



MedCerts
A Stride Company



RX-3000

**ASHP/ACPE Accredited
Pharmacy Technician
Program
Handbook and Externship
Documentation**



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Program Overview:

ASHP Online Training today with the MedCerts' RX-3000 Pharmacy Technician Professional Program and in only 36 weeks you could find yourself a well-qualified pharmacy technician with multiple job offers!

Among the available pharmacy technician online programs, the MedCerts Pharmacy Technician Professional program is ASHP/ ACPE accredited and promises to prepare graduates for a career in the Pharmacy sector. Pharmacy Technician Professional Program students will participate in a required 160-hour (minimum) Externship Experience at a pharmacy, furthering their skills by applying what they have learned through the pharmacy technician online classes in a real-world environment.

In addition, the preparation, registration, and costs associated with the Pharmacy Technician Certification Examination (PTCE) administered by the Pharmacy Technician Certification Board (PTCB) is covered by MedCerts. Hospitals, Pharmaceutical Companies, and Private Practices depend on the expertise of ASHP Certification in pharmacy technicians for the preparation of distributing accurate prescription medication and the delivery of exceptional customer care. The MedCerts' ASHP Pharmacy Technician Program features 24/7 access to the curriculum including video course content, program supplements, and all resources needed for independent study.

MedCerts' Pharmacy Technician Program is deviled over 36 weeks and promises video-based training led by a team of experts in the field as the primary method of learning. All training materials are provided and covered including a simulation kit that contains IV's, needles, and the essentials to complete all the 13 simulation components within the program.

Clinical Requirements:

These clinical/externship requirements will be demonstrated in person at a clinical site in the presence of a site-approved individual (supervisor/manager/trainer). The

site's approved manager or supervisor must sign the externship survey well as the student time sheet prior to the student submitting to MedCerts.

MedCerts reviews all submissions, ensuring the information provided is accurate and meets the minimum clinical/externship requirements. Time sheets and other documentation submitted without a signature will be rejected and will need to be reviewed and signed by the clinical/externship site's approved manager or supervisor. Students who submit documentation signed by any individual who is found not to be the clinical/externship site's approved manager or supervisor may be subject to disciplinary action to the severity of termination from the clinical site and dismissal from their MedCerts program. See additional details found in the MedCerts' Professional Standards & Policies section of this handbook.

Enrolling Requirements:

- Wonderlic testing (cut score)
- Photograph for Profile
- Government issued identification
- Age requirement
- High School Diploma, Ged, or equivalent
- No felonies
- Commitment to externship
- Background check, drug screen, immunizations
- Simulation Component
- Additional fees (licensing per state requirement)

The Role of a Preceptor/Trainer

A preceptor/Trainer guides the student's clinical learning experience while acting as a role model and supports Pharmacy Technician's role through facilitating student autonomy and promoting self-confidence leading to clinical competency for safe and effective practice.

MedCerts doesn't necessarily have a set requirement as far as exactly what the students need to review however, attached is a checklist that identifies certain

areas within the pharmacy in which the student can train. The site can write N/A on any of the provided lines that do not apply. MedCerts complies with any training style the pharmacy wishes to implement. The survey (performance eval) will be needed at the end of the 160-hour cycle. With any new site (hosting a MedCerts student for the first time) will need to sign MedCerts Pharmacy Externship Agreement (per accreditation).

In addition, the site will need to complete the 'Site Academic Form' when the student completes the hours. All the final documentation can be sent to Jason Priest (Clinical Externship Coordinator) at Jpriest@MedCerts.com

Expectations of Preceptors/Trainers

- Review course description, outcomes, and progressive clinical expectations to structure the experience
- Orient the student to the clinical site and staff
- Advise the student of expectations with respect to communication, attire, documentation, and patient visits, teaching, and disposition
- Promote a positive learning environment – encourage inquiry, critical analysis, and reflection
- Be present during all students clinical/externship experience
- Validate clinical findings and data reported by the student and review documentation in medical records
- Assist students in making decisions, offer a broad spectrum of treatment options from which they can choose, offer feedback to facilitate learning, and give homework assignments if desired
- Observe the student for steady improvement in critical reasoning, diagnostic thinking, exam techniques, plan development, and documentation

Pharmacy Technician Program Externship Evaluation Report ASHP/ACPE Accredited

80 hours

160-hour Final Report

Name: _____ Date: _____

Reporting Period

From _____ to _____ Total Hours

The externship marks the final step in the student's formal training as a pharmacy technician, and your feedback is a key part of that training. This form allows you to provide feedback that will help the student to develop into a better employee and pharmacy technician. While comments are not required, they will help to make this a better educational process for the student. In addition to helping the student, your comments (along with comments from other sites) play an instrumental role in helping MedCerts to strengthen the program for future students. (Feel free to write N/A on any of the provided lines that do not apply)

Scoring

- 5- Performs Proficiently with limited supervision
- 4- Performs Proficiently with occasional supervision
- 3- Performs with Minimal guidance and supervision
- 2- Unable to perform without guidance and supervision
- 0- Not Observed

General Skills

| Appearance | Outstanding | Good | Fair | Unsatisfactory | Not Observed |
|---------------------------------------|--------------------|-------------|-------------|-----------------------|---------------------|
| Professional Dress | | | | | |
| Hygiene | | | | | |
| Meets student dress code | | | | | |
| Work Habits | | | | | |
| Function within the scope of practice | | | | | |
| Accepts constructive criticism | | | | | |
| Organized | | | | | |
| Time Management | | | | | |
| Learn quickly with little instruction | | | | | |

| | | | | | |
|------------------------------------|--|--|--|--|--|
| Show initiative | | | | | |
| Patient Communication | | | | | |
| Professional Approach | | | | | |
| Professional Communication | | | | | |
| Maintain HIPAA | | | | | |
| Staff Relationship | | | | | |
| Appropriate Conversation | | | | | |
| Teamwork | | | | | |
| Follow Policy and Procedure | | | | | |
| Communication (verbal and written) | | | | | |
| Cultural Behavior | | | | | |
| Leadership | | | | | |

Operations

| Skills or Procedure | Outstanding | Good | Fair | Unsatisfactory | Not Observed |
|---|--------------------|-------------|-------------|-----------------------|---------------------|
| Basic computer skills | | | | | |
| Record Keeping | | | | | |
| Patient Profiles and Medication Orders | | | | | |
| Records Management | | | | | |
| Inventory Control | | | | | |
| Payment and Compensation | | | | | |
| Filing and Prepping Drug orders | | | | | |
| Barcode Scanning | | | | | |
| Medication Repackaging | | | | | |
| Calculate liquids accurately | | | | | |
| Calculate solids accurately | | | | | |
| Calculate suspensions and ointments | | | | | |
| Compounding Drug I.V. Admixtures | | | | | |
| Parenteral and IV medications | | | | | |
| Drug distribution system | | | | | |
| Universal Precautions | | | | | |
| Follow USP 797 Guidelines | | | | | |
| Aseptic Technique and Infection Control | | | | | |

Total Point/ Total Points Available X 100= Passing Percentage _____

Please list and evaluate other specific duties not listed above the were performed by the
extern

_____Would you likely
hire/recommend the student for a pharmacy tech position? _____

General Comments

Student Signature _____ Date _____

Externship Site Supervisor Signature _____ Date _____

Send completed form to Jason Priest, Externship Coordinator Fax- 734-655-9445 email- Jpriest@MedCerts.com

Pharmacy Technician Program Preceptor/ Site Verification ASHP/ACPE Accredited

| | | | |
|--|---|---|-----------------|
| Pharmacy Name: | | Pharmacy Contact/ Preceptor Name/License #: | |
| License# (if Applicable) | | | |
| Pharmacy Address Street/City/Zip: | | Phone: | Fax: |
| | | Email Address: | |
| Retail <input type="checkbox"/> Yes <input type="checkbox"/> No | Home Health <input type="checkbox"/> Yes <input type="checkbox"/> No | Hospital <input type="checkbox"/> Yes <input type="checkbox"/> No | Other (define): |
| Average # Rx's per day _____ OR Ave Census _____ | | Computer System: | |
| Type of Automation used in the pharmacy: | | | |
| Are facilities adequate to carry out services that meet the intent of the appropriate standards: | | ASHP Guidelines: Minimum Standards for Hospital Pharmaceutical Services? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | ASHP Guidelines: Minimum Standards for Ambulatory Care Pharmaceutical Services? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| State Board Inspection-most current date _____ | | Any issues? | |
| Resolutions? _____ | | | |

Names of additional Pharmacists/ Technicians with at least three years of experience in the current setting, who will be responsible for extern oversight and training:

| NAME | POSITION/TITLE | Yrs. in position | License # (if applicable) |
|------|----------------|------------------|---------------------------|
| | | | |
| | | | |

| | | | |
|--|--|--|--|
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|---|--|
| MedCerts Contact: Jason Priest | Phone: Direct- 734-469-5196 Toll free 1800-734-1175 ext. 5196 |
| Title: Pharmacy Academic Adviser / Pharmacy Externship Coordinator | Date: |
| Affiliation Agreement and attachment provided to site: <input type="checkbox"/> Yes <input type="checkbox"/> No | Date: |
| Signature: | |

Jason Priest
Pharmacy Technician Program
MedCerts
13955 Farmington Road
Livonia, MI 48154
Jpriet@MedCerts.com
Ph. 734-469-5196
Fax. 734-655-9445

TIME SHEET

Student Name: _____

| | Mon | Tue | Wed | Thur | Fri | Sat | Sun | | Total Hours | Date | RPH/EXT |
|-------------|-----|-----|-----|------|-----|-----|-----|--|-------------|------|---------|
| Wk 1 hrs | | | | | | | | | | | —/— |
| Wk 2 Hrs | | | | | | | | | | | —/— |
| Wk 3 Hrs | | | | | | | | | | | —/— |
| Wk 4 Hrs | | | | | | | | | | | —/— |
| Wk 5 Hrs | | | | | | | | | | | —/— |
| Wk 6 Hrs | | | | | | | | | | | —/— |
| Wk 7 Hrs | | | | | | | | | | | —/— |
| Wk 8 Hrs | | | | | | | | | | | —/— |
| Wk 9 Hrs | | | | | | | | | | | —/— |
| Hours | | | | | | | | | | | —/— |
| Hours | | | | | | | | | | | —/— |

Total Hours: _____

Pharmacist Final Verification: _____ Date: _____

Student Final Verification: _____ Date: _____

