



PHARMACY TECHNICIAN PROGRAM INFORMATION

Thompson Career College
774 Victoria Street, Kamloops, BC V2C 2B6
Phone: (250) 372-8211 Fax: (250) 372-8212

Web site: www.ThompsonCC.ca Email: info@ThompsonCC.ca



Thompson Career College provides quality training that leads to job opportunities in the health care industry.



Thompson Career College is accredited by P.C.T.I.A. (Private Career Training Institutions Agency of B.C.), and programs are eligible for student financial aid.

The Pharmacy Technician program has been awarded the status of Provisional Accreditation by the Canadian Council for Accreditation of Pharmacy Programs for a four year term 2009 – 2012



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WELCOME LETTER

Thank you for your inquiry regarding our **Pharmacy Technician Program**. We are very happy to offer this career training option to you.

We offer this program in two delivery formats.

- Our **On-Campus** program is offered once or twice each year and is 8 months long.
- Our **Blended Learning** program is offered two or three times each year and is 10 months long. Students take most of the program through distance learning. This option is designed for students who do not live in the Kamloops area, and who cannot travel to Kamloops for six months to take our on-campus program. Students only have to come to Kamloops for six weeks of hands-on labs.
- This information packet provides information about both of these program options for the 2011 calendar year.

Our program has been awarded accreditation by the [Canadian Council for the Accreditation of Pharmacy Programs \(CCAPP\)](#) based on recently established national standards for the accreditation of Pharmacy Technician programs. We were the first school in British Columbia to apply for and receive this accreditation. A standardized national exam for the certification of Pharmacy Technicians is now available. Only graduates from schools accredited by the CCAPP are eligible to write this exam.

Thompson Career College is also accredited with the Private Career Training Institutions Agency of British Columbia (PCTIA - www.pctia.bc.ca). This status allows you to apply for provincial and federal financial aid to assist you with the cost of taking the program (www.studentaidbc.ca).

This packet provides all the information and forms needed to gain admission to our program, and to apply for Financial Aid to help with the cost of the program.

If you decide to apply for the Pharmacy Technician Program your first step is simply to complete the application form and send it to us by mail, fax or email along with an application fee of \$100. As seating space is limited, we do encourage you to submit your application as soon as possible, your priority for entrance to the program is based on the date we receive your application form and fee. Once your admission application is received, we will contact you for a personal interview. You DO NOT need to complete the other forms in this packet until that interview is conducted.

If you are not ready to apply yet, but want to talk to someone about the Pharmacy Technician program, please call Geoff, Kathy or Karen at 877-840-0888 (toll free), 250-372-8211 (in Kamloops), or send an email to info@thompsoncc.ca. We love to talk about this great program !

Thank you again for your inquiry, we look forward to meeting with you to discuss our program and the Pharmacy Technician career. If you have any further questions regarding the enclosed information, please do not hesitate to contact us.

Sincerely,

Karen Shelton, Pharmacy Technician Program Director
Geoff Collier, College Administrator
info@thompsoncc.ca
(877) 840-0888 (toll free)
(250) 372-8211 (in Kamloops)

PHARMACY TECHNICIAN CAREER

Pharmacy Technicians are a critical part of the health care team. Working closely with Pharmacists, they ensure that the highest standards of quality and accuracy are met in the compounding and dispensing of drugs that are vital to the survival and well-being of their clients.

This program is designed to prepare students for Pharmacy Technician positions in a retail pharmacy or in a hospital pharmacy.

Job Description

Pharmacy Technicians work under the supervision of a pharmacist in community pharmacies, hospital pharmacies, managed health care facilities, clinics, and many other settings.

A Pharmacy Technician may perform any or all of the following functions, although specific responsibilities depend on the pharmacy setting and scope of practice:

- Assist pharmacist in labeling and filling prescriptions
- Assist patients in dropping off and picking up prescriptions
- Customer service
- Entering prescriptions into the computer
- Verify that customer receives correct prescription(s)
- Compound oral solutions, ointments, and creams
- Scheduling and maintaining workflow
- Prepackage bulk medications
- Screen calls for pharmacists
- Medication ordering
- Billing of third party insurers
- Prepare medication inventories
- Prepare chemotherapeutic agents
- Compound total parenteral nutrition solutions
- Compound large-volumes of intravenous mixtures
- Assisting in outpatient dispensing
- Assisting inpatient dispensing
- Preparing IV mixtures
- Purchasing and billing

Prospective Student Profile

- Professional attitude
- Strong communication skills
- Solid arithmetic skills
- Ability to work as part of a team
- Honest and dependable
- Attentive to details
- Neat, friendly and customer-service oriented
- Hard working
- A quick learner

Each year we offer one on-campus program, beginning in October, and three blended learning offerings, beginning in February, May and September. The May blended class may or may not run, depending on demand.

ON-CAMPUS PROGRAM

This is an intensive 34 week (8 month) program that requires students to attend 5 days a week. Students are trained in as short an elapsed time as possible, while meeting the standards required by industry bodies and potential employers. The program focuses on the knowledge and skills needed by Pharmacy Technicians, without any unnecessary program content. It includes extensive hands on training in Lab activities at our school and on site at community and hospital pharmacies.

There are 23 weeks of Classroom and Lab instruction, 4 week hospital clinical placement and a 4 week community pharmacy practicum, 1 week of additional assignments, and 3 weeks of breaks.

1000 to 1040 total program hours:

- 720 Classroom / Lab hours
- 140 to 160 hours hospital pharmacy clinical placement
- 140 to 160 hours community pharmacy practicum

October 2012 Program Calendar

(subject to change)

October 8 to December 21, 2012	Instruction and labs at TCC (Mon to Fri, 8:30 to 3:15)
December 22 to January 6, 2013	Winter Break
January 7 to March 22	Instruction and labs at TCC (Monday to Friday, 8:30 to 3:15)
March 23 to 31	Spring Break
April 1 to May 31	Retail Practicum Hospital Clinical Placement Learning assignments related to practicums

October 2013 Program Calendar

(subject to change)

October 7 to December 20, 2013	Instruction and labs at TCC (Mon to Fri, 8:30 to 3:15)
December 21 to January 5, 2014	Winter Break
January 6 to March 21	Instruction and labs at TCC (Monday to Friday, 8:30 to 3:15)
March 22 to 30	Spring Break
March 31 to May 30	Retail Practicum Hospital Clinical Placement Learning assignments related to practicums

BLENDLED LEARNING PROGRAM

This is a 42 week (10 month) program delivered partially through distance learning. For the first 6 ½ months of the program students work on the program for 21 hours per week through distance learning technology, although all students must come to Kamloops for one week at the beginning of the program. The last 3 ½ months of the program will require students to make a full time daytime commitment to the program, including attending labs in Kamloops for 6 weeks, a 4 week hospital clinical placement and a 4 week community pharmacy practicum.

The program focuses on the knowledge and skills needed by Pharmacy Technicians, without any unnecessary program content. It includes extensive hands on training in Lab activities at our school and on site at community and hospital pharmacies.

- 1000 to 1040 total hours
- 720 Classroom / Lab hours
 - 140 to 160 hours hospital pharmacy clinical placement
 - 140 to 160 hours community pharmacy practicum

Each year we offer three blended learning programs, beginning in September, February and May. The May blended class may or may not run, depending on demand.

September 2012 Blended Learning Program Calendar

(subject to change):

Week 1: Sept 24 to 28, 2012	Distance Learning - 21 hours weekly: Orientation and online learning
Week 2: Oct 1 to 5	On Campus - 32 hours – 8:30 to 4:00 Mon to Fri: Students come to Kamloops for 1 week. This is a critical week for team building, learning style assessment, physical skills assessment, lab orientation, and further training in online learning procedures.
Weeks 3 to 13: Oct 8 to Dec 21	Distance Learning - 21 hours weekly class time – Conceptual material and computer-based lab work. Students commit to a weekly study schedule, but specific hours / days of that study are flexible. There will be weekly deadlines for completion of course modules, quizzes and assignments. Comprehensive exams will be supervised at a test centre.
Dec 22 to Jan 6, 2013	2 week Winter break
Weeks 14 to 23: Jan 7 to Mar 15	Distance Learning continued - 21 hours weekly class time
Mar 16 to 24	1 week Spring break
Week 24: Mar 25 to 29	Distance Learning continued - 21 hours weekly class time
Weeks 25 to 30: Apr 1 to May 10	On Campus - 32 hours weekly for 6 weeks – 8:30 to 4:00 Mon to Fri: Students attend labs and classes in Kamloops. The primary focus of this time is extensive in-person labs. Hours may include evenings.
Weeks 31 to 38: May 13 to July 12	Retail Practicum – 140 to 160 hours Hospital Clinical Placement – 140 to 160 hours Distance Learning – 21 hours class time: online assignments

February 2013 Blended Learning Program Calendar

(subject to change):

Week 1: Feb 11 to 15, 2013	Distance Learning - 21 hours weekly: Orientation and online learning
Week 2: Feb 18 to 22	On Campus - 35 hours class time – 8:30 to 4:30 Monday to Friday: All students must come to Kamloops for one week. This is a critical week for team building, learning style assessment, physical skills assessment, lab orientation, and further training in online learning procedures.
Weeks 3 to 23: Feb 25 to Aug 9	Distance Learning - 21 hours weekly class time – Conceptual material and computer-based lab work. Students commit to a weekly study schedule, but specific hours / days of that study are flexible. There will be weekly deadlines for completion of course modules, quizzes and assignments. Comprehensive exams will be supervised at a test centre.
May 4 to 12	1 week Spring Break
July 20 to Aug 4	2 week Summer Break
Weeks 24 to 29: Aug 12 to Sept 20	On Campus - 35 hours weekly class time for 6 weeks – 8:30 to 4:30 Monday to Friday: All students attend labs and classes in Kamloops. Hours may include some evenings to accommodate the demand for lab time. The primary focus of this time is extensive in-person labs. There will also be comprehensive exams and assessments of all material covered in the program.
Sept 21 to 29	1 week Fall Break
Weeks 30 to 38: Sept 30 to Nov 29	Retail Practicum – 140 to 160 hours Hospital Clinical Placement – 140 to 160 hours Distance Learning - 21 hours class time: Assignments related to practicums

May 2013 Blended Learning Program Calendar

(subject to change):

Week 1: May 27 to 31, 2013	Distance Learning - 21 hours weekly: Orientation and online learning
Week 2: June 3 to 7	On Campus - 32 hours – 8:30 to 4:00 Mon to Fri: Students come to Kamloops for 1 week. This is a critical week for team building, learning style assessment, physical skills assessment, lab orientation, and further training in online learning procedures.
Weeks 3 to 23: June 10 to Nov 1	Distance Learning - 21 hours weekly class time – Conceptual material and computer-based lab work. Students commit to a weekly study schedule, but specific hours / days of that study are flexible. There will be weekly deadlines for completion of course modules, quizzes and assignments. Comprehensive exams will be supervised at a test centre.
Weeks 24 to 29: Nov 4 to Dec 13	On Campus - 32 hours weekly for 6 weeks – 8:30 to 4:00 Mon to Fri: Students attend labs and classes in Kamloops. The primary focus of this time is extensive in-person labs. Hours may include evenings.
Dec 14 to Jan 5, 2014	3 week Winter break
Weeks 30 to 38: Jan 6 to Mar 7	Retail Practicum – 140 to 160 hours Hospital Clinical Placement – 140 to 160 hours Distance Learning - 21 hours class time: Online assignments

ADMISSION REQUIREMENTS

To apply to the program, do the following:

1. Submit a completed and signed Application Form (mail, fax or email) along with your \$100 application fee. The application form is attached. Note that there are different application forms for the On-Campus and Blended Learning programs. The application fee can be paid by cheque, cash or credit card, and is non-refundable.
2. Have a phone or in-person interview with the school to discuss the program, the career, and the admission requirements. Preferably in person, but this interview can be conducted by phone if you do not live in the Kamloops area..

Space is limited, so we encourage you to submit your application as soon as possible. Your priority for entrance to the program is based on the date we receive your application form and fee. Once your admission application is received, we will contact you for a personal interview. You DO NOT need to provide documentation about the other requirements below until you have had this interview.

To be admitted into the program, the following requirements must be satisfied:

- High School Graduation – You have to be a high school graduate in order to enroll in this program. Please submit a **transcript** (copy is fine, original not required).
 - If you have GED you can be admitted if you at least 19 years old, but you have to take our Math and English Accuplacer exams to ensure sufficient command of those two areas for admission.
- You need to have **English 12 and Math 11** with a minimum 65% grade, from a Canadian high school:
 - If you didn't complete grade 11 Math with 65% you must take the Accuplacer Math skills test.
 - If you didn't complete grade 12 English with 65% you must take the Accuplacer English test.
- You need to have **Biology 12 or an equivalent Human Biology course**, or you need to complete an online Human Biology course through our college.
- **Fluent in Written and Spoken English** - If English is not your first language, and you did not take all of your high school at an English Canadian high school, you need to provide proof of English fluency through standard ESL tests as defined by NAPRA (document provided separately).
- **18 before practicums begin** – Practicums begin 6 to 8 months after the program starts.
- **Two references** – We will need reference letters (or emails) from two people who verify your ability to successfully complete this program and to work as a Pharmacy Technician. These references will typically be employers, co-workers, teachers, counselors, pharmacists, or health care workers.
- The physical and mental ability to work as a Pharmacy Technician - A **performance ability statement** form is attached to this information packet, and must be completed, signed and submitted to the college. Applicants must have acceptable levels of manual dexterity, hand strength and the ability to work while standing and walking for long periods. Severe latex allergies are a problem.
- No criminal record that will prevent you from working in a hospital or community pharmacy - A **current criminal record check** must be completed and filed with Thompson Career College. A letter of introduction is attached that you can take to your local police agency, where you will sign

a consent form and have the completed record check sent to Thompson Career College. With this letter, you may not be charged for the criminal record check.

- A recent test for Tuberculosis showing no exposure to infection and up to date immunizations. An **Immunization Form** is attached that you can use to record these tests and immunizations. Contact Public Health in your area to set up an appointment. Public Health phone numbers are listed in the 'blue pages' of the phone book under 'Health Authorities', or you can find a location by going to the web site of the Health Authority in your area. All these shots and tests should be free of charge for students, although this may vary depending on local policies.
- **Typing speed of 35 net words per minute** - Take the typing test on our Web site, print the result and send it to us. We recommend "Mavis Beacon Teaches Typing" as an effective typing tutor program if you need to improve your typing speed.

Additional Blended Learning Admission Requirements

The Blended Learning Program has additional admission requirements. Distance learning is not for everyone, so these requirements ensure that people entering this program are likely to succeed in the distance learning component of the program. Successful distance learners must:

- Have a proven history of successful learning experiences, either in an academic or a work environment,
- Be able to learn from reading text material and through written communication with instructors, without the in-person verbal lectures and immediate verbal question and answer feedback available in an on-campus program,
- Have a quiet, private location to work on the program with all the necessary computer technology and internet access,
- Be competent users of personal computers, email, word processing, web-based technology, and keyboarding,
- Have a personal schedule that provides the uninterrupted, pre-scheduled time needed to work on the program each week, and
- Have the self-discipline necessary to stick to a personal study schedule without direct daily supervision from an instructor.

Specific additional requirements that must be met for admission to the Blended Learning program are:

- **Appropriate Schedule and Personal Circumstances** – You need to dedicate 21 hours per week of uninterrupted time to class activities during the home study portion of the program, and you need additional time available for reading and studying. If you have children at home, arrangements must be made for their care while you are in class or studying. You may not working more than 20 hours per week on another job. You can come to Kamloops for the six weeks of onsite learning, and travel if necessary during the 4 week hospital clinical placement. ***Fill out and submit the attached 'Personal Study Schedule' form.***
- **Appropriate study area, computer, internet access and computer skills** – ***Fill out and submit the attached 'Home Office / Computer Skills' form*** confirming that you have the equipment, study location, internet access and computer skills that are required for successful online learning.

FEES AND FINANCIAL AID

Fees

Tuition:	\$11,500.00
Materials & Books:	\$875.00
Application Fee:	\$100.00
Record Archival:	\$15.00

Fees are subject to change. Student is responsible for living and travel costs while attending school and while on practicum.

Applying for Financial Aid

Thompson Career College is accredited by the Private Career Training Institutions Agency (PCTIA) of British Columbia. As such, students who attend our programs can apply for student financial aid (loans and grants) from the provincial and federal governments.

If you want to get an estimate of the aid you may receive, go to www.canlearn.ca and use the online aid estimator tool.

Information is provided below for BC student aid applicants. If you are from another province, please contact us and we will provide you with the application information for that province. You can apply online for BC financial aid. Go to the StudentAid BC website: www.studentaidbc.ca and click on 'apply online'.

(Note that Financial Aid applications for 2012 / 2013 cannot be submitted before June 2012)

When you fill in the program/school information, use the following data:

School: **Thompson Career College, Inc. – BC – CAN**

Date Classes Start and End – enter one of the following start / end dates:

Program	Date Classes Start	Date Classes End
September 2012 Blended	2012 September 24	2013 July 12
October 2012 On Campus	2012 October 8	2013 May 31
February 2013 Blended	2013 February 11	2013 November 29
May 2013 Blended	2013 May 27	2014 March 7

What year of this program will you be in?: **1**

Student Number: **leave blank**

Program / Faculty: **Health Sciences**

Major / Department: **Pharmacy Technician**

Course Load: **100%**

Program Type: **Certificate**

Between the Date Classes Start and End, will you be on paid Co-op work term?: **No**

Please contact us if you have any questions or require additional information.

PROGRAM MODULES

Pharmacy Practice - An introduction to pharmacy operations, different types of pharmacies, and the role of the pharmacist and the pharmacy technician.

Pharmaceutical Calculations (Math) - How to perform the calculations encountered in pharmacy practice. Includes pharmaceutical expressions of strengths, dosages, systems of measurement, conversions, and how to identify common medication errors related to calculations.

Anatomy and Physiology – The basic anatomy and physiology of each body system.

Pharmacology - Principles of drug action, drug absorption, drug distribution, drug metabolism, and drug excretion. The drugs used in the treatment of disorders of each body system.

Over-the-Counter Drugs - The use of nonprescription drugs for self-treatment of common disorders.

Pharmacy Computer Systems - Students learn the hands-on skills and knowledge needed to process prescriptions using pharmacy software.

Community Pharmacy - Development of the skills and knowledge needed to effectively practice in a community (retail) pharmacy setting.

Dispensing and Compounding - Develops skills in compounding a variety of formulations.

Hospital Pharmacy - An introduction to hospital pharmacy operations.

IV Admixture and Aseptic Technique - Hands-on development of skills needed for the calculation, mixing and labeling of parenteral drugs. Includes lab sessions using a Laminar Air Flow hood and extensive coverage of aseptic technique.

Pharmacy Laws, Agreements and Ethics - Federal and Provincial laws governing the practice of pharmacy, and the various agencies involved in regulation and monitoring of the industry. Special emphasis is given to the ethics of pharmacy within this legal and regulatory context.

Communication - Assists the student in developing the necessary communication skills to function competently as a contributing member in a pharmacy work setting.

Job Search Techniques - Resume preparation, job search techniques, and interviewing skills.

Hospital Clinical Placement - Four week clinical placement in a hospital pharmacy, to provide the student with hands on exposure to the procedures and techniques used in a hospital pharmacy.

Community (Retail) Pharmacy Practicum - Four week practicum in a community pharmacy, to provide the student with job learning experience and the opportunity to demonstrate work readiness.

REGULATION OF PHARMACY TECHNICIANS

Big changes are happening in pharmacies throughout Canada.

Pharmacy Technicians play a key role in assisting pharmacists in prescription processing and preparation, across all pharmacy settings - community, hospital and long-term care. Up to now, Pharmacy Technicians have been 'non-regulated' which means they have no direct autonomy, authority or responsibility over these duties and ultimately it is the pharmacist who is held accountable.

This is changing, and for those who want to get into the field the timing is excellent. Graduating from a recognized, accredited program will make you eligible to take the national Pharmacy Technician exam which is now available.

The regulation of Pharmacy Technicians is a national initiative which resulted in the creation of a new healthcare professional, the Regulated Pharmacy Technician. Regulated Pharmacy Technicians will have their own scope of practice for which they will be responsible and ultimately held accountable. It will take a considerable amount of time to educate, test and register a sufficient number of Pharmacy Technicians who meet the new standard, so those people who achieve this new status early in the process will have a major career advantage.

The regulation of Pharmacy Technicians is one of the most significant initiatives facing the pharmacy profession today as it will shift the work, in the areas of prescription processing and preparation, from the pharmacist to the technician, allowing pharmacists more time for their evolving role in clinical care activities.

A standardized national exam is now available. Only graduates from schools accredited by the [Canadian Council for the Accreditation of Pharmacy Programs \(CCAPP\)](#) will be eligible to write this exam. Refer to the [College of Pharmacists of BC](#) web site for detailed information on the regulation of Pharmacy Technicians.

Thompson Career College was the first school in British Columbia to receive this accreditation. The process of accreditation required our program to demonstrate that it complies with the latest standards defined by [NAPRA \(National Association of Pharmacy Regulatory Authorities\)](#) , and [CPTEA \(Canadian Pharmacy Technician Educators Association\)](#).

If you want to get in on the ground floor of the changes that are occurring in pharmacies across Canada, you should consider becoming a Pharmacy Technician. If you choose this career path, then Thompson Career College is your best choice for getting the training you need.

The following page provides a news release about our accreditation by CCAPP.

Thompson Career College Scores a First for BC

First Pharmacy Technician program in BC accredited under new industry standards

Kamloops, BC, March 2009 - Thompson Career College, a health care training college in Kamloops, has scored a significant first. The college has just been notified that their Pharmacy Technician program has been awarded the status of Provisional Accreditation by the Canadian Council for the Accreditation of Pharmacy Programs (CCAPP) for a three year term 2009-2011.

"This is a major win for students studying at our college," said Geoff Collier, the School Administrator. "Students in our current and future classes will now be eligible to write the national certification exam that becomes available later this year, and they will be the first Pharmacy Technician graduates in BC who meet the new standards established by the CCAPP. We have invested a lot in this program and in the accreditation process, and today our investment and hard work have paid off for our students."

Thompson Career College is the first and only school in BC to apply for and be awarded CCAPP accreditation. There are only a handful of schools nationally who have been awarded this accreditation status, and some schools have chosen to shut down their programs in the face of the stringent standards required by the CCAPP.

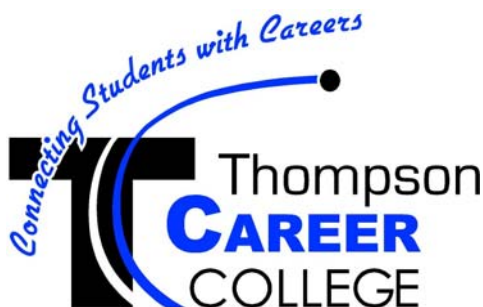
According to the BC College of Pharmacists web site (www.bcpharmacists.org), the regulation of pharmacy technicians is one of the most significant initiatives facing the pharmacy profession today as it will shift the work, in the areas of prescription processing and preparation, from the pharmacist to the technician, allowing pharmacists more time for their evolving role in clinical care activities.

The regulation of pharmacy technicians, a national initiative which has been underway for many years, will result in the creation of a new healthcare professional. As a regulated professional, pharmacy technicians will have their own scope of practice outlining the specific functions for which they will be responsible and ultimately held accountable.

Thompson Career College (www.ThompsonCC.ca) can be reached by toll-free phone at (877) 840-0888, or by email at info@ThompsonCC.ca.



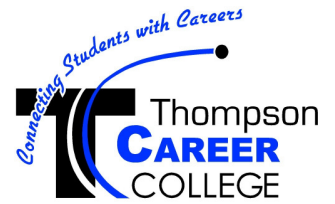
"The current Pharmacy Technician class - first in the province to graduate under the new national standards."



Thompson Career College
"Connecting Students with Careers"

www.ThompsonCC.ca

774 Victoria Street, Kamloops, BC V2C 2B6
phone: (877) 840-0888
email: info@ThompsonCC.ca



PHARMACY TECHNICIAN ON-CAMPUS PROGRAM APPLICATION FOR ADMISSION

THOMPSON CAREER COLLEGE

774 Victoria St., Kamloops, B.C. V2C 2B6

Telephone: (250) 372-8211 Fax: (250) 372-8212 www.ThompsonCC.ca

PERSONAL DATA <i>(please print)</i>	Application for:	<input type="checkbox"/> October 2012	<input type="checkbox"/> October 2013
_____	_____	_____	_____
LAST NAME	FIRST NAME	MIDDLE NAME OR INITIAL	
STREET ADDRESS (INCLUDE APT. OR UNIT #)		CITY	
PROVINCE	POSTAL CODE	PHONE (HOME)	
EMAIL ADDRESS		PHONE (CELL)	
BIRTHDATE	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		

ADMISSION REQUIREMENTS *(Check the box if you meet the requirement. All requirements must be met in order to be admitted to the program.)*

HIGH SCHOOL DIPLOMA _____
HIGH SCHOOL ATTENDED OR ATTENDING PROVINCE/COUNTRY

OR

_____ COLLEGES OR UNIVERSITIES ATTENDED OR ATTENDING AND LEVEL ACHIEVED

TRANSCRIPT ATTACHED? YES WILL FORWARD SEPARATELY
 * A transcript is required for each school, college or university you have attended

GED – Completed GED, at least 19 years of age and out of school for one year.

TOOK AND PASSED THE FOLLOWING COURSES

MATH 11 ENGLISH 12 BIOLOGY 12 or equivalent Human Biology course

- If you did not complete grade 11 Math with a 65% you must take Accuplacer Math skills tests.
- If you did not complete grade 12 English with a 65% you must take Accuplacer English skills tests.
- If you did not complete Biology 12 or an equivalent course, you will need to complete an online Human Biology course through our college

FLUENT IN WRITTEN AND SPOKEN ENGLISH - If English is not your first language, and you did not take all of your high school (grades 10 through 12) at an English Canadian high school, you will need to provide proof of English fluency through one of the standard ESL tests as defined by NAPRA (document provided separately).

WILL BE 18 BEFORE PRACTICUMS BEGIN – Field experience begins 6 months after the program starts. You must be 18 before you can work in a pharmacy.

AT LEAST 35 NET WORDS PER MINUTE TYPING SPEED – Enter your speed here: _____ You will be required to submit proof. We recommend 'Mavis Beacon Teaches Typing' as an inexpensive but effective typing tutor program.



Local Detachment RCMP

Attention: Front Counter

This letter will introduce _____, who will be a student in the Pharmacy Technician Training Program at Thompson Career College in Kamloops. This individual will be working with the vulnerable sector and in this regard will require a criminal record check as outlined below:

<input checked="" type="checkbox"/>	No. 1	Records of criminal convictions found in the identification Data Bank attainable through the Canadian Police Information Centre (CPIC) for which a pardon has not been granted.
<input checked="" type="checkbox"/>	No. 2	Records of criminal convictions attainable through CPIC for which a pardon has not been granted plus records of outstanding criminal charges which the RCMP are aware of or indicated within the Investigative Data Bank of CPIC.
<input checked="" type="checkbox"/>	No. 3	Records of criminal convictions and summary of police information (including records of outstanding criminal charges which the RCMP are aware of or indicated within the Investigative Data Bank of CPIC) attainable through CPIC for which a pardon has not been granted plus records of discharges which have not been removed from the Identification Data Bank in accordance with the Criminal Records Act. This will include all charges regardless of disposition.
<input checked="" type="checkbox"/>	No. 4	Police information located on computer systems (e.g. Police Information Retrieval System [PIRS], CPIC) and information located through local police indices checks. This will include all information related to non-convictions and all charges regardless of disposition.
<input checked="" type="checkbox"/>	Vulnerable Sector	Will allow police to conduct inquiries to determine if the applicant has been pardoned for a sexual offence.

Once the criminal record check is complete, please fax it to: (250) 372-8212, and also mail a copy to: Thompson Career College, 774 Victoria Street, Kamloops, BC V2C 2B6.

Yours truly,

Kathy Collier
 Student Services
 Thompson Career College
Information@ThompsonCC.ca
 (250) 372-8211 – office (250) 372-8212 - fax
 (Kamloops Educational Institution)

Pharmacy Technician Preadmission - Performance Ability Statement

As a Pharmacy Technician you must have the ability to perform certain activities. Read each requirement carefully, and if you can perform the required functions then check the "I CAN PERFORM these functions" box. As you carefully consider these questions, remember that these requirements apply to the time that you are studying, as well as to your ability to work in the future as a pharmacy technician. **If you cannot perform these functions then we cannot admit you to the program because you will not be able to perform the functions required of a pharmacy technician.**

You must have the ability work on your feet for up to 8 hours per day in limited space in pharmacy settings that provide no accommodation for mobility challenges. You also must be able to walk rapidly for both short and long distances, and up and down stairs, while safely carrying items in your arms.

I CAN PERFORM these functions

Pharmacy Technicians perform many activities that require at least normal dexterity and fine motor skills in both hands. They must have reasonable hand-eye coordination so they can safely and accurately manipulate needles, containers, pills, compounding mixtures and keyboards. Pharmacy Technicians perform many activities that require normal levels of hand, finger and arm strength, and at least normal steadiness of their fingers, hands and arms. Certain procedures must be done exactly in the prescribed manner using both hands. You are not likely to be successful in this course or as a Pharmacy Technician if you face significant challenges in this area (such as limited use or mobility of hands or fingers, significantly arthritic hands, chronic tremors, chronic weakness in the arms or hands, or other problems).

I CAN PERFORM these functions

Pharmacy Technicians must be able to see well enough to read handwriting and small print on prescriptions, labels and computer screens. They must have the ability to listen and hear well enough to take phone orders and understand the spoken words of co-workers and clients. They must be able to type and write words, terminology and calculations accurately. They must be able to speak clearly enough so they can be understood by others.

I CAN PERFORM these functions

The ability to concentrate, to meet schedules, and to consistently apply critical thinking skills are basic capabilities of successful students and technicians. If you have any conditions that make this difficult for you (such as attention disorders, drug or alcohol dependencies, learning or attention disabilities, or other issues) it may not be possible to succeed in this program or as a technician.

I CAN PERFORM these functions

Pharmacy Technicians must be able to work in a safely managed medical pharmacy environment that includes various medical substances and equipment. Severe allergies (such as a latex allergy where you cannot even be in the same room as a latex glove) may make it impossible to work in this environment. Note that minor allergies can usually be accommodated, for example by using non-latex gloves to avoid direct latex contact.

I CAN PERFORM these functions

Comments: If you can perform all these functions but may face some challenges in these areas, use the area below to describe these challenges (use another page if more space is needed)

By my signature I attest and affirm that the above information is complete and accurate and that I can perform all the functions described above.

Full Name of Applicant: _____

Signature of Applicant: _____ Date: _____



THOMPSON CAREER COLLEGE
774 VICTORIA STREET, KAMLOOPS, BC V2C 2B6
Phone: (250) 372-8211 Fax: (250) 372-8212

Contact Public Health in your area – (250) 851-7300 in Kamloops

STUDENT IMMUNIZATION RECORD

NAME: _____ BIRTHDATE: _____

MEDICAL NUMBER: _____ COLLEGE PROGRAM: _____

STUDENT SIGNATURE: _____

DATES OF IMMUNIZATION

Tetanus / Diphtheria: _____ Basic series with a booster if more than 10 years since previous dose.

Polio: _____ Basic series plus 1 adult booster dose

Chicken Pox: #1 _____ Vaccine not required if had disease.
#2 _____

Hepatitis B: #1 _____ If unsure of dates, serology recommended.
#2 _____
#3 _____

MMR: #1 _____ MMR (Red Measles – Mumps – Rubella):
#2 _____ born < 1957 vaccine usually not required
born > 1957 2 doses recommended for
healthcare/childcare students

Tuberculin testing required prior to entry into program.

Date of Test: _____ Reaction: _____
(If positive, a chest X-ray will be required – Public Health and/or your doctor will arrange)

This is to certify that the above-named has been vaccinated as requested above.

Name _____

Signature _____

Date _____

Agency Name _____

Address _____

Phone _____

Thompson Career College Pharmacy Technician Blended Learning Program

Personal Study Schedule

This form is used only by applicants for the Pharmacy Technician Blended Learning program. Its purpose is to allow applicants to indicate to the school the days and hours that they will be committing to the program in a typical study week. What you write here is a commitment, consider it carefully.

It takes a real commitment to a regular schedule to successfully complete a distance learning program. When you complete this schedule, please note the following:

- The time scheduled here must be fully committed to the program. To be successful, students must have 21 hours of completely uninterrupted time with no other commitments each week. Focused concentration on the course material is required.
- At least 75% of the 21 weekly hours you schedule for this program must be 'daytime hours' typically between the hours of 8 and 5. You must be rested and fresh to learn effectively.
- Students must also have 1 to 2 hours per day (5 to 10 hours per week) available for additional study and review.
- People who are employed more than 20 hours per week, or who have full time personal care responsibilities, are not eligible for this program. If you are responsible for young children, child care will be required, in a completely different location than where you are studying.

	Start Time	End Time	Start Time	End Time	Start Time	End Time	Total Hours
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
Weekly Hours							

By signing this form below the applicant commits to the following:

- I will adhere to this study schedule during the online portions of the program.
- If I have care responsibilities for others, arrangements will be made for their care during class time.
- I will not be employed more than 20 hours per week during this program.
- I can travel to Kamloops for full time on-campus classes in week 2 or week 6, and weeks 25 to 29; I can commit to full time pharmacy placements in weeks 30 to 37, even if those placements are not in my home town.

Signed _____ Date _____

Name (please print) _____

Thompson Career College Pharmacy Technician Blended Learning Program

Home Office Setup / Computer Skills

This form is used only by applicants for the Pharmacy Technician Blended Learning program. Applicants use this form to confirm that they have the necessary computer skills, and that they have, or will acquire, the necessary equipment and high speed internet access.

Check off the appropriate box below. If you cannot meet one of these requirements you will not be eligible to take this distance learning program. All of the required computer equipment and computer expertise must be in place before the program start date.

Already have	Will acquire	Requirement
		I have a quiet, private study environment where I will not be disturbed while studying. My workstation includes a desk, a phone, good lighting that minimizes eye strain, and a good chair that supports my lower back. (Note that a headset for the phone is desirable, for hands-free discussion with college faculty and support personnel.)
		I have a computer with a minimum of 1Gb RAM, and my computer is no more than 3 years old.
		My computer runs a Windows Operating system: Windows 7, Vista, or XP with SP 2 or 3. Mac computers are also OK, as long as they are running a recent version of the Mac operating system.
		I have Internet Explorer 6.X or 7.X, or Firefox 2.X or 3.X installed.
		I have Microsoft Word 2003 or a later version installed. Microsoft Works is not acceptable, you must have the full, properly licensed MS Office version of Word. Alternately, you can use 'Open Office' products which are compatible with MS word. In any case you must be able to generate and open MS word documents. (.doc and .docx file extensions)
		I have a 17" or larger computer screen. (A decent sized display is needed to minimize eyestrain.)
		I have a memory stick or other tool for regularly backing up my assignments and other documents in case of a computer crash. I understand that it is my responsibility to keep a separate backup of any electronic documents I create for this program.
		I have rapid access to repair services or to an alternate computer in case of a system crash. I understand that I am responsible for staying on schedule regardless of problems with my computer equipment. I have sufficient financial resources to quickly repair or replace my computer equipment if necessary.
		I have a secure email account that supports the sending and receiving of attached documents.
		I have High speed internet access through Cable, DSL or Satellite.
		I have a printer
		I have a Scanner capable of scanning multiple pages into a single scanned file
		I am comfortable using Microsoft Word
		I am competent in the use of email, internet search and file/folder management in Microsoft Windows.

Signed _____ Date _____

Name (please print) _____