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COURSE CATALOG

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Student Disclosure-Students should review this catalog thoroughly for all factual information before signing the enrollment agreement.

Faculty

Helen T. McCarthy, R.Ph, Pharm.D.

Academic Director

Teaching/Lab Assistants: Diane Lonergan, C.Ph.T, Lisa M. Aponte-Rodriguez, C.Ph.T.

2012 Calendar

Session I 2012: Lecture and Lab: 2/4/12-6/17/12 **Sat and Sun 9am-4:30pm** on the following weekends: 2/4&5, 3/3&4, 3/31&4/1, 4/28&29, 5/19&20 and 6/16&17. **Externship:** 6/18/12-9/14/12

Graduation: 9/18/12

Session II 2012: Lecture and Lab: **1/9/12-2/18/12 MTTH 6-10pm Externship:** 3/1-4/27/12

Graduation: 5/3/12

Session III 2012: Lecture and Lab: **4/17/12-6/8/12 TWF 10am-2pm Externship:** 6/11-8/3/12 **Graduation:** 8/9/12

Session IV 2012: Lecture and Lab: **6/26/12-8/23/12 T & TH 9am-3pm Externship:** 8/27-10/19/12

Graduation: 10/25/12

Session V 2012: Lecture and Lab: **9/10/12-10/30/12 MTTH 6-10pm Externship:** 11/5/-12/28/12

Graduation: 1/4/13

Session VI 2012: Lecture and Lab: **10/30/12-12/21/12 TWF 10am-2pm Externship:** 12/21-2/22/13

Graduation: 2/28/13

Enrollment Dates

Pharmacy Technician Enterprises has an open enrollment policy in which applications are accepted up until the first day of class for each session as long as there is available space in the session.

Entrance Requirements

All students must possess at least a high school diploma or GED. If secondary education was completed in a foreign country, the name and address of the institution must be provided for verification or the student must present some proof of verifiable post-secondary education.

Terms of Use- Proprietary Rights

All students, upon signing application, acknowledge and agree that the content and materials made available through this course are protected by copyrights or other proprietary rights and laws. Except as expressly authorized by the institution (i.e., Pharmacy Technician Enterprises), you shall not sell, license, rent, modify, distribute, copy, reproduce, transmit, publicly display, publicly perform, publish, adapt, edit, or create derivative works from such content or material.

Retention of content or material from this course to create or compile, directly or indirectly, a collection, compilation, database or book without written permission from the institution is prohibited. In addition, use of the content or materials for any purpose not expressly permitted in these terms of use is prohibited.

As noted above, reproduction, copying, or redistribution for commercial purposes of any content, materials or design elements of this course is strictly prohibited without the express written permission of the institution.

Completion Requirements

Pharmacy Technician Enterprises, Inc. will issue a "Certificate of Completion" to those students who achieve a grade point average of at least 70% on all tests and quizzes and have successfully completed the 96 hrs of clinical rotations within the time frame given. **However, it is imperative that the students are aware that a grade of 70% must be achieved on the Final Examination in order to pass the course.** Any student whose Final Examination Grade is below 70% automatically fails the course and is, therefore, not entitled to a certificate. The student can still take the Pharmacy Technician Certification Exam on the last day of class even if they fail the final exam, as long as they have registered for it. However, Pharmacy Technician Enterprises, Inc. **cannot recommend this student for job placement or allow them to continue to the Clinical Rotation component of the program.**

Criteria for Successful Completion of the Program

I. Academic

- A. Calculation of Grades:** eight (8) or more quizzes, a written final exam and a laboratory final exam will be given over the course of the program. The average of the quiz scores will be multiplied by 0.4 and the average of the written and lab final exams will be multiplied by 0.6. These two sums will be added together to formulate the Grade Point Average.
- B. Grade Range:** A (100-90) B (89-80) C (79-70) *Below 70 on the final exam is automatic failure
- C. Changes:** The instructor reserves the right to make changes in the lecture schedule as deemed necessary; however, the Academic Affairs Department must be notified of all changes.
- D. Additional Materials:** The instructor may supplement the presentation with information given to the class. Students are responsible for all material, presented or announced, whether the student is present or absent.

II. Classroom Participation

- A. Attendance:** The faculty views regular attendance of all lectures as an essential part of the program. Because this is a condensed, intensive course, it is expected that each student will attend all classes and report to each class on time. Attendance will be taken approximately ten minutes after each class begins and again ten minutes before each class ends. Attendance will be taken by the instructor.
- B. Tardiness-**Any student that arrives late for a class will be responsible for obtaining any missed material or arranging a make-up test if an exam or quiz was missed.
- C. Excused Absences-** In order to receive an excused absence, a student must present written documentation, such as a valid doctor's note, to the instructor. Students who have excused absences are still responsible for all missed class work, lectures and quizzes.
- D. Unexcused Absences-**Any student that has more than two unexcused absences will be contacted by telephone and in writing of the possible consequences. A copy of the same letter will be given to the student the next time he/she comes to class, at which time they will also be required to sign an Absent/Drop Record Form acknowledging receipt of the letter. Any student who has three or more unexcused absences will be dismissed from the program and not be eligible to receive a Certificate of Completion. This student will be contacted by telephone and in writing that the course must be repeated and that the student will be subject to paying additional tuition for the repeat.
- E. Withdrawal/Leave of Absence-**If a student wishes to withdraw from the course, the request must be made in writing and sent to the attention of the Academic Director. **"The failure of a student to notify the director in writing of withdrawal may delay any refund of tuition due pursuant to Section 5002 of the Education Law"**. If a student is absent three times consecutively without notifying the school, the student will be considered dropped. The school will contact the student by telephone and in writing and formally advise the student of this status. If appropriate, the student will be informed that a leave of absence status is available and that the tuition paid can be credited towards another session in the future as long as there has been no significant educational or financial change to the program, in which case, the student may be responsible for additional tuition

F. Dismissal Policy

Ground for Dismissal from the Pharmacy Technician Training Program:

1. Student has three or more unexcused absences
2. Student engages in fighting or other types of abusive behavior in or around the classroom and/or school grounds
3. Student involves him/herself in acts of cheating, plagiarism, collusion or any other form of academic dishonesty.

Re-entrance: Unless a leave of absence status has been approved by the Academic Director due to unexcused absences, there are no conditions for re-entry into the program should the student be dismissed for any of the above reasons.

G. Final Examination

Any student who misses the final examination must contact the instructor within **24 hours of the examination** and present evidence of extenuating circumstances. Failure to comply will result in an appropriate score, which will become part of the calculated grade for the course. If a student fails either the written or lab final exam resulting in failure to successfully pass the course, a re-take of either or both exams may be possible, at the discretion of the Academic Director, for an additional fee of \$300 for either portion or \$500 for both.

H. Additional Classroom Policies

Students must be present for all films, demonstrations, hand-on procedures, assigned exercises and other assignments. Assigned exercises must be completed during the assigned class period unless otherwise agreed upon by the instructor. Students should read assigned reading material before coming to class. Any equipment that has been set up should not be disturbed until the instructor has given instructions on how to proceed. Students should apply themselves in the demonstration experiences; they are designed to reinforce and expand upon material learned. Students should follow directions carefully and ask their instructor any questions if material or instructions are not clear. No eating or drinking in class is allowed.

I. Application Deadlines/Tuition/Refund Policy for 2012

<u>2012 Sessions</u>	<u>\$2000 discount tuition due in full by</u>	<u>Clinical rotations must be completed by:</u>
Session I 2/412-6/17/12	12/30/11	9/14/12
Session II 2012 1/9-2/28/12	12/30/11	4/27/12
Session III 2012 4/17/-6/8/12	4/2/12	8/3/12
Session IV 2012 6/26-8/23/12	6/4/12	10/19/12
Session V 2012 9/10-10/30/12	8/27/12	12/28/12
Session VI 2012 10/30-12/21/12	10/15/12	2/22/13

Refund Policy:

A student who cancels within 7 days of signing the enrollment agreement will receive a refund of all monies received with the exception of the non-refundable registration fee and the material and lab fees if the supplies have already been received by the student and signed for. Thereafter, a student will be liable for:

1. The non-refundable registration fee and the material and lab fees
2. Tuition liability as of the student's last date of physical attendance according to the following schedule:

Eight week sessions:

If termination occurs:	School may keep:
Prior to or during the first week	0%
During the second week	25%
During the third week	50%
During the fourth week	75%
After the fourth week	100%

Six week weekend sessions:

If termination occurs:	School May keep:
Prior to completion of 15% of total class hours	0%
Between 16-30% of total class hours	25%
Between 31%-45% of total class hours	50%
Between 46% and 60% of total class hours	75%
After 60% of class hours	100%

All refund requests must be made in writing and sent to the attention of the Academic Director. **“The failure of a student to notify the director in writing of withdrawal may delay any refund of tuition due pursuant to Section 5002 of the Education Law.”** Pharmacy Technician Enterprises, Inc. reserves the right to cancel or postpone a session. If a session needs to be cancelled or postponed, a full refund will be granted or the tuition may be credited towards a rescheduled session in the future. In the case of inclement weather or uncontrollable events, a make-up session will be scheduled as soon as possible. Pharmacy Technician Enterprises, Inc. will offer career counseling and assist in job placement but cannot guarantee students employment or success in passing the CPhT National exam(s).

Pharmacy Technician Certification Exam

The Pharmacy Technician Certification Board (PTCB) is the gold standard and most widely recognized certification for pharmacy technicians. Students must register, pay and schedule this exam on their own. The exam is offered all year round by appointment at Pearsonvue computer test centers at various locations throughout the country. Students must contact the PTCB directly to register and take this exam, which costs \$129. Students may register for this exam directly online at www.ptcb.org or by requesting a paper application which is available at our school. Pharmacy Technician Enterprise’s Training Program code is **5233**. Students should enter this number on their PTCB application.

PTE’s Pharmacy Technician Training Program prepares students to successfully pass this certification exam and recommends that students take it before they finish the externship component of the program to maximize their career success.

Policy for granting credit for previous education and training

Because the course is specialized and intensive in nature, no policy exists for granting credit for previous education and training.

Tuition and Fees

Tuition for 2012: **\$2100** (\$2000 if paid in full prior to start of session.) See Section I above for specific payment deadlines. Otherwise, tuition of \$2100 is due for those students who pay in full on or by the first day of class.

Registration fee (non-refundable and must accompany initial enrollment application): **\$100**

Insurance, material and lab fees (must also accompany initial enrollment application): **\$395**

Total: \$2595 (\$2495 for those who pay in full by the deadline)

*tuition and fees are subject to change without notice

Financial Assistance/Payment Plans

The \$100 non-refundable registration fee is as well as the \$395 materials and lab fees are due with the initial enrollment application to secure placement.

For those students who are unable to pay the full \$2100 tuition by the first day of class and need more flexible terms, there are 2 payment plans options available:

- 1. Two Installments Plan:** Students can opt to pay the tuition in two installments with \$1150 due on or before the first day of class and \$1150 due halfway through the didactic portion of the course (4th week for Sessions II, III, IV, V and VI 3rd weekend for Session I 2012).
- 2. Weekly Payment Plan:**
Sessions II, III and IV, V and VI: \$950 due by the 1st day of class and \$200/ week due on the first class day of the week for the next seven weeks.
Session I 2012: \$950 by the 1st day of class and \$280 due on the Saturday of each weekend Session for the next five weekends

Some limited loan options are available with extended terms (18 months) for those who qualify. Speak to the Academic Director if interested

Note: There are no refunds available for students on a payment plan

Course Description

The Pharmacy Technician Training Course is a 192 hour course (96 hrs of classroom and laboratory preparation, 96 hrs of clinical rotations) designed to give students the practical and technical knowledge necessary to obtain an entry-level position as a pharmacy technician and to successfully pass the National Pharmacy Technician Certification Exam issued by the National Healthcareer Association (NHA) and/or the Pharmacy Technician Certification Board (PTCB) to become Certified Pharmacy Technicians (CPhT's). The course will consist of lectures, lab periods and clinical rotations in which the students will be given hands-on training in dispensing, aseptic technique, compounding and patient profile assessment.

Performance Objectives

Upon successful completion of this course, the Pharmacy Technician Training Course Graduate will be able to:

- a. Demonstrate a working knowledge of pharmacy practice in retail and institutional settings
- b. Demonstrate a working knowledge of pharmacy terminology, prescription reading and interpreting and understanding doctor's orders
- c. Demonstrate a working knowledge of the top 100 drugs and their classifications
- d. Demonstrate the ability to recognize the generic equivalents of the aforementioned drugs
- e. Demonstrate the ability to prepare IV admixtures using aseptic technique
- f. Demonstrate a working knowledge of the unit dose system
- g. Demonstrate the ability to handle controlled substances and have a working knowledge of the dispensing laws for these as well as non-controlled drugs.
- h. Demonstrate the ability to dispense medications per doctor's orders and have prescribed medications ready to be checked by a pharmacist prior to release of the prescription to the patient.
- i. Compute math problems and perform pharmaceutical calculations as they relate to the mixing, compounding and dispensing of medications.
- j. Demonstrate a working knowledge of Pharmacy Law as it pertains to patient counseling, confidentiality and scope of practice
- k. Demonstrate the ability to screen prescriptions for completeness and to properly interview patients to receive needed information
- l. Have a working knowledge of various inventory control systems, billing systems and quality control systems in various pharmacy practice settings
- m. Demonstrate familiarity with OSHA Regulations, Sanitation management, proper handling and disposal of hazardous materials and proper clean-up of hazardous spills

Clinical Rotations

Students who have successfully completed the 96 hour didactic (lecture and lab) portion of the program with at least a 70% overall average and a 70 final examination average will be assigned a clinical site (retail pharmacy, hospital or other pharmacy setting) to complete an additional 96 hours of hands on training. Students can continue the same weekly or weekend schedule as in the didactic portion or they can choose to complete the required hours in a shorter time frame if such a schedule is agreeable with the on-site preceptor. Students must sign in and clock their hours to receive credit. Upon successful completion of this portion within the time frame (see School Calendar or Section I for specific dates and deadlines); the student will then be issued a “Certificate of Completion” and a job placement assistance packet. In addition, each graduate will be issued access to login to PTE’s graduate’s forum on the website to receive ongoing information on job referrals.

Approval

The curriculum is approved by the New York State Department of Education and the program is also an approved training and certification site of the National Healthcareer Association (NHA). The course follows the guidelines for pharmacy technician training programs set forth by the American Society of Health-Systems Pharmacists (ASHP). All of the instructors are licensed pharmacists with Doctor of Pharmacy degrees (Pharm.D.) as well as NYS licensed teachers.

Facilities

The school consists of classroom and lab facilities with simulated IV and dispensing areas. It is equipped with an elevator and restroom facilities.