



# **Pharmacy Technology**

## **Program Information and Application**



Thank you for your interest in the Pharmacy Technology Program of Jones County Junior College.

The following information will guide you through the application process. Print, complete, and submit one application form as well as **three** reference sheets. All forms should be returned by May 1st to apply for the class beginning in August. Upon receipt of all application requirements, you will be contacted concerning an interview. Only complete applications will be considered.

Students within the first semester of the program will be required to register with the Mississippi Board of Pharmacy as a Pharmacy Technician. The student will be responsible for the cost of registration. According to Mississippi State Board of Pharmacy Regulations, no one convicted of a drug-related crime or a felony may be registered as a pharmacy technician in Mississippi.

Program graduates will be awarded an Associate Degree in Applied Science upon successful completion of the program curriculum. The Pharmacy Technology Program of Jones County Junior College is accredited through the American Society of Health-System Pharmacists. Graduates of the program are eligible to sit for the National Pharmacy Technician Certification Exam. The student will be responsible for the cost of the exam. Graduates earning a score of 140 or higher on a 1600 scale will earn the title of Certified Pharmacy Technician, CPhT.

### **Program Description**

Pharmacy Technology combines classroom instruction with laboratory work and clinical experience to prepare students for employment and advancement in the pharmacy field. Pharmacy technicians assist and support licensed pharmacists in providing direct patient care and medications to patients. Pharmacy technicians must work under the direction of a registered pharmacist.

Students learn about pharmacology through an overview of drug classifications, common drug side effects, drug use and abuse, FDA testing, and biotransformation of drugs in the human body. The curriculum also includes therapeutic classification of drugs, generic and trade names, transcription abbreviations, and pharmacy math and dosage calculations. The program of study familiarizes the student with methods of drug preparation, packaging and distribution as well as the functions and services provided by the hospital and retail pharmacy. The program includes practical learning experiences in community settings.

### **DEGREE**

Associate Degree in Applied Science

### **PHILOSOPHY**

We believe that learning is a life-long process, with specialization being built upon basic skills. Learning occurs best when conditions are optimal under structured guidance according to basic principles.

We believe that faculty should provide the foundation for learning while motivating the student to achieve their optimum level of education.

We believe that learning does not only include memorization, but also the understanding and skill necessary to fully utilize the qualities achieved during the learning process.

### **PURPOSE**

The purpose of the Pharmacy Technology Program of Jones Junior College is to help meet the needs of the pharmacists of the community for pharmacy technicians. This is achieved through classroom and laboratory work at Jones Junior College and through clinical instruction in local pharmacy facilities. The curriculum is designed to provide a program of instruction and practical experience which will prepare the student to function as competent pharmacy technicians, to prepare the student for the National Pharmacy Technician Certification Exam, and to become an integral part of the pharmacy realm.

### **ADMISSION REQUIREMENTS:**

1. Meet the general admission requirements to JCJC.
2. Request and complete an application packet for pharmacy technology, which includes a program application and three reference forms.
3. Have a Composite ACT Score of 17.
4. Submit to a drug test, if requested.
6. Submit an acceptable background check if requested.
7. Attend a scheduled selection interview.

The student will be responsible for all costs related to requirements.

During the program the student will be expected to obtain:

1. CPR-Healthcare Provider Certification
2. Technician registration with the Mississippi Board of Pharmacy ([www.mbp.state.ms.us](http://www.mbp.state.ms.us))

### **Career Opportunities**

Pharmacy technician employers include pharmacies based in hospitals, retail settings, home health care, nursing homes, clinics, nuclear medicine settings and mail order prescription companies. Nontraditional employers for pharmacy technicians include medical insurance companies, medical computer software companies, drug manufacturing companies, drug wholesale companies, and food processing companies.

Salary information available at:

<http://www.payscale.com/salary-calculator>

<http://www.bls.gov/ooh/healthcare/pharmacy-technicians.htm>

### **DRESS CODE**

Students are required to dress appropriately. Clothing and hair should be neat at all times, with attention given to personal hygiene. Jewelry and nails shall not be excessive. **No visible body piercing or tattooing is permitted. Black scrubs with clean, white tennis shoes shall be worn during all lecture classes, all labs, and navy scrubs for all clinical rotations.** A white, long sleeved lab coat with a PT badge on the left shoulder or embroidered on left chest and a name tag with student name and title with attached JCJC student ID as well as State Board of Pharmacy Technician Registration card will be worn at all clinicals and during all labs.

### **ETHICS**

Patient confidentiality is to be honored at all times. Do not discuss patient information with classmates, friends, or family. Do not discuss any proprietary pharmacy business.

### **Statement of Non-Discrimination**

Jones County Junior College does not discriminate on the basis of race, color, national origin, age, sex, or disability in its programs, activities, or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: (ADA/ Section 504) Pam Brownlee, ADA Coordinator, Jones County Junior College, 900 South Court Street, Ellisville, MS 39437, 601-477-4122; (Title IX) Gwen Magee, Title IX Coordinator, Jones County Junior College, 900 South Court Street, Ellisville, MS 39437, 601-477-4028.

### **DISABILITY CLAUSE:**

Jones County Junior College students who wish to obtain educational accommodations due to qualifying disabilities should contact Pam Brownlee, ADA/504 Coordinator, Student Success Center, 601-477-4122. Documentation of disability may be required. Grievance procedures related to this area are available in this office.

## **Program Length**

The Pharmacy Technology Program is a five-semester program.

## **PROGRAM GOALS**

The goals of the Pharmacy Technology Program are to enable the technician to:

- Assist the pharmacist in collecting, organizing, and evaluating information for direct patient care, medication use review, and departmental management.
- Receive and screen prescription/medication orders for completeness, authenticity, and accuracy.
- Use procedures and appropriate operations to prepare medications for distribution in a variety of health-system settings.
- Use pharmaceutical and medical terms, abbreviations, and symbols appropriately.
- Prepare and distribute medications in a variety of health-system settings.
- Perform arithmetical calculations required for usual dosage determinations and solutions preparation.
- Use knowledge of general chemical and physical properties of drugs in manufacturing and packaging operations.
- Use knowledge of proper aseptic technique and packaging in the preparation of medications.
- Perform arithmetical calculations required to verify the measurements, preparation, and/or packaging of medications produced by other technicians.
- Demonstrate the ability to distribute medications.
- Use knowledge of proper aseptic technique to assist the pharmacist in the administration of immunizations.
- Collect payment and/or initiate billing for pharmacy services and goods.
- Purchase pharmaceuticals, devices, and supplies according to an established purchasing program in a variety of health-systems.
- Control the inventory of medications, equipment, and devices according to an established plan in a variety of health systems.
- Maintain pharmacy equipment and facilities in a variety of health system settings.
- Assist the pharmacist in monitoring the practice site and/or service area for compliance with federal, state, and local laws, regulations, and professional standards.
- Assist the pharmacist in preparing, storing, and distributing investigational drug products.
- Use appropriate judgment in assisting the pharmacist in the monitoring of medication therapy.
- Assist the pharmacist in the identification of patients who desire/require counseling to optimize the use of medications, equipment, and devices.
- Understand the use and side effects of prescription and nonprescription drugs used to treat common disease states.
- Demonstrate the ability to display compassion and a caring attitude towards patients and their care-givers in all aspects of job responsibilities.
- Demonstrate the ability to participate in the pharmacy department's process for preventing medication misadventures.
- Take personal responsibility for assisting the pharmacist in improving direct patient care.
- Understand direct patient care delivery systems in multiple practice settings.
- Understand the importance of and resources for staying current with changes in pharmacy practice.
- Appreciate the need to adapt the delivery of pharmacy services for the culturally diverse
- Maintain confidentiality of patient and proprietary business information.
- Communicate clearly orally and in writing.
- Demonstrate the ability to maximize work efficiency through the use of technology.
- Maintain an image appropriate for the profession of pharmacy.
- Demonstrate ethical conduct in all activities related to the delivery of pharmacy services and all job-related activities.
- Appreciate the benefits of active involvement in local, state, and national technician and other pharmacy organizations.
- Appreciate the value of obtaining technicians certification.
- Efficiently manage one's work whether performed alone or as a part of a team.
- Efficiently solve problems commonly encountered in one's own work.
- Understand the principles for managing change.
- Establish and maintain effective interpersonal working relationships with other members of the health care team.
- Understand the need to be able to resolve conflicts through negotiation.
- Demonstrate the ability to balance obligations to one's self, relationships, and work in a way that minimizes stress.
- Demonstrate the ability to assist the pharmacist in assuring the quality of all pharmaceutical services

## **CURRICULUM**

The Pharmacy Technology Program combines classroom instruction with laboratory work and clinical experience to prepare students for employment as technicians working under the direct supervision of registered pharmacists in hospitals, health care agencies, and retail outlets.

PHM 1111 Pharmacy Technician Fundamentals

PHM 1123 Pharmacy Law

PHM 1212 Computer Applications in Pharmacy

MAT 1313 College Algebra

PHM 1413 Pharmacy Anatomy and Physiology

LLS 1312 Orientation

ENG 1113 English Composition I

PHM 1424 Pharmacology I

PHM 1525 Pharmacy Practice

PHM 1313 Pharmacy Math and Dosage Calculations

ENG 1123 English Composition II

SPT 1113 Public Speaking I (Speech)

PHM 2614 Practicum I

PHM 1512 Pharmaceutical Compounding

PHM 2434 Pharmacology II

PHM 2534 Nonprescription Drugs and Devices

PHM 2624 Practicum II

PHM 2543 Drug Information Research

PHM 2634 Practicum III

PHM 2813 Pharmacy Transition

PHM 2714 Pharmacy Management

- **Social/Behavior Science (3hrs)**
- **BIO 2514 Anatomy and Physiology I and BIO 2524 may be substituted for PHM 1413**

Please call the Pharmacy Technology Department at 601-477-4230 if you have any further questions.  
email Tracey McCraw @ [tracey.mccraw@jcjc.edu](mailto:tracey.mccraw@jcjc.edu) or Stephanie Jones @ [stephanie.jones@jcjc.edu](mailto:stephanie.jones@jcjc.edu)

Jones County Junior College reserves the right to make program changes as deemed necessary.

**JONES JUNIOR COLLEGE  
PHARMACY TECHNOLOGY APPLICATION FORM**

**NAME:** \_\_\_\_\_  
(LAST) (FIRST) (Middle) (Previous Names Used)

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

**HOME TELEPHONE:** \_\_\_\_\_ **CELL PHONE** \_\_\_\_\_ **ALT PHONE** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**SOCIAL SECURITY NUMBER:** \_\_\_\_\_ **JCJC STUDENT ID #** \_\_\_\_\_

**BIRTH DATE:** \_\_\_\_\_

**IN CASE OF EMERGENCY NOTIFY:** \_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(ADDRESS) (PHONE) (RELATIONSHIP)

**HIGH SCHOOL ATTENDED:** \_\_\_\_\_

**SCHOOL GRADE COMPLETED:** \_\_\_\_\_

**DIPLOMA OR GED:** \_\_\_\_\_ **DATE of DEGREE** \_\_\_\_\_ **GPA** \_\_\_\_\_

**ACT *COMPOSITE* SCORE** \_\_\_\_\_ **DATE** \_\_\_\_\_ **TEST SITE** \_\_\_\_\_

**PREVIOUS PHARMACY EXPERIENCE** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OTHER WORK EXPERIENCE** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A CRIME (EXPLAIN): \_\_\_\_\_

\_\_\_\_\_

HAVE YOU EVER HAD AN ALLERGIC REACTION TO ANY MEDICATION OR DRUG (EXPLAIN): \_\_\_\_\_

WOULD YOU WILLINGLY SUBMIT TO A DRUG TEST? YES OR NO

HAVE YOU AT ANY TIME IN THE PAST FAILED A DRUG TEST? YES OR NO

DO YOU HAVE A HISTORY OF DRUG OR ALCOHOL ABUSE YES OR NO

IF YES, PLEASE EXPLAIN \_\_\_\_\_

\_\_\_\_\_

ARE YOU CURRENTLY ATTENDING JONES COUNTY JUNIOR COLLEGE YES OR NO

IF YES, PLEASE LIST DATES ATTENDED \_\_\_\_\_

LIST OTHER COLLEGES ATTENDED WITH DATES AND NAME AS ENROLLED:

\_\_\_\_\_

EXPLAIN WHY YOU WANT TO BECOME A PHARMACY TECHNICIAN.

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*I HEREBY CLAIM ALL THE ABOVE INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND I UNDERSTAND FALSIFICATION OF INFORMATION CAN RESULT IN BEING TERMINATED FROM THE PHARMACY TECHNOLOGY PROGRAM OF JONES COUNTY JUNIOR COLLEGE*

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

**Confidential Reference Form**

**Part I (Part I should be completed by the applicant and presented to the reference for completion of Part II)**

Three completed reference forms are required.

Name of applicant (printed) \_\_\_\_\_

Signature of applicant: \_\_\_\_\_ Date \_\_\_\_\_

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**Part II (To be completed by the person serving as a reference)**

Please note the waiver statement above. Once you have completed the form below, please return in a sealed envelope to:

**Pharmacy Technology Program**  
**Jones County Junior College**  
**900 S. Court Street**  
**Ellisville, MS 39437**  
 Office phone: (601)477-4230

Please rate the applicant's traits by placing a checkmark in the appropriate column.

<b>Applicant's trait</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>Not Known</b>
Dependability					
Initiative					
School/Work Performance					
Motivation towards goals					
Maturity					
Emotional Stability					
Ability to work with others					
Judgment					
Ability to follow instructions					
Ability to accept criticism					
Concern for others					
Self confidence					
Analytical ability (Problem solving)					
Oral expression					
Written expression					
Organizational skills					
Attention to details					
Promptness					

**How long have you known this applicant?** \_\_\_\_\_

**In what relationship?** \_\_\_\_\_



**Describe major strengths of the applicant.**

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**Describe major weaknesses of the applicant.**

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**Please include any additional information you deem would be beneficial to the Interview Committee in its consideration of this applicant.**

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**Please indicate your recommendation of this applicant for acceptance into the Pharmacy Technology Program of Jones County Junior College.**

<b>Highly recommend</b>	<b>Recommend</b>	<b>Recommend with reservation</b>	<b>Do not recommend</b>	<b>No opinion</b>

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

\_\_\_\_\_  
**Name (Please print)**

\_\_\_\_\_  
**Position /Title**

\_\_\_\_\_  
**Institution/Company**

\_\_\_\_\_  
**Address and telephone**

***THE PRIORITY DEADLINE FOR APPLICATIONS IS May1st.***

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