



# Pharmacy Technician Certificate Program

**Description of Occupation** - The Pharmacy Technician assists the Pharmacist in a variety of tasks from accepting and screening medication orders, preparing labels and medications, maintaining drug inventory quality and levels, performing insurance billing, preparing admixtures and compounding medications, maintaining patient records to participating in quality control processes. The Pharmacy Technician works under the direct supervision and authority of a Pharmacist.

Pharmacy Technicians should exhibit a professional demeanor; have effective oral and written communication skills; an aptitude for math and science; be self-directed and responsible for their own actions; motivated to learn; work effectively as a member of the health care team; enjoy working with others as well as receive constructive criticism and take verbal direction; understand and respect patient confidentiality issues; understand medical terminology; and knowledge of computer operations. For more information regarding physical abilities and behavioral characteristics required for a career as a Pharmacy Technician, please refer to the attached Technical Standards.

## Program Admission Criteria –

- *This is a noncredit course.* A college application, school transcripts and placement testing are not required.
- *Student must be 18 years of age or older.*
- High school diploma or GED is required. It is likely required for employment after completion of the program.
- State Police Criminal Record Check and drug screening may be required for employment in the healthcare field but are not required to enter this program.
- Payment is due at the time of registration. Each course is an individual charge. Registration can be done by fax, phone, mail or online.
- Textbooks, which may be required for specific classes, are a separate cost and must be purchased prior to the start of class at the bookstore or online. Details for purchasing books will be mailed with your confirmation of enrollment letter.
- A minimum of 8 hours shadowing observation in hospital and retail settings is required for the Pharmacy Practice course. Details on this requirement will be discussed during class.
- Refund policy states that student must withdraw enrollment prior to the start of class for a refund. No refunds are given after the start of class.
- Transcripts from HACC or other similarly accredited schools can be reviewed upon request for possible transferable classes.
- Current course offerings and course costs for this program are listed in the Noncredit Healthcare Training Calendar. Please request a copy or download from our website. Go to [www.hacc.edu](http://www.hacc.edu) and click on Health Careers. To register for classes, call (717) 780-2414. For more information, call (717) 221-1352.

## Length of Program and Degree Conferred –

- *This is a noncredit program.*
- The program is designed to be completed within six months, just one evening class per week.
- It is offered at the Harrisburg and Lancaster Campuses alternately. An online format is also available annually.
- For students new to the healthcare field, a Medical Terminology course is also available on-line and at Gettysburg, Harrisburg, Lancaster, and Lebanon Campuses; however, this course is not required for the Pharmacy Technician Certificate Program.
- Class attendance is considered mandatory for all courses within this certificate program – 80% attendance is required for each course.
- A final letter grade will be issued after the completion of each course. A letter grade of “C” (70% or higher) must be earned to pass each course. College records will indicate a “Pass” or “Fail” on your official transcript.
- Quizzes and exams are given at the discretion of the instructor for each class.
- A Certificate of Completion is awarded after successfully completing this program.
- The program is designed to lead directly to an occupation.
- Students who complete this program successfully can pursue certification in this field as offered by the PTCB (Pharmacy Technician Certification Board). Field experience is recommended to further help prepare students for this certification exam.
- Students may also elect to pursue an advanced degree in pharmacy technology.

**Places of Employment and Outlook** - Good to very good. Pharmacy Technicians work in a variety of settings such as hospital pharmacies, retail pharmacies, extended-care facilities, home health agencies, and mail order pharmacy distributors. HACC does not offer assistance in job placement for this program at this time.

**Salary Range for Geographical Area** - \$30,607 median salary in Lancaster (using zip 17602) from salary.com December 2009 for Pharmacy Technician I.

#### **Related Websites For Additional Information About The Profession**

[Career Infonet](http://www.careerinfonet.org) www.careerinfonet.org

[Pharmacy Technician Certification Board](http://www.ptcb.org) www.ptcb.org

[National Pharmacy Technician Association](http://www.pharmacytechnician.org) www.pharmacytechnician.org

[Pennsylvania Pharmacists Association](http://www.papharmacists.com) www.papharmacists.com

[American Association of Pharmacy Technicians](http://www.pharmacytechnician.com) www.pharmacytechnician.com

[American Pharmaceutical Association](http://www.aphanet.org) www.aphanet.org

**Required Courses** – 72 Total Hours/\$1430 Total Cost of Tuition (Does not include cost of textbooks.)

#### **Pharmacy Practice - \$535** (*This is the first class in the program – must be taken before the next 3.*)

This course serves as a cornerstone to the Pharmacy Technician program. This course provides an overview of the pharmacy technology field and develops the fundamental concepts and principles for success within the field. Topics include the system, the profession of pharmacy, administrative aspects of pharmacy technology, and the education and training of the technician. Other issues to be reviewed within course content are pharmacy technology, institutional medication distribution systems, repackaging pharmaceuticals and intravenous admixture programs. Shadowing observation is a requirement for this course. **27 hours**

#### **Pharmacy Science - \$358**

This course will deal with the sciences as they relate to the pharmaceutical practice. The different classifications of drugs will be the center of the discussion within the content of the course. The impact of different classifications on the different body systems will be reviewed. **18 hours**

#### **Pharmacy Technician Math - \$358**

This course is an introduction to basic mathematical tools used by Pharmacy Technicians. Topics include general mathematics, basic algebra, systems of measurement and drug calculations (equivalents, conversions, ratios and proportions, percentages, drug dilution, pediatric dosing). Students will also review how to calculate intravenous medication administration. **18 hours**

#### **Pharmacy Law and Ethics - \$179**

Introduction to the legal system as it pertains to the pharmaceutical field. Topics include organization and jurisdiction of federal, state and local courts, introduction to legal terminology, review of local, state and federal laws that specifically affect the pharmaceutical field, and investigation of typical ethical problems encountered in the pharmacy profession. **9 hours**

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*If you are interested in this program or have questions,  
contact Noncredit Healthcare Education at 717-221-1352 or email [pt@hacc.edu](mailto:pt@hacc.edu).*

Visit our web site at <http://www.hacc.edu> for our current schedule of classes.

HACC, Central Pennsylvania's Community College does not discriminate in admission or employment on the basis of race, color, religion, political affiliation or belief, age, sex, national origin, ancestry, non-job-related disability, place of birth, General Education Development Certificate (GED), marital status, sexual orientation, or veteran status. Inquiries concerning affirmative action should be directed to the office of Human Resources, Whitaker Hall 126, HACC, One HACC Drive, Harrisburg, PA 17110, telephone (717) 780-2367. For information regarding services, activities, and facilities that are accessible to and usable by persons with disabilities contact the Director of Disability Services, telephone (717)780-2614.

#### **About HACC**

In partnership with students, educators, businesses and our diverse communities, Harrisburg Area Community college fosters excellence in the educational, cultural, workforce development, and economic growth of the College's service areas.

Harrisburg Area Community College is an accessible, affordable, high-quality, comprehensive community college. The multi-campus college serves as a premier educational and workforce development institution. The presence of quality instruction and cutting edge technology, business and industry collaboration, and a learner-centered environment provides students the necessary knowledge, skills, and values to compete and excel in a global community.

Pennsylvania's first community college, Harrisburg Area Community College offers more than 120 associate degree, certificate, and diploma programs for students pursuing a bachelor's degree, seeking to upgrade their job skills, or planning a career change. The College also works in partnership with hundreds of businesses to design customized employee training programs.

HACC offers courses and programs at campuses in Gettysburg, Harrisburg, Lancaster, and Lebanon.

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*Harrisburg Area Community College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools.*

## Pharmacy Technician Technical Standards

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The following information contains essential technical standards outlining the physical abilities and behavioral characteristics necessary for the student to successfully complete the Pharmacy Technician Program. Technical standards are non-academic requirements of the program that a student must be able to master to participate successfully in the program. These standards reflect the performance abilities and characteristics necessary to successfully complete requirements for the Pharmacy Technician Program.

The applicant should carefully review the technical standards for the program and ask questions if not familiar with the activities or functions listed. The applicant must decide if he or she has any limitations that may restrict or interfere with satisfactory performance of any of the requirements. It is ultimately the applicant's responsibility to meet these technical standards.

The applicant should consult with the program director to discuss any individual situation if he or she may not be able to meet these essential performance requirements. The applicant may also contact Disability Services for more information on reasonable accommodations.

- **Getting Information** - Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Processing Information** - Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- **Handling and Moving Objects** - Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- **Communicating with Supervisors, Peers, or Subordinates** - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Documenting/Recording Information** - Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- **Identifying Objects, Actions, and Events** - Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- **Performing Administrative Activities** - Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.

**Hearing** - Able to hear and understand patients and staff.

- Communicate with co-workers and patients and/or their representatives.

**Mobility** - Able to work remaining in a standing position for long periods of time.

- Reaching, lifting and carrying.
- Standing and walking, bending, stooping, lifting.
- Standing for extended periods of time.

**Visual** - Good eyesight

- Read written instruction/orders/prescriptions.
- Read fine print, monitors, and gauges.
- Enter, transcribe, record information in written or electronic form.
- Able of distinguish shades of color and viscosity.

**Motor Skills (fine and gross)** - Sufficient to dispense exact amounts of fluids and for safe, effective handling of medications. Able to perform multiple motor tasks simultaneously and manipulate/handle bulk quantities of supplies. Able to lift 25-40 pounds.

- Operate and manipulate equipment; multiple operations may be required.
- Mix pharmaceutical preparations.
- Manipulate a syringe and needle to prepare medications.
- Receive and store supplies.
- Operate computers, cash registers.
- Weigh, measure, count products
- Supply and monitor robotic machines.