

**Pharmacy Technology Program Information and Application
Certificate of Applied Science**

Why Choose an Accredited Program?

Accredited education is becoming a national standard for pharmacy technicians entering the profession. The Missoula College Pharmacy Technology Training Program is accredited by the American Society of Health-System Pharmacists (ASHP) and the Accreditation Council for Pharmacy Education (ACPE). This program is designed to assist you in preparing to take the PTCE and to function as a Certified Pharmacy Technician.


To Apply to the MC Pharmacy Technology Program:

1. Documentation of college level skills in writing, math, and computers is required. Transcripts of successfully completed college level courses at or above the 100 level will suffice or you may use assessment scores as described below:
 - a. Math and Writing: You must qualify for college level math and writing courses (those courses with course numbers great than 100) by any of the placement methods listed at: <http://mc.umt.edu/aac/Placement/>
 - b. Computer Skills: Completion of CAPP 120 with a C or better or successful challenge of CAPP 120 is acceptable. You may register for the CAPP 120 challenge here: <http://mc-um.mc.umt.edu/registration/challenge/>
2. Include a **cover letter** which introduces you to the Pharmacy Technology Program Application Committee, and states the purpose and contents of your application packet. Include your signature as well as your current address, e-mail address and phone number.
3. Write and include an **essay** in which you discuss the field of pharmacy and the pharmacy technician's role in pharmacy. The purpose of this essay is to demonstrate your understanding of the profession and to demonstrate your writing skills. Essays should be no longer than 500 words (2 pages) printed in 12-point font, double-spaced with one-inch margins. Essays should include the following, relating to pharmacy technicians:
 - a. Introduction
 - b. Personal characteristics necessary
 - c. Duties, roles and responsibilities
 - d. Description of physical demands
 - e. Types of employment
 - f. Requirements for registration and certification in Montana
 - g. Conclusion
4. Complete the application form located on the last pages of this document.
5. You will be sent an electronic notice regarding the status of your application. You may be asked to attend an interview. It is essential that we have a working e-mail address that you can check on a regular basis. You will receive an electronic letter regarding admission status. If accepted, you will need to reply regarding intent to enroll by August 10.

6. A waiting list of qualified alternates may be created for a limited number of students not admitted initially. Once applicants have accepted or declined admission, alternates will be admitted from the waiting list as spaces become available for the upcoming fall semester only.
7. Once accepted to the program, you will be expected to provide documentation of the following requirements **during** Fall Semester. Please check with Program Director if you have any questions.
 - a. completed CPR training that will not expire until after your internships are completed (spring semester of your program)
 - b. completed immunizations and TB testing as required by internship sites
 - c. registration with the Montana State Board of Pharmacy as a Technician-in-Training
 - d. background check

PROGRAM INFORMATION:

The Pharmacy Technology Program is accredited by the American Society of Health-System Pharmacists and the Accreditation Council for Pharmacy Education (ASHP/ACPE).

Length of Program:	2 Semesters	
Award Upon Graduation:	Certificate of Applied Science	
Entry Times:	Fall Semester	
Minimum # of Credits for Graduation	30	
Minimum age for internships	18 years of age	

Fall Semester:	Credits:
PHAR 100 Introduction to Pharmacy Practice for Technicians	3
PHAR 101 Pharmacy Calculations	3
PHAR 102 Pharmacology for Technicians	6
PHAR 104 Pharmacy Dispensing Lab	3
Spring Semester:	
PHAR 121 Prep for PTCE	1
PHAR 120 Medication Safety	3
PHAR 198 Internship: Pharmacy Technology Retail	4 (v)
PHAR 198 Internship: Pharmacy Technology Alternative	4 (v)
AHMS 144 Medical Terminology*	3

**may be completed before entry into the program*

General Information:

You must complete course work with a C- or better to complete the program.

Internships consist of 2 four week sessions, 40 hours per week. The internship sites represent two different types of pharmacy practice. Internship sites vary depending upon availability. It is possible that you may need to complete your internships outside your requested area.

ASHP-Accredited Pharmacy Technology Certificate Program Learning Goals

Personal/Interpersonal Knowledge and Skills

1. Demonstrate ethical conduct in all job-related activities.
2. Present an image appropriate for the profession of pharmacy in appearance and behavior.
3. Communicate clearly when speaking and in writing.
4. Demonstrate a respectful attitude when interacting with diverse patient populations.
5. Apply self-management skills, including time management, stress management, and adapting to change.
6. Apply interpersonal skills, including negotiation skills, conflict resolution, and teamwork.
7. Apply critical thinking skills, creativity, and innovation to solve problems.

Foundational Professional Knowledge and Skills

8. Demonstrate understanding of healthcare occupations and the health care delivery system.
9. Demonstrate understanding of wellness promotion and disease prevention concepts, such as use of health screenings; health practices and environmental factors that impact health; and adverse effects of alcohol, tobacco, and legal and illegal drugs.
10. Demonstrate commitment to excellence in the pharmacy profession and to continuing education and training.
11. Demonstrate knowledge and skills in areas of science relevant to the pharmacy technician's role, including anatomy/physiology and pharmacology.
12. Perform mathematical calculations essential to the duties of pharmacy technicians in a variety of contemporary settings.
13. Demonstrate understanding of the pharmacy technician's role in the medication-use process.
14. Demonstrate understanding of major trends, issues, goals, and initiatives taking place in the pharmacy profession.
15. Demonstrate understanding of non-traditional roles of pharmacy technicians.
16. Identify and describe emerging therapies.
17. Demonstrate understanding of the preparation and process for sterile and non-sterile compounding.

Processing and Handling of Medications and Medication Orders

18. Assist pharmacists in collecting, organizing, and recording demographic and clinical information for direct patient care and medication-use review.
19. Receive and screen prescriptions/medication orders for completeness, accuracy, and authenticity.
20. Assist pharmacists in the identification of patients who desire/require counseling to optimize the use of medications, equipment, and devices.
21. Prepare non-patient-specific medications for distribution (e.g., batch, stock medications).

22. Distribute medications in a manner that follows specified procedures.
23. Practice effective infection control procedures, including preventing transmission of blood borne and airborne diseases.
24. Assist pharmacists in preparing, storing, and distributing medication products requiring special handling and documentation [(e.g., controlled substances, immunizations, chemotherapy, investigational drugs, drugs with mandated Risk Evaluation and Mitigation Strategies (REMS)].
25. Assist pharmacists in the monitoring of medication therapy.
26. Prepare patient-specific medications for distribution.
27. Maintain pharmacy facilities and equipment, including automated dispensing equipment.
28. Use material safety data sheets (MSDS) to identify, handle, and safely dispose of hazardous materials.

Sterile and Non-Sterile Compounding

29. Prepare medications requiring compounding of sterile products.
30. Prepare medications requiring compounding of non-sterile products.
31. Prepare medications requiring compounding of chemotherapy/hazardous products.

Procurement, Billing, Reimbursement and Inventory Management

32. Initiate, verify, and assist in the adjudication of billing for pharmacy services and goods, and collect payment for these services.
33. Apply accepted procedures in purchasing pharmaceuticals, devices, and supplies.
34. Apply accepted procedures in inventory control of medications, equipment, and devices.
35. Explain pharmacy reimbursement plans for covering pharmacy services.

Patient- and Medication-Safety

36. Apply patient- and medication-safety practices in all aspects of the pharmacy technician's roles.
37. Verify measurements, preparation, and/or packaging of medications produced by other healthcare professionals (e.g., tech-check-tech).
38. Explain pharmacists' roles when they are responding to emergency situations and how pharmacy technicians can assist pharmacists by being certified as a Basic Life Support (BLS) Healthcare Provider.
39. Demonstrate skills required for effective emergency preparedness.
40. Assist pharmacists in medication reconciliation.
41. Assist pharmacists in medication therapy management.

Technology and Informatics

42. Describe the use of current technology in the healthcare environment to ensure the safety and accuracy of medication dispensing.

Regulatory Issues

43. Compare and contrast the roles of pharmacists and pharmacy technicians in ensuring pharmacy department compliance with professional standards and relevant legal, regulatory, formulary, contractual, and safety requirements.
44. Maintain confidentiality of patient information

Quality Assurance

45. Apply quality assurance practices to pharmaceuticals, durable and non-durable medical equipment, devices, and supplies.
46. Explain procedures and communication channels to use in the event of a product recall or shortage, a medication error, or identification of another problem.

Program Costs:

- Tuition

<http://www.umt.edu/institutional-research/Student%20Consumer%20Information/default.php>

- Text books ~\$500
- Background check ~\$50
- Vaccinations-variable-may be available at student health center
- Registration as a Tech-in-Training \$60
- Lab Fees ~\$230
- CPR ~\$30

Contact Information:

Program Director:

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Administrative Assistant:

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Application for Pharmacy Technology Training Program

Certificate of Applied Science (Program starts each Fall Semester)

Full Legal Name

Last
First
Middle
UM Missoula College Student ID

Current mailing address

City _____ State _____ Zip _____

Phone (_____) _____ - _____

Current E-mail address _____

Permanent E-mail address _____

<u>Proficiencies</u>	<u>Name of Test/Class</u>	<u>Score/Grade</u>	<u>Must Include Documentation</u>
Math			<input type="checkbox"/> Documentation attached
Writing			<input type="checkbox"/> Documentation attached
Computers			<input type="checkbox"/> Documentation attached

Conviction of a crime (misdemeanor or felony) could leave an individual ineligible for participation in the certifying test and/or becoming registered in Montana as a certified pharmacy technician. Additionally, the Montana State Board of Pharmacy Application for Pharmacy Technician Registration includes a number of questions regarding personal history, including but not limited to criminal charges. Please contact the PTCB (Pharmacy Technician Certification Board), ptcb.org, or the ICPT Institute for the Certification of Pharmacy Technicians ((314) 442-6775) and the Montana State Board of Pharmacy (<http://mt.gov/dli/bsd/>) if this is a potential problem.

I have read and understand:

- qualifications to enroll (see above page 1-#1)
- the purpose of the training program (see above page 1)
- requirements and legal restrictions for state registration or licensure as a pharmacy technician <http://boards.bsd.dli.mt.gov/pha#1?6>
- legal restrictions on national certification <https://www.ptcb.org/get-certified/apply#.WHdz3n1qgfl>
- prospects for employment and realistic salary expectations or referral to local, state, or national statistics for salary expectations (<http://www.bls.gov/ooh/healthcare/pharmacy-technicians.htm>)
- total program cost (see page 5)
- Pharmacy Technology Program Handbook on MC website
- university dismissal policies <http://www.umt.edu/vpesa/documents/Student%20Conduct%20Code%20PDF-%20FINAL%208-27-13.pdf>
- the learning goals of the program (see above pages 4-5)
- the tasks I must complete prior to or during Fall semester (see above page 2-#7)

I have included a cover letter, an essay, and documentation of all assessments with this application, as described above.

Signature _____

Date _____