5. Permanent Address \_\_\_\_\_  
*Street City State Zip*

6. High School \_\_\_\_\_  
Year Graduated \_\_\_\_\_ (City) (State)

7. College and/or other post high school education attended:  
\_\_\_\_\_  
\_\_\_\_\_

8. Have you applied to Casper College Yes \_\_\_\_ No \_\_\_\_  
(A completed Casper College application must be on file in the Admissions Office before your admission request can be processed).

9. In which courses are you now enrolled? \_\_\_\_\_  
Where? \_\_\_\_\_

MAIL THIS APPLICATION TO: Sheri Roumell  
Casper College  
125 College Drive  
Casper, WY 82601

Date \_\_\_\_\_ Signature \_\_\_\_\_ Year applying for Admission \_\_\_\_\_

Please **DO NOT** apply before you have met the pre-requisites and have a cumulative college GPA  $\geq 2.3$  (See Checklist provided)