Pharmacy Technician Program

ADMISSION & APPLICATION FOR PROGRAM

Class Begins: Summer I and Spring
Deadline: Open Until Full

For more information
IRSC Information Call Center
1-866-792-4772
www.irsc.edu
INDIAN RIVER STATE COLLEGE is a public, comprehensive college with a nationally recognized commitment to helping students succeed. The College was selected out of 1,000 colleges nationwide as a Top Ten Finalist for the prestigious Aspen Prize for Excellence and has been designated an Achieving the Dream™ college for support of students from enrollment to employment. Over 30,000 people enroll in IRSC courses each year, attracted by the College’s combination of quality, convenience and affordable tuition. IRSC is designated as the 3rd Most Affordable College in the country by the U.S. Department of Education, and students benefit from many scholarship and financial aid opportunities.

Every aspect of IRSC is focused on helping students succeed with small classes, an array of student support services, convenient campuses, and online courses. IRSC offers over 100 programs, including Bachelor’s degrees, Associate in Arts degrees for continuing education at IRSC or a university, Associate in Science degrees for in-demand careers after two years of training, short-term certificate programs and Quick Job Training.

**EA/EO STATEMENT**

Indian River State College does not discriminate on the basis of race, color, national origin, ethnicity, sex, religion, age, disability, sexual orientation, marital status, veteran status or genetic information in its programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies:

Adriene B. Jefferson  
Equity Officer/Title IX Coordinator  
IRSC Main Campus • 3209 Virginia Ave. • Fort Pierce, FL 34981  
(772) 462-7156
The following items are found in the *Health Science Division Student Handbook.*

(This list has been updated as of 3/16.)

1. Health Science Division Purpose Statement
2. Health Science Statement of Ethics
3. Health Science Plagiarism Regulation
4. Email/Contact Information
5. Health Science Use of Electronic Regulation
6. Health Science Confidentiality Statement
7. Health Science Grading
8. Health Science Retention Regulation
9. Health Science Probation Regulation
10. Health Science Readmission and Dismissal Regulation
11. Health Science Complaint Guidelines
12. Health Science Liability, Accident and Insurance Regulation
13. Health Requirements
14. Indian River State College Health Science Post Exposure Protocol
15. Health Science Background Check Regulation
16. Health Science Substance Abuse Regulation
17. Health Science Dress Code/Professional Standards
18. Health Science Student Parking Regulation
19. Health Science Student Smoking Regulation
PHARMACY TECHNICIAN PROGRAM

The Indian River State College Pharmacy Technician program is a certificate program which prepares students to assist a pharmacist with the technical tasks that take place in the pharmacy. Under the direct supervision of a pharmacist, the graduates from this program are qualified to work as a Pharmacy Technician in retail, hospital and other health care settings, performing duties such as interpreting prescription orders, maintaining patient records, packaging and labeling medications, maintaining drug supplies, preparing sterile and non-sterile products and performing computer data entries. Program completers sit for the National Pharmacy Technician Certification Exam administered by the Pharmacy Technician Certification Board. Pharmacy technicians who successfully pass the exam are Certified Pharmacy Technicians (CPhT).

APPLICATION CHECKLIST

Necessary forms can be found in the back of this booklet.

_____ 1. Complete the Indian River State College Application for Admission online at www.irsc.edu.
_____ 2. Request high school, former school and/or college(s) to forward transcript(s) to Admissions Office at IRSC by the application deadline. Check online at http://www.irsc.edu to confirm receipt of transcripts.
_____ 3. Meet with an IRSC Academic advisor to review program requirements and complete the Student Advisement form. (Form can be found in the back of this book).
_____ 4. Read the Pharmacy Technician Core Performance Standards.
_____ 5. Complete Health Science Program Application online and pay $30 fee by application deadline date.
_____ 6. Attend mandatory information Session and submit proof of attendance. Current information can be found on the IRSC website. Attendance must be validated on the Information Session Verification form. (Form can be found in the back of this book).
_____ 7. Submit a copy of current American Heart Association Basic Life Support CPR card. Card should be valid for the length of the program.

Pharmacy Technician applicants are provisionally accepted on a first-come, first-served basis, pending successful completion of the checklist items above by the application deadline. Applicants are then notified to register for classes and complete the following for FINAL acceptance.

_____ I. Submit a non-refundable $100 check payable to IRSC to the Health Science Division Office (Main Campus, Fort Pierce, 3rd floor, H-building) to cover mandatory drug screening and a National criminal background check (fingerprinting).
_____ II. Submit Physical Exam Form complete with immunizations documented and proof of personal health insurance (included in back of booklet).

Satisfactory results of these final requirements must be on file in the Health Science Division Office by the first day of class in order to remain enrolled in the program.
INTRODUCTION

The Pharmacy Technician program is offered through the IRSC Health Science Division. All applicants enter this program through a Selective Admissions process. Contact Educational Services, any IRSC campus, or the Health Sciences Division at (772) 462-7550, for specific requirements and deadlines.

NOTE: If at anytime during the application process you have a change of address or need to update other personal information, submit this information to the Educational Services Department by supplying documentation (e.g. copy of driver license or adoption papers) in person, or at any IRSC campus. This will expedite notification of acceptance status.

APPLICATION PROCESS

Any candidate who wishes to be considered for a Health Science program at Indian River State College must complete the procedures outlined on the check list on page 1. It is the student's responsibility to see that admission requirements are met. No notices will be sent.

1. Complete an IRSC Application for Admission online @ www.irsc.edu for the Health Science program.
2. Complete the Health Science Program Application online at www.irsc.edu and pay the $30 application fee by the program application deadline.
   a. Go to the IRSC website at www.irsc.edu
   b. Click MYIRSC and then Sign in to MyIRSC
   c. Sign in using your Student ID and pin number
   d. Go to Registration (blue menu bar) and select Health Science Application
   e. Place a check mark in the I Agree statement
   f. In the Health Science Program box, select Pharmacy Technician.
      Application Deadline: this automatically fills in the program deadline date.
   g. Select Submit. Select OK
   h. Select Pay Fee Now and then PAY NOW
   i. Select process for payment
   j. Select $30 application fee
   k. Enter credit card details
   l. Submit Payment
3. Submit official transcripts from high school and all previous colleges or universities attended to Educational Services by the program application deadline.
4. Submit proof of Information Session attendance
5. Submit copy of Student Advisement form
6. Copy of CPR Card (Basic Life Support Level through the American Heart Association)

All forms must be submitted with the Application Cover Sheet to the Health Science Division, Building H, 3rd Floor, room 308 by the deadline.

All applicants will be notified of their status approximately six to eight weeks after the deadline date. No information is available by telephone. To finalize acceptance, once notified of provisional acceptance, students will be required to have a completed IRSC physical examination form, a negative drug screen report and a FDLE background check prior to the first day of class.
Applicants should carefully review the application procedures outlined in this booklet. It is the applicant’s responsibility to ensure that the application process is complete.

Any candidate who wishes to be considered for the Pharmacy Technician program at Indian River State College must complete the procedures outlined on the checklist on page one. The required form is included in the back of this application booklet. It is the student's responsibility to see that admission requirements are met. No notices will be sent.

INFORMATION SESSIONS

Students interested in applying to any Health Science program should plan to attend the appropriate, regularly scheduled, program information session for direction and assistance with the application process prior to the application deadline date. Each information session addresses any questions or concerns prospective applicants may have. Each session also assists students in understanding how to achieve a “qualified” applicant status. No reservations or fees are required to attend.

| Pharmacy Technician Information Sessions are held in the Mary L. Fields Health Science Center Building |
| 2nd Thursday of each month | |
| Main Campus in Fort Pierce | |
| H - 307 | |
| 4:00 p.m. |

APPLICANT REVIEW

Students are selected on a competitive basis and consideration for admission into the IRSC Pharmacy Technician program will be based upon review of the following criteria:

1. Student must be 18 years of age or over.
2. Must have high school diploma, GED or equivalent
3. IRSC Application for Admission must be complete.
4. Health Science Application must be completed.
5. Student must attend a Pharmacy Technician Information Session and submit proof.
6. Student must meet with an advisor and complete the advisement form
7. Copy of CPR card (Basic Life Support (BLS) level American Heart Association

ACCEPTANCE INTO PROGRAM

Pharmacy Technician applicants are provisionally accepted on a first-come, first-served basis, pending successful completion of checklist items on page 1 by the application deadline. Students will then be notified to register for classes and complete a drug screen, criminal background check and a physical with immunizations documented for final acceptance. Details regarding these final requirements are outlined below.

It is strongly advised that students requiring the TABE test begin this process during the application period and continue until 11.0 is achieved in all areas of reading, math and language. TABE requirements must be met for program completion.
Substance Use/Abuse Regulation

Refer to the IRSC website at www.irsc.edu. Click Programs & Careers and then Health Sciences/How to Apply. In the Handbooks/Forms box, select Background Check Requirements.

Refer to the IRSC website at www.irsc.edu. Click Programs & Careers and then Health Sciences/How to Apply. In the Handbooks/Forms box, select Background Check Requirements.

Health/Medical Record

A completed medical health form must also be submitted to the Health Science Division Office, and approved by the Program Department Chair. This health record will contain results from a physical examination and laboratory tests including immunization records. Student must use the IRSC Physical and Immunization form located on the IRSC website.

Applicants who do not meet the standards of good physical and mental health, as required by clinical facilities for safe patient care, may reapply and be considered for application to a Health Science program after resolution of the health problem. An updated health record verified by a licensed physician or an ARNP must be submitted.

Indian River State College and partnering clinical sites require all health science students who register for clinical courses to have personal health insurance. Students will be asked to show proof of personal health insurance by presenting their insurance policy number, the name of the insurance provider and the telephone number of the provider to clinical preceptors or administrators. If students do not have health insurance or do not provide proof of health insurance, they will not be eligible for clinic rotation which will result in termination from program. Personal health insurance may be purchased through the Health and Wellness Department. Call them at (772) 462-7825 for more information.

Student Drug Screen, Background Check and Medical Records

When submitted, these records will become the property of the College, and will not be available for copying or for use to meet the requirements of outside employers. Students who are out of the program for six months or more must submit new records.

NON-ACCEPTANCE INTO PROGRAM

Applicants who do not qualify for the program will be notified. Contact the Office of the Dean of Health Science (772) 462-7550 for clarification on how to strengthen your application.

PROGRAM EXPENSES

Visit www.irsc.edu. Click Programs & Careers and then Health Sciences/How to Apply. Select Pharmacy Technician Program. In the Start Here box, select Program Expenses.
**FINANCIAL AID/SCHOLARSHIPS**

Financial Aid (grants, loans, work-study) is available to those who qualify. Complete the **FAFSA and IRSC Supplemental Financial Aid Application** to determine eligibility. For more information, contact the IRSC Financial Aid Office at (772) 462-7450 or toll-free at 1-866-900-3243 (FAID).

**Scholarships** designated for students in the Health Science programs may also be available. **Scholarship Applications are available at** [www.irscfoundation.org](http://www.irscfoundation.org). The **application deadline** for IRSC Health Science scholarship is in May – visit [www.irscfoundation.org](http://www.irscfoundation.org) (click on “scholarships”) for the updated application deadline date.

For additional information regarding scholarships, contact the IRSC Foundation office at (772) 462-4786, or toll-free at 1-866-792-4772, ext. 4786. Scholarship information is available online at [www.irscfoundation.org](http://www.irscfoundation.org) (Click on “Scholarships” on the left side of screen.)

**JOB OUTLOOK**

According to the U.S. Department of Labor Occupational Outlook, good job opportunities for pharmacy technicians are expected for full-time and part-time work, especially for technicians with formal training or previous experience. Job openings for pharmacy technicians will result from the expansion of retail pharmacies and other employment settings and from the need to replace workers who transfer to other occupations or leave the labor force.

Employment of pharmacy technicians is expected to **grow much faster than the average** for all occupations through 2020 because as the population grows and ages, demand for pharmaceuticals will increase dramatically. The increased number of middle-aged and elderly people will spur demand for technicians in all practice settings. With advances in science, more medications are becoming available to treat a greater number of conditions.

In additional, cost-conscious insurers, pharmacies and health systems will continue to expand the role of technicians. As a result, pharmacy technicians will assume responsibility for some of the more routine tasks previously performed by pharmacists. Pharmacy technicians also will need to learn and master new pharmacy technology as it emerges. For example, robotic machines are being increasingly used to dispense medicine into containers; technicians must oversee the machines, stock the bins and label the containers. Thus, while automation is increasingly incorporated into the job, it will not necessarily reduce the need for technicians.

Almost all states have legislated the maximum number of technicians who can safely work under a pharmacist at one time. In some states, technicians have assumed more medication-dispensing duties as pharmacists have become more involved in patient care, resulting in more technicians per pharmacist. Changes in these laws could directly affect employment.

*Note: Florida Statute #465.014 states the Board shall establish guidelines to be followed by licensees or permittees in determining the circumstances under which a licensed pharmacist may supervise more than one, but not more than three, pharmacy technicians.*
**EARNINGS**

**Region Info**
County Areas: Indian River, Florida (12061), Martin, Florida (12085), Okeechobee, Florida (12093), St. Lucie, Florida (12111)

**Occupation**
Pharmacy technicians (SOC 29-2052)  
Pharmacy aides (SOC 31-9095)

**Education Level**
Moderate-term on-the-job training  
Short-term on-the-job training

Source: EMSI Complete Employment – 2011.3

**Basic Information**
2012 Occupational Jobs: 856  
2020 Occupational Jobs: 950  
Total Change: 94  
Total % Change: 11.10%  
Openings: 256

2011 Median Hourly Earnings: $11.74

Source: EMSI Complete Employment – 2011.3

<table>
<thead>
<tr>
<th>NAICS Code</th>
<th>Description</th>
<th>2012 Jobs</th>
<th>2020 Jobs</th>
<th>Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>446110</td>
<td>Pharmacies and Drug Stores</td>
<td>504</td>
<td>558</td>
<td>54</td>
<td>11%</td>
</tr>
<tr>
<td>622110</td>
<td>General Medical and Surgical Hospitals</td>
<td>97</td>
<td>104</td>
<td>7</td>
<td>7%</td>
</tr>
<tr>
<td>445110</td>
<td>Supermarkets and Other Grocery (except Convenience) Stores</td>
<td>72</td>
<td>73</td>
<td>1</td>
<td>1%</td>
</tr>
<tr>
<td>452910</td>
<td>Warehouse Clubs and Supercenters</td>
<td>62</td>
<td>75</td>
<td>13</td>
<td>21%</td>
</tr>
<tr>
<td>621111</td>
<td>Offices of Physicians (except Mental Health Specialists)</td>
<td>15</td>
<td>22</td>
<td>7</td>
<td>47%</td>
</tr>
<tr>
<td>930000</td>
<td>Local government</td>
<td>14</td>
<td>15</td>
<td>1</td>
<td>7%</td>
</tr>
<tr>
<td>622210</td>
<td>Psychiatric and Substance Abuse Hospitals</td>
<td>12</td>
<td>17</td>
<td>5</td>
<td>42%</td>
</tr>
</tbody>
</table>

Source: EMSI Complete Employment – 2011.3

Certified technicians may earn more. Shift differentials for working evenings or weekends also can increase earnings. Some technicians belong to unions representing hospital or grocery store workers.

Upon completion of the IRSC Pharmacy Technician program, students are prepared to sit for the National Certified Pharmacy Technician (CPhT) exam.
Core Performance Standards

Pharmacy Technician students will be expected to meet the technical standards that are necessary to perform the "essential functions" of a Pharmacy Technician. Technological compensation can be made for disabilities in certain areas, but candidates should be able to perform in a reasonably independent manner, with or without accommodation. These technical standards are as follows:

- **Strength:** Moderate muscular strength is needed. In the course of the program, the PT student may be: pushing, pulling and lifting objects more than 20 Lbs.

- **Observation:** The student must be able to observe and participate in lectures, demonstrations, research and practice situations in pharmacy.

- **Motor Skills:** The PT student should possess the ability to safely and accurately perform all laboratory procedures, manipulate tools, instruments and other equipment in the laboratory. In the course of the program, the PT student may be: performing simple motor skills such as standing, walking, etc.; performing simple manipulative skills such as washing, writing, counting tablets, etc.; performing moderately difficult manipulative skills such as preparing IV admixtures, non-sterile compounds, etc.

- **Coordination:** In the course of the program, the PT student may be: performing body coordination such as walking, stooping, etc.; performing tasks that require hand-eye coordination such as keyboard skills, etc.; and performing tasks that require arm-hand steadiness such as IV admixtures, etc.

- **Mobility:** The student should be able to move from place to place in the performance of his or her work. In the course of the program, the PT student may be: walking and standing; sitting and standing for prolonged periods;

- **Communication:** The PT student must be able to communicate clearly and effectively in English with patients, teachers and all members of the health care team. Written and oral communication must use standard, professional medical terminology. Communication includes speech, hearing, reading, writing and computer literacy. Individual patient care and communication must be performed regardless of the patient’s race, ethnic group, age, gender, religious or political preference, ability to pay, gender or sexual orientation.

- **Intellectual, Conceptual, Integrative and Quantitative Abilities:** The student must be able to read and understand written documents in English and to solve problems involving measurement, calculation, reasoning, memory, analysis and synthesis. The student must have the capacity to demonstrate full utilization of his/her intellectual abilities, emotional stability, exercise good judgment under stressful situations and promptly complete all responsibilities.

- **Visual Discrimination:** The student should be able to read computer screens, prescriptions, and reports, read instrument scales, discriminate colors, read materials and record results. In the course of the program, the PT student may be required to: see objects far away as in driving; see objects closely as in automation machine screens.
-**Speech and Hearing:** The student must be able to communicate effectively and sensitively in order to assess both verbal and non-verbal communication; be able to adequately receive and transmit information to the patient and to members of the health care team; and hear normal sound with some background noise.

-**Mental Requirements:** The PT student should possess the emotional stability and health needed for full utilization of his or her intellectual abilities. The student must be free of mind-altering drugs, including alcohol and must be able to recognize emergency situations and take appropriate action.

-**Health and Related Requirements:** The student is required to provide current proof of having met all health related requirements prior to participating in any clinical activities. The student is responsible for maintaining all personal health records including current immunizations, CPR (American Heart Association BLS for Health Care Providers), and health insurance. All entering students are required to complete a background check prior to entering the Pharmacy Technician program and as requested throughout the program in compliance with the affiliation agreement for the clinical agency and community standards for disqualifying offenses. This may include a drug screen to comply with a clinical agency requirement. The student may be required to complete a physical exam in compliance with clinical agency affiliation agreement. Certain chronic or recurrent illnesses and problems that could interfere with patient care or safety may be incompatible with health science education or practice. Some illnesses may lead to a higher likelihood of student absences and should carefully be considered. Deficiencies in knowledge, judgment, integrity or professional attitude may jeopardize patient care, and as a result could become grounds for course failure and possible dismissal from the Pharmacy Technician program.

-**Environmental Conditions:** The PT student may be exposed at different times to: hazardous materials, needles, cytotoxic medications, glass ampules, etc.
PROGRAM COMPLETION

In order to obtain the certificate of completion, the student must meet the following requirements:

- Successfully complete program requirements.

- Students must not have any financial holds and all fees must be paid for by the student.

- Students must comply with TABE requirements by scoring 11.0 in math, reading and English or have an A.A. Degree, A.S. Degree or higher degree or qualify for an exemption under Senate Bill 1720.

Upon completing the specified requirements, the student is eligible to be granted a certificate of completion from Indian River State College and apply to take the Certification. Information on the exam will be provided during the Pharmacy Technician program.

The College provides a formal ceremony to recognize the graduates’ completion of the Pharmacy Technician program. Students will be notified of the date, time and place when it is set by the College.

PHARMACY TECHNICIAN PROGRAM CURRICULUM
(1050 HOURS)
SELECTIVE ADMISSION

For more information, visit www.irsc.edu. Click Programs & Careers and then Health Sciences/ How to Apply. Select Pharmacy Technician Program. In the Start Here box, select Guided Pathway.
INDIAN RIVER STATE COLLEGE
STUDENT ADVISEMENT FORM

PHARMACY TECHNICIAN

______ Summer  ______ Spring

Name of Student: ___________________________ Student ID: ________

PRINT NAME

All applicants must have this student advisement form completed by an Educational Service staff member or branch campus counselor or advisor by the application deadline date.

IMPORTANT NOTE: Any NO responses to the questions below will prevent your application from being considered for selection into the program.

☐ HAVE THE FOLLOWING REQUIREMENTS BEEN MET?

<table>
<thead>
<tr>
<th>Application Requirement</th>
<th>YES</th>
<th>NO</th>
<th>If answer is NO, indicate what intervention/resources were shared with student to assist them in completing requirement.</th>
</tr>
</thead>
<tbody>
<tr>
<td>admissions are complete</td>
<td></td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>*If YES, Date Completed___________</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>submit a copy of CPR Basic Life Support (AHA) Card.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>attended an Pharmacy Technician Information Session</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>student is aware of Fingerprinting/ Drug Screen/Physical Process.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>student is aware that personal health insurance must be active for entire program</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>is aware of TABE requirement for program completion</td>
<td></td>
<td></td>
<td>If yes, indicate student status TABE Results ___________________ TABE Exemption __________ Anticipated Testing Date __________</td>
</tr>
<tr>
<td>completed the require College NSO</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In addition to the list above, student has had the opportunity to discuss all related topics outlined in the Pharmacy Technician Application booklet, including program expenses, financial aid opportunities, time commitment to the program, etc.

Educational Services Staff: __________________________ /

Print Name                      Signature

Student: __________________________               Signature       Date

Submit this form to the Health Science Department
Indian River State College

Pharmacy Technician
Information Session Verification

Student Name ________________________________  Student ID____________________

I, __________________________________________, attended a Pharmacy Technician Program
Name
Information Session on_____________________________ and understand the application
Date
process, requirements and the commitment to learning that is required of a Pharmacy
Technician student.

Proof of Attendance
This page intentionally left blank.
STUDENT NAME__________________________________    Student ID_________________

I have attached the following items: (mark off items submitted with a check mark)

___ CPR Card ONLY American Heart Association Basic Life Support Level
   Will be accepted (Must be valid throughout the program).

___ Student Advisement form

___ Proof of Information Session Attendance

Please clearly print your name and student ID on each piece of paper submitted. All
documentation must be submitted in order with this cover page on top and stapled in the upper
left corner. Portfolio covers, folders and binders will not be accepted.

Please submit cover sheet with supplemental documents to:
Indian River State College
Health Science Division
3209 Virginia Ave
Building H, 3rd Floor, room 308
Fort Pierce, FL 34981
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