

**Texarkana College**  
**Community & Business Education Center - Allied Health Program**  
**Pharmacy Technician Comprehensive Program w/ a Clinical Externship**

**SPRING 2022**

This comprehensive 185-hour program will prepare students to work as a pharmacy technician in retail or other pharmacy settings and to take the Pharmacy Technician Certification Board's PTCB exam or the NHA ExCPT exam. Course content includes: pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions and defining drugs by generic and brand names. Through classroom lecture and hands on labs, students will review dosage calculations, drug classifications, the "top 200 drugs", I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parenteral nutrition (TPN), dispensing of prescriptions, inventory control and billing and reimbursement.

In addition to classroom lecture and labs, this program includes a clinical externship through a local pharmacy. To be eligible for a clinical externship, students must successfully complete the 105-hour program, submit to a thorough background check, drug screening and meet other course requirements.

**Dates & Times:** Monday & Wednesday; March 28, 2022 - July 13, 2022; 6:00 p.m. - 9:30 p.m. | 105 hrs.  
| 16 wks. + 80 hrs. Externship

**Registration:** \$1,785 includes textbooks, skills kit, certification study guide & online practices exams, & externship

**Location:** Health Sciences Building, Rm 149

**Refund Policy:** Students will receive a 100% refund upon request, 24 hours prior to the first class meeting only.

**Criminal Background Requirement:** For students who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please check with the Pharmacy Technician Certification Board by accessing of their website at <https://ptcb.zendesk.com> and submit a request on your topic of study to determine if you are qualified to obtain a certificate in that field. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

**Virtual Access:** Students agree and acknowledge that they will go online one evening per week to maintain a safe environment and prevent the spread of disease by reducing contact with others. This may even be a permanent platform, when and if the situation arises. Students also agree to have adequate access to an internet provider with an appropriate device to continue course work online

I acknowledge and understand the course requirements and will comply with as stated above.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date

*TC does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources Director, 2500 N. Robison Rd., Texarkana, TX, 75501, (903) 823-3355, human.resources@texarkanacollege.edu*

*Texarkana College no discrimina en base de raza, color, origen nacional, sexo, discapacidad o edad en sus programas o actividades. Las consultas relacionadas con las políticas de no discriminación de Texarkana College deben dirigirse a: Director(a) de Recursos Humanos, 2500 N. Robison Rd., Texarkana, TX, 75599, (903) 823-3017, human.resources@texarkanacollege.edu*

### **Certification exam options:**

1. Pharmacy Technician Certification Board exam eligibility update for 2020:
  - ❖ Beginning January 1, 2020, candidates must complete a PTCB-Recognized Education/Training Program OR equivalent work experience in order to be eligible to take the PTCB certification exam.
    - To be eligible to register for the Pharmacy Technician Certification Exam (PTCE) under the 2020 requirement, a candidate must complete one of the following:
      - Pathway 1: A PTCB-Recognized Education/Training Program (or completion within 60 days).
      - Pathway 2: Equivalent work experience as a certified pharmacy technician (min. 500 hours). This alternative path will serve experienced pharmacy technicians who were not in a position to attend a PTCB-recognized program.

Texarkana College is currently listed as an approved site by the Pharmacy Tech Certification Board which includes the Community & Business Education Pharmacy Tech program.

2. Students can now sit for the National Healthcareers Association's Pharmacy Tech certification exam and receive CPht credentials effective October 2019 if they choose this option.
  - ❖ We currently utilize this organization to certify our Clinical Medical Assistant, Phlebotomy Tech, Medical Billing & Coding, and our Electronic Healthcare Records.
  - ❖ The exam for the Certification of Pharmacy Technicians (ExCPT) is now recognized by all 50 state boards of pharmacy that require certification as well as states that either expand the number of permitted pharmacy technicians or the scope of pharmacy technician practice based on certification.
  - ❖ Students will receive NHA certification exam study guide and access to online practice exams designed to assist the student to achieve successful completion of the exam.
    - The students will receive a copy of the NHA testing plan and the instructor will utilize this plan as part of the curriculum taught in the course.
    - The certification exam will be scheduled on Texarkana College campus, two weeks after the course is completed.

Please visit [nhanow.com](http://nhanow.com) to verify the above information and/or call Dr. Kasey Coggin, Allied Health Coordinator at 903-823-3384 or email her at [kasey.coggin@texarkanacollege.edu](mailto:kasey.coggin@texarkanacollege.edu).

# **Pharmacy Technician Certification Program**

## **Pharmacy Technicians**

Pharmacy Technicians work in pharmacies under the direction of a pharmacist. Their main responsibility is filling prescriptions according to doctors' orders.

Pharmacy Technicians prepare medications for dispensing to patients. This generally includes retrieving drugs in the correct dosage form and strength, measuring the appropriate amount of drug and producing a prescription label. Pharmacy Technicians work with drugs to be administered orally, topically, for the eye, nose, etc. Depending upon the practice setting, a Pharmacy Technician is also involved in the admixture of drugs for intravenous use. Other duties include:

- ◆ checking inventories and ordering supplies
- ◆ receiving and checking in supplies
- ◆ assisting customers
- ◆ keeping pharmacy work areas clean
- ◆ complete insurance forms
- ◆ preparation of "bingo cards" for nursing home patients

## **Pharmacy Technicians – Employment & Education**

Pharmacy Technicians may work in retail pharmacies, mail order pharmacies, home infusion pharmacies, long term care facilities, hospitals, clinics, pharmacy benefit managers and large industrial complexes. The demand for Pharmacy Technicians continues to grow with demand expected to increase substantially through 2014. This high demand is the result of the constant availability of new drugs, the national shortage of registered pharmacists, the establishment of certified pharmacy technicians and the aging population.

### **Educational Requirements**

Students should have taken math and science in high school. A high school diploma or GED is required to sit for the PTCB exam.

## **Pharmacy Technician Certification Program**

This comprehensive 80 hour course will prepare students to enter the pharmacy field and to take the Pharmacy Technician Certification Board's PTCB exam.

Technicians work in hospitals, home infusion pharmacies, community pharmacies and other health care settings - working under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing and reimbursement. The Pharmacy Technician Certification Program includes a graded final exam to help prepare students for the PTCB exam.

## **PTCB Detailed Course Information:**

- ◆ role of the pharmacy technician
- ◆ pharmacy history/discussion of various practice settings and the technician certification process
- ◆ recruiting by pharmacy specialty
- ◆ "Evolution of Pharmacy"
- ◆ review of hospital pharmacy setting, retail practice, regulatory agencies involved with a pharmacy practice, long term care practice setting, mail order pharmacy, home care pharmacy practice
- ◆ pharmacy measures, roman numerals, abbreviations
- ◆ review of generic drugs, basic biopharmaceuticals, dosage forms, patient profiles
- ◆ prescription label requirements, order transcription, ordering and inventory control, drug pricing, third party reimbursement
- ◆ formularies, unit dose systems, emergency and crash carts, house supplies, automatic stop orders, calculating number of doses required
- ◆ all major classes of drugs including top brand names and generic drugs
- ◆ aseptic technique, handling of sterile products including antineoplastic agent considerations
- ◆ basics of IV solutions, calculating 24 hour supply of IV solutions, percentages and electrolytes preparations
- ◆ the metric system
- ◆ apothecaries' and avoirdupois systems of measurement
- ◆ children's doses
- ◆ allegation method, math review
- ◆ Total Parenteral Nutrition (TPN), demonstration of TPN admixture, hands-on practice of IV admixture and parenteral medication preparation.

**Texarkana College**  
**Community & Business Education Center**  
**Checklist for Pharmacy Technician Externship Requirements**

**Attention Registrants:**

The following items are required to be submitted by the end of the course so that students may participate in the clinical externship portion of the class. Student's will receive 80 hours in a local pharmacy at their availability and the Pharmacy's willingness to precept the student.

1. \_\_\_\_\_ Responsible for purchasing liability insurance through Texarkana College Business Office and will not be complete until student submits receipt to AH Coordinator
2. \_\_\_\_\_
3. \_\_\_\_\_ **High school diploma or GED** equivalent. Must be 18 years of age to register
4. \_\_\_\_\_ **Physical exam** must be completed Texarkana College Health Occupations form in this packet.
5. \_\_\_\_\_ **Immunizations:** Applicants must have **proof of completing** the following vaccinations prior to starting the program and documented on attached Immunization Record form.
  - a. \_\_\_\_\_ Hepatitis B vaccination series of three shots or titer indicating immunity.
  - b. \_\_\_\_\_ Measles, Mumps, & Rubella (MMR) or titers indicating immunity.
  - c. \_\_\_\_\_ Varicella vaccination, chicken pox history or titer indicating immunity.
  - d. \_\_\_\_\_ Tetanus-diphtheria - pertussis within the last 10 years.
6. \_\_\_\_\_ **Negative TB skin test** or negative chest x-ray within six months prior to starting the program.
7. **Current drug screen – DO NOT COMPLETE until course has ended.**
8. \_\_\_\_\_ **Training Tech License** application process - \$55 for Texas (Instructor will give further information)
  - a. Go to the Texas State Board of Pharmacy website at [www.pharmacy.texas.gov/techtrainee](http://www.pharmacy.texas.gov/techtrainee) asap to apply for the Training Tech License. This can take up to six weeks. Please begin process as soon as possible. Students must obtain license in order to register for the PTCB certification exam.
    - 1) Required for all Texas residents.
    - 2) Arkansas residents are required to apply through the Arkansas State Board of Pharmacy and can obtain the application from the Allied Health Coordinator.
    - 3) Arkansas resident must apply through Texas Board of Pharmacy if they wish to schedule their externship in a Texas Pharmacy.
  - b. Go to the Texas State Board of Pharmacy website at [www.pharmacy.texas.gov/](http://www.pharmacy.texas.gov/) to apply for the Training Tech License. This can take up to six weeks. Please begin process as soon as possible. Students must obtain license in order to register for the PTCB certification exam.
    - 1) Click on "Apply for license" under the Technicians heading.
    - 2) Click on "Initial Trainee Application"
    - 3) Follow the steps listed on this page to submit application.
    - 4) Once you complete the application process, you will receive an email notifying you that your application was received.
9. \_\_\_\_\_ **Fingerprinting:**
  - a. Applicants must complete a fingerprint session.
    - 1) Applicants located in Texas, schedule a fingerprint session online at <https://www.identogo.com>
    - 2) Following the fingerprint session, keep the receipt for your records. Do not mail it to Texas State Board of Pharmacy.
      - a) Applicants \*(using an address) not located in Texas, will receive a packet in the mail with a fingerprint form and instruction sheet because the approved state vendor does not always allow a digital scan.
      - b) The fingerprint packet is automatically mailed to the address provided on the application.
      - c) Allow 2 to 3 weeks for the packet to arrive via U.S. Postal Service.
10. \_\_\_\_\_ **Clinical Externship Medical/Documentation Authorization Release Form**
11. \_\_\_\_\_ **Resume**

12. Students participating in externship will be required to purchase blue scrubs.
  - a. They can be purchased anywhere as long as they are Texarkana College royal blue.
  - b. They are available at TC Book Store and are approximately \$50 for both bottom and top.
  
13. Students participating in externship will also be required to go by Enrollment Services in the Administration Building to have an ID badge made identifying them as a Texarkana College Phlebotomy Tech student.
  - a. an authorization for ID form must be obtained from the AH Coordinator to submit to Enrollment Services for correct information to be entered.

Please call Dr. Kasey Coggin, Allied Health Coordinator, at 903-823-3384 if you have any questions about submitting or completing the required documentation listed above.

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