

# **PHARMACY TECHNICIAN PROGRAM INFORMATION SESSION**

Trinity River Campus East

# AGENDA

1. Introduction
2. Role and Responsibilities
3. Daily Activities
4. Wages
5. Courses and Tuition
6. Textbook
7. Certification and State Registration
8. Application Process
9. FAQs
10. Certificate of Attendance Instructions

# 1. INTRODUCTION

Due to the aging population and the COVID-19 virus, there is an increased demand for trained pharmacy technicians. According to the Texas Workforce Commission (TWC), employment of pharmacy technicians in Texas is projected to increase by 25% from 2018 to 2028.

## Program Overview

Tarrant County College's (TCC) Pharmacy Technician program provides students with the required knowledge and skills to excel as pharmacy technicians in various environments. After successfully completing the program, students may register for the Certified Pharmacy Technician (CPhT) exam recognized by the [Texas State Board of Pharmacy \(TSBP\)](#).

The Pharmacy Technician program is accredited and recognized by the [Pharmacy Technician Certification Board \(PTCB\)](#). Additionally, this program is identified as an Occupational Skills Award (OSA), preparing students for gainful employment, and enhancing their marketability to potential employers.

The program is offered twice annually, at the beginning and middle of each year, with classes scheduled Monday through Thursday, from 6:00 p.m. to 9:00 p.m. Courses are delivered in a blended format, online and face-to-face. *Currently, the program's clinical course/placement is pending. An update will be provided when available.*

# 1. INTRODUCTION, cont'd.

## **Career Opportunities**

Pharmacy technicians work in a variety of pharmacy environments, including retail pharmacies (e.g., CVS Pharmacy, Walgreens Pharmacy, etc.) and hospitals. Pharmacy technicians also work for government agencies, mail-order companies, long-term care facilities, insurance companies, and compound pharmacies.

## **Licensing Notice: Texas House Bill 1508**

This program prepares students for an occupational license. However, students may not be eligible for licensing if they have a prior criminal history. For more details, see [Texas House Bill 1508 Licensing Requirements](#).

## 2. ROLE AND RESPONSIBILITIES

A Pharmacy Technician works primarily in a retail and hospital setting under a licensed pharmacist and will greet patients, process prescriptions, manage inventory, and process insurance claims.

### A Pharmacy Technician (PT) will:

- **Effectively Communicate with Patients** – A PT is typically on the frontline to greet patients and receive information from the patient to find prescription(s). Oftentimes a PT answers a patient's questions if a pharmacist consultant is not necessary or requested during drop-off and pick-up. A PT must practice patience and deliver clear, concise information to all patients.
- **Create Patient Profile** – A PT will use a pharmacy software program to electronically create a patient profile. Patient's information includes contact information, prescription details, insurance claims, and any drug interactions and/or allergies. Patient data will be entered and updated regularly.
- **Print Labels and Process Prescriptions** – A PT will check prescriptions thoroughly to ensure certain information is included on the label as required by law. The required label details include the patient's name, address, phone number, dosage, physician's name, and business address.

## 2. ROLE AND RESPONSIBILITIES, cont'd.

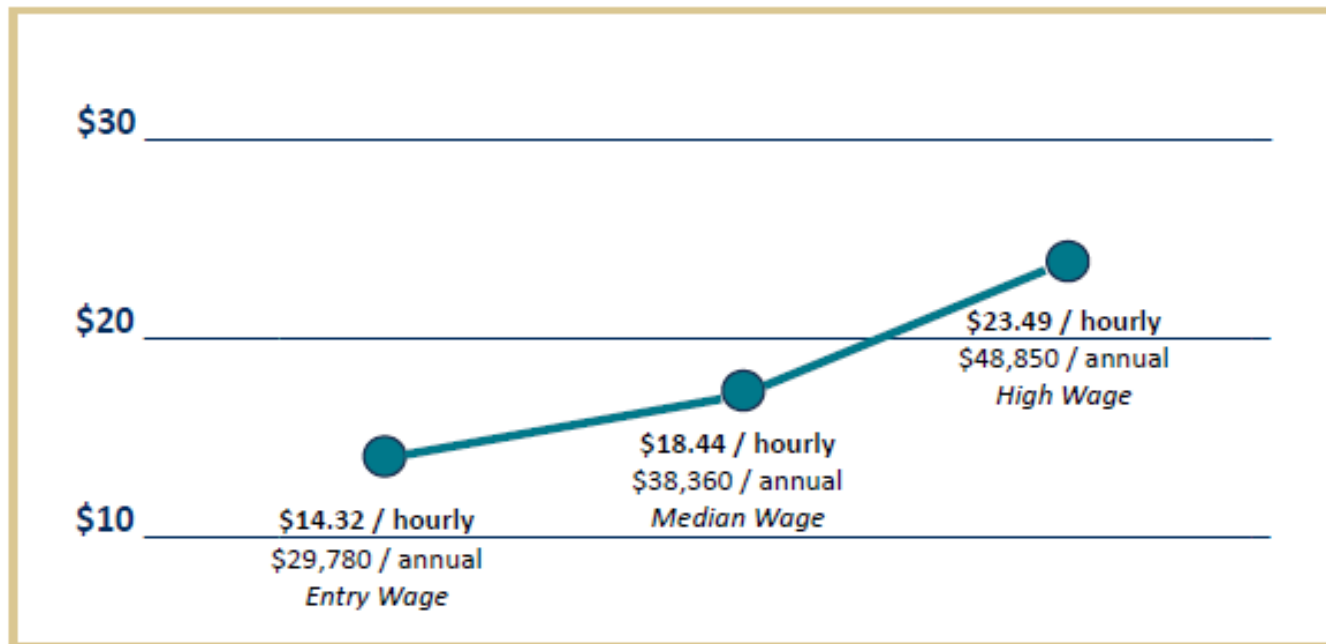
- **Measure and Mix Medication** – A PT will be required to use a digital scale to properly measure pills and/or powders. This also includes carefully counting pills and/or measuring the liquid and proper label placement.
- **Manage Pharmacy Inventory** – A PT will prepare the prescription and dispense medication and must ensure the prescription is filled correctly. A PT must take physical stock counts and reconcile with the computer inventory records. This procedure is usually at the end of the month or as instructed. Medications that have expired or are near expiration require shipment back to the pharmaceutical company.
- **Manage Accounts** – A PT will manage pharmacy accounts, update insurance information, receive payments from patients, and tally payments and receipts each day.
- **Process Insurance Claims** – A PT will electronically process insurance claims. If there is an error or discrepancy with the patient's insurance company, the PT will contact the patient. At times, this process can be time consuming to correct.

# 3. DAILY ACTIVITIES

**A Pharmacy Technician must be able to perform standard functional/physical activities while working on the job:**

- ✓ Extended walking and standing daily
- ✓ Ability to grasp, push, and/or pull
- ✓ Ability to bend and stoop
- ✓ Reach, carry, and/or lift
- ✓ Move quickly in response to serving customers
- ✓ Use of upper/lower body movements
- ✓ Carry and move equipment

## 4. WAGES\*



\*Potential wages are based upon 2022 [O\\*NET](#) Data for the state of Texas.  
The information above is subject to change and wages may vary depending on employers.

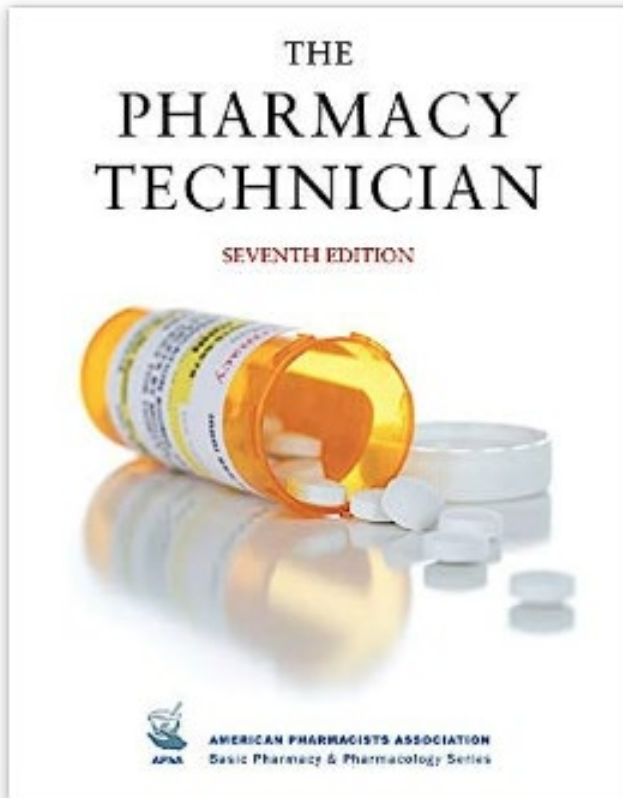


## 5. COURSES AND TUITION

Courses*	Hours	Tuition
PHRA 1001: Introduction Pharmacy Technician	48	\$250
PHRA 1005: Drug Classification	48	\$250
PHRA 1009: Pharmacy Mathematics	48	\$250
PHRA 1004: Pharmacotherapy & Disease	48	\$250
PHRA 1002: Pharmacy Law	24	\$140
PHRA 1043: Pharmacy Technician Certification Review	16	\$116
<b>Total</b>	<b>232</b>	<b>\$1,255</b>

\*The program consists of six (6) courses and taken in order as listed above. Students register in two courses each time. Full payment for both courses is required at time of enrollment. Failure to complete payment will result in being dropped from both courses.

## 6. TEXTBOOK\*



- **TITLE:** *The Pharmacy Technician, 7<sup>th</sup> Edition*
- **PRINT ISBN:** 978-1640431386
- **eBOOK ISBN:** 978-1640432185
- **AUTHOR:** Perspective Press
- **PUBLISHER:** Morton Publishing Company
- **ENDORSED BY:** [American Pharmacists Association \(APhA\)](#)

\*Contact Trinity River Campus Bookstore, 817-515-1050 | TRTR 2301

# 7. CERTIFICATION AND STATE REGISTRY

## CERTIFICATION

After successfully completing the program, students may register and directly pay for the Certified Pharmacy Technician (CPhT) exam through their preferred certification organization:

- [Pharmacy Technician Certification Board \(PTCB\)](#)
- [National Healthcareer Association \(NHA\)](#)
- PTCB vs. NHA Certification – What is the Difference? See [PharmTechs.org](#)  
*Both certifications are recognized by the [Texas State Board of Pharmacy \(TSBP\)](#)*

## STATE REGISTRY

To obtain a copy of your certificate, you must be able to complete the application through the [Texas State Board of Pharmacy \(TSBP\)](#) that will, at minimum, request the following information:

- Full name
- Mailing address
- Date of birth
- Social security number
- A PTCB or NHA certificate number and expiration date

## 8. APPLICATION PROCESS

1. Review the online “Pharmacy Technician Information Session”
2. Complete and Print your “Information Session Exit Ticket” form.
3. Collect the required supporting documents.
  - Documents must be included when submitting your application to be considered for the Pharmacy Technician program.
  - Refer to supporting documents section below.
4. Complete the Pharmacy Technician application.
5. Email your application and supporting documents to [TR.HealthCareAdvising@tccd.edu](mailto:TR.HealthCareAdvising@tccd.edu)
6. Successfully complete/pass the TSI/TABE test or provide an official/unofficial college transcript for exemption review and approval. *Testing is mandatory if applicant has not attended a United States (U.S.) higher education institution.* For questions regarding testing status, email [TR.HealthCareAdvising@tccd.edu](mailto:TR.HealthCareAdvising@tccd.edu).

### DOCUMENTS REQUIRED FOR SUBMISSION

- A. Information Session Exit Ticket
- B. High school diploma\* or GED
- C. Test scores – if applicable
- D. College transcription\* with grades “C” or higher to receive the TSI/TABE exemption.

\*International high school diploma or college transcript must be evaluated for U.S. equivalency. Contact: [International Academic Credential Evaluators, Inc. \(IACEI\)](#) | Denton, TX | at 940-383-7498. (All correspondence takes place via phone, email, or mail)

## 8. APPLICATION PROCESS, cont'd.

### ACCEPTANCE

- Applicant receives a letter of acceptance from the program coordinator.
- Candidate receives a second email from program coordinator notifying candidate they are ready to enroll and lists the two courses.

### REGISTRATION AND PAYMENT

- Candidate registers for two courses each time. ***Registration is first-come, first-served.***
- Student pays for both courses ***in full at time of enrollment***. Failure to complete payment will result in being dropped from both courses.
  - **NOTE:** If student selects Payment Plan option, student must report to the Business Services Office in-person to set up plan on the same day of enrollment.

### COMMUNICATION

- Students accepted into program will receive **ALL** communication via their TCC email address (my.tccd.edu). For assistance to activate your TCCD email, view steps on [Tech Support](#) webpage or call 817-515-8324. Support is available 24/7.

### ORIENTATION

- Students will attend a mandatory orientation session in-person the first week of class. They will meet their instructor, receive course information, and an opportunity to ask questions about the program.

## 9. FAQs

**For questions regarding the program, application, and/or testing status, please contact**

**Ms. Janette Keen, Career Technical Advisor**

**817-515-1484**

**[TR.HealthCareAdvising@tccd.edu](mailto:TR.HealthCareAdvising@tccd.edu)**

# 10. CERTIFICATE OF ATTENDANCE INSTRUCTIONS

**PLEASE PAY ATTENTION!**

To receive credit for this information session,  
please click on the link below to sign in and  
complete the form:

[Information Session Exit Ticket](#)

Thank you!

