



Pharmacy Technology

Program Information and Application



Thank you for your interest in the Pharmacy Technology Program of Jones 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 (ASHP) and the Accreditation Council for Pharmacy Education (ACPE). Graduates of the program are eligible to sit for either the National Pharmacy Technician Certification Exam (PTCE) or the Exam for the Certification of Pharmacy Technicians (ExCPT). The student will be responsible for the cost of the exam. Graduates earning a passing score 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 direct supervision 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 development of skills necessary to fully utilize the qualities achieved during the learning process.

PURPOSE

The purpose of the Pharmacy Technology Program of Jones 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 College and through clinical instruction in local pharmacy and institutional 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 a national Pharmacy Technician certification exam and to become an integral part of the pharmacy realm.

Program Total Cost for 5 Semesters - \$8,845.00 (excluding books)

****cost is estimated and subject to change without notice****

Financial Assistance available through:

Fafsa.gov *free application for federal student aid (grants, work-study, & loans)

Jones College has available payment plans that can be managed through the business office (601-477-4225)

Scholarships available for those who qualify in a variety of areas (resources available www.jcj.edu)

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

ADMISSION REQUIREMENTS:

1. Meet the general admission requirements to Jones College.
2. Must **be 18 years of age by Oct 1st** of admission year.
3. Request and complete an application packet for pharmacy technology, which includes a program application and three reference forms.
4. Have a Composite ACT Score of 17.
5. Sign a release for background check.
6. Attend a scheduled interview for admission.

REASONS FOR DISMISSAL

- Failing to achieve a "C" or above average in each course of the curriculum
- Cheating on a test or assignment
- Falsification of any information related to the program, including application and course work
- Failing the drug test or refusing to have a drug test performed
- Being under the influence of alcohol or drugs while in the classroom, lab, or clinicals
- Conviction of any felony charge
- Unacceptable background check
- Violation of any college regulation as stated in the Code of Conduct
- Failing to follow instructions of instructors or other school officials
- Disruption of the learning environment in the classroom, lab, or clinicals
- Failing to follow instructions by a supervisor or facility policy during clinicals
- Performing 3 or more medication errors while in the clinical area
- Denial by the Mississippi Board of Pharmacy for Technician Registration

During the program the student will be required to obtain:

1. CPR-Healthcare Provider Certification
2. Submit an acceptable background check for registration with the MS Board of Pharmacy
*** Qualifications for registration can be found at www.mbp.state.ms.us**
3. Submit to a drug test if requested
4. Submit proof of current technician registration with the MS Board of Pharmacy (www.mbp.state.ms.us)
5. Adhere to immunization policies of clinical sites
6. TB skin test
7. National Pharmacy Technician certification through PTCB or Excpt
***qualifications for exam www.ptcb.org and www.nhanow.com**

The Pharmacy Technology Program of Jones College currently has a 100% pass rate on a National Certification Exam and has been accredited since 1998 through ASHP/ACPE.

Career Opportunities

Pharmacy technician employers include pharmacies based in hospitals, retail settings, compounding pharmacies, 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 Jones College 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.

Non-Discrimination Statement and ADA statement

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) Dr. Kisha Jones, ADA Coordinator, Student Affairs, phone 601-477-2673; email ADACoordinator@jcc.edu and (Title IX) Dr. Tessa Flowers, Title IX Coordinator, Asst. VP of Student Affairs, Hutcheson Hubbard Administration Building, phone 601-477-4845; email tessa.flowers@jcc.edu. Jones County Junior College, 900 South Court Street, Ellisville, MS 39437.

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 reparation.
- 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 1722 Smart Start Pathway

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@jcc.edu or Stephanie Jones @ stephanie.jones@jcc.edu

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

**JONES 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 #** _____

DRIVER'S LICENSE NUMBER: _____

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 ARRESTED OR 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 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.

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 COLLEGE

(SIGNATURE)

(DATE)

INFORMATION RELEASE AUTHORIZATION

I hereby authorize the release to Jones County Junior College or its representative of any and all employment and/or personal information about me that is maintained by your institution, agency, company, or school. This release pertains to records with regard to my educational records of achievement from schools having attended, and criminal conviction maintained in your files.

I further request that copies of such records be forwarded to the Instructional Affairs Office or its representative who is conducting the inquiry into my qualifications and fitness for acceptance. I acknowledge by this authorization that I release all parties concerned from any and all obligation or liability in the disclosure of the contents of such files and the observations or opinions contained therein. I realize responses will be confidential, and I will not be permitted to view or to be informed about any aspect of those responses.

I certify that I have read and fully understand the foregoing statements. Thank you for your prompt attention to this request.

Signature

Date of Birth

Name (please print)

Former Name(s)

Street Address

City, State & Zip

SS Number and Driver License Number

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_____

.....
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 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.

Applicant's trait	Excellent	Good	Fair	Poor	Not Known
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.

Describe major weaknesses of the applicant.

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

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

Highly recommend	Recommend	Recommend with reservation	Do not recommend	No opinion

Signature _____ **Date** _____

Name (Please print)

Position /Title

Institution/Company

Address

Telephone # (where you can be reached)

THE PRIORITY DEADLINE FOR APPLICATIONS IS May1st

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