



# Pharmacy Technician

Program Orientation

# What is the Pharmacy Technician Program?

The Pharmacy Technician program is a career technical education training course which will provide students with the basic skills and knowledge in preparation for an entry-level pharmacy technician position. In addition to classroom instruction, students will also be required to complete a 120-hour externship with a school-approved facility and apply for state registration with the California Board of Pharmacy.

# Program Requirements

**All requirements below are due by the program start date**

- High School diploma or equivalent (GED, HST)
- Copy of TB skin test results
  - TB skin tests must be less than a year old
- Copy of Hepatitis B immunization records
  - Yellow immunization card, baby book, etc.
- CPR Certification

# Program Requirements

- CPR Certification
  - American Heart Association (AHA)
    - Basic Life Support (BLS) for Healthcare Providers
    - [www.heart.org](http://www.heart.org)
  - American Red Cross (ARC)
    - Adult Rescuer with AED
    - Child and Infant Rescuer CPR with AED
    - [www.redcross.org](http://www.redcross.org)

# Program Requirements for State Registration

- The following are requirements for the state registration application to be submitted by the student.
  - \$195.00 application fee (personal check, money order, cashier check)
  - 2" x 2" passport-style photo
  - Official High School/GED transcripts
  - Official Self Query Results from the NPDB
  - Copy of Livescan fingerprint form

# Text References

Students are required to have books by the first day of class. Prices are based on retail prices from <http://www.amazon.com>.

- Pharmacology for Technicians, 6th Edition by Ballington, Laughlin and McKennon
  - ISBN-13: 978-0763867768 **Price: \$71.78**
- Pharmacy Calculations for Technicians, 6th Edition by Ballington and McKennon
  - ISBN-13: 978-0763868451 **Price: \$91.17**
- Pharmacy Practice for Technicians, 6th Edition by Ballington and Anderson
  - ISBN-13: 978-0763867959 **Price: \$138.25**
- Labs for Pharmacy Technicians, 3rd Edition by Sparks and McCartney
  - ISBN-13: 978-0763877309 **Price: \$95.17**

# Text References

## Where to Buy:

- [www.amazon.com](http://www.amazon.com)
- [www.ebay.com](http://www.ebay.com)
- [www.bookfinder.com](http://www.bookfinder.com)
- [www.chegg.com](http://www.chegg.com)
- [www.vitalsource.com](http://www.vitalsource.com)
- [www.barnesandnoble.com](http://www.barnesandnoble.com)

# Program Content

- Basic Concepts of Pharmacology
- Pharmacy Law and Regulation
- Basics in Sterile and Non-Sterile Compounding
- Medication Safety
- Pharmacy Quality Assurance
- Medication Order Entry and Fill Process
- Pharmacy Inventory Management
- Pharmacy Billing and Reimbursement
- Pharmacy Information System Usage and Application
- Job Preparation Skills



# Program Length

(not including externship hours)

## **Classroom Instruction**

- 18 weeks (6 modules)
- Monday to Friday
- 8:30 am – 2:30 pm

## **Career Prep Course**

- 1 week
- Schedule TBA

## **Externship Portion**

- Minimum 20 hours per week
- Maximum 6 weeks to complete
- Must complete total of 120 hours

# Program Format

## Modular format

- Grading system composed of 3-week modules, to be each given a specific grade. All module grades will be averaged to attain a final program grade.

# Program Format

- First module - online module
  - One day class meeting a week
    - AM - Thursday Lab, 2:30pm to 5pm, ZOOM
    - Rest of the week is self-paced online
- Students are required to attend a 2-hour module introduction on the first day of class
  - Welcome email will be sent to students one week before start date with meeting time.
- All remaining modules there after are in-class

# Program Format

- Students will be assessed with a module final exam at the end of each module.
- Grades will be averaged at the end of the 18-week instructional portion of the course for the final grade.
- Students need to pass the instructional portion with a grade of **C (75%)** or better in order to advance to the externship portion of the program.

# Grading Criteria

The following categories may apply to all or some modules.

Classroom Attendance and Participation	10%
Assignments and Software Lab Exercises	15%
Pharmacy Practice Lab	25%
Quizzes, Tests and Projects	25%
Final Exam	25%
Total (per module)	100%

# Attendance Policy

Students are expected to attend class daily and punctually.

- 2 Tardies: 1 absence
  - Tardy = 2-hour deduction
- 2 Absences: Maximum allowable absences per module
- Exceeding the number of allowable absences results to being dropped from the current module.

**Making up Hours:** Students are required to make up any counts of tardiness or absences.

# Cheating Policy

There is a zero-tolerance policy on any type of cheating.

- Subject to dismissal from the program.
- Plagiarism is considered cheating.

# Module Repeat Policy

- All modules must be successfully completed to finish the classroom instruction portion and move to externship.
- Students who do not pass a module will need to repeat that specific module when offered again.
- A student who fails two (2) modules or fails the repeat module will fail the program and be automatically dismissed from the entire program.
- Module Repeat Fee: **\$350.00**



# Externship

- Upon successful completion of the classroom instruction portion, students will be placed in a school-approved facility to complete 120 hours of externship.
- **Prior to externship placement, all students are required to be cleared with a background check and drug screening.**
- **Fee: \$80.00**
- Once placed, students will be given up to 6 weeks to complete externship.
- Failure to complete will result to failing the program.

# Uniform Policy

- Students are required to wear Royal Blue Medical Uniforms in campus.
- Medical Uniforms must have DAS logo embroidered on left chest pocket area.
- May be purchased at:
  - Cindy's Uniforms
  - 12270 Woodruff Avenue, Downey, CA 90241
  - 562-803-6754

# Uniform Policy

- Students will be required to always wear face masks and face shields when in campus. Students are responsible for bringing their own personal face masks. The school will provide one (1) reusable face shield for every student to be maintained by the student and worn when in campus. Students not in complete PPE may be sent home for the day.
- Excessive jewelry is prohibited.
- Facial piercings are prohibited.
- Nails must be trimmed at all times. French Tip styles are not allowed in class.
- Always look professional.

# Course Enrollment

## Fees

- Registration Fee: **\$3999.00**, excluding
  - Books
  - Uniforms
  - Background check and drug screening fee
- Down Payment: **\$250.00**
- Accepted forms of payment
  - Cash
  - Check
  - Credit Card (Visa, Mastercard)

# Course Enrollment

## Financial Aid

- Apply at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- Input School Code: **005638**
- Student must make down payment, show proof of HS completion (or equivalent) and must have completely processed online FAFSA application before making an appointment with the Financial Aid department.
- Any other questions?  
Email [dasfinancialaid@dusd.net](mailto:dasfinancialaid@dusd.net)

# Course Enrollment

## Special Programs

- GAIN
  - Ask clerical support for Estimated Breakdown of Program Cost.
- All other Programs assisting with educational finances
  - Please email Fernando Masias at [DASspecialprograms@dusd.net](mailto:DASspecialprograms@dusd.net)

# Course Enrollment

## How-to

- Student enrollments are on a first-come, first-serve basis.
- Students must make the down payment to secure a spot.
- Any remaining balance will be divided into monthly payments and **must** be paid in full prior to the externship portion.
- Students will be provided with a monthly payment schedule on the first day of class. Any student who does not follow the monthly payment schedule provided may be in jeopardy of being dropped from the program.
- Contact: Savana Weaver
  - Email: [sweaver@dusd.net](mailto:sweaver@dusd.net)
  - Telephone: 562-940-6234

# Course Enrollment

## How-to

- Students will also be provided with the following documents prior to start of class and will be required to complete and sign each form before the start of class.
  - Computer Usage Agreement
  - Syllabus
  - Student Contract
  - Attendance Schedule/ Monthly Payment Schedule
  - Academic Calendar



# Course Refund Policy

- Refunds are given if the class is cancelled.
- Students must complete a Refund Request Form from the front office.
- If the students requests a refund, a \$50 processing will be assessed.
- Student who withdraw from the program between the third day and/or through 60% of the scheduled hours will also be responsible for the prorated class/ program fees.
- Students who withdraw from the program having completed 60% will be responsible for the full program fees, no refund will be calculated.
- The refund check will be mailed to the student, and may take up to 45 days to be processed.

# Annual Security Report

DAS annually prepares a report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the Public Act no. 12-78. This report includes statistics of report crimes, DAS's institutional policies concerning campus security and safety, and Drug and Alcohol Abuse Prevention Program (DAAPP).

Full text of the report is available online at [www.das.edu/annual-security-report-crime-stats/](http://www.das.edu/annual-security-report-crime-stats/)

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# Any Questions?

- [dlegaspi@dusd.net](mailto:dlegaspi@dusd.net)