



Caldwell Community College and Technical Institute

Pharmacy Technician Course Guide

In this guide and admissions packet you will find information including costs, requirements, and details on how to prepare for class.

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Health Services Overview

Welcome to the Pharmacy Technician Program at Caldwell Community College! You are embarking on a path leading to a rewarding career, congratulations!

Students seeking a career as a Pharmacy Technician should possess the following qualities to be successful:

- The emotional maturity and stability to approach highly stressful human situations in a calm and rational manner
- The ability to make clinical judgement using critical thinking skills
- The ability to adhere to ethical standards of conduct, as well as applicable state and federal laws
- The ability to provide effective written, oral, nonverbal communication with clients, their families, colleagues, health care providers, and the public.

Aptitude required for this work includes good physical stamina, endurance and body conditions that would not be adversely affected. Examples of the physical demands associated with health services include, but are not limited to the following:

- Strength and Endurance - Frequently Standing, Walking, Sitting, Lifting, Carrying, Pushing, Pulling
- Balance and Coordination- Frequently Stooping, Kneeling, Reaching, Manual Dexterity and Tactile Sensitivity
- Communication- Frequently Talking, Hearing, Seeing, Communicating verbally and in writing

Pharmacy Technician students should be dependable, goal-oriented, and ready-to-learn, as most subjects in this program will require additional homework outside of the classroom setting. Please allow two (2) hours of study time per subject covered with each course.

Internet and Computer Access

This class utilizes Moodle, the college's online learning system, as well as the Top Hat learning system. You will need to have access to an internet connection and a device, such as a computer, laptop, Chromebook, or tablet. The college does have a limited number of Chromebooks available to students on a first-come-first-served basis through the college library. You may learn more about that by emailing "Chromebook Loan" to <https://www.cccti.edu/library>.

Disability Services

Should you need accommodations for any of these factors due to a physical or learning disability, please contact Disability Services. Students enrolled in any program or offering at CCC&TI who plan to request accommodations because of a disability should contact Disability Services as soon as possible each semester.

Go to [cccti.edu](https://www.cccti.edu) homepage, scroll to bottom, listed on left side of webpage.

Caldwell Community College and Technical Institute is dedicated to equality of opportunity for its staff and students. CCC&TI does not discriminate against race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. veteran.

Pharmacy Technician (PHM-3250)

This 16-week course is designed to prepare students for employment in the pharmacy technician field. This class consists of convenient online instruction, with an in-person ability lab each week. Through instruction, labs, and job shadowing, students learn the basics of pharmacy, including various pharmacy calculations, pharmacy law, pharmacology, medical terminology and abbreviations, medicinal drugs, sterile techniques, USP 795 and 797 standards, maintenance of inventory, and employability skills.

Successful completion of this course prepares the student for national certification for employment as a Certified Pharmacy Technician (CPhT).

EDUCATIONAL PATHWAY EXAMPLE

Pharmacy technician (PhT) > Certified pharmacy technician (CPhT) > Pharmacist (RPh)

ESTIMATED YEARLY EARNINGS

According to the Bureau of Labor Statistics, the average mean average salary is \$37,590 per year or \$18.07 per hour in North Carolina.

EMPLOYMENT OPPROTUNITIES

- Retail pharmacy technician
- Compound pharmacy technician
- Hospital (In-patient) pharmacy technician
- Hospital (Out-patient) pharmacy technician

PROGRAM COSTS

Item	Cost
Pharmacy Technician Class Registration	\$187.00
Fee Student ID	\$2.50
Textbooks (all electronic)	\$130.00
Supplies	Varies

ADDITIONAL INFORMATION

For additional information about the pharmacy technician program at CCC&TI please contact:

MacKenzie Broome
Instructor, Pharmacy
Technician

mbroome@cccti.edu

Amy Swink
Director, Health
Services

aswink@cccti.edu

You may also visit <https://www.cccti.edu/PharmacyTech/>

[Default.asp Pharmacy Technician](#)

(PHM-3250)

FAQ

- Once I have finished the course, how do I register with the state of North Carolina?
 - All pharmacy technicians must be licensed and registered with the state in which they are working.
 - Visit http://www.ncbop.org/technicians_registrationregs.htm
 - All pharmacy technicians must register with the state they will be employed in within 30 days of hire.
 - The registration fee is \$30 along with an annual renewal fee of \$30 each year.

- When do pharmacy technician licenses expire?
 - December 31 of each year.
 - Go online to renew within 60 days of December 31.

- Is this course worth college credit?
 - No, this is a continuing education course and does not count toward a degree.

- How long will I have access to the learning materials?
 - The textbook code you buy from the bookstore allows you to have lifelong access to The Pharmacy Technician 7th edition textbook.

- Are any vaccines required to take this course?
 - No, however, it is recommended by the CDC that anyone working in healthcare should receive the following vaccines if eligible:
 - Covid-19 Vaccine
 - Chickenpox (Varicella) Vaccine
 - Flue (Influenza) Vaccine
 - Hepatitis B Vaccine
 - Meningococcal Vaccine
 - MMR Vaccine
 - Tdap or Td Vaccine

- Do we have to have a background check to take this course?
 - No, however, many pharmacies will require background checks for employment.

Pharmacy Technician (PHM-3250)

COURSE DESCRIPTION

This course is designed to prepare students for employment in the pharmacy technician field. Through convenient online instruction, ability labs, and shadowing, students learn the basics of pharmacy, including various pharmacy calculations, pharmacy law, pharmacology, medical terminology and abbreviations, medicinal drugs, sterile techniques, USP 795 and 797 standards, maintenance of inventory, and employability skills. Successful completion of this course prepares the student for national certification for employment as a Certified Pharmacy Technician (CPhT).

COURSE LENGTH

- 192 hours

COURSE OUTCOMES

CCC&TI challenges students to be learners who assume responsibility for being a part of a community of scholars. Student's presence and participation in our virtual and physical classroom is an important component of this challenge. It is each individual student's responsibility to be accountable for their actions, their study habits, and their performance. Therefore, each student is expected to adhere to the following:

ATTENDANCE

- This is a 192 hour-hybrid class, meaning each student is responsible for using their own time accessing lecture materials online and attending the abilities lab associated with the course.
- If possible, notify your instructor in the event of an emergency and you must miss class/lab/clinical prior to the beginning of your assigned class/lab/clinical time.
- Students are expected to be ready to start lab at the abilities lab assigned start time and remain for the entire abilities lab.
- Adhere to break time(s) as set by instructor.
- It is the student's responsibility to communicate with their instructors to make-up any missed work (book, laboratory, skills, exams, etc.)
- Transportation costs to and from lab, clinicals and other required trips/sites are the sole responsibility of the student.
- Students must contact Disability Services at 828-726-2716 on or before the first day of class if you have a disability and need special accommodation. Students must provide the instructor in writing of any accommodations that they are eligible to receive.

Pharmacy Technician (PHM-3250)

COURSE EXPECTATIONS

- Students will be able to identify the Top 200 Drugs by Brand, generic, and drug classification.
- Students will be able to type, fill, and prepare prescription medications for the pharmacist to review.
- Students will have the knowledge and tools to become national and state certified as a pharmacy technician.
- Students will be able to perform calculations based off prescriber's written orders.
- Students will be able to make basic compounds of medications using sterile and non-sterile aseptic techniques (USP 795 and USP 797).
- Students will be able to correctly identify and have knowledge concerning prescription and Over-the-counter medications.

COURSE GRADING SYSTEM

100%-90%	A
89.99%-80%	B
79.99%-70%	C
69.99% or below	F

USE OF ELECTRONIC DEVICES

- Cell phones and other electronic devices are not permitted in the classroom, lab, or clinical settings.
- Cell phones will be turned off during class time and stored in backpacks and/or pocketbooks during class and lab time. You may check your phone during breaks.
- If you must use your phone, quietly exit the room. Overuse of this privilege could result in being asked to leave the class or lab for the rest of the class period.
- Students may not share any class/clinic/college information on social media. This includes photos of classmates and instructors. Students should abstain from posting any embarrassing, threatening, or harassing statements on any social media. Remember future employers may check social media prior to hiring potential employees.

DRESS CODE AND HYGIENE

- Dress in the required uniform for class/lab/and clinical shadowing each day of class. This includes business casual clothing, with black closed-toe closed-heel non-skid shoes, and black or gray socks.
- Your CCC&TI ID badge is worn on your left chest.
- Practice good personal hygiene and be free from body odor.
- Explicit or tattoos with possibly offensive content must be covered up while in the clinical setting. If you have a question about a tattoo, please reach out to the instructor or program coordinator.

SAFETY

All students in this course will comply with all general safety rules, which apply to the type of activity in progress in each class. Violations of course safety rules could result in grade penalties and/or other appropriate disciplinary actions such as dismissal from the course.

CLASSROOM ETIQUETTE & STUDENT HANDBOOK

Students are expected to adhere to all college policies and procedures outlined in the CCC&TI Student Handbook and College Catalog which are available on the college's website or in Student Services. These policies and procedures include information regarding the student code of conduct, grievance procedures, disciplinary procedures, academic integrity, and emergency preparedness procedures.

Student handbook and college catalog are available online at the following web addresses:

<http://www.cccti.edu/Catalog/Default.asp>

<http://www.cccti.edu/Documents/CurrentEditions/StudentHandbook.pdf>

BOOKSTORE REFUND POLICY

While your textbooks are not required to be purchased at the bookstore, you should be aware of the refund policy. The bookstore does not recommend buying any Continuing Education class materials earlier than 14 days before class starts, as class schedules may change.

- Cash & Credit: 14 days from date of purchase with receipt.
- Check: Wait 7 days for check to clear the bank, 7 days after that to refund with receipt.

THE LEARNING RESOURCE CENTER (LRC)

- Watauga campus: W460

REQUIRED TEXTBOOKS

The Pharmacy Technician 7 th ed. Textbook	Morton Publishing Co.	978-1-64043-138-6	\$130.00
The Pharmacy Technician 7 th ed. Workbook	Morton Publishing Co.	978-1-64043-139-3	

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SPONSORSHIP

If you are receiving financial assistance or sponsorship through an external partner such as WIOA or scholarship, you will need documentation from the partner stating what expenses they are covering. This will be placed on your account through our Business Office.

WIOA, Sponsorships and Scholarships:

1. You or the WIOA office must deliver your voucher to the business office prior to your bookstore visit.
2. You may charge your books two (2) business days before the class starts.
3. Bookstore employees normally must call the business office while you are in the store in order for your money to be put in your account.
4. Credit cards: Visa or MasterCard cardholder must be present with photo ID. Bookstore cannot take someone else's card unless they are in the store and provide photo ID.
5. Checks: You may use someone else's check, but a bookstore employee must write your driver's license number on the check.

Other Financial Aid Resources:

- CCC&TI Continuing Education Scholarships www.cccti.edu/ContinuingED/ScholarshipsCE.asp
- College Foundation of North Carolina www.cfnc.org/pay/pay.jsp
- CashCourse www.cashcourse.org

OTHER SERVICES

Caldwell Community College and Technical Institute cares about its students and their financial stability. It is our goal to assist students in their effort to maintain or reach financial wellness. Students are provided with opportunities to engage in financial wellness activities regarding their fiscal responsibility throughout their college career. The Financial Aid and Counseling and Advising Departments work jointly to offer free financial wellness activities to students in the form of workshops, first year experience courses, live financial literacy presentations, and student debt fact sheets. To find out more about financial literacy, money management, scholar

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BASIC REQUIREMENTS FOR REGISTRATION AS A PHARMACY TECHNICIAN IN NORTH CAROLINA

In order to become registered as a technician in North Carolina the law requires that an applicant shall present to the Board of Pharmacy satisfactory evidence that the applicant:

1. holds a high school diploma or equivalent or is currently enrolled in a program that awards a high school diploma;
2. is employed by a pharmacy holding a valid in-state pharmacy permit;
3. completes a training program approved by the supervising pharmacist-manager that includes pharmacy terminology, pharmacy calculations, dispensing systems and labeling requirements, pharmacy laws and regulations, record keeping and documentation, and the proper handling and storage of medications.

OR

1. Holds a current pharmacy technician certification issued by either:
 - a. Pharmacy Technician Certification Board (PTCB)
 - b. National Health career Association's (NHA) ExCPT certification

SPECIFIC TECHNICIAN TRAINING

The training program required for technicians shall be provided by the supervising pharmacy manager. The requirements of the training program may differ depending upon the type of employment. The pharmacist manager shall consider prior training including, specifically, a registrant's holding a military occupational specialty of pharmacy technician.

Registration Fee: \$30.00

Annual Renewal Fee: \$30.00

SECTION .3300 - REGISTRATION OF A PHARMACY TECHNICIAN 21 NCAC 46 .3301 REGISTRATION

(a) Following initial registration with the Board, registration of a pharmacy technician shall be renewed annually through the Board's electronic renewal process and shall expire on December 31. It shall be unlawful to work as a pharmacy technician for more than 60 days after expiration of the registration without renewing the registration. A registration expired for more than 60 days due to non-renewal shall be reinstated only if the applicant meets the requirements of 21 NCAC 46 .1612. (b) The current registration of a pharmacy technician shall be available for inspection by agents of the Board. (c) Pharmacy technicians who provide services solely at a free clinic as defined in G.S. 90-85.44 shall register with the Board and complete the training program described in G.S. 90-85.15A but are exempt from the pharmacy technician registration fee.

Caldwell Community College and Technical Institute
Health Services Lab/Clinical Guidelines for Exposure Incidents

(PHM-3250)

Health Services students are at risk for exposure to blood and body fluids that may be contaminated with the Hepatitis B virus, the Hepatitis C virus, the Human Immunodeficiency virus (HIV) and other potentially harmful or contagious pathogens while in the lab and/or clinical setting. Information about bloodborne pathogens and how to protect oneself and others from exposure is taught before the student's first clinical experience. It is imperative that students always follow standard precautions when working with patients/clients in any type of lab and/or clinical setting. **In the event of exposure to blood or body fluids, it is the responsibility of the student to arrange and pay for initial and post-exposure medical follow-up and care.** Following exposure to blood or bodily fluids, the student should take the following steps immediately:

1. Clean area thoroughly depending on the area exposed.
 - a. Skin exposure with blood – wash the area with antimicrobial soap and water for at least 15 seconds.
 - b. Contaminated needle stick or contaminated puncture or cut with sharp object – wash the area with antimicrobial soap and water for at least 15 seconds.
 - c. Eye exposure – rinse/flush eye with 1000 mL of water, sterile saline, or eye irrigating solution for at least 15 minutes.
 - d. Mucus membranes (mouth or nose) – rinse/flush the area with water or sterile saline.
2. Report exposure to your lab/clinical instructor, preceptor/supervisor immediately after taking the above preventive measures. If lab/clinical instructor/preceptor/supervisor is not a CCC&TI faculty member, then report the exposure to the lab/clinical coordinator of the student's health services program. The lab/clinical coordinator will assist the student in completing a CCC&TI accident report.
3. Determine the nature of the exposure and determine if there was exposure to body fluids or blood. Assess the integrity of the skin exposed to body fluids or blood.
4. Follow the agency policy for occupational exposure, testing, or post-exposure medications as indicated. If the clinical agency does not provide baseline testing and/or prophylaxis the student will need to call their primary care provider immediately.
5. Further testing, medical follow-up, and post-exposure medications will be with the student's primary care physician or local health department at the student's expense.

Student's Signature: _____

Date: _____

Student's Printed Name: _____