

BOSTON REED COLLEGE®
Pharmacy Technician Program

Externship Site Information Packet



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Introduction

Boston Reed College is a private organization providing educational opportunities to busy adults seeking stable and growing careers in the healthcare industry. Throughout various states in the United States, we partner with educational agencies such as adult schools and community colleges and they in turn host our programs. By doing so, we are able to provide our programs at costs lower than most other schools providing the same type of training.

The Pharmacy Technician Program is designed to prepare the participant to become a Pharmacy Technician and to apply for certification by the Pharmacy Technician Certification Board (PTCB). The program meets the training requirements set forth by the State Board of Pharmacy.

The Externship Resource Booklet (see attachment) serves as proof of the participant's training. Upon completion of the externship the participant submits the completed booklet to Boston Reed in order to receive a certificate of completion. The Externship Skills Checklist (see pages 7-9 of the Externship Resource Booklet) lists the type of skills the participant was exposed to during class instruction. The goal of the externship is for the participant to observe and demonstrate skills and knowledge acquired in the classroom. It is not necessary that all of the skills be performed during the externship.

Course Description

Schedule: The 26-week program consists of 182 hours of classroom instruction and a 120-hour practical externship. Designed for busy adults, classes are held primarily in the evenings or on Saturdays. Externships are coordinated by Boston Reed and can begin as early as the 20th week of the program. Participants have 12 months from the start of class to complete the externship.

Instructional Method: The program includes theoretical classroom instruction and practical skills training. Competency is measured by written and practical examinations, homework assignments and evaluations. Practical material is presented and graded in a competency-based fashion under the direction and supervision of a qualified instructor.

Instructional Topics: Law and Ethics, Medical/Pharmacological Terminology, Pharmacology, Practice Sites, Technology, Body Systems/Anatomy, Calculations, Receiving and Interpreting Medication Orders, Filling and Distributing Medication Orders, Compounding, Over the Counter Medications, Purchasing, Inventory and Reimbursement, Study Skills, Communication Skills Technician Issues, Professionalism and the Workplace, Job Search: Resume and Interviewing

Course Pre-requisites: In order to enroll, participants must be at least 18 years of age and have earned a high school diploma or its equivalent.

Certification: Upon completion participants, receive a certificate of completion and become eligible to apply for certification by the Pharmacy Technician Certification Board (PTCB) and registration as a Pharmacy Technician.

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Role of Boston Reed College: Boston Reed provides theoretical classroom instruction, practical skills training and coordination of externship.

Prior to externship, Boston Reed requires of every participant the following items:

- ❖ Professional resume
- ❖ Proof of computer proficiency
- ❖ Verification of valid CPR for the health care provider
- ❖ Verification of a current physical exam & TB screening
- ❖ Any State requirements for working in a pharmacy

Boston Reed also provides:

- ❖ Professional liability insurance
- ❖ Affiliation agreement, if requested
- ❖ Pertinent information regarding each participant
- ❖ Open lines of communication with Externship Coordinator

Preceptor Guidelines

Role of the Externship Site: The externship site is a place where the learning continues. We ask that the Preceptor maintain open lines of communication with the Externship Coordinator and that questions or concerns be communicated as they arise so they can be addressed appropriately. We also ask that the Preceptor keep staff informed of the participant's purpose and schedule.

Role of the Preceptor:

- Provide an introduction to the pharmacy staff and facilities
- Orient participant to your policies, equipment, routine, and dress code. If you do not have a specific dress code, participants are required to comply with Boston Reed's dress code – see page 4 of the Externship Resource Booklet.
- Supervise participant at all times; however, participant may perform skills independently once the preceptor has observed competency in an area
- Ensure opportunities for the participant to observe and demonstrate knowledge
- Monitor participant is wearing name badge

Documentation:

- Initial Skills Checklist next to any skill the participant either observes or demonstrates
- Initial the Sign-In Log daily with the dates and hours the participant has completed
- Complete the Preceptor's Evaluation at the end of the externship
- Louisiana pharmacies only: Please complete the Preceptor's Affidavit daily with the dates and hours the participant has completed.

Communication:

- Keep open lines of communication with participant and Externship Coordinator
- Offer feedback and encouragement to participant
- We ask that you inform us immediately of any challenges in participant attendance, punctuality, initiative, or performance so we may assist in a resolution

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Role of the Externship Participant: The externship participant transitions from a classroom setting to a pharmacy setting. The participant agrees to commit to a schedule, to be courteous and respectful at all times, to demonstrate punctuality and to give advance notice of absences to the externship site and Boston Reed. The participant agrees to seek out learning opportunities, strive to build positive relationships and maintain the working environment.

The majority of program participants perform admirably; unfortunately there is a rare participant who performs poorly. If a participant is not performing to your standards in any area, Boston Reed requests the following:

- ❖ Contact the Externship Coordinator immediately so that we may assist in a prompt resolution
- ❖ If you prefer that a participant not return to your pharmacy, please complete the Preceptor's Evaluation (see page 10 of the Externship Resource Booklet) and fax to 707-307-5017

Your facility may request to terminate an externship at any time. Boston Reed would rather terminate an unsuccessful externship than lose the opportunity for other participants to be hosted by your site.

We appreciate receiving positive feedback as well. You may contact us at any time at 800-201-1141. Remember, hosting an externship for the training and education of future pharmacy technicians is a great opportunity to build the future of your profession as well as make a positive contribution to your community.

Thank you for participating in our externship program!