



Department of Life Sciences – Office of Allied Health

**Pharmacy Technician Program  
Student Handbook**

**2022-2024**

**TABLE OF CONTENTS**

Faculty..... 4  
    Method of Monitoring Instructors..... 4  
Organizational Structure..... 5  
Program Completion Requirements & Courses ..... 6  
Course Preparation ..... 7  
Grading Procedures ..... 7  
Office Hours ..... 7  
Textbooks..... 8  
The COST of the Program ..... 8  
Student Policies ..... 8  
Library/Learning Resource Center (LRC)..... 8  
CA Board of Pharmacy..... 9  
Students with Disabilities..... 9  
Attendance ..... 9  
Externship ..... 10  
Evidence of Understanding ..... 11

Dear Student:

Welcome to Pharmacy Technician Program at Los Angeles Mission College. This Student Handbook was written to inform and assist you in your progress through our program. The information in this handbook and the college catalog should give you some insight on what you will experience in this program and help prepare you for the courses. Please note that you are responsible for knowing and observing Los Angeles Mission College's (LAMC) policies and procedures as listed in the college catalog.

The pharmacy technician program is designed to prepare the students for a career in pharmacy. Upon successful completion of the required coursework (Basic Pharmacy Technician Certificate, at the minimum), students are eligible to apply for the State of California Pharmacy Technician licensure and are prepared to work in a pharmacy setting.

Please feel free to share any comments, questions, or concerns you may have about the program. We wish you much success in your endeavor in the Pharmacy Technician profession.

## ***FACULTY***

### **Par Mohammadian, RPh, PhD**

Associate Professor, Vice Chair of Life Sciences  
mohammp@lamission.edu - (818) 833-3424  
Center for Math and Sciences - CMS 221 (Rm. 238)

### **Elham Lavy, PharmD**

Instructor  
lavye@lamission.edu

### **Stacy Kapp, PharmD**

Instructor  
BAGGELS@lamission.edu

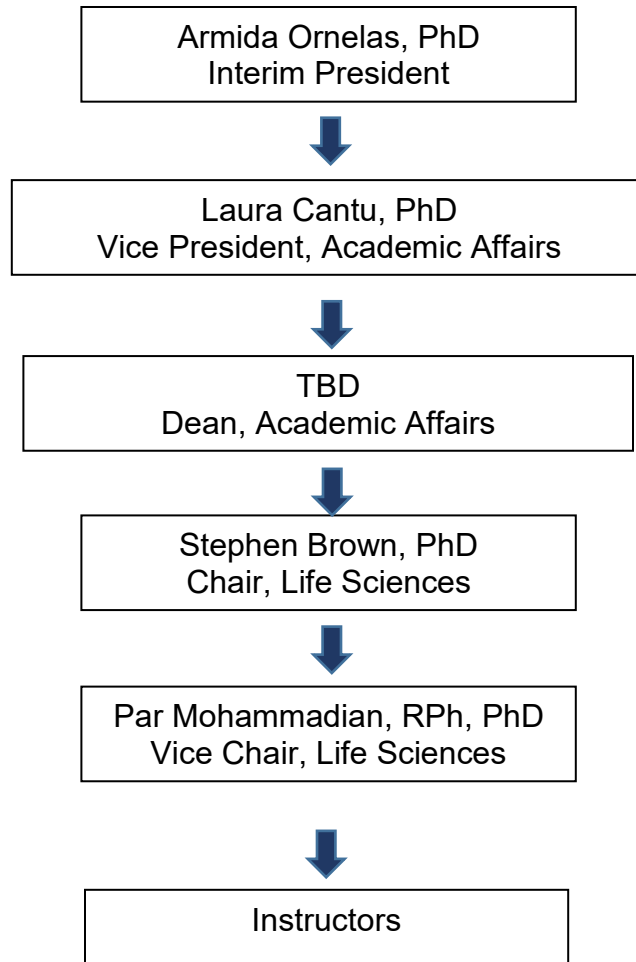
### **Allied Health Office**

alliedhealth@lamission.edu  
(818) 833-3428  
[www.lamission.edu/Allied-Health](http://www.lamission.edu/Allied-Health)

## **Method of Monitoring Instructors**

Refer to Los Angeles Community College District AFT contract.

## **ORGANIZATIONAL STRUCTURE**



## ***PROGRAM COMPLETION REQUIREMENTS & COURSES***

Course descriptions can be found in the [LAMC Catalog](https://www.lamission.edu/Schedule.aspx).  
<https://www.lamission.edu/Schedule.aspx>

### **Certificate of Achievement - Pharmacy Technician - Basic (20 units)**

- PHRMCTK 21: Retail Products for Pharmacy Clerks (3 units)
- PHRMCTK 23: Introduction to Pharmacy (2 units)
- PHRMCTK 29: Body Systems I (3 units)
- PHRMCTK 30: Body Systems II (3 units)
- PHRMCTK 31: Pharmacy Calculations (2 units)
- PHRMCTK 32: Pharmacy Operations (4.5 units)
- PHRMCTK 34: Community Pharmacy Externship (2.5 units)

### **Associate in Science (AS) - Pharmacy Technician (60 units)**

- PHRMCTK 21: Retail Products for Pharmacy Clerks (3 units)
- PHRMCTK 23: Introduction to Pharmacy (2 units)
- PHRMCTK 29: Body Systems I (3 units)
- PHRMCTK 30: Body Systems II (3 units)
- PHRMCTK 31: Pharmacy Calculations (2 units)
- PHRMCTK 32: Pharmacy Operations (4.5 units)
- PHRMCTK 34: Community Pharmacy Externship (2.5 units)
- **Additional General Education Units**

## ***COURSE PREPARATION***

Students are encouraged to complete assignments prior to the class period for which the assignment is designated. Students are also encouraged to meet frequently with course instructors to clarify their understanding of course material. Faculty expect students to strive for excellence in all aspects of the program. This requires making coursework the highest of priorities.

## ***GRADING PROCEDURES***

The program curriculum is scheduled in a sequence of courses. All courses must be completed with a minimum grade of "C" in order to continue in the program. To enroll in Pharmacy Technician 32 and 34 classes all other courses (29, 23, 29, 30, 31) must be completed successfully (passing grade of C or better). For details please refer to the College Catalog. Examinations are a reflection of your didactic and externship performance.

The faculty encourage an atmosphere of cooperation and non-competitiveness to achieve the goals and objectives of the program. The only discussion of grades should occur between the student and the faculty member rendering the evaluation.

It is the responsibility of the student to seek help and/or clarification with the course instructor. Please refer to the LAMC catalog for further information on grading policies and procedures.

## ***OFFICE HOURS***

All faculty will hold office hours devoted to helping students as specified in their syllabi. Please make appointments to see faculty if necessary. All faculty should provide a supportive learning environment, and look forward to working with you during your matriculation through the program.

## ***TEXTBOOKS***

Textbooks are required by the course instructor and department to assist the student in achieving the goals and objectives of the course. A health care professional will build a library throughout his/her studies that can be used for reference purposes throughout a professional career. Textbooks in the health areas are updated frequently. Students should check with the course instructor before purchasing used textbooks.

### **Mosby's Pharmacy Technician (Textbook) Principles and Practice**

6th Edition, Publisher: Elsevier, ISBN: ISBN: 978-0-323-73407-3

### **Mosby's Pharmacy Technician (Workbook and Lab Manual) Principles and Practice - 6th Edition, Publisher: Elsevier, ISBN: ISBN: 978-0-323-73408-0**

*Textbooks are available at the [LAMC Eagles' Landing Student Store](#).*

A lab coat with a nametag/College's logo and safety goggles are required for the lab courses and externship. These items can be purchased at the LAMC bookstore.

## ***THE COST OF THE PROGRAM***

Please refer to the Business Office's website:

<https://www.lamission.edu/Business-Office/Student-Fees.aspx>

## ***STUDENT POLICIES***

In regards to student policies that concern: Students with Disabilities, Dishonest Conduct, Student Conduct, Add/Drop a Course, Grading, and Parking Regulations please refer to the LAMC catalog.

## ***LIBRARY/LEARNING RESOURCE CENTER (LRC)***

Students can contact the library/LRC for a scheduled tour of the facilities and resources available to them. Cataloged are related textbooks. In addition, various audio-visual materials are available.



## **CA BOARD OF PHARMACY**

In an effort to assist pharmacy technician applicants in completing their pharmacy technician application, the Board has developed a Pharmacy Technician Application Instructional Video. The video may be found on the [board's website](#):

<https://www.youtube.com/watch?v=aTDWINTxxYg>.

[Application page](#): [http://www.pharmacy.ca.gov/forms/tch\\_app\\_pkt.pdf](http://www.pharmacy.ca.gov/forms/tch_app_pkt.pdf)

Preparation for [Pharmacy Technician Certification Exam](#):

<https://www.ptcb.org/get-certified/prepare#.WNGYem8rKUm>

## **STUDENTS WITH DISABILITIES**

If a student anticipates the need for reasonable accommodations to meet the requirements of the course, the student must register with the Disabled Student Programs and Services (DSPS). If the student qualifies for services through DSPS, please provide the official notification of accommodation needs to the instructor as soon as possible. The DSPS office is located in the Instructional Building, Room 1018 and may be reached by phone at 818-364-7732 or online at [lamission.edu/DSPS](http://lamission.edu/DSPS)

## **ATTENDANCE**

Attendance to all courses of the Pharmacy Technician program is mandatory. Should a student miss class for emergency reasons, the student will need to provide documented proof of the emergency.

## **EXTERNSHIP**



### ***CVS Health Externship Guidelines***

- Drug and background tests will be performed about one month before externship
- CVS Dress Code Policy will be followed for orientation and during externship period:
  - No jeans or t-shirts are acceptable
  - Only khaki, black, or blue slacks with a business appropriate shirt are approved. School issued scrubs are allowed only in markets where the Pharmacy Staff are using scrubs
  - No open-toed shoes are acceptable
  - No visible piercings other than earrings are acceptable
  - Agency/School provided name tags must be worn at all times
- **Required Forms:**
  - Policy & procedures sign off form (Review Exhibit A, B, C & CVS Health Code of Conduct)
  - Picture ID (school or government issued) & Pharmacy Tech License (if applicable)
  - Participant Confidentiality Agreement- Exhibit A (for Coram participants)
  - Acknowledgement of Non-Coverage by Workers' Compensation Insurance- Exhibit B (for Coram participants)
- Participant must contact CVS Host location within 72 hours of Agency/School notification for an interview. After the interview, a schedule will be coordinated with the participant.

### ***Walgreens Externship Guidelines***

- **Requirements:**
  - Must pass drug and background tests
  - Sign the Pharmacy Visitor Agreement provided by Walgreens
  - Complete HIPPA Training provided by Walgreens

## ***EVIDENCE OF UNDERSTANDING***

I have read the LAMC pharmacy technician student handbook and its references to the LAMC college catalog. I understand the contents and agree that I will adhere to the specific policies and procedures; I am willing to abide by the consequences identified in course syllabi, this statement of the **Student Handbook**, and/or the College Catalog, respectively.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **UNSAFE PRACTICE**

I understand that if any serious infraction of policies and procedures at any externship site that is a threat to the health and safety of the student, faculty or patient can result in loss of externship privileges. Loss of externship privileges is immediate upon notification from the Allied Health Program Director. Loss of externship privileges may result in dismissal from the program.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**I GIVE PERMISSION FOR LOS ANGELES MISSION COLLEGE TO PROVIDE BACKGROUND CHECK AND DRUG TEST INFORMATION TO ANY EXTERNSHIP FACILITY AS NEEDED.**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_