



**GREAT FALLS  
COLLEGE**  
**MONTANA STATE  
UNIVERSITY**



## **Pharmacy Technician Program**

**Student Information and Application Packet  
Fall 2017 Intake**

**Deadline: June 1, 2017**

*(Applications are subject to change from year to year)*



**Dear Prospective Pharmacy Technician Student,**

Thank you for your interest in the Pharmacy Technician Certificate of Applied Science program here at Great Falls College Montana State University. With the program's inception spring 2010, our college and the local pharmacists on our advisory board were pleased to learn of the interest in this program by hundreds of potential students!

The Pharmacy Technician Certificates Board (PTCB) states that by 2020, you will have had to complete an (AHSP/ACPE accredited program to sit for the National Pharmacy Technician Certification Board (PTCB) Exam. Great Falls College MSU is accredited by The Northwest Commission on Colleges and Universities as an institution and will soon be moving the Pharmacy Technician Program toward accreditation by the ASHP. The program will prepare you to enter the profession and work toward completion of your pharmacy technician certification upon graduation. As a part of the Introduction to Pharmacy Technician Course, you will be expected to complete a "Pharmacy Technician/Technician-In-Training" application in order to work at your chosen clinical sites. Once you complete the program and graduate, you will have approximately 12 months to sit for the Pharmacy Technician Certification Board (PTCB) exam or the Exam for the Certification of Pharmacy Technicians (ExCPT) to become a nationally certified pharmacy technician.\* As a graduate of the program, having completed 120 hours of hands-on training split between retail and acute care pharmacies and having successfully passed your certification exam, you will have a competitive advantage over other potential Pharmacy Technician applicants and would likely be hired at a higher wage and have more promotion opportunities due to your education and experience.

The Pharmacy Technician program is mostly online with the exception of the Pharmacy Dispensing Lab course and 120 hours of required clinical experience in pharmacy settings. The pharmacy experience if at all possible is scheduled in pharmacies close to your location. The program has a limited enrollment capacity of **twenty-three new students each year**. The small class size is advantageous to you as a student, allowing you more individualized attention and more opportunity for hands-on experience as well as a greater opportunity for employment after graduation. The student selection scoring process is achieved by a calculated point system. Submitted applications are time and date stamped. In the event of a tie for the 23rd spot, the application turned in first per the time/date stamp will be ranked ahead of the other. Information regarding the profession, the program, and application materials for entry are enclosed in this packet. **Please read the materials carefully. Only COMPLETE applications will be considered.**

For additional information, answers to specific questions, or to set up an appointment, please contact Pamela Christianson at (406) 771-4411 or [pamela.christianson@gfcmsu.edu](mailto:pamela.christianson@gfcmsu.edu) Please don't hesitate to contact us.

Sincerely,

Pamela Christianson, MS, CMA (AAMA), CPhT (PTCB)  
Pharmacy Technician Program Director  
Great Falls College MSU  
2100 16th Ave S  
Great Falls, MT 59405  
(406) 771-4411

*\*Note: National PTCB or ExCPT Certification does not substitute for state licensure through the Montana Board of Pharmacy.*

## **GREAT FALLS COLLEGE MONTANA STATE UNIVERSITY PHARMACY TECHNICIAN**

### **Job Opportunities:**

About 72 percent of pharmacy technicians work in retail pharmacies that are independently owned or part of a drugstore chain, grocery store, department store, or mass retailer. The other 18 percent are employed in hospitals, and a small proportion work in mail-order and Internet pharmacies, offices of physicians, pharmaceutical wholesalers, and the federal government.

The U.S. Bureau of Labor and Statistics predicts the employment of pharmacy technicians to increase by 20 percent from 2012 to 2022, which is much faster than the average for all occupations. The 2012 median hourly wage is \$14.10/hr. with a median annual salary of \$29,320.

Gainful employment Program Information can be found: <http://www.gfcmsu.edu/webs/gepi/pharmacy.html>

### **Educational Program Description:**

The Great Falls College MSU Pharmacy Technician program is a limited enrollment program accepting 23 students each fall semester. Interested students must complete a current application to the program (**separate from the institution application**) for acceptance and are urged to contact Student Central, Advising and Career Center staff or the Program Director for student advising specific to program admission requirements.

The Great Falls College MSU Pharmacy Technician Program prepares students for entry-level positions in hospital, retail, and other types of pharmacies. The two semesters after program acceptance, includes didactic, simulation, and internship opportunities. Students are required to rotate to experiential sites and some may be outside of the Great Falls area. Transportation and housing are the student's responsibility.

Applications to the program are due June 1 prior to the fall semester start. Documentation of required prerequisites must be included in the application packet. Students must successfully complete the following prerequisite courses (with a C- or higher) prior to enrollment in the Pharmacy Technician Program: Introduction to Computers, College Writing I, Intermediate Algebra, and one (1) of the following three (3) courses: Intro to Interpersonal Communication, or Introduction to Psychology, or Introduction to Sociology.

Following acceptance to the program, Pharmacy Technician program students will receive their training through a variety of methods including online discussions, practice in mock procedures, and actual clinical experience in pharmacies in their local communities. Students must complete the fall PHAR classes with a C- or higher to progress to the spring semester. If a student does not pass the required courses with a C- or better, he/she will not be able to continue in the program and will need to apply for readmission into the program the following year.

Once students are accepted into the program, all students are expected to register with the State of Montana as Pharmacy Technicians-in-Training. The link to the application is:

[http://bsd.dli.mt.gov/license/bsd\\_boards/pha\\_board/pdf/pharmacy\\_tech\\_training\\_app.pdf](http://bsd.dli.mt.gov/license/bsd_boards/pha_board/pdf/pharmacy_tech_training_app.pdf)

Students must arrange their own clinical sites and schedules with the assistance of their instructor. Program fees do not cover certification examination, transportation or lodging costs (if necessary) during clinical practice. Students will be required to arrange and pay for their transportation and lodging for their clinical experiences. There may also be additional immunization requirements beyond the initial ones required with the college application depending on the clinical site.

Students who successfully complete the program are awarded a Certificate of Applied Science and are well prepared for and encouraged to sit for the national certification exam such as offered through the Pharmacy Technician Certification Board (PTCB). Graduate students of the program will have the skills and knowledge required for an entry-level pharmacy technician position.

Background checks: Being convicted 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. Background check and drug screening are required prior to internships. Please contact PTCB (Pharmacy Technician Certification Board), [www.ptcb.org](http://www.ptcb.org), and the Montana State Board of Pharmacy ([http://bsd.dli.mt.gov/license/bsd\\_boards/pha\\_board/board\\_page.asp](http://bsd.dli.mt.gov/license/bsd_boards/pha_board/board_page.asp)) if a criminal record is a potential problem.

## **Pharmacy Technician Program Characteristics/Expectations**

You can expect to commit to a busy semester when accepted into the Pharmacy Technician program at Great Falls College MSU (GFC MSU). When the semester begins it will be important for you to remember that most online courses include assignments that require you to prioritize and dedicate time to program course work, clinical experiences and any other program requirements that may arise. It will be necessary at times for you to be able to balance your coursework deadlines with family, social and work obligations. Students should expect to log in to their courses regularly, several times each week to ensure they receive all communications from instructors in a timely manner and keep up with course requirements.

There are a variety of learning activities within the program which make for an exciting and challenging experience. You should read assigned material and complete any other assignments online. A good rule of thumb is that for every class hour, a student will spend *at least* 2 hours outside of class in preparation for class and/or completion of assignments. A full-time load for college students is 12 credits and a 14 or 15 Credit load is equivalent to working a full-time 40 hour a week job.

## **Pharmacy Technician Program Expenses**

The Pharmacy Technician program is a relatively inexpensive program. However, students should begin planning early for financial aid or other arrangements to meet their educational needs.

Beyond tuition and fees, students will be required to purchase the following:

- Books and classroom & clinic supplies (approx. \$500)
- Montana Board of Pharmacy - Pharmacy Technician in Training Application (\$60.00)
- Certification examination fee (approx. \$129)
- Medical liability insurance
- Budgeted time for clinical experience and class work
- Transportation and lodging at distant clinical experience sites, if applicable

Note: Students must arrange their own clinical sites with the assistance of the instructor.

## **Admission to Great Falls College MSU**

Students must be admitted to the College and in good academic standing prior to the submission of the Pharmacy Technician program application. Applications will not be reviewed until applicants have been admitted to GFC MSU.

Acceptance to Great Falls College MSU requires a completed admissions application file, which may be obtained by visiting the campus, calling the College (406) 268-3700, or 1-800-446-2698, or applying online at <http://admissions.gfcmsu.edu/apply.html>

## **Student Health Insurance**

Program students entering the Pharmacy Technician program are strongly advised to carry their own medical insurance. Students will be financially responsible for their health care if they become ill or injured in the clinical setting.

### **Student Health Insurance Option (*Subject to change*)**

All GFC MSU students enrolled for 6 or more credits are required to have health insurance. For students without coverage, GFC MSU offers a program developed especially for students by Blue Cross/Blue Shield of Montana. This plan provides coverage for injuries and illnesses on or off campus. Please contact Student Central for more information. **Please see <http://students.gfcmsu.edu/insurance.html> for more information.**

Student Central  
Great Falls College MSU  
Phone: 406-771-4304

## **Eligibility for Admission to the Pharmacy Technician Program**

***All eligibility forms and documents are enclosed in the Pharmacy Technician Information and Application Packet.***

To be eligible to apply for admission into the Pharmacy Technician Program, applicants must:

### **Admission to Great Falls College MSU:**

- Students must be admitted to the College prior to the submission of the Pharmacy Technician program application and be in good academic standing with the institution. Therefore, no applications will be reviewed until applicants have been admitted to GFC MSU and in good standing (Student must not be on probation or suspension).
- Acceptance to Great Falls College MSU requires a completed admissions application file, which may be obtained by visiting the campus, calling the College (406) 268-3700, or 1-800-446-2698, or applying online at <http://admissions.gfcmsu.edu/apply.html>
- Complete all prerequisite coursework with a minimum grade of “C-” in each course.
- Prerequisite coursework can be taken at other institutions, but it is the applicant’s responsibility to confirm those courses are equivalent to the program’s prerequisites and are transferable to this institution.
- Current students may apply during the spring semester before the fall intake. They can apply before finishing their prerequisites and maybe be considered for conditional acceptance if space is available. Final determination will be made after satisfactory completion of the prerequisite courses.
- Must be at least 18 years of age and have a high school diploma or equivalency certificate.

## **Program Admission Process**

The Pharmacy Technician Program admissions committee will review only completed application packets and use established admissions criteria to rank applicants for admission. The Application Evaluation form used by the committee is enclosed. Criteria for selection emphasize academic performance in prerequisite course work.

**The priority deadline for applications to the Pharmacy Technician Program is June 1, 2017. Completed Program Application Packets may be hand delivered to the Health Science Program Assistant or mailed to the College. Applications will be date/time stamped upon receipt.**

Please send all application items as a complete packet. Items sent separately and at random are easily lost or misfiled. We are not responsible for any late, lost or misfiled information. Please only send required documentation as other supplemental items will be discarded.

Contact Information	Mailing address:
Health Science Program Assistant Room R 227 406.771.4350 or 1.800.446.2698	Pharm Tech Admissions Committee Attention: Pharmacy Tech Program Great Falls College MSU 2100 16 <sup>th</sup> Avenue South Great Falls, MT 59405

- **Priority Application Due Date: June 1, 2017**

- It is the applicant's responsibility to ensure that all requirements are met by the established deadlines.
- Deadlines, guidelines, and policies apply equally to all students; thus, there can be no exceptions.
- Only students in Good Academic Standing will be eligible for program acceptance.
- GFC MSU Pharmacy Technician program does not maintain a waiting list. Applicants must reapply each year.

### **Notification of Acceptance**

Students will be notified of acceptance into the Program by **July 17, 2017**. Accepted students will be required to provide proof of required immunizations before the start of fall semester. If slots are not filled in the 1<sup>st</sup> selection process, applications may be accepted until **August 21, 2017**.

Accepted students must return their Intent to Enroll by **August 11, 2017** and attend a Mandatory Orientation (online when available). Details will be provided in acceptance letters for accepted students.

Accepted students will be required to submit proof of the following immunizations. Please only submit them if accepted, do not send with this packet.

1. Hepatitis B –record of series of three injections OR titer that demonstrates immunity.
2. MMR –record of two doses OR titer that demonstrates immunity.
3. Tetanus –record of booster dose within ten years OR titer that demonstrates immunity. (Current with in the last 10 years)
4. Varicella –record of two doses OR titer that demonstrates immunity.
5. Influenza –annual flu shot documentation

***\*It is ideal to have your TB and Hepatitis B Vaccinations completed when submitting the Application. It is absolutely necessary that it be started prior to entering clinical in the fall semester.***

### **Information Regarding Transferable Courses**

Coursework taken at other educational institutions may be designated as equivalent courses for Great Falls College MSU. For current listing of approved equivalent courses, visit the Transfer Guide under Student Information at: [https://atlas.montana.edu:9001/pls/gfagent/hwzkxfer.p\\_selstate](https://atlas.montana.edu:9001/pls/gfagent/hwzkxfer.p_selstate)

If you have additional questions about transferability of courses, send a written request for evaluation of your prior transcripts to the Registrar at Great Falls College MSU. Please include appropriate course descriptions and official transcripts from former colleges with your request for evaluation.

Registrar's Office  
Great Falls College MSU  
2100 16<sup>th</sup> Ave S  
Great Falls, MT 59405  
406-771-5128

All transfer work has to be from a regionally accredited institution.

### **Equal Opportunity Policy**

Great Falls College MSU is committed to the provision of equal opportunity for education, employment, and participation in all College programs and activities without regard to race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, gender, age, political ideas, marital or family status, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation.

The College's Equal Opportunity Officer is the Chief Student Affairs & Human Resources Officer, 2100 16th Avenue South, Great Falls, MT 59405. Telephone: 406-771-4300

### **Pharmacy Technician Curriculum**

#### **GFCMSU Additional Graduation Requirement**

<b>NO</b>	<b>TITLE</b>	<b>CREDITS</b>	<b>GRAD/SEM</b>
COLS 103	Becoming a Successful Student	1	_____

Many students need preliminary math, science, and writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and writing placement before planning out their full program schedules.

<b>Program Prerequisite courses</b>	<b>Credits/Grade/Semester</b>
CAPP 120      Introduction to Computers +	3_____
M 095      Intermediate Algebra OR higher **, +	3-4_____
WRIT 101      College Writing I **, +	3_____

Select one of the following:

COMX 115	Intro to Interpersonal Communication + <b>OR</b>	
PSYX 100	Introduction to Psychology + <b>OR</b>	3_____

**Program Course Requirements After Formal Acceptance****FALL**

HTH 180	Pharmacology*,+	1_____
PHAR 100	Intro to Pharmacy Practice for Tech*,+	3_____
PHAR 101	Calculation for Pharm Tech*,+	3_____
PHAR 104	Pharm Dispensing Lab*,+	4_____
BIOH 104	Basic Human Biology & Lab **, +	4_____

**Fall Term Credits** **15**

**SPRING**

AHMS 144	Medical Terminology +	3_____
PHAR 120	Medication Safety*,+	3_____
PHAR 198A	Internship-Retail/Other 160 hours*,+	4_____
PHAR 198B	Internship-Retail/Other 160 hours*,+	4_____

**Spring Term Credits** **14**

**TOTAL PROGRAM CREDITS: 41-42**

\* Indicates prerequisites needed.

\*\* Placement in course(s) is determined by placement assessment.

+ A grade of C- or above is required for graduation.



**APPLICATION PACKET COVER & CHECK-OFF SHEET**

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **ST** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**TELEPHONE (Home)** \_\_\_\_\_ **(Cell/Other)** \_\_\_\_\_

**E-Mail ADDRESS** \_\_\_\_\_

**GFC MSU STUDENT ID NUMBER** \_\_\_\_\_

**Note:** Turn all application materials in **at one time** so as not to risk misplacement of any items. **Incomplete applications will not be reviewed for Pharmacy Technician Program slots.**

Check-off List (please check off all completed)

√	Items
	<b>Completed Admissions File</b> A completed admissions file includes a completed application, payment of the \$30 application fee (if applicable), copies of high school/GED/HiSET transcripts or diplomas, proof of MMR shots, and completion of placement testing or submit official college transcript(s) verifying placement. Complete admissions files will be verified by the registrar's office and applicants with incomplete files will not be admitted to the program. Students are encouraged to check with the admissions office to confirm that their admissions file is complete.
	<b>In Good Academic Standing</b> All students must be in good academic standing which means they are not on academic probation OR academic probation continued, OR academic suspension. Good academic standing will be verified by the registrar and any applicants who are not in good academic standing will not be admitted to the program. Students are encouraged to check with the registrar's or admissions office to confirm that they are in good academic standing.
	<b>Completed all prerequisite coursework with a C- or higher.</b>
	<b>At least 18 years of age and have a high school diploma or equivalency certificate.</b>
	<b>Application Packet Cover &amp; Check-Off Sheet (page 10)</b>
	<b>Official Transcripts for all completed post-secondary education/certification's or degrees</b> (Send official transcripts to GFC MSU Registrar – no need to include in packet)
	<b>Signed copy of the Pharmacy Technical Standards form (page 11)</b>
	<b>Application Evaluation (complete form for submission) (page 12)</b>
	<b>CPR (BLS) certificate completed by Fall semester.</b>



## Technical Standards for the Pharmacy Technician Program

To successfully complete the Pharmacy Technical Program, students must demonstrate their competency in carrying out tasks necessary for safe and effective practice in the field, including:

- Effectively communicate patient information in a culturally sensitive matter.
- Move bulk quantities of supplies for storage.
- Safely and accurately handle pharmaceutical medications.
- Discern shades of colors; distinguish markings on tablets/capsules.
- Respond appropriately to patients' and other health care workers' questions, requests, and directions.
- Perform entry data tasks and acquire information using available technology.
- Distinguish fine print on various medication labels.
- Operate and manipulate equipment effectively.
- Accurately calculate dosages from instructions given.
- Respond to emergencies consistently, accurately, and quickly.
- Maintain professional manner and decorum regardless of time pressure or frequent interruptions often present in the pharmacy settings.
- Accurately perform mathematical calculations.
- Demonstrate understanding and adhere to professional standards of pharmacy technician.

I understand that I will be expected to demonstrate competency in the technical standards stated above in order to successfully complete the program.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



Pharmacy Technician Program APPLICATION EVALUATION for fall 2017  
(Please complete.)

NAME \_\_\_\_\_ ID: \_\_\_\_\_

Eligibility Assessment: (Place "Y" in blank to indicate requirement has been met)

Eligibility Assessment	Y or N
Admitted to Great Falls College MSU	
In Academic Good Standing at GFC MSU	
Each Prerequisite course completed with a minimum grade of "C-"	
Must be at least 18 years of age and have a high school diploma or equivalency certificate.	
It is ideal to have your TB and Hepatitis B Vaccinations completed when submitting the application. It is absolutely necessary that it be started prior to entering clinical in the spring semester.	
CPR (BLS) health care course completed or date set up (submit proof)	

**Admissions Criteria Score: Performance in Prerequisite Courses (48 points possible)**

(Grade of A= 4 pts, A- 3.7 pts, B+ 3.3 pts, B=3 pts, B- 2.7pts, C+ 2.3 pts, C=2 pts, and C- 1.7 pts)

Course #	Course Title	Grade	Points	Credit/Weight	Points
CAPP 120	Introduction to Computers	_____	x	3	= _____
WRIT 101	College Writing I	_____	x	3	= _____
M 095	Intermediate Algebra or higher	_____	x	3	= _____
<b>Select one of the following:</b>					
COMX 115	Intro to Interpersonal Comm				
PSYX 100	Introduction to Psychology				
SOCI 101	Introduction to Sociology		x	3	= _____

**TOTAL APPLICATION SCORE (48 points possible)**

In case of a tie at the raw point level, the tie-breaking criteria is submission date/time.