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Denver Pharmacy School, LLC

History

Denver Pharmacy School, LLC formerly doing business as Health Education Resources of Denver, was established as an independently owned and operated private vocational school in 2004. The programs are licensed from Health Education Resources. An entry-level program is offered to individuals who want to start a career as a Certified Pharmacy Technician (CPhT). An advanced continuing education program is also offered.

There is a high demand by the pharmacy industry for trained and knowledgeable technicians. Already several States' technicians have to earn the Certified Pharmacy Technician (CPhT) designation in order to work. Our programs meet requirements for graduates to apply to the nationally recognized Pharmacy Technician Certification Board (PTCB) to earn their CPhT. These courses are intended for adults with families or time restraints who are not necessarily presently employed in the pharmacy field. Denver Pharmacy School's programs focus on test preparation knowledge and skill building needed for entry-level employment and are designed for quick entry into the workplace. State pharmacy laws do not dictate the length and type of training for CPhTs.

Mission Statement

The mission of Denver Pharmacy School is to provide our community with certified, motivated pharmacy technicians able to work in all healthcare settings.

Ownership

Denver Pharmacy School is wholly owned by the Denver Pharmacy School, a Colorado LLC. Chairman, President, and CEO: Polina Vigderman. The school licenses training programs from Health Education Resources.

Governing Body

Denver Pharmacy School, 3551 S. Monaco Parkway, Suite 149, Denver, CO 80231, Phone: (303) 750-3095, Fax: (303) 792-2727, www.denverpharmacyschool.com

Licensing

Denver Pharmacy School is approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board, 1560 Broadway, Suite 1600, Denver, CO 80202, 303/866-2723.

Denver Pharmacy School Organization Chart

DENVER PHARMACY SCHOOL, LLC

Governing board

Advisory Board

President/
Polina Vigderman

School Director/
Polina Vigderman

Marketing and Admissions Richard D. Gilbert	Director of Education Dr. Michael A. Nguyen	Director of Student Services Richard D. Gilbert	Administration Richard D. Gilbert
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Instructors

Joe Medina, CPhT, BS

Description of Facilities

Pharmacy Technician classes are held at the King Center, Auraria Campus, 855 Lawrence Street, in Denver, CO. The classroom comfortably seats 25 or more students.

Equipment for classes is as follows:

- Pharmacy Technician Certification Program
- Students are provided with materials and supplies to practice skills. Pharmacy equipment needed for training is available with sufficient quantity so that students can practice using them.
- Hard gelatin capsule samples
- Photos of medications
- Mortar and pestles
- Spatulas
- Graduated cylinders
- Country trays
- Vials
- Household measuring spoons
- Prescription liquid bottles
- Pharmacy scale
- Courseware

Hours of Operation

Business Office	Monday – Friday	9:00 AM to 5:00 PM
Weekend Classes in Session	Saturday	9:00 AM to Noon 1:00 PM to 4:00 PM
One 15 minute break		

Class Start Dates

In general, Denver Pharmacy School will run one Certified Pharmacy Technician course every 6 weeks on a year round basis. IV admixture courses will be run at approximately three-month intervals.

Holiday Schedule

Denver Pharmacy School will be closed for observation of the following holidays:

- New Year's Day

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

Generally, if a holiday falls on a Sunday, it will be observed on the following Monday. If a holiday falls on a Saturday, it will be observed on the preceding Friday.

Application Information

Entrance Requirements

General Program Requirements

Minimum Age: 17 with written parental permission

Specific Entrance Requirements: High school diploma or GED

Must not have any drug or alcohol related misdemeanors or felonies

Detailed admissions requirements are listed under programs, as shown below.

Prospective students shall not be denied admission on the basis of race, color, national origin, gender, handicap, age, or veteran status, except where age, gender, or handicap constitutes a bona fide occupational qualification necessary to proper and efficient administration.

Pharmacy Technician Certification Training

Individuals applying for this program are required to:

- a. Interview with an admissions representative;
- b. Be at least 17 years of age. Applicants under the age of 18 require written permission from a parent or legal guardian in order to enroll
- c. Present proof of secondary education (high school diploma or GED certificate)

Intravenous (IV) Admixture Pharmacy Technician Certification Training

Specific Admissions Requirements

Individuals applying for this program are required to:

- a. Complete the basic CPhT program or already possess the CPhT designation or demonstrate a minimum of one year pharmacy experience.
- b. Interview with an admissions representative

Postponement of Start Date

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student, and;
- b. A deadline for the new start date, beyond which the start date will not be postponed.

Enrollment Deadline

The recommended enrollment deadline for each course is two weeks prior to start of class in order to guarantee a seat and training materials. We will enroll up to a day prior to class if there is seating and training materials available.

Credit for Previous Training

Due to the nature of the courses offered, Denver Pharmacy School does not grant credit for previous training. However, the requirement for 44 hours of unpaid externship for the Certified Pharmacy Technician course may be waived by those currently employed as Pharmacy Technicians provided that their length of employment exceeds 44 hours. Denver Pharmacy School does not guarantee the transferability of its credit to any other institution unless there is a written agreement with the other institution.

Certificate of Completion

A certificate of completion will be awarded to each student by Denver Pharmacy School upon successful completion of all course requirements. Students are provided opportunities to review the instructor's performance and evaluate the curriculum prior to the completion of class.

Non-Discrimination Policy

Denver Pharmacy School does not discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex or handicap in violation of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 or other federal, state, or local laws or executive orders.

In addition, Denver Pharmacy School does not discriminate in admission, employment, or administration of its programs on the basis of religion, creed, ancestry, belief, age, veteran status, sexual orientation or gender identity. Denver Pharmacy School does not discriminate in violation of federal, state, or local laws or executive orders.

Career Counseling/Placement Assistance

Denver Pharmacy School is committed helping students into the workforce. Denver Pharmacy School leverages relationships within the pharmacy industry to assist in the placement of students whenever possible. A referral book of health care clinics and facilities that offer pharmacy positions is maintained for the use of graduates and alumni. Our goal is to assist students to reach their goals. The faculty and staff are available by appointment or informally to meet with students to discuss any obstacle that may be in the way of success. Students may be referred for professional counseling. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

ACADEMIC POLICIES

Examination & Grading System

1. Assessment of Assignments

- a. All homework is to be completed and turned in on time.
- b. Written questions are to be completed with correct spelling, grammar and punctuation. While this is not an English course, it is mandatory that the student be able to express him or herself clearly and concisely in the work environment.

2. Weight of Scores

- | | |
|-------------------------------------------|-----|
| a. Attendance and Classroom Participation | 10% |
| b. Homework | 15% |
| c. Section Tests / Math Tests | 50% |
| d. Final Examination | 25% |

3. Grading Guidelines

- A** Consistent and thoughtful participation in classroom discussions
One (1) or fewer absences
Test and Quiz average scores of 90% or better
- B** Effort to participate in classroom discussions
Above average effort in homework assignments
Test and Quiz average scores of 80-89%
- C** Occasional participation in classroom discussions
2 absences
Minimal work done on homework assignments
Test and Quiz average scores of 70-79%

- D/F** More than 2 absences
- Lack of participation in classroom discussions
- Majority of homework assignments late, incomplete, or substandard
- Test and Quiz average scores 69% or below

4. Overall Grading Policy

A	90-100%
B	80-89%
C	70-79%
D	60-65%
F	64% or below

Students will be issued grades at course end.

5. Exceptions

Individual Faculty members with the approval of the Training Director may change the weight of scores for a particular class.

Registration

Program Tuition

All of the certification classes at Denver Pharmacy School are hourly credited classes. The following chart describes the tuition prices for classes offered. Registration fee is included in the tuition prices. Additional optional educational material may be purchased separately. Fees for books, insurance, hand-outs, and other incidentals collected at Orientation.

Certification Program	Cost	Credit Hours	Clock Hours
Certified Pharmacy Technician Course (CPT101)	\$699.00		80
IV Admixture Certification Course (CPT201)	\$899.00		20
Advanced Pharmacy Technician Course (CPT202)	\$1,598.00		100

Costs Subjects to Change

Costs subject to change are tuition, insurance, books and supplies. Denver Pharmacy School tries to keep these costs to a minimum without jeopardizing the quality of education. Be prepared for cost changes due to publisher price increases.

Payment Schedule

Classes are required to be paid in full prior to the first day of scheduled class, unless other arrangements have been made.

Payment Types Accepted

Denver Pharmacy School accepts personal checks, major credit cards, money orders, and cash. However, personal checks must be received in time to clear 48 hours prior to the first class meeting. Payment plans are not accepted unless otherwise approved by the Denver Pharmacy School President.

Rules and Regulations

Student Attendance Policies

Denver Pharmacy School will allow students to retake any missed classes. This will be based on availability of seating and resources at that time. This option will only be valid for a period of six months from the initial enrollment date. It is the sole responsibility of each student to take personal responsibility for the rescheduling of any fully or partially missed classes. Denver Pharmacy School assumes no responsibility for any student who fails to inform the school of any issues regarding leave, absence, tardiness, or any other incapacities to complete coursework.

Students can retake the whole course free of charge in the event they fail the National PTCB Exam only if the following conditions are met:

1. The PTCB exam was taken within 6 weeks after finishing the course;
2. The original course was taken within the last 6 months;
3. Student attended all 12 original sessions and never missed the class or came late/left early
4. Student successfully completed all tests and homeworks with the score of 73 or better (not including extra credit)

Regular Absence

Students are expected to attend all classes and supervised study sessions in any selected course. It is the sole responsibility of the individual student to attend classes at the regularly scheduled times. In the event a student is unable to attend a scheduled course, that student may request to reschedule that portion of the course at another time. If the student does not fulfill the required hours for the specific course, the student will not receive a certificate of completion.

Leave of Absence

A student who must take a temporary leave of absence may return to Denver Pharmacy School and resume courses, provided that the leave of absence was not extended past six months from the initial date of enrollment.

Make-up work

It is the sole responsibility of the student to coordinate with the classroom instructor regarding missed assignments.

Tardiness

It is the sole responsibility of the student to punctually attend scheduled courses at the regularly scheduled times and to punctually return from all breaks.

Interruptions for Unsatisfactory Attendance/Progress and Attendance

In the event that a particular student is unable to continue courses due to unsatisfactory attendance and/or insufficient progress, it is the sole responsibility of that student to make arrangements with the school's office to resolve the issue.

Academic Progress

Records of academic progress, kept in the form of examination scores, are furnished to each student at the time the examination is administered. Any student whose grade point average falls below 73% will be placed on academic probation. Any student on academic probation whose grade point average remains below 73% for three consecutive classes will be permanently suspended from the School, unless the instructor petitions the Director for an exception.

Conduct

Students are expected to conduct themselves in a professional manner at all times. Foul language, possession of drugs or alcohol, disrespectful behavior or failure to comply with directions of the staff is considered unsatisfactory conduct and will be grounds for dismissal without a refund.

Grievance Policy

A grievance procedure is available to any student who believes an Education decision or action has adversely affected his/her status, rights, or privileges as a student. The purpose is to provide a prompt and equitable process for resolving student grievances. Students with grievances should meet with the Director and complete a written statement. The Director's decision is final.

Students who feel a grievance is unresolved may refer their grievances to the Colorado Department of Higher Education, Division of Private Occupational Schools, 1560 Broadway, Suite 1600, Denver, Colorado 80202, (303) 866-2723, www.highered.colorado.gov/dpos. The complaints may be filed online. There is a two-year limitation (from student's last date of attendance) on the Division taking action on student complaints.

Cancellation and Refund Policy

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students who withdraw after three (3) business days, but before the commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price which ever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours, as described in the table below. The refund is based on the last date of recorded attendance.

Refund Table

Student is entitled to upon withdraw/termination	Refund
Within first 10% of program	90% less cancellation charge
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge
After 50% but within first 75% of program	25% less cancellation charge
After 75% (if paid in full, cancellation charge is not applicable)	NO Refund

Note: The tuition must be paid in full to receive a refund as outlined above. If the student is on the payment plan, what the students owes, per the above table, will be deducted from what the student has paid.

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - a. The date on which the school receives notice of the student's intention to discontinue the training program; or
 - b. The date on which the student violates published school policy, which provides the termination.
 - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a course/program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. Complaints, which cannot be resolved by direct negotiation between the student and the school, may be filed with the Division of Private Occupational Schools of the Colorado Department of Higher Education, 1560 Broadway, Suite 1600, Denver, Colorado 80202, (303) 866-2723, www.highered.colorado.gov/dpos
5. The policy for granting credit for previous training shall not impact the refund policy.

Cancellation Notification should be in writing and sent by certified mail or hand delivered to the Administration Office. To help the school better serve its students, an exit interview is requested upon cancellation.

Pharmacy Technician Programs

Denver Pharmacy School offers courses and training to help prepare students to become Certified Pharmacy Technicians. There are several levels of certification easily accessible to all dedicated students, regardless of their initial skill level or prior pharmacy experience. Certification paths are determined by the professional goals of the individual involved.

Students can participate in the following courses at Denver Pharmacy School:

- Certified Pharmacy Technician Preparatory Course
- Intravenous Admixture Technician Certification Course
- Advanced Pharmacy Technician Program

Certified Pharmacy Technician Preparatory Course (CPT 101)

Program Description

Successful completion of the Certified Pharmacy Technician Preparatory Course indicates that the student possesses the necessary motivation and skills to perform as an entry-level pharmacy technician. Additionally, the student has been exposed to and tested on the knowledge required to pass the Pharmacy Technician Certification Examination. Designation as a Certified Pharmacy Technician (CPhT) by the Pharmacy Technician Certification Board is a nationally recognized certification.

Students are required to complete a 44 hour unpaid externship at a pharmacy. Denver Pharmacy School will provide introduction letters to students who need one. Students are encouraged to locate a pharmacy willing to provide an externship. However, Denver Pharmacy School will place interested students in the externship program with Walgreens.

Curriculum Details

Course Name	Credit Hours	Classroom Hours	Externship Hours
Certified Pharmacy Technician Preparatory Course		36	44

IV Admixture Certification Course (CPT 201)

Program Description

Successful completion of the Intravenous (IV) Admixture Certification Course indicates that the student possesses the necessary motivation and skills to perform as an entry-level IV Pharmacy Technician. IV Technicians may find employment with home health care and hospital pharmacies. This course is accredited by the Accrediting Council on Pharmacy Education (ACPE). Successful completion of this course should (depending on the employer) meet the training requirements of USP 97.

This course consists of several components:

- Self-study
- Lecture
- Hands-on experience
- Multiple-choice exam

The self-study portion is completed at home prior to the hands-on portion of the course. If the student feels that they need assistance with the self-study portion of the course they may opt to attend the supervised study groups that are part of the Advanced Pharmacy Technician Course (CPT202) for an additional fee of \$100.00 per session, provided that seats are available.

The hands-on portion of the course is completed in a licensed home health care pharmacy or in a hospital pharmacy. This portion of the course also includes some classroom training. During the hands-on training, students will be exposed to and demonstrate aseptic technique and proficiency in routine operations inside both vertical and horizontal flow hoods. The course also includes a multiple-choice, Scantron exam. Upon successful completion of all portions of this course, including passing the exam, students will be awarded ACPE credit for the course.

Curriculum Details

Course Name	Credit Hours	Self-Study Hours	Classroom/Hands on Hours
IV Admixture Certification Course		20	20

Advanced Pharmacy Technician Course (CPT 202)

The Advanced Pharmacy Technician Course includes both the CPT101 and CPT 201 courses. This course may be the best fit for students who are not Certified Pharmacy Technicians and who want to enter the home health care or hospital practice settings. The Advanced Pharmacy Technician Course includes additional training materials for Pharmacy Technician Certification.

Curriculum Details

Course Name	Credit Hours	Classroom Hours	Externship Hours	Self Study Hours
Certified Pharmacy Technician Preparatory Course		36	44	
IV Admixture Certification Course		20		20

Course Comparisons

Feature	CPT101	CPT201	CPT202
12 weeks of classroom sessions to help prepare for the CPht exam	X		X
Pharmacy Technician Textbook	X		X
Pharmacy Technician Flash Cards	X		X
Classroom Notes CD	X		X
Pharmacy Calculations Problem Book			X
Externship Assistance	X		X
IV Technician Self Study Book		X	X
IV Technician Hands on Training		X	X
IV Instructor assistance for self study portion of IV course		X	X

Course Outlines

The course numbers are based on course codes established by the school and do not relate to state common course numbering systems. A clock hour is 50 minutes.

PT 101. Introduction to Pharmacy Technician Occupation.

3 clock hours

During this course students are introduced to the pharmacy industry, career opportunities, and governmental agencies that regulate the industry.

Upon completion students will be able to:

- Discuss the PTCB exam and Pharmacy Technician statistics,
- List career opportunities for pharmacy technicians in various work environments
- Describe government regulatory agencies and how they regulate pharmacy technicians.
- List laws governing the safety and effectiveness of Drugs and Controlled substance laws
- Discuss Non-Governmental Regulations Audits, The Standard of Practice Accreditation process and third party and employer audits

Prerequisites: None

PT 102. Drug Naming, Approvals, Classifications, and Pharmacy Math **3 clock hours**

During this course students learn about the drug naming and approval process and basic pharmacy math.

Upon completion students will be able to:

- Discuss The New Drug Application Process, Drug development and approval process
- Describe the reasons for Naming of Drug Products and The Different names of drug entities
- Explain the Patent Period and Approval of Generic Drugs Process
- Describe the Legal Classifications of Medicinal Products, the DEA number, and the schedules of the Controlled Substances Act
- Discuss the Dosage Form and Route of Administration including common routes of administration and characteristics of the common dosage forms
- Demonstrate proficient in basic Pharmacy Math including Roman Numerals - Fractions - Decimals – Rounding

Prerequisites: PT 101.

PT 103. Drug Ordering **3 clock hours**

During this course students learn all aspects of drug ordering including retail and hospital settings.

Upon completion students will be able to:

- Discuss Requirements of the Drug Order including the retail Prescription and Hospital Medical Administration Record
- Interpret the Retail Drug Order including Abbreviations, Quantity Calculations, Refills and Substitution requirements
- Interpret the Hospital Drug Order including the Hospital Cart Exchange Process, Floor Stock and Bulk Drugs, and Formulary Utilization
- Describe methods of Drug Order Entry including computerized Ordering of Pharmacy Stock
- Memorize Flash cards 41-60
- Complete Section Test Number One

Prerequisites: PT 102.

PT 104. Patient Profiles and Measurement Systems **3 clock hours**

During this course students learn about patient profiles, measurements, and conversions.

Upon completion students will be able to:

- Differentiate The Patient Profile in the hospital and in retail including abbreviations found on the Hospital Chart
- Describe Systems of Measurement including Avoirdupois – Apothecary – Metric
- Describe Conversions including Changing Units from One System to Another
- List methods of Measurement including Equipment used to measure solid and liquid products
- Memorize Flash Cards 61-80

Prerequisites: PT 103.

PT 105. Drug Preparation and Delivery in Retail and Hospital Settings 3 clock hours

During this course students learn all aspects of drug preparation and delivery in retail and hospital settings plus pharmacy math.

Upon completion students will be able to:

- Use pharmacy math to calculate proportions
- Discuss how to prepare and deliver in retail including Packaging, Labeling, and Product Inserts
- Demonstration how to prepare and delivery in Hospital including Unit Dose and Parenteral Preparation
- Memorize Flash Cards 81-100

Prerequisites: PT 104.

PT 106. The OBRA Law and Pharmacy Inventory 3 clock hours

The focus of this course is the OBRA Law as well as inventory requirements in a pharmacy.

Upon completion students will be able to:

- Discuss the OBRA Law including Prospective & Retrospective Drug Utilization Reviews and
- Requirements of the Law
- List Methods of Ordering Pharmacy Inventory including Ordering Controlled Drugs, Automatic Replenishment, and Supplying Medications “For Office Use”
- Explain Receipt of Pharmacy Inventory including Receiving Controlled Drugs and shortages
- Describe Maintenance of Pharmacy Inventory including Storage Requirements of Medicinal Products and stock Rotation

Prerequisites: PT 105.

PT 107. Temperature Conversions, Calculations, Process of Returns 3 clock hours

During this course students learn converting between Fahrenheit and Celsius, compounding calculations, confidentiality, patient payment, and drug returns.

Upon completion of this course students will be able to:

- Demonstrate competence in Temperature Conversions by Converting Between Fahrenheit and Celsius
- Describe Compounding Calculations including Concentration – Alligation – Tonicity
- Discuss Legal & Ethical Considerations in Filling Orders including Patient confidentiality – HIPAA Requirements and Reasons not to Fill an Order
- Explain Patient Payment for Prescription Medications as well as Pricing Calculations and Third Party Payers
- Describe the process for the Return of Pharmaceutical Products and the Differences in Hospital & Retail, Manufacturer Recalls, Returns to Wholesalers

- Memorize Flash Cards 121-140
- Complete Section Test Number Two

Prerequisites: PT 106.

PT 108. Dosage Calculations

3 clock hours

The focus of this course is aseptic techniques, how to calculate adult, and pediatric dosages and how to complete Parenteral calculations.

Upon completion students will be able to:

- Complete Sterile Dosage Forms using Aseptic Techniques and Laminar Flow Hoods
- Calculate Adult Dosages using pharmacy math
- Calculate Pediatric Dosages using Young's Rule & Clark's Rule
- Complete Parenteral Calculations using Flow Rate & Dose per Time Calculations
- Memorize Flash Cards Number 141-160
- Complete Math Test Number Two

Prerequisites: PT 107.

PT 109. Equivalence Ratings and Pharmacology

3 clock hours

During this course students learn equivalence ratings, how drugs work, and common members of select pharmaceutical classes.

Upon completion students will be able to:

- Discuss Equivalence, Types of Equivalence, Equivalence Ratings, and DESI Drugs
- Describe Pharmacology, How Drugs Work, and Common Members of Select Pharmaceutical Classes
- Memorize Flash Cards 161-180
- Section Test Number Three

Prerequisites: PT 108.

PT 110. Pharmacokinetics and Pharmacy Safety

3 clock hours

The focus of this course is Pharmacokinetics, Pharmacy administration, and working in a safe environment.

Upon completion students will be able to:

- Discuss Pharmacokinetics and the Body's Action on the Drug
- Describe Pharmacy Administration and Paperwork Requirements
- Explain Controlled Drug Inventories and Gross Profit Calculations
- List how to maintain a Safe Work Environment, Occupational Safety & Health Administration, and Pharmacy Safety
- Memorize Flash Cards 181-200
- Successfully complete Math Test Number Three

Prerequisites: PT 109.

PT 111. State Laws and Employment Readiness**3 clock hours**

The focus of this course is on specific state laws. Employment skills are also presented.

Upon completion students will be able to:

- Complete review Session
- Discuss State Specific Laws
- List Job Interviewing Strategies
- Complete Section Test Number Four
-

Prerequisites: PT 110.

PT 112. Final Exam**3 clock hours**

This is the last course prior to the Clinical. During this course there is a review and the final exam.

Upon completion students will be able to:

- Successfully complete the final exam.

Prerequisites: PT 111.

CPT 104 – Pharmacy Technician Clinical**44 clock hours**

During the Clinical portion of training, students have the opportunity to practice the skills they gained during their classroom training. They will refine their customer service skills, assist fellow workers and supervising pharmacists to fill prescription orders, input insurance information, handle general customer questions, and develop an effective career success strategy. Clinical rotations include 44 hours of retail and /or hospital experience. The students are given guidelines to select facilities to complete this requirement. Once the student has located a retail and/or hospital facility they send the Director of Education the information for approval. The Director will then contact the facilities to speak with the pharmacist who will supervise the student. In the event that clinical sites cannot be found, a research project for each area is assigned.

Upon completion of the Clinical experience students will be able to:

- Demonstrate effective customer service in retail and hospital setting
- Demonstrate ability to assist customers in general questions
- Demonstrate ability to input insurance information into pharmacy computer
- Demonstrate inputting of prescription information into patient profiles
- Demonstrate filling prescription orders and bringing these orders to the pharmacist for approval
- Demonstrate ability to count pharmacy inventory

Prerequisites: PT 112

Intravenous (IV) Admixture Pharmacy Technician Certification Training**IA 201 Introduction to Intravenous Admixture and Math 20 clock hours dist education**

Upon completion of 20 hours of self study students will be able to:

- Discuss steps in compounding sterile products.
- Describe sterile products.

- Explain steps in proper hand washing techniques.
- Perform pharmaceutical calculations
- List references
- Explain safety techniques
- Describe aseptic techniques in parenteral compounding
- Describe proper use of equipment include auto injectors and pumps
- Explain the proper preparations of sterile products including intravenous, irrigations, ophthalmic, total parenteral nutrition and chemotherapy drugs
- List safe handling techniques of antineoplastic drugs
- Complete various pharmaceutical math problems

Prerequisites: Complete the basic CPhT program or already possess the CPhT title or have one year experience

IV 202 Intravenous Admixture Skill Building 16 clock hours

Upon completion of the course students will be able to:

- Discuss the infection control, contamination methods and procedures that apply to sterile product preparations.
- Discuss pharmaceutical dosage forms and their stability characteristics, storage requirements for IV admixture, cytotoxic drugs, and Total Parenteral Nutrition (TPN) solutions.
- Given the description of a pharmacy sterile products service in a medical facility, describe the techniques and procedures required for safe handling of cytotoxic and hazardous drugs in a chemotherapeutic sterile products work environment.
- Explain the concepts of sterile technique in the preparation of IV admixtures.
- List the causes, reporting, and management of medication errors.

Prerequisites: Complete IV 201 Introduction to Intravenous Admixture and Math

IV 203 Intravenous Admixture Lab 4 clock hours

Upon completion students will be able to:

- Prepare and provide a sterile product that contains the prescribed ingredients in the correct amounts free from microbial and pyrogenic contaminants as well as undesirable levels of particulate or other toxic contaminants, stable and compatible until the expiration date, prepared with proper documentation and labels and stored using the principles of good drug quality control.
- Prepare and provide sterile products documentation and proper labeling
- Demonstrate proper procedures for compounding a sterile product
- Given the description of a pharmacy sterile products service in a medical facility, demonstrate the techniques and procedures required for safe handling of cytotoxic and hazardous drugs in a chemotherapeutic sterile products work environment.

Prerequisites: IV 202 Intravenous Admixture Skill Building

