

**ADMISSION REQUIREMENTS AND PROCEDURES FOR ENTRY INTO THE
PHARMACY TECHNICIAN PROGRAM**

The program is accredited by the American Society of Health System Pharmacists.

Certificate of Achievement (Program Code: 399B)

(An Associate of Applied Science Degree in Allied Health Science is available with additional courses.)

REQUIREMENTS FOR APPROVAL

1. Attend information session. Applicants must bring test scores and/or transcripts See web page for dates, times and location:
<https://northseattle.edu/programs/pharmacy-technician/calendar>
2. Provide evidence of high school completion or GED equivalency or higher as required by the Washington State Board of Pharmacy.
3. Provide college transcripts showing satisfactory completion of Math 097 Elementary Algebra or equivalent and English 097/098 College Preparatory Reading & Writing with final placement into English Composition 101. Classes must be within the last 5 years.
OR
Take the Compass Math and English placement test in the Testing Center and place into English Composition I (ENGL& 101) and Intermediate Algebra (MATH 098). For drop-in testing hours and test procedures go to the web at <http://www.northseattle.edu/enroll/testing> or call (206) 934-3674.
4. Submit completed Pharmacy Technician application with cashier's paid stamp for **non-refundable** \$35 application fee.
5. Complete personal data/attestation form.
6. Submit color copy of photo ID
7. Complete an American DataBank national background check. Cost is \$52.50. *Cost is subject to change. <https://seattleecc.applicantcompliance.com>
8. Computer proficiency is recommended. Graduates should expect to keyboard 45 WPM minimum to meet most employers' expectations.

PLACEMENT ON THE APPROVAL LIST

1. In addition to the English and Math prerequisites, placement on the program approval list will be done after appropriate responses are received on a personal data/attestation form and national background check. Past conduct could impact future licensure under Washington State Department of Health, Board of Pharmacy rules. RCW 18.64A.050, paragraphs 2 and 3, identify grounds for refusal, suspension, or revocation of the pharmacy technician certificate (<http://www.doh.wa.gov/hsqa/professions/pharmacy/boardinfo.htm>).
RCW-paragraph 2: "He or she has been found guilty of an offense in violation of the laws of this state relating to drugs, poisons, cosmetics or drug sundries by any court of competent jurisdiction."
RCW-paragraph 3: "He or she is has exhibited gross incompetency in the performance of his or her duties."
2. Due to student and patient safety concerns, a delay in program entry may be necessary to ascertain adequate physical and mental health to meet employers' expectations for pharmacy technician.
3. Applicants who have met the requirements for approval will be placed on the approval list for the next available quarter in which space is available. Currently a new class begins each fall and spring quarters.

EXTERNSHIP REQUIREMENTS

Students **who are accepted** into the program must meet the following requirements by the end of first quarter in preparation for externship placement:

Student must submit copies of documentation of immunizations for:

- Measles, Mumps and Rubella - vaccinations or proof of positive titer
- Diphtheria/Tetanus (DT) - must be within the last 9 years
- Hepatitis B series or proof of a positive titer.
- Varicella - vaccination or proof of positive titer
- Current Tuberculin skin test (or alternative documentation). Test results must remain current for the duration of the program. TB tests must be done yearly. A two-step TB test may be required for specific sites.
- Current flu shot

If required by externship site, student must submit a copy of drug test results. Drug tests will be at the expense of the student.

Students must be able to demonstrate the following:

- Good body mechanics, lift/carry a minimum of 25lbs. independently and 50lbs with assistance
- Have normal/corrected vision and hearing within normal range
- Ability to tolerate intermittent sitting, standing, stooping and walking with full range of motion
- Good manual and finger dexterity
- Effective communication skills, including ability to read and write in English and communicate verbally in English both in person and by phone
- Ability to stand on carpeting or linoleum or be seated at a standard desk using an office chair for 2-4 hours
- Emotional stability and maturity in various circumstances in interpersonal relationship with staff, patients and visitors
- Ability to deliver care across the age spectrum with cultural and ethnic sensitivity

EVALUATION OF ACHIEVEMENT (during the three-quarter program) INCLUDES:

1. Written and oral exams
2. Class and laboratory assignments
3. Externship evaluations
4. Professional behavior

Once students begin taking courses for the Pharmacy Technician Program, they must:

1. Receive no less than a 2.0 grade in any required class. A grade below 2.0 will require the student repeat the course. **No course may be repeated more than once without faculty approval.**
2. Pass all first quarter subjects and receive faculty approval before placement into an externship site.
3. Upon completion of an HIV/AIDS training course, students must register with the State Board of Pharmacy as a Pharmacy Assistant prior to their externship experience.
4. Pass PHA 140, 150 and 160 before being allowed to register for PHA 141, 151 and 161.
5. Maintain an average score of 3 (meeting expectations) on externship evaluation. Students who score less than 3 will be removed from their externship site for that quarter.

The grading scale can be found on the web: <http://seattlecolleges.edu/DISTRICT/policies/polPro.aspx?policyID=pro520>. Students are encouraged to review this document as it pertains to college requirements, student services and student responsibilities.

The Health and Human Services Division at North Seattle Community College does not discriminate against individuals on the basis of disability, and encourages students with disabilities to participate in all of the division's programs and activities.

Pharmacy Technician Certificate of Achievement Program Code: 399B

Program Planning Sheet (Scope & Sequence)

The Pharmacy Technician Certificate program trains students to work in various pharmacy settings. A graduate of this Washington State Board of Pharmacy approved certificate program may qualify for such jobs as inpatient pharmacy technician and outpatient pharmacy technician. Students will learn basic skills such as: reading prescriptions, order entry, and intravenous medication preparation, is among a few things taught in the program.

Prerequisites:

- Eligibility for MATH 098 or equivalent
- Eligibility for ENGL& 101
- High School diploma or GED, or international equivalent or Higher
- Must be a minimum of 18 years of age (Copy of photo ID required; such as a driver's license or passport)

Applicants should have oral English skills sufficient to communicate accurately with others. Prerequisite courses must have been completed within the last five years of application date. Contact the Testing Center for test schedules or go to <https://northseattle.edu/testing>. Documentation that all prerequisites have been met is required.

COURSE NUMBER	DEGREE/CERTIFICATE REQUIREMENTS (CREDITS)	Lecture Hours	Lab Hours	Credit Hours
AHI 100	Introduction to Medical Vocabulary*	33		3
PHA 112	Pharmacy Law	22		2
PHA 115	Orientation to Pharmacy Practice	22		2
PHA 116	HIV/AIDS & HIPAA	11		1
PHA 120	Pharmacy Calculations*	33		3
PHA 130	Over-the-Counter Drugs	22		2
PHA 140	Sterile Products/Aseptic Technique I*	11	22	2
PHA 141	Sterile Products/Aseptic Technique II*	11	22	2
PHA 145	Pharmacy Ethics*	11		1
PHA 146	Communications in Pharmacy Practice*	22		2
PHA 150	Pharmacology I	33		3
PHA 151	Pharmacology II	33		3
PHA 160	Pharmacy Technology I*	22	22	3
PHA 161	Pharmacy Technology II*	11	22	2
PHA 170	Pharmacy Records Management*	22	44	4
PHA 190	Pharmacy Technician Externship**			13
PHA 191	Job Skills & National Exam Prep	11		1
TOTAL CREDITS FOR CERTIFICATE				49

Suggested Sequence for the Full-Time Student

1st Quarter: AHI 100, PHA 112, PHA 115, PHA 116, PHA 120, PHA 170

2nd Quarter: PHA 130, PHA 140, PHA 145, PHA 146, PHA 150, PHA 160, PHA 190, PHA 191

3rd Quarter: PHA 141, PHA 151, PHA 161, PHA 190

Notes:

Courses marked with one asterisk () contain significant program-related topics in the areas of communication, computation, human relations and leadership.

** PHA 190: The Pharmacy Technician clinical externship is usually split up over a two-quarter time frame. A minimum of 13 credits, approximately 432 externship hours, must be completed satisfactorily for certification.

To complete the program a minimum of 49 credits with a 2.0 or better is required in all courses.

Safety and Hygiene issues are included throughout the program. However, they are emphasized in PHA 116, PHA 140, PHA 141, and PHA 190 by way of lectures, demonstrations, laboratory and clinical practice of safe techniques.

Immunizations are required to be placed in externship as well as an active Washington Pharmacy Assistant license.

Disciplinary Action which can include dismissal from the program, will occur when:

- Students cannot maintain the required minimum GPA.
- Students participate in illegal activity during the program, such as using illegal substances or substances used other than for their intended purpose.
- Students fail more than 50% of the courses taken within that quarter.
- Students fail a single course more than once.