

**STUDENT GUIDE TO THE  
PHARMACY TECHNOLOGY PROGRAM**



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## ELIGIBILITY REQUIREMENTS

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

1. Apply to Casper College as a degree-seeking student.
2. Have taken or enrolled in the pre-requisite courses:
  - BIOL 1000 **or** ZOO 2040/2041 Human Anatomy and Lab **or** ZOO 2110 Human Physiology
  - CHEM 1005/1006 Basic Chemistry I and Lab
  - HLTK 1200 Medical Terminology
  - MATH 0920
3. Have a cumulative GPA of 2.0 or better.
4. Confirm that you have completed or will enroll in HLTK 1625 or a BLS for healthcare provider class. You must provide documentation of completion for clinical records.
5. Complete and return the pharmacy technology application for admission (in person, mail, or email)
  - In person: Sheri Fulfer, Liesinger Hall, Room 103A
  - By mail: Casper College, Pharmacy Technology Program, 125 College Drive, Casper, WY 82601
  - By email: [sheri.fulfer@caspercollege.edu](mailto:sheri.fulfer@caspercollege.edu)
    - If student is missing any of the above requirements, please meet with the program director for consideration.

## PURPOSE OF THE PHARMACY TECHNOLOGY PROGRAM

Precision, safety, and patient care are the cornerstones of the Casper College pharmacy technology program. Pharmacy technicians are the essential link between the pharmacist and the patient, ensuring that medications are prepared accurately and delivered with professional care. Whether you are a traditional student looking for a technical role in healthcare or a nontraditional student seeking a career with high growth potential, our program provides the expertise to master pharmaceutical calculations, drug classifications, and pharmacy law. The Casper College pharmacy technology program is fully accredited by the American Society of Health System Pharmacists (ASHP) and the Accreditation Council for Pharmacy Education (ACPE). Our curriculum is designed to meet national standards, ensuring you are fully prepared to sit for the Pharmacy Technician Certification Exam (PTCE) or the ExCPT exam. Completion of this program satisfies the educational requirements for certification followed by licensure with the Wyoming State Board of 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/or drug abuse prevention policies. Students are then subject to the random drug testing policy of that agency.

Following graduation, several of the state and/or national licensing or certification (registry) boards, including the Wyoming State Board of Pharmacy, may refuse to allow a graduate to sit for the required exam or issue 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 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 that states the agency 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 clinical in the agency will be given to the program director prior to the selection process for admission to the program. 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.

## **Core performance standards for admission and progression**

**Critical thinking:** Critical thinking ability to exercise non-clinical and clinical judgment in a timely manner.

**Interpersonal:** Interpersonal abilities sufficient to interact professionally and therapeutically with peers, faculty, staff, administrators, patients/clients, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.

**Communication:** Communication skills sufficient for interaction with peers, faculty, staff, administrators, patients/clients, families, and groups 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 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 patient/client 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 patient/client care.

**Tactile:** Tactile ability sufficient for physical assessment of patient/ client care.

**Professionalism:** The ability to understand and demonstrate sufficient respect for others in non-verbal, verbal, and written communications in the classroom, laboratory, clinical settings, in the Casper College community, and in related public settings. The ability to demonstrate sufficient understanding of the cumulative effect that behavior, appearance, and communication has on the health science professional image.

## DISMISSAL POLICY

There are two basic ways a student can discontinue the Pharmacy Technology Program:

### 1. Student Initiated:

When a student has decided for whatever reasons that continuation of the program is not advised, then as a common courtesy, the student is asked to inform the program director in writing giving the following information:

- Date of exit from the program.
- Reasons for the decision to leave.

### 2. Program Initiated:

The program has a duty to uphold certain standards in regard to the academic and clinical setting. For this reason a student can be immediately dismissed from the program when a policy or procedure is broken and jeopardizes the high standards of the program. Any student in the Pharmacy Technology Program can be immediately dismissed from the program for the following reasons:

- Failing a drug screen test (Initial drug screen failure=immediate dismissal)
  - Breaking probation (Violating *any* policy while on probation)
  - Placement on probation for more than two policy infractions within the two-year period of the program.
3. A grade of "F" or "U" from any didactic or clinical course automatically results in immediate dismissal from the program.
  4. Allowing cumulative G.P.A. to drop below 2.0
  5. Unwarranted conduct as a student pharmacy technician in didactic or clinical education will result in immediate dismissal from the program: Some examples include:
    - Misuse of college or clinical affiliate property.
    - Intoxication during classes or labs didactic and clinical education.
    - Committing a felony during education in the program.
    - Not following the clinical attendance policies: excessive absences or tardiness
    - Willful refusal to follow policies outlined in this manual.
    - Dishonesty or cheating.
    - Breaking patient confidentiality.

**Any infraction involving an ethical or safety issue can result in immediate dismissal from the program. Failure to remain in assigned clinical rotation, failure to participate in all exams, or being dismissed from a clinical site, can result in immediate dismissal.** Students being considered for immediate dismissal will be notified in writing for the reasons for such action. Any student wishing to appeal may do so. Refer to Casper College Student Handbook for the Casper College grievance procedure.

## ASHP/ACPE Curriculum

### Standard 5: Curriculum

Students demonstrate professional behaviors and ethical conduct to fulfill responsibilities entrusted to pharmacy technicians, while following their organization's policies and Code of Conduct. Student behavior and conduct shall include the following:

- 5.1.a Appearance and behavior is professional and appropriate for the pharmacy work environment.
  - 5.1.b Communicate clearly and effectively, both verbally, non-verbally, and in writing.
  - 5.1.c Demonstrate a respectful and professional attitude when interacting with diverse patient populations, colleagues, and other healthcare professionals.
  - 5.1.d Apply self-management skills, including time and stress management.
  - 5.1.e Demonstrate problem solving skills, customer service, and teamwork.
- 5.2 Participate in wellness promotion and disease prevention.
- 5.3 Understands basic knowledge relevant to the pharmacy technician's role, including the following:
- 5.3.a Anatomy and physiology
  - 5.3.b Pharmacology
  - 5.3.c Medical terminology
- 5.4 Perform mathematical calculations essential to the duties of pharmacy technicians in a variety of settings.
- 5.5 Demonstrate adherence to infection prevention procedures.

### Processing and Handling of Medications and Medication Orders

- 5.6 Accurately receive, process, and prepare products and prescriptions/medication orders that are safe for patient use.
- 5.7 Collect, organize, and record demographic and clinical information to assist pharmacists in the monitoring of medication therapy.
- 5.8 Identify patients who desire/require counseling to optimize the use of medications, equipment, and devices.
- 5.9 Explains concepts and processes for both compounded sterile and non-sterile medication products per applicable, current United States Pharmacopeia (USP) Chapter(s).
- 5.10 Prepares non-sterile medication products.
- 5.11 Store and prepare a variety of medication products (including requiring special handling and documentation), that will align with planned experiential rotation(s) and are in compliance with applicable current USP Chapters.

### Some examples may include:

- Non-Patient Specific medications, variety of oral syringes prepared, unit dose medications,

- long-term care, and non-sterile compounding during simulation, emergency kits, emergency carts, and bulk compounding.
- Prepare or simulate chemotherapy or hazardous drug preparations, per applicable current USP Chapters.
- Controlled substances.
- Investigational drugs:
  - o Understand the appropriate medication use process to investigational drugs, medications being used in off-label indications, and emerging drug therapies as required. Understand the handling of investigational drugs, including immunotherapy agents, biologic agents, and pharmacologic therapies.

5.12 Maintain pharmacy facilities and equipment.

5.13 Use information from Safety Data Sheets (SDS).

5.14 Describe the Drug Supply Chain Security Act (DSCSA) for product tracking, tracing, and handling requirements.

5.15 Use current technology to ensure the accuracy of medication dispensing.

5.16 Demonstrate Point of Sale process and adjudication, including collection of payment for pharmacy services.

5.17 Explain accepted procedures in purchasing pharmaceuticals, devices, and supplies.

5.18 Manage inventory of medications, equipment, and devices.

5.19 Describe the management of product recall, product shortages, and medication error reporting.

5.20 Describe accepted procedures utilized in identifying disposing of medications and supplies.

5.21 Process, handle, and demonstrate administration techniques of immunizations and other injectable medications.

### **Patient Care, Quality and Safety Knowledge and Skills**

5.22 Demonstrate patient-safety and medication-safety practices (e.g., management of high alert, high risk, tall man lettering, look-alike sounds-alike).

5.23 Explain basic safety and emergency preparedness applicable to pharmacy services (e.g., floods, hurricanes, robberies, bio-terrorism, terrorism).

5.24 Perform medication histories as part of the medication reconciliation process.

5.25 Demonstrate point-of-care testing (e.g., glucose monitoring, cholesterol screening, blood pressure, temperature).

5.26 Verify measurements, preparation, and/or packaging of medications produced by others.

## **Regulatory and Compliance Knowledge and Skills**

5.27 Demonstrate application of state and federal laws pertaining to processing, handling and dispensing of medications including controlled substances.

5.28 Discuss state and federal laws and regulations pertaining to pharmacy technicians, including obtaining and maintaining registration, licensure, and/or certification to work as a pharmacy technician.

5.29 Describe the pharmacy technician's role, pharmacist's role, and other occupations in the healthcare environment.

5.30 Explain the importance of regulatory and related agencies, such as: Occupational Safety and Health Administration (OSHA), National Institute of Occupational Safety and Health (NIOSH), Institute for Safe Medication Practices (ISMP), The Joint Commission (TJC), US Food and Drug Administration (FDA), United States Pharmacopeia (USP), Institute for Healthcare Improvement (IHI), National Coordinating Council for Medication Error Reporting and Prevention (NCC MERP), Drug Enforcement Administration (DEA).

5.31 Describe Protected Health Information (PHI) and maintains compliance with all Health Insurance Portability and Accountable Act (HIPAA) regulations.

## ASSOCIATE OF SCIENCE DEGREE CURRICULUM PHARMACY TECHNOLOGY

<b>Pharmacy Technology, A.S.</b>
<b>1. Reasoning and Inquiry in Science</b>
CHEM 1000 Intro to Chemistry (4cr)
CHEM 1000L Intro to Chemistry Laboratory (0cr)
BIOL 1000 Introduction to Biology I (4cr)
Or
ZOO 2015/2015L Human Anatomy (4cr)
And
ZOO 2025/2025L Human Physiology (4cr)
<b>2.Math Computation</b>
MATH 1000 Problem Solving (3cr)
or
MATH 1400 Pre-Calculus Algebra (4cr)
<b>3. Written and Oral Communication</b>
COMM 2010 Public Speaking (3cr)
ENGL 1010 English I: Composition (3cr)
<b>4. Social Science</b>
PSYC 1000 General Psychology (3cr)
<b>5. US and Wyoming Constitutions</b>
POLS 1000 U.S. and Wyoming Constitutions (3cr)
<b>6.Humanities (3cr)</b>
<b>7.Fine Arts (3cr)</b>
<b>8. General Education Electives (2cr)</b>
Must be chosen from areas 1,2,or 3 above
<b>9. Health and Wellness (1cr)</b>

<b>Major Requirements</b>
HLTK 1200 Medical Terminology (3cr)
HLTK 1625 American Heart Association Heart Saver First Aid, CPR and AED (.33cr)
PHTK 1000 Pharmacy Calculations I (1cr)
PHTK 1600 Pharmacy Simulation Laboratory I (4cr) (2L/4Lb)
PHTK 1610 Pharmacy Simulation Laboratory II (4cr) (2L/4Lb)
PHTK 1630 Pharmacy Calculations II (2cr) (1 L/1LB)
PHTK 1650 Pharmacy Law & Ethics (2cr)
PHTK 1710 Pharmacology I (3cr)
PHTK 1720 Pharmacology II (3cr)
PHTK 2971 Pharmacy Experiential Training I (5cr) 120 hours experiential
PHTK 2972 Pharmacy Experiential Training II (5cr) 120 hours experiential

62.33-67.33 Total credits for AS Degree

## PHARMACY TECHNICIAN CERTIFICATE CURRICULUM

<b>Pharmacy Technology Certificate</b>	
<b>1. General Education</b>	
BIOL 1000	Introduction to Biology I (4cr)
Or	
ZOO 2015/2015L	Human Anatomy (4cr)
And	
ZOO 2025/2025L	Human Physiology (4cr)
COMM 2010	Public Speaking (3cr)
or	
COMM 1030	Interpersonal Communication (3cr)
CHEM 1000	Intro to Chemistry (4cr)
CHEM 1000L	Intro to Chemistry Laboratory (0cr)

<b>Major Requirements</b>	
HLTK 1200	Medical Terminology (3cr)
HLTK 1625	American Heart Association Heart Saver First Aid, CPR and AED (.33cr)
PHTK 1000	Pharmacy Calculations I (1cr)
PHTK 1600	Pharmacy Simulation Laboratory I (4cr) (2L/4Lb)
PHTK 1610	Pharmacy Simulation Laboratory II (4cr) (2L/4Lb)
PHTK 1630	Pharmacy Calculations II (2cr) (1 L/1LB)
PHTK 1650	Pharmacy Law & Ethics (2cr)
PHTK 1710	Pharmacology I (3cr)
PHTK 1720	Pharmacology II (3cr)
PHTK 2971	Pharmacy Experiential Training I (5cr) 120 hours experiential
PHTK 2972	Pharmacy Experiential Training II (5cr) 120 hours experiential

43.33 or 47.33 Total credits for Certificate

\* The Pharmacy Technology program has affiliation agreements with many pharmacies across Wyoming so students may complete experiential hours close to where they live.

\* Students can potentially finish the certificate program in 3 semesters.

Students can potentially finish the associate degree program in 4 semesters.

## **REQUIREMENTS FOR WYOMING STATE LICENSURE TECH-IN-TRAINING LICENSE**

When applicant has received the acceptance packet from the program director, the student must apply for a tech-in-training license through the Wyoming Board of Pharmacy. The fee is \$65. Permit is valid for 2 years from the date of issuance. The information and application needed to apply will be included in your acceptance packet for the program.

### **LEGAL RESTRICTIONS**

The Wyoming Board of Pharmacy requires national certification and licensure to practice as a pharmacy technician. All applicants will be required to obtain a Pharmacy Technician-In-Training license prior to class participation in the program.

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.

### **IMMUNIZATIONS**

- MMR: Dates of two immunizations or proof of positive IgG titer
- Influenza: Documentation of recent immunization administered between November 1 through March 31 each year.
- Hepatitis B: Documentation of positive titer, Proof of Hepatitis B immunization (3 doses required, dose #1, dose #2 one month later, dose #3 five-six months later).
- Varicella: Documentation of positive IgG titer, or immunizations to varicella (2 doses required, 4 weeks apart).
- Tuberculosis or PPD: Will accept negative IGRA (Quantiferon or T-spot); Negative Chest X-Ray; or 2-step PPD
- TDAP: Recommended every 10 years for your personal protection

You will also be required to provide a Negative 10 panel drug screen. You will complete this in the spring semester before your fall experiential rotation.

You must provide a copy of your current health insurance card. It is a requirement of the program that you maintain health insurance for the entire time you are in the program.

## **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.

### **Social Media Policy Statement**

Prohibited Recording Device Use, Social Networking Participation, and Public Disclosures of Care  
To ensure compliance with both Federal and State patient confidentiality laws, while also maintaining a professional working relationship with our clinical and/or field sites, students are not allowed to utilize photographic, video, audio, or other recording devices (including cell phones) during the course of their instruction or participation in the program unless specifically permitted by instructional staff and affected parties, or as allowed by law. The use of such recording devices is strictly prohibited during all clinical and/or field experiences.

Students are strictly prohibited from including or posting information pertaining to clinical and/or field experiences on social networking websites (such as Facebook, Instagram, or Twitter) or any other type of internet, computer, or technology-based social networking site, electronic bulletin board, blog, wiki, listserv, or equivalent media outlet.

Public scrutiny, criticism, or disclosure of patient care delivered by clinical and/or field site staff/personnel is strictly prohibited, unless such disclosure is required or protected by law. Such disclosures include those made via social networking sites, as well as other traditional means of communication. If a student witnesses care issues at a specific site, such concerns should be directed to their instructor.

A breach of any of these provisions could lead to an immediate dismissal from Casper College's Pharmacy Technology program.

## **PROSPECTS FOR EMPLOYMENT**

Good job opportunities are expected for full-time and part-time work, especially for pharmacy 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. In the state of Wyoming and in the Casper community we have maintained a very high placement rate for all students graduating from the Casper College Pharmacy Technology program.

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

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. There are many new roles that pharmacy technicians are involved in.

## **SALARY EXPECTATIONS\***

In Wyoming, according to the U.S. Bureau of Labor and Statistics, the median salary is \$38,520 depending on pharmacy setting and experience with an hourly rate of \$18.52.

Certified technicians may have supervisory positions that pay significantly more. Shift differentials for working evenings or weekends also can increase earnings.

## **PHARMACY TECHNOLOGY EDUCATION CASPER COLLEGE ESTIMATED EXPENSES**

The following expenses are estimated for the pharmacy technology program:

• Tuition*(Wyoming Residents)		\$4248 (certificate)
		\$5664 (degree)
• Books (pharmacy technology program only)		\$ 700-1000
	Program Total	\$4748-\$6664
Other Expenses:		
• Scrubs		\$30-50
• Background check & Drug Test		\$50
• Technician-in-Training license application fee		\$65
• Cap and gown fee		\$53
• National Certification exam fee		\$129
• Fingerprinting for licensing		\$5-15
• Wyoming technician license fee		\$100

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



# CASPER COLLEGE PHARMACY TECHNOLOGY APPLICATION FOR ADMISSION

PLEASE TYPE OR PRINT

Date: \_\_\_\_\_

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

2. Email \_\_\_\_\_  
Work Phone Number \_\_\_\_\_

3. Student ID#: \_\_\_\_\_

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

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

6. 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. Have you completed the following recommended Prerequisites:

- CHEM 1005/1006 Basic Chemistry and Lab
- BIOL 1000 or ZOO 2040/2041 or ZOO 2110
- HLTK 1200 Medical Terminology
- MATH 0920

MAIL THIS APPLICATION TO:

Sheri Fulfer  
Casper College  
125 College Drive  
Casper, WY 82601  
sheri.fulfer@caspercollege.edu

OR EMAIL IT TO:

Date \_\_\_\_\_ Signature \_\_\_\_\_ Semester applying for Admission \_\_\_\_\_

Casper College provides equal opportunity in education and employment — [caspercollege.edu/nondiscrimination](http://caspercollege.edu/nondiscrimination)