Indiana University Health

PHARMACY TECHNICIAN PROGRAM

2026
Program Information Booklet

IU Health Methodist Hospital
1812 N. Capitol Ave. Room 627
Indianapolis, IN 46202

It is the policy of the organization that equal opportunities be available to all without regard to race, color, sex, religion, national origin, age, disability, sexual orientation, or veteran status. This policy applies in all phases of an individual's career, beginning with the initial application process, recruitment and selection, placement, job change, compensation, discipline, and separation.

In order to affirm this policy, the organization subscribes to the following principles: the organization will recruit, hire, train, and promote individuals without regard to race, color, sex, religion, national origin, disability, sexual orientation, or veteran status.

All personnel actions regarding compensation, benefits, job changes, training, educational assistance, etc. will be administered without regard to race, color, sex, religion, national origin, age, disability, sexual orientation, or veteran status. The Director of Employment and Employee Relations will be responsible for ensuring that policies are enforced in a manner consistent with this goal.

The organization has a staff of Human Resource Consultants who are available to consult with any job applicant or employee who has questions or issues concerning the application of this policy.

The information contained in this document was accurate at the time of printing and is subject to change without notice.

Academic Calendar
Pharmacy Technician Program
2026

January 2026 Cohort

Application Deadline	October 3, 2025
Orientation	Week of January 18, 2026
Classes Begin	January 26, 2026
Course Ends	April 24, 2026

August 2026 Cohort

Application Deadline	May 1, 2026
Orientation	Week of July 26, 2026
Classes Begin	August 3, 2026
Course Ends	October 30, 2026

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About Indiana University Health

Indiana University Health is Indiana's most comprehensive healthcare system. A unique partnership with Indiana University School of Medicine, one of the nation's leading medical schools, gives patients access to leading-edge medicine and treatment options that are available first, and often only, at IU Health. IU Health is comprised of hospitals, physicians and allied services dedicated to providing preeminent care throughout Indiana and beyond.

- Total admissions: 113,000+
- Total surgery case: 122,461
- Total team members: More than 38,000

Our values:
- **Purpose**: We work to do good in the lives of all others
- **Excellence**: We do our best at all times and in new ways
- **Compassion**: We treat all people with respect, empathy and kindness
- **Team**: We count on and care for each other

Listing of Officers

Dennis Murphy, MHA
President & CEO
Indiana University Health

Buck Stanford, PharmD, MBA
Vice President and Chief Pharmacy Officer
Indiana University Health

David A. Ingram, MD
Chief Medical Executive
Indiana University Health

Heather Warhurst, PharmD, MHA
Director of Drug Use Policy Quality Initiative
and Regulatory
Indiana University Health

Faculty

Jennifer Fox-Lee, MHA, CPhT
Pharmacy Technician Program
Program Director

Andrew Meador, BS, CPhT-Adv.
Pharmacy Technician Program
Clinical Manager

Accreditation

Indiana University Health is accredited for pharmacy technician training by ASHP/ACPE. IU Health's pharmacy technician program is Indiana's first nationally accredited pharmacy technician training program.

American Society of Health System Pharmacists
4500 East-West Highway, Suite 900
Bethesda, MD 20814
Phone: (866) 279-0681

Accreditation Council for Pharmacy Education
190 S. LaSalle St. Suite 2850
Chicago, IL 60603-4810
Phone: (312) 664-3575

Indiana University Health is accredited by:
The Joint Commission
One Renaissance Blvd.
Oakbrook Terrace, IL 60181
Phone: (630) 792-5800

and is licensed by:
Indiana State Department of Health
2 North Meridian Street
Indianapolis, IN 46204
Phone: (317) 233-1325

Instructional Delivery

The pharmacy technician training program is an accelerated course composed of instructor-led live online pharmacy technician education classrooms, in-person lab work, and hands-on experiential rotations. As part of the program, students will take part in observations at different practice settings to gain insight into up-to-date pharmacy practices and during the experiential portion. In person lab work is held at Methodist Hospital in downtown Indianapolis.

Internet and Computer Requirements

Students are required to have personal access to a computer with administrative rights for downloading and installing software applications and extensions if needed, reliable internet connection, USB flash drive, USB headset with microphone or a functional computer microphone & web camera.

Nature of the Work: What Pharmacy Technicians Do

Pharmacy technicians perform a combination of duties to assist pharmacists in hospital or retail settings. A pharmacy technician may:

- Prepare IV admixtures using aseptic technique, tube feedings, investigational drugs, controlled substances, and cytotoxic/hazardous drugs in the hospital setting.
- Assist with functions required for prescription processing including answering telephones, taking refill orders, receiving prescriptions, entering prescriptions into the pharmacy computer system, selecting medications, and preparing the prescription for the pharmacists' final check in a retail setting.
- Prepare non-sterile compounds, i.e., Creams, ointments, suspensions, suppositories etc.
- Serve as a liaison to third party payers, patients, families, physicians, and nurses.
- Interpret medication orders from product labels, obtain and prepare correct medications for distribution.
- Work with other team members to minimize the potential for medication errors.
- Maintain knowledge of computers and automated dispensing systems and troubleshoot problems when they occur.
- Place medication orders, receive stock, and maintain adequate inventory levels.

Working Conditions

Pharmacy technicians work in well-lighted, clean environments. They often interact with other people and may have to handle several responsibilities at once. Most full-time pharmacy technicians work a 40-hour week, including evenings and weekends. Because pharmacy technicians generally deal with the public, they must be neat, well groomed, courteous, and pleasant. Pharmacy technicians must be able to put patients at ease. They must respect the confidential nature of medical information. Duties require them to be observant, organized, dedicated, and responsible. They must enjoy precise work—details are sometimes a matter of life or death. They must have a reasonable level of manual dexterity and visual acuity.

Employment and Job Outlook

The employment of pharmacy technicians is expected to grow faster than the average for all occupations at 7% from 2023 to 2033. (www.bls.gov) This is due to:

- technological advances in medicine
- a growing aging population that generally uses more medications
- focus by the pharmacists on patient counseling and providing clinical and provider services. This requires qualified technicians to assist with dispensing, recordkeeping, and medication reconciliation.
- an increase in the number of group practices, clinics, and other health care facilities that need a high proportion of support personnel.

Earnings

The earning potential for pharmacy technicians varies widely and depends on experience, skill level, and geographic location. IU Health's rates are highly competitive both locally and nationally. IU Health technicians start at a pay of $19.62/hr (These figures do not include any shift, weekend, or holiday differential). The Federal Bureau of Labor Statistics lists a median hourly wage of $20.90 as of May 2024. (https://www.bls.gov/ooh/healthcare/pharmacy-technicians.htm)

State Licensing

All pharmacy technicians must apply for and receive a pharmacy "technician in training" license from the Indiana Board of Pharmacy. A background check and finger printing are required by the board before the training permit will be issued. This permit is required prior to students attending experiential rotations. More information is provided on Page 11 of the booklet.

National Pharmacy Technician Certification

National certification is available through the Pharmacy Technician Certification Board (PTCB). Certification is the process by which a non-governmental association or agency grants recognition to an individual who meets certain predetermined qualifications specified by that association or agency.

The PTCB was established in 1995 to create one consolidated voluntary national certification program for pharmacy technicians. The PTCB is responsible for the development and implementation of policies related to voluntary national certification for pharmacy technicians. More than 800,000 pharmacy technicians have passed the national certification exam as of December 31, 2024, with 32,543 certifications granted in 2024 (per the PTCB website, PTCB.org).

The IU Health Pharmacy Technician Program currently has a 94% pass rate on the Pharmacy Technician Certification Exam.

Student Resources

Food – Various food options are available throughout and around the hospitals.

Lounges – Students may use the student classroom in Wile Hall. Students, as well as employees, are NOT permitted to use any visitor or patient lounges. Adherence to this hospital policy is required.

Parking – Students will be provided temporary hangtags which allow them to park in employee surface parking lots. Parking garages which connect to the hospital are also available for a fee. Any parking tickets issued for violations must be paid by the student prior to graduation.

Library – The library and media center are located on the first floor in the Methodist Professional Center.

References – Departmental collection of reference books and professional journals are available.

Occupational Health – All injuries, no matter how small, must be reported to your Program Director immediately to be referred to the appropriate Occupational Health Center.

Admission Criteria

To qualify for IU Health's Pharmacy Technician program, you must complete the admission process by the application deadline, be selected, and be formally admitted to the program. The admission process includes submission of an Application for Admission, 2 completed reference forms, and proof of high school graduation with official high school transcript or GED scores. The admission process will also include a personal interview. **All application pieces must be submitted by the application deadline to be considered for a program interview.**

Before you Start the Process

Be sure you:
- Have earned your high school diploma or GED certificate.
  - We require official transcripts as part of the application process. Your transcript must be from an accredited high school, or a GED certificate is required. If you are a high school senior who is expecting to graduate, your acceptance into the program is contingent upon receipt of your final official high school transcript.
  - If you have graduated from high school outside of the United States, your transcripts will need to be evaluated through ECE.org. Applicants will be required to order the General Report with Grade Average and have this sent directly to the program director.
- Are prepared and able to do college-level work.
  - Although you are not required to take college courses before applying to this program, the admission committee pays careful attention to your high school science and math grades (also any health occupations courses that you take).
  - Applicants should be prepared to do high school level algebra at a minimum, have critical thinking skills, and be able to work independently.
- Can meet the physical requirements of this profession.

Admission Requirements

To be considered for entrance into this program, you must:
- Submit official proof of completing a high school diploma or GED certificate by requesting official high school transcript of GED scores.
- Be at least 18 years of age prior to program start dates.
- Complete the application packet and turn it in to the program director by the application deadline.
- Ensure that your candidate reference forms reach the program director at jfoxlee@iuhealth.org or Wile Hall, RM W627 before the application deadline.
- Successfully pass a background check and drug screen (after acceptance).
- Be able to physically do what is required of pharmacy technicians.
- Be eligible to obtain an Indiana Pharmacy Technician-in-Training permit from the Indiana Board of Pharmacy. (More information provided on page 11.)
- **Be a US citizen or have a permanent residence card (Green card). Documentation may be requested.**
  - If you are a person for who English is a second language and/or your transcripts are not from the United States, you will need to take the TOEFL test. Completion of the TOEFL iBT with a standard score of 84 or above and a minimum speaking score of 26 is required. TOEFL testing information (including dates, cost, and locations) can be found at www.ets.org/toefl.

Admission Selection

Applicants to the program are assigned admission points for the following criteria:

- Pre-Interview selection scores awarded for items submitted beyond high school transcripts such as:
  - Completing college level courses/degree (transcripts required)
  - Recent high school graduate within the last 3 years
  - Completing vocational/technical training courses (transcripts required)
  - Possessing certification and/or licensure (documentation required)
  - Direct patient care or customer service experience
  - Two reference forms- points are assigned based on responses
  - Response to admission essay question
- Additional points awarded for interview:
  - Writing assessment completed at time of interview
  - Basic math assessment completed at time of interview
  - Personal interview points
  - Oral response to standard interview questions

Notification

You will be notified in writing or through email whether you are accepted into the program or not. If you are not accepted into the program, you will need to repeat the application process for consideration in future programs.

Falsification of your application or other admissions documentation or failure to provide complete and accurate information may result in your termination from the program.

After Program Acceptance

If accepted into the program, acceptance will be contingent upon returning all acceptance packet documents and acceptance fee as well as passing the IU Health background check & drug screening, obtaining an Indiana technician-in-training license, completion of the IU Health immunization clearance.

Failure to return any of these items by the due date may result in your seat being given to someone else.

Enrollment Agreement
Students accepted into the Pharmacy Technician Program will be required to sign an enrollment agreement outlining specifics of the program. Once you have signed the agreement, you will have three business days to cancel for a full refund of all tuition and acceptance fees paid.

Program Technical Standards
Also included in the acceptance packet is a list of technical standards required for being a student in this program. All applicants should be able to:
- Read, write, understand, and verbally communicate in fluent English.
- Stand, walk, or sit for up to 8 hours a day, 5 days a week.
- Carry, reach, stoop, and lift thirty (30) pounds (putting away order, making deliveries to floors).
- Have sufficient manual dexterity (using a computer, handling needles and syringes, opening child-proof medication bottles, putting on and wearing gloves) (Cannot NOT have a fear of needles!)
- Have visual acuity (either on your own or with corrective lenses) that enables you to read information printed on medication labels & syringes and have sufficient color vision to recognize differences in pills and colors of solutions.
- Have the auditory acuity (either on your own or with auditory aids) to understand a normal speaking voice without seeing the speaker's face and respond appropriately.
- Question a patient, relay information to others both verbally and in writing, and receive information in fluent English.
- Wear scrub top and scrub bottoms.
- Maintain consistent and satisfactory attendance.
- Work in a sometimes-stressful situation and maintain a calm demeanor in an emergency.
- Protect patient confidentiality.

Immunization Clearance
Students are required to have an immunization clearance completed prior to the program start date. This clearance requires documentation of multiple vaccines or titers, including but not limited to the following: MMR, varicella (must have titers drawn or proof of titers if you have not received the vaccine), Tdap, PPD screen, and flu (when available). The cost of some required vaccinations and/or titers are the student's responsibility. For additional information prior to admission, contact the program director. **More detailed information on the requirements will be distributed after acceptance to the program.**

Background Check and Drug Screen

If you are selected to be in this program, your acceptance will be based upon your ability to pass a criminal background check **(at the students' expense)** and drug screen. ***Please be sure to list any and all violations that may appear on the background check. This includes any traffic violations.*** Failure to pass the background check and drug screen may disqualify you from entering the program. Having a criminal conviction does not automatically disqualify you from entering this program; however, certain convictions will disqualify you. These limitations are imposed for the safety and well-being of IU Health patients, employees, visitors, and volunteers. Your record will be evaluated on an individual basis.

Some experiential sites may require an additional drug screen before beginning experiential rotations. Be advised that drug screens are also part of pre-employment physicals at many organizations, particularly health care facilities. If you are an IU Health employee, you may not be required to undergo an additional background check or drug screen for admittance into the program. Please refer to HR policy HR-103 to see how this may affect you.

Indiana Pharmacy Technician-in-Training License

All students are required to obtain the training license before starting the program. The cost is **approximately $75.00.** This cost includes an additional background check and finger printing that is required by The State Board of Pharmacy. The IU Health background check is not accepted by the state. The student pays this fee directly to the state and the agency that completes the finger printing. *More information is given out after acceptance to the program.*

Additionally, to obtain an Indiana technician license from the Indiana Board of Pharmacy, you cannot have a conviction of a crime that has a direct bearing upon your ability to work with legend drugs or controlled substances. For more information please visit https://www.in.gov/pla/professions/criminal-background-checks/ .

Personal Health Insurance

Students must show proof of personal health insurance coverage for the duration of the program.

Change in Student Status

If a situation arises such as pregnancy, family emergency, illness or injury that will prevent you from attending classes or experiential experiences for an extended period of time, you must notify the program director immediately. You will be counseled individually to plan the best course of action for your circumstances. Be advised that any such delays in your training may prevent you from continuing the program.

Graduation Policy

To graduate from the program, you must

- Complete all requirements established for the program in the prescribed amount of time.
- Return all instructional materials and other IU Health property in satisfactory condition.
- Meet all financial obligations to the program and to IU Health.
- Adhere to all class, program, department, and hospital policies and procedures.

Employment/Placement Assistance

This program includes sessions on resume writing, interviewing skills, and using IU Health's online HR system. The program also assists in job placement as needed. ***However, completion of this program does not guarantee employment at IU Health or elsewhere.***

Professional Image

It is incumbent on each individual who wears an IU Health identification badge to maintain a professional image in terms of both conduct and appearance.

- All students are required to wear scrubs as the program uniform (more detail on color and brand is discussed in the student acceptance packet).
- **ALL** Jewelry must be removable.
- **NO** artificial nails or false eye lashes.
- Tattoos on the face are **prohibited.** All other tattoos cannot contain offensive material.
- Hair will be neat and clean.
- Students are expected to conduct themselves in a courteous and conscientious manner at all times.

*Refer to IUH Policy HR-107 Professional Image.

Fee Information

Program Tuition and Acceptance Fee (all fees subject to change)

Tuition	$2000.00
Acceptance Fee*	$100.00
	Total: 2100.00

*Upon your acceptance into the program, a **non-refundable** $100 acceptance fee is due to hold your position. This cost is separate from the tuition cost.

Additional Student Costs

Books, Scrubs, & Miscellaneous Fees

Book and scrub costs are in addition to the tuition fee and range from $500 to $600. A book list and possible vendors will be provided upon acceptance into the program. Scrubs will need to be purchased for the program. *Costs will vary based on where scrubs & books are purchased.* May also include a fee for student ID badge.

LockDown Browser®/ Respondus Monitor®

LockDown Browser® is a custom browser that locks down the testing environment within the programs online learning system Canvas while Respondus Monitor® remotely proctors students using the students webcam during testing. All students will be required to make a one-time purchase of $15.00 for this testing service in order to take online exams.

Pharmacy Technician Certification Exam (PTCE)

All students are encouraged to take the national Pharmacy Technician Certification Exam (PTCE) after graduation. The fee for this exam is $129. *All costs are subject to change.*

Once nationally certified, all certified technicians are required to participate in 20 hours of continuing education credits over a 2-year period in order to maintain their certification. More information can be found at https://www.ptcb.org/credentials/certified-pharmacy-technician

Example of Approximate Total Program Costs (all fees subject to change)

Background Check	$39.00
Tuition	$2000.00
Acceptance Fee	$100.00
Books (price reflects all new books including optional texts)*	$450.00
Scrubs (price reflects 3 sets of scrubs at $30.00 per set)*	$90.00
Respondus Monitor	$15.00
Technician License	$25.00
Fingerprinting*	$38.20
PTCB Exam Fee	$129.00
*prices are approximate	**Potential Program Cost: $2886.20**

Payments

	1st Payment	2nd Payment
Fall Program July-October	$1000.00 Due on or before the 1st day of classes	$1000.00 Due on or before week 8 of the program, (see academic calendar for exact dates)
Spring Program January -April	$1000.00 Due on or before the 1st day of classes	$1000.00 Due on or before week 8 of the program, (see academic calendar for exact dates)
Total program tuition cost:		**$2100.00**

Fees and tuition may be paid by money order, or cashier's check **ONLY**.
(No personal checks accepted)

Refunds

If you determine that it's necessary to withdraw from the program, you should notify the program director as soon as possible. Your withdrawal will become effective immediately upon the program director's receipt of notice. Part of the fees you paid may be refundable, based on when the withdrawal occurs.

Fees paid by third parties will be refunded to the third party who paid them. Similarly, if a third party is paying your tuition, that funding source is held accountable for paying whatever portion of your tuition that is not refundable.

To calculate what is refundable, take the total cost of program fees paid and subtract the $100 program registration fee. Then determine what is refundable according to the figures below:

100%	**prior to the start of the program**
80%	**during the first week**
60%	**during the second week**
40%	**during the third week**
0%	**after the third week**

As you can see above, you may lose a substantial amount of money if you start classes and then decide to withdraw. You may still be responsible for paying part or all of the tuition costs, depending on when you withdraw.

Although failure to attend class is not considered adequate notification of withdrawal, your enrollment may automatically be terminated after three consecutive days of absence without notification. If you fail to give the program director notice of withdrawal, students are not eligible for a refund.

Financial Assistance

- **<u>This program is NOT eligible for Title IV funding or other funding obtained by completing the FAFSA form.</u>**
- Based on eligibility you may meet the requirements for other forms of assistance. Visit your nearest WorkOne Center to talk with a case manager about this. This is a multistep process that requires your initiative to follow up on a timely basis, so start the process as soon as possible. To locate the nearest WorkOne Center visit their website at <u>www.workoneindy.com</u>.
- Options may exist in addition to the ones mentioned. You may be eligible for more than one type of tuition assistance. It is your responsibility to explore all options. Some forms of assistance take longer to determine eligibility than others. Start this process as early as possible.
- Be aware that financial assistance may be considered taxable income**.**

Termination from the Program

Termination from a program occurs when the student voluntarily or involuntarily terminates from the program. Voluntary termination is when the student chooses to withdraw from the program. Involuntary termination is when the program faculty decides to dismiss the student from the program.

The following are grounds for involuntary termination:
- Violation of Code of Ethics and Professional Conduct Policy. (see student handbook)
- Failure to maintain the required level of academic achievement.
- Violation of the program's attendance policy. (see student handbook)

Acts subject to immediate involuntary termination include but are not limited to:
- Falsification of records.
- Violation of Confidentiality Policy. (see student handbook)
- Violations of code of Ethics and Professional Conduct Policy, depending upon the severity of the infraction. (see student handbook)

If voluntary termination from the program becomes necessary, the student must notify the program director as soon as possible so that arrangements for formal termination can be made. An official termination form must be completed.

If readmission to the program is requested, the student must reapply to the next class. A decision regarding readmission will depend on past program performance (prior to termination), the student's current situation as well as the programs' ability to accommodate reentry. Readmission is at the program director's discretion. If you are readmitted, the program director may require you to repeat courses or experiential time. ***Be aware that there is no guarantee of readmission after termination.***

Academic Information

Duration
IU Health's Pharmacy Technician program's academic length is 13 weeks (405 contact hours).
The didactic portion of the program is 9 weeks long followed by 4 weeks of experiential rotations. Courses scheduled during the day Monday through Friday, with in-person labs being held in Wile Hall on the Methodist Hospital campus. Experiential rotations are Monday through Friday and are held at various locations on and off the IU Health campus. Travel time up to 70 minutes outside of downtown Indianapolis may be required for these experiential rotation sites.

Typical classroom hours are 8:00 am to 3:30 pm. Experiential Rotation times may vary depending on the site. Typical in-patient hours will be scheduled from 6:30am-3:00pm and out-patient hours are scheduled between 7:00am and 7:00pm with most schedules falling between 8:00am and 5:00pm. The scheduled course hours fill a typical workday but your training goes far beyond that. <u>You must be committed not only to consistent attendance during courses and experiential rotations, but also to devoting a significant amount of evening and weekend time for studying, doing homework, and completing exams and assignments.</u>

Before you can progress to the experiential rotation portion of the program, you must:
- o complete and pass all courses with a final grade of 75% or better for all courses and 80% or better on performance-based activities (lab and experiential rotations)
- have paid in full all course tuition
- been approved by the Board of Pharmacy for a Technician in Training License

Satisfactory Performance, Progress, and Attendance
As a student, you are expected to abide by all policies and procedures established for this program. These are explained in the Student Handbook, which you will receive during Orientation. You are expected to perform satisfactorily and progress through the program in the prescribed period of time.

"Satisfactory performance and progress" includes:
- **Meeting academic standards**
  This means maintaining:
  - o at least a 75% average or better for all courses and 80% average or better on performance-based activities (lab and experiential rotations)
- **Meeting attendance and behavioral standards and expectations**
  This means maintaining:
  - o consistent attendance without tardiness (see student handbook: Attendance Policy)
  - o a willingness to learn.
  - o a spirit of cooperation as a member of the IU Health team
  - o a professional demeanor and polished communication skills that reflect positively on yourself, the program, and the institution that you represent.
  - o the utmost respect for your fellow students, the patients you encounter, the instructors, preceptors, and other health care professionals with whom you interact.
  - o patient confidentiality
  - o and other behavioral standards detailed in your Student Handbook (i.e., Professional Image, Non-smoking policy, etc.)

Grades and Competency Levels

Each course has criteria or procedures for monitoring your progress. These include written and practical examinations, experiential evaluations, proficiency assessments, and other projects and assignments. You are expected to demonstrate satisfactory progress in order to complete the course in the prescribed amount of time. Failure to demonstrate satisfactory progress may result in probation or your termination from the program.

Unsatisfactory progress may result in remediation, an incomplete grade or a failing grade in a course. The faculty will counsel you if you have academic difficulty. The faculty may also refer you to appropriate source(s) for further guidance, if needed.

A failing final grade in **any** course will result in involuntary termination from the program.

The grading scale is:

100-91%	A
90-81%	B
80-75%	C
74-62%	D
Below 61%	F

Progress reports are issued at midterm and one week following the completion of classes.

Interventions and Possible Restrictions

If you fail to maintain satisfactory performance and progress, a series of interventions and related restrictions may apply. Intervention strategies and restrictions could include, but are not limited to:
1. required counseling and/or tutoring sessions
2. probation for a specific period of time
3. termination from the program

Satisfactory academic progress is restored when you successfully reestablish:
- a 75% average in each course and 80% average on performance-based activities (lab and experiential rotations)
- the level of attendance and professionalism that is required and expected for a health care professional.

If you are terminated from the program for any reason, you must reapply for admission to the next program offering in order to continue your studies. Before applying for readmission, you must meet with the program director to review recommendations for improvement and strategies to overcome deficiencies. ***Be aware that there is no guarantee of readmission after termination from the program.***

Courses and their Descriptions

Course #	Course Title	Contact Hours
PTHS 100	Pharmacy Practice for Pharmacy Technicians	50
PTHS 120	Pharmaceutical Calculations	26
PTHS 205	Pharmacology for Pharmacy Technicians	43
PTHS 210	Sterile Products Laboratory	44
PTHS 211	Dispensing Laboratory	44
PTHS 250	Professionalism for Pharmacy Technicians	8
PTHS 260	Pharmacy Law	25
PTHS 280	Experiential Practicum for the Pharmacy Technician	184
	TOTAL CONTACT HOURS	424
IU Health is accredited for pharmacy technician training by the American Society of Health-System Pharmacists.		

COURSE DESCRIPTIONS

PTHS 100 Pharmacy Practice for Pharmacy Technicians (50 contact hours)
This course introduces the student to the practice of pharmacy, its history, and the pharmacy technician's role within the pharmacy profession. Students gain understanding of the term "pharmaceutical care" and the differing responsibilities of pharmacists and technicians. Various practice settings and drug distribution systems are introduced. The importance of quality assurance, ethics and patient confidentiality are emphasized. Inventory control, purchasing, and the formulary system are also incorporated in this course. Understanding diverse patient populations and developing effective communication and interpersonal skills are introduced.

PTHS 120 Pharmaceutical Calculations (26 contact hours)
This course provides an introduction to the metric, avoirdupois, and apothecary systems of measurement and the calculations used in pharmacy practice. Topics include numeral system, fractions, decimals, ratio and proportion, dosage calculations for adults and pediatrics, percentage preparations, reducing and enlarging formulas, dilution, and concentration, alligations, and flow rates.

PTHS 205 Pharmacology for Pharmacy Technicians (43 contact hours)
This course focuses on the therapeutic modalities, chemical properties, adverse effects, storage, and dispensing requirements of drugs used in treating diseases of the various systems of the human body. Discussions include medical terms and basic anatomy and physiology of the human body, diseases associated with each system, and the drugs involved in treatment. Further study of commonly prescribed medications including brand and generic names, drug classification and common side effects are examined.

PTHS 210 Sterile Products Laboratory (44 contact hours)
This course correlates lectures with practical exercises in a laboratory setting before actual on-site experiential training commences. It includes laboratory experience in mixing products under a laminar flow hood, practicing good sterile technique, and using IV admixture equipment. Principles of sterile technique are emphasized. Students spend time observing in various practice sites throughout level one courses.

PTHS 211 Dispensing Laboratory (44 contact hours)
This course correlates lectures with practical exercises in a laboratory setting before actual on-site experiential training commences. It includes computerized applications of prescription data entry, record keeping and hands-on experience with drug distribution systems. The student learns the steps involved in the drug distribution system, from collecting and organizing patient information to labeling the product for the pharmacist to check. Extemporaneous compounding is also included in this course.

PTHS 250 Professionalism for Pharmacy Technicians (8 contact hours)
This course prepares the student to transition to the workplace. Issues regarding professionalism and communication are discussed. Guidance is given with resume writing, interviewing skills, and the job search process. Field trips and observation activities give students exposure to different career options in the pharmacy field.

PTHS 260 Pharmacy Law (25 contact hours)
This course covers federal and state pharmacy guidelines concerning workplace safety and laws governing drug storage, distribution, and record-keeping. Students are also introduced to the legal side of medicine and ethical principles. It includes a foundation of law in order to aid in the prevention of medical malpractice litigation by exposing the student to such legal concepts as: standard of care, scope of practice, employment, criminal and civil acts, contracts, and negligence.

PTHS 280 Experiential Practicum for the Pharmacy Technician (184 contact hours)
This course provides experience in actual experiential settings of inpatient, outpatient, and/or home care pharmacies. Under the supervision of a site preceptor and a clinical coordinator, the student trains in all aspects of technician responsibilities. Regular meetings are scheduled with the clinical coordinator for a continuing evaluation process for both the student and staff. During this time students will also begin preparing for their national exam online through Canvas. The Pharmacy Technician Certification Exam review will cover Medications, Federal Requirements, & Order Entry Processing as outlined by the Pharmacy Technician Certification Board.

> This is a nationally accredited hospital-based certificate program. IU Health does not award college credits for these courses. If you think you will continue your education in the future, retain this document along with your final grades from these courses and the certificate of completion for the program. Other learning institutions may require this information to determine transferability of course work.

Directions regarding the Application Packet

1) Read all these materials thoroughly to ensure that you qualify for the program.

2) *Obtain an application for the program:*
   Be sure to complete all pages. Return to the program director by email (jfoxlee@iuhealth.org), mail or in person at the address below.
   > Pharmacy Technician Program Director
   > Wile Hall Rm. 627
   > 1812 N. Capitol Avenue
   > Indianapolis, IN 46202

3) *For the official transcript request form:*
   Make as many copies as needed. You must submit official transcripts from any learning institution that you have attended, regardless of whether you obtained a degree from the institution or not. This includes high school, college, and other post-secondary training. Call ahead to your school(s) to determine whether you need to submit a fee to obtain an official copy of your transcript. If you have a GED, request that an official copy be mailed to the Program Director. You are responsible for paying any fees associated with obtaining these copies. *Note: Official transcripts are sent directly from the school to the Program Director in a sealed envelope or via the web.*

4) *For the candidate reference forms:*
   - **Download a copy from our website:** iuhealth.org/pharmtech
   - Ask two people who know your work well (such as a supervisor or teacher) to complete the two reference forms.
   - Write only your name on the top line of these forms.
   - Do not complete anything else on these forms.
   - Ask those who fill out your reference forms to return them directly to the program director.
   - Allow plenty of time for these to be completed and returned.
   - IU Health reserves the right to contact your references to verify information on the forms.

5) *For the short essay:*
   Give a lot of thought to this, the admissions committee reads this very carefully.

How to get in touch with us:

- For general questions regarding the application process or specific questions about the program, contact the program director Jennifer Fox-Lee at jfoxlee@iuhealth.org or 317.962.0919

- Go online to download the application packet at iuhealth.org/pharmtech