

Kishwaukee College - Pharmacy Technician Program – Spring 2018

Pharmacy Technicians are skilled health care professionals who have been trained in the history of pharmacy, law, ethics, regulations, communication, calculations, drug information, practice settings, over-the-counter drugs (OTC's) and alternative medicine.

Class Dates/Times

The class dates and times for the Spring 2018 semester are January 23– April 5 (TTH 6pm-9:00pm).

Mandatory Orientation Session on January 16, 2018 (6-8pm)

- Students will participate in a 30-hour externship from April 9-20.
- The final review will be held on April 24 (6pm-9pm). The final exam will be held on April 26 (6pm-9pm). The final class will be held on May 1 (6pm-7pm).

Tuition

The tuition for the program is \$1,400 and includes the cost of the background check and 7-panel drug screen, textbooks and online resources. Financial Aid does not apply. WIOA funding can be applied to this class based on eligibility. In addition a payment plan is available. The registration deadline is January 16, 2018. No refunds will be available after January 19, 2018.

Program Requirements

The following requirements must be met prior to admission to the program:

- High school diploma or GED prior to completion of the program (10th grade Math/English level)
- Psychomotor skills (eye-hand coordination, finger dexterity) and Visual Acuity (normal or corrected) sufficient for safe and successful practice of Pharmacy Technician duties
- Strong verbal and written communication Skills

Program Topics

The following topics are covered in the 60 hours of classroom instruction:

- Medicine and Pharmacy History
- Medications and Pharmacology
- Different practice sites
- Communications with patients and healthcare professionals
- Pharmaceutical Compounding
- Pharmacy Billing and Inventory Management
- Medication Safety and Error Prevention
- Drug Information References
- Drug Classes and Interactions

Attendance Policy

No more than 20% of classroom hours (2 classes) may be missed to be assigned an externship and successfully complete the course.

Externship Information and Requirements

A 30-hour, unpaid Externship is required to complete the program. Placement assistance into an externship will be provided. Externships will be conducted after classroom instruction has been completed. Students must be available to work when the Pharmacy can support their externship. Students wear their name tag and dress to the standards of the externship site.

Externships will be available at a Pharmacy within a 50 mile radius of Kishwaukee College. Students must provide their own transportation to externship site.

Students must have at least a 70% overall grade in theory and skills after the mid-term to be eligible for externship placement.

If participating in the payment plan, students must be up-to-date on their payments to participate in the externship.

The following documentation may be required prior to the start of the externship:

- Pharmacy Technician License or proof of application (\$40, not included in cost of class)
- 7-panel drug screen (passage of, at DeKalb County Health Department), included in cost of class
- Background check, (criminal) (passage of, conducted by Kishwaukee College HR), included in the cost of the class
- Health Insurance (copy of card)
- HIPPA confidentiality agreement
- Resume

If you have concern(s) about meeting any of the requirements, please contact Melissa Gallagher (Melissa.gallagher@kishwaukeecollege.edu, 815-825-9466) prior to registering for the program.

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Document of Understanding

It is **REQUIRED** that you read and sign this document prior to enrolling in the Pharmacy Technician program.

“In regards to my participation in the Pharmacy Technician program. I understand that:

- I am allowed to miss no more than 2 classes to be assigned an externship and successfully complete the course.
- I am required to have a 70% overall grade in theory and skills after the mid-term to be eligible for externship placement.
- I will be required to participate in a 30-hour externship for which I must be available to work during a standard workplace timeframe for approximately 2 weeks.
- I will not receive a refund for my payment of this course if I am unable to complete the following prior to the start of the class:
 - o Program requirements (listed on information sheet)
 - o Background check (criminal)
 - o Drug screen (7-panel)
 - o Other documentation requirements (listed on the information sheet)
- If I participate in the payment plan, I will be required to be up-to-date with my payments prior to beginning my externship.
- I am required to be paid-in-full to receive my certificate of completion for the Pharmacy Technician program.

I have read the foregoing release, understand it and sign it voluntarily.”

Signature: _____

Print Name: _____

Date: _____