



Pharmacy Technician Program Application Packet Spring 2019

Packet Includes:

- Application Information, Process and Deadlines*
- Program Prerequisites*
- Immunizations/CPR Flyer*
- Program Application Form*

The Chemeketa Pharmacy Technician curriculum is a fully nationally-accredited program by the American Society of Health-System Pharmacists (ASHP).



*American Society of Health-System Pharmacists 7272
Wisconsin Avenue
Bethesda, MD 20814*

It is the policy of Chemeketa Community College and its Board that there will be no discrimination or harassment on the basis of race, religion, color, sex, age, national origin, ethnic origin, sexual orientation, gender identity, marital status, citizenship status, pregnancy and related conditions, family relationship, veteran's status, disabilities and tobacco usage in any educational programs, activities, or employment. Person having questions about opportunity/affirmative action should contact the Affirmative Action Officer at 4000 Lancaster Dr. NE, Salem, Oregon 97309-7070, or call 503.399.4784. To request this publication in an alternative format, please call 503.399.5192.

Pharmacy Technician/Pharmacy Management Program Information

The Pharmacy Technician Program is a 9-month, full-time, limited enrollment certificate program that admits 15 students in the spring term. The Pharmacy TechManagement Program may be taken in conjunction with the Pharmacy Technician Program.

A) Disclosure of Student Information

In compliance with the Family Educational Rights and Privacy Act (FERPA), Chemeketa Community College releases only very limited information regarding students. All Pharmacy Technician students, including those who have filed a Request for Non-Disclosure of Student Information Form, should be aware that some confidential information may be shared. Contracts with practicum placement sites require that the following information be made available about students placed at these sites: CPR certification, immunization status, TB screening test results, criminal background check and drug screen. Students may also be required to submit to an additional 10-panel drug screen urinalysis (UA) as requested by the practicum site. The results of this test will be made available to the requesting practicum site. This information is needed for purposes of student and patient safety.

Every effort is made to limit access to confidential student information to those who have a need to know. For more information regarding Non-Disclosure of Student Information, contact Enrollment Services at 503-399-5001.

B) Criminal Background Check and Drug Screening

Once a student has been accepted to the Pharmacy Technician Program, he/she will be required to pass a criminal background check which fulfills the requirements of the Oregon Board of Pharmacy as well as clinical sites. In addition, students will be required to pass a ten-panel drug screening urinalysis which fulfills the requirements of clinical sites. If a student does not pass the criminal background check and or the drug screening, program registration will not be possible.

If a student is arrested during the time he/she is enrolled in the Program, he/she must notify the Program Chair of the Pharmacy Technician Program of the arrest. The student's status in the Program will be reviewed by the Pharmacy Technician Program Chair and the Dean of Health Sciences office. A possible outcome of the review may be the student's inability to continue in the Program.

Students may also need to submit to a ten-panel drug screen urinalysis (UA) and/or an additional criminal background check prior to spring term practicum placement as requested by practicum sites.

Information for the required criminal background check and the drug screening will be provided with the Acceptance letter by Chemeketa email.

C) Technology Requirements

It is highly recommended that students have access to a computer with high speed internet access and a printer. Electronic technology is used extensively in the presentation of content throughout the Pharmacy Technician Program. If students do not possess their own equipment, they should plan to spend at least ten hours per week utilizing on-campus computer lab and/or library resources.

Program Expenses Prior to Spring Term

Please be aware that the following expenses must be paid **after** being admitted to the program **and prior** to starting spring term. The expenses are based on past data and are an estimate of the costs.

Oregon Board of Pharmacy License fee (includes fingerprinting & background check)	\$90.00
Fingerprinting Site Processing fee	\$12.50
Passport –sized Photo	\$15.00
Immunizations/TB tests	\$150.00
CPR class	\$80.00
Drug Screening	\$45.00
Equipment Kit	\$30.00

Student Accessibility Services

Students should seek accommodation advising as soon as possible after admission to the Pharmacy Technician program so that a plan for accommodation can be in place at the beginning of the program. Contact the Office of Student Accessibility Services to discuss the process of identifying reasonable accommodations. This office is located in Building 2, first floor (telephone 503.399.5192 [voice/TTY] or email studentaccess@chemeketa.edu). Reasonable accommodation will be directed toward providing an equal educational opportunity for students with disabilities while adhering to the standards of pharmacy technician practice for all students.

If a student is dissatisfied with any outcomes from Student Accessibility Services, they may appeal the decision through the Dean of Health Sciences.

Questions?

Please contact the following advisor:

Cheryl Buckholz, 503 365.4696
Program Chair

Pharmacy Technician Program Spring 2019 Application Information

APPLICATION PROCESS:

If not currently enrolled at Chemeketa Community College, applicants must also apply for admission on the college's website using the "Admissions Application" form.

(<http://www.chemeketa.edu/earncertdegree/admission/process/newstudent.html>)

Directions: Submit the following required materials as one complete packet between the hours of 8 a.m. - 5 p.m. in the Enrollment Services in Building 2, Room 200 on Chemeketa's Salem campus:

- Pharmacy Technician Program Application Form, including verification that you will be at least 18 years of age upon application for initial licensure
- A copy of your high school diploma, or high school transcripts showing graduation date, or GED certificate and/or GED scores (Unofficial accepted)
- A copy of your Chemeketa Placement Test scores (print from MyChemeketa)
- A current unofficial Chemeketa transcript with name and K number. If you are transferring courses from another college/university, a Chemeketa transcript will be created. *You must print the Chemeketa transcript and submit it with your packet.* An official Chemeketa transcript will be generated by the Chemeketa Registrar's Office after winter term 2019 grades are posted for purposes of reviewing your packet. Please be sure that any grade changes are processed by that time. Courses must be graded and transcribed to be included in the assessment.
 - In order to create a Chemeketa transcript, submit your Request for Evaluation and Transfer of Previous Credit and official transcripts to Enrollment Services. Please refer to "Application Deadline" for details. See below "Other College Transcripts" for information.
- Documentation of healthcare-related experience - Optional (See Pharmacy Technician Scoring Sheet for details)

Other College Transcripts:

Submit official transcripts of courses completed from other colleges and/or universities along with the "Request for Evaluation and Transfer of Previous Credit" form. Please be advised that transcript evaluations may take two weeks.

IMPORTANT: You are **NOT** a candidate to the Pharmacy Technician Program until you have submitted an application packet that includes all items listed above. **You may submit an application packet BEFORE you have taken all the required prerequisites.** All courses must be completed with a "C" grade or higher by the end of winter term, 2019. Application points will be awarded for prerequisites completed during winter term of the application year. Applicants completing prerequisites during winter term may be considered if the program has not been filled. Prerequisites must be completed prior to starting the program.

The receipt you receive from admissions is proof of your application submission.

APPLICATION DEADLINE:

Application packets will be accepted from **Friday, November 30, 2018 to Friday, February 1, 2019**. Any application packets received after February 1, 2019 may be considered if the program has not been filled. Acceptance is based upon total points from the application point system. Applicants will be notified through MyChemeketa email of their status beginning in early March via your MyChemeketa email.

Applicants should check their MyChemeketa email daily for Chemeketa Program communications.

PROGRAM ORIENTATION:

Students who accept an offer of Program Admission **must attend a program orientation in March** at the Salem Campus. Students will be notified by MyChemeketa email of the date, time and location of the orientation.

**Chemeketa Community College
Pharmacy Technician Program
Spring 2019**

**FOR APPLICANT INFORMATION ONLY
(Do not submit this form with your application)**

Recommended Only	Criteria for Fulfilling Requirement	Completed with "C" Grade or Higher?	Final Grade
RD115 - Academic Thinking and Reading	<ul style="list-style-type: none"> • RD115 or higher with a C grade or higher; OR • Placement test score for RD120 or higher 	Yes No	
PHM230 - Pharmaceutical Drug Classifications <i>(offered fall and spring terms)</i>	<ul style="list-style-type: none"> • PHM230 with a C grade or higher; OR • Comparable college transfer course from another institution with a C grade or higher 	Yes No	
Other PHM Courses - <i>(available for students not in the PHM Program)</i>	<ul style="list-style-type: none"> • PHM210 OTC Products with a C grade or higher • PHM220 Multicultural Patient Healthcare with a C grade or higher 	Yes No	

Please note: Chemeketa Community College reserves the right to modify the criteria and process for admission to the Pharmacy Technician program on an annual basis.

**Chemeketa Community College
Pharmacy Technician Program Application Scoring Sheet
Spring 2019**

Courses must be completed by the end of winter term, 2019 to receive designated points.

**FOR APPLICANT INFORMATION ONLY
(Do not submit this form with your application)**

**Reading and Math requirements waived with Placement Test scores will receive full points.*

*The following list is recommended for **points only**. These are **NOT** required before entering the program.*

Prerequisite Grades	Possible Points	Total Points (4)
• RD115 or higher*	A = 4 B = 3 C = 2	_____

General Education Grades	Points (6)
<i>Courses that are part of the Pharmacy Technician certificate program</i>	
• MTH70 or higher	A = 3 B = 2 C = 1 _____
• WR115 or higher	A = 3 B = 2 C = 1 _____

Extra Possible Points (Not Required)	Points (8)
PHM230 Pharmaceutical Drug Classifications – 5 points <i>Students who complete PHM230 with a “C” grade or higher will be given 5 points</i>	_____
FYE105 – First Year Experience – 3 points <i>Students who complete FYE105 with a “C” grade or higher will be given 3 points</i>	_____

Healthcare-Related Experience (3 points maximum) (OPTIONAL)	Points (3)
<i>Must be documented with a signed letter on office or organization letterhead from supervisor listing length and type of experience.</i>	
• Employment or military service in a pharmacy-specific field (3 pts.)	_____
• Employment or military service in a healthcare field (2 pts.)	_____

Qualified Pharmacy Technician Program applicant from 2017-2018	Points (4)

TOTAL POSSIBLE POINTS: 25 POINTS	Applicant Total Score: _____
---	-------------------------------------

In case of tied scores among applicants, preference will be given in the order listed below:

1. Number of PHM courses completed at Chemeketa Community College with a “C” grade or higher
2. Legal residence in the Chemeketa Community College service district
3. Cumulative GPA from Chemeketa Community College

Health Sciences Programs 2019

TB Screening, Immunizations & CPR Requirements

Once you have been accepted into the Program

Copies of all required documentation must be submitted with attached cover sheet included as one complete packet no later than May 24, 2019.

Incomplete immunization packets cannot be accepted.

The Oregon Health Authority has established standards for requirements for health professional student placements in clinical training settings within the State of Oregon. Immunizations include Hepatitis B, Measles, Mumps and Rubella (MMR); Tetanus, diphtheria, pertussis (Tdap), and Varicella. Required screenings include tuberculosis. The Chemeketa Pharmacy Technician Program is also requiring the influenza vaccine. All reports of TB screening and immunization status must be on official records, signed by a qualified healthcare professional, and must be complete before you are eligible to register for Health Sciences courses. We accept copies of childhood immunizations. Healthcare CPR certification is also required.

MANDATORY IMMUNIZATION/CPR REQUIREMENTS:

COPIES ONLY – NO ORIGINALS

- 1. TB Screening** - TB test is a 2-step Mantoux PPD Tuberculin skin test and must be given and read after January 1, 2019 *or* receive the quantiferon gold test.
 - If you have *NOT had a TB test done before*, follow the steps below:
 - **Step 1** – first TB test administered, results read in 48 to 72 hours.
- ONE TO THREE WEEKS LATER -
 - **Step 2** – second TB test administered, results read in 48 to 72 hours.
 - **Step 3** - If you need the Varicella and/or MMR immunization(s), please have them done **with or after the second** TB skin test.
 - If you have *had a TB test done within the last 12 months*, follow the steps below:
 - **Step 1** – Please bring a previously documented negative TB test result dated within the past 12 months.
 - **Step 2** – Will need new TB test administered, results read in 48 to 72 hours.
 - **Step 3** - If you need the Varicella and/or MMR immunization(s), please have them done **with or after the** TB skin test.
 - If you have *had a previously documented positive TB test result or have a history of known positive reactions*, please submit a recent medical evaluation to certify you do not have active infectious tuberculosis.
- 2. Measles, Mumps, Rubella (MMR) vaccine**
 - Administer **with or after second** TB skin test is complete (see above)
 - Proof of two doses of MMR; second dose of MMR **cannot** be given sooner than 28 days after first dose *or*
 - Proof of positive titer
 - Can be given at the same time as Varicella

3. **Varicella (Chicken Pox) vaccine - (having the disease does not count as proof)**
 - Administer **with or after second** TB skin test is complete (see above)
 - Proof of two doses of varicella; second dose of varicella **cannot** be given sooner than 28 days after first dose *or*
 - Proof of one dose received prior to age 13 *or*
 - Proof of positive titer
 - May be given at the same time as MMR

4. **Hepatitis B (HBV) vaccine**
 - Series of three injections *or*
 - Proof of positive titer
 - A minimum of the first injection is required before fall term registration
 - The minimum timeframe between the first and second injection is one month, and between the second and third injection is five months.

5. **Tetanus, Diphtheria and Pertussis (Tdap) vaccine**
 - Vaccination within the last 10 years. May be given at an interval shorter than 10 years.

6. **Flu vaccine**
 - Proof of dose received between October 1 – December 1, 2018

7. **CPR Certification**
 - Certification must be dated after January 1, 2019
 - **Only one type of certification is accepted:**
 - American Heart Association – BLS for Health Care Providers
 - Class information see www.americanheart.org

Exemptions to the requirements for immunizations may be claimed by students for medical or non-medical reasons. Documentation for exemption requires one or more of the following:

- a. Medical –
A written statement of exemption signed by a licensed independent practitioner; or

- b. Non-Medical –

A signed Vaccine Education Certificate you receive after talking with your healthcare provider *or* watch the College Measles Module online and print out and sign the Vaccine Education Certificate at the end of the module. You can find more information at:
<http://public.health.oregon.gov/PreventionWellness/VaccinesImmunization/Gettingimmunized/Pages/non-medical-exemption.aspx>

IMPORTANT: Students who exempt themselves from the vaccination requirements should be aware that circumstances may arise that would require their exclusion from clinical and/or classroom settings. Also, illness that may result from lack of immunizations may prevent students from attending class or clinical sessions. Either exclusion from clinical and/or class or missed time due to illness may result in an inability to meet course requirements and, therefore, the need to withdraw from the Health Sciences program.

Student Accessibility Accommodations (if requested): Medical evaluations of physical capacity may be necessary to provide information needed to accommodate functional limitations. When needed for this purpose, reports of an examination conducted by a licensed healthcare professional may be required from students. Students requesting accommodations should make an appointment with the College's Student Accessibility Services at 503-399-5276.



Health Sciences Programs 2019 TB Screening, Immunizations & CPR Packet PACKET COVER SHEET

Submit COPIES of all required documentation as one complete packet including this COVER SHEET no later than **May 24, 2019.**

Incomplete immunization/CPR packets cannot be accepted!

Student Name: _____ K Number _____

Program: _____

Please check boxes with immunizations included in this packet.

- TB Screening – 2-step Mantoux PPD Tuberculin skin test
- MMR
- Varicella – NOTE: having the disease does not count as proof.
- Hep B
- Tdap
- CPR – after January 1st & from American Heart Association – BLS for Health Care Providers.

By Email: healthsciences@chemeketa.edu

By Mail/In Person: Health Sciences Department
Chemeketa Community College
PO Box 14007, Bldg. 8, Room 114A
Salem, OR 97309

Pharmacy Technician Program Application Form Spring, 2019

Name (Print): _____

Address (Print): _____

City, State, Zip (Print): _____

Telephone Number (Include area code): _____

Student ID/K#: _____

Program application requirements must be presented, **AS ONE COMPLETE PACKET**. A complete Pharmacy Technician Application Packet includes this checklist. **The application period is open Friday, November 30, 2018 to Friday, February 1, 2019.** Applications will be accepted between the hours of 8 a.m. - 5 p.m. in Enrollment Services in Building 2, Room 200 on Chemeketa's Salem campus.

I have attached the following documents to this application form:

1. Copy of my high school diploma, or high school transcripts showing graduation date, or GED certificate and/or GED scores
2. Copy of my Chemeketa Placement Test scores
3. A current unofficial Chemeketa transcript with name and K number. If you are transferring courses from another college/university, please refer to "Application Process" for additional details. *Please print the Chemeketa transcript and submit it with your packet.*
4. **Optional** - Documentation of healthcare-related experience (See Pharmacy Technician Scoring Sheet for details)

- I have updated my current address and/or phone number with Chemeketa.
- I have clicked on the Gmail icon at the top of the page in MyChemeketa to verify MyChemeketa email is active.
- I have submitted official transcripts of courses completed from other colleges and/or universities along with the "Request for Evaluation and Transfer of Previous Credit" form to Enrollment Services.
- I have detached the Program Application form from this packet (this page) and will retain the packet for my reference.
- I will be at least 18 years of age upon application for initial licensure of the Pharmacy Technician program for the 2019-2020 academic year.
- I have read and accept the statement on page 2 regarding A) Disclosure of Student Information to practicum sites; B) Criminal Background Check & Drug Screening.
- I have read and understand the requirements regarding Technology Requirements, Immunizations, CPR certification, and Technical Standards

- I understand that an offer of admission to the Pharmacy Technician program for this spring is dependent on my having completed all prerequisite courses required with at least a "C" grade. I also understand that if I qualify for admission, I will be placed on a Pharmacy Technician program admission or alternate list based on the evaluation of my application packet.
- I understand that I may be called for an interview prior to acceptance.
- I have read and understand the Program expenses required prior to spring term (Page 3).
- If I am offered admission and accept, I will attend the mandatory program orientation in **March**.
- I hereby attest that all of the documentation I have submitted with this packet is accurate and complete.

Signature: _____ Date: _____