

Everest College – Atlanta West
2016-2018 Catalog, Volume I, Version IX
Addendum Effective 06/05/2017

■ **ADDENDUM:** The Pharmacy Technician diploma program has been revised as follows:



PHARMACY TECHNICIAN¹

Diploma Program
 33 Weeks – 760 Hours, 48 Credits
 Modality: Blended

V 1.0

The Pharmacy Technician diploma program provides both technical and practical training which will enable the technician, upon certification, licensure or registration, to function as a competent entry-level pharmacy technician to the licensed pharmacist. The program provides the student with the basic knowledge of and practice in pharmacy calculations, drug distribution systems, and preparation of sterile dosage forms. Computer skills necessary in pharmacy practice will be utilized and both pharmaceutical and medical terminology and disease states, are also covered. The program emphasizes theory, as well as hands-on practice, followed by an externship which prepares the student for the actual work setting. Upon completion of this program, the graduate will be eligible to take the national pharmacy technician certification exam offered by the Pharmacy Technician Certification Board (PTCB).

Program Description:

Pharmacy services have expanded and grown at an accelerated rate. Pharmacy Technicians play a major role in pharmacy operations and in the overall healthcare work force. As pharmacy services continue to grow, with new services being offered, new drugs entering the market, and as comprehensive drug information becomes a necessity, the need for highly-trained pharmacy technicians increases.

Many of the traditional pharmacy functions, once performed by pharmacists, are now being performed by pharmacy technicians. Today's pharmacy technician has assumed a position which supports and enhances the progressive direction taken by pharmacy. The technician has also become the key person in assuring the smooth uninterrupted functioning of traditional pharmacy services.

Pharmacy is a dynamic field requiring an ongoing learning process. Graduates from this training program will become active participants in this growing field by exhibiting competence through knowledge and skills learned through the college.

Pharmacy Technician students must meet with the Program Director/Chair during the first month.

| Module Number | Module Title | Total Hours | Quarter Credits |
|----------------------------|--|-------------|-----------------|
| Prerequisite Course | | | |
| HCIN | Introduction to the Healthcare Profession | 80 | 6.0 |
| Modular Courses | | | |
| PHTDB – A | History and Ethics of Pharmacy | 80 | 6.0 |
| PHTDB – B | Pharmacology | 80 | 6.0 |
| PHTDB – C | Pharmacy Law and Administration for Pharmacy Technicians | 80 | 6.0 |
| PHTDB – D | Pharmacy Operations in the Retail and Hospital Setting | 80 | 6.0 |
| PHTDB – E | Medical Calculations and Non-Sterile Processing | 80 | 6.0 |
| PHTDB – F | Medical Calculations and Sterile Processing | 80 | 6.0 |
| PHTDB – X | Pharmacy Clinical Externship | 200 | 6.0 |
| Program Total: | | 760 | 48.0 |

¹ Program effective on or after June 5, 2017

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| <p>Module HCIN – Introduction to the Healthcare Profession</p> <p>This course is designed to provide an introduction to the healthcare profession for new students starting an allied health diploma program. Students will learn the basics of medical terminology, anatomy and physiology, infection control, HIPAA, OSHA and HIV/AIDS. Additional topics covered include professional codes of ethics, medical insurance and billing, keyboarding, computer applications, basic mathematical skill, and critical professionalism skill are also taught. Students will have the opportunity to learn program-specific topics throughout the course. CPR certificate is also included in the course (for some schools, First Aid certificates are also included). Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 40 Lab Hours: 40</p> | <p>6.0 Quarter Credits</p> |
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| <p>Module PHTDB-A - History and Ethics of Pharmacy</p> <p>Included in this module is an overview and historical development of pharmacy. Subjects covered include a history and changing roles of pharmacists and pharmacy technicians. This module covers the Law and Ethics of Pharmacy, which includes the Food and Drug Act, the 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. The module will also cover best practices for high quality customer service, teamwork, and overall professionalism. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: HCIN Lecture Hours: 40 Lab Hours: 40</p> | 6.0 Quarter Credits |
| <p>Module PHTDB-B - Pharmacology</p> <p>This module is designed to provide students with an overall understanding of anatomy and physiology as it relates to disease medication and treatment for:</p> <ul style="list-style-type: none">• Endocrine and lymphatic systems• Nervous system• Respiratory, cardiovascular, and circulatory systems• Integumentary system• Neurological conditions, mental disorders, and muscle relaxants• G.I. and musculoskeletal systems• Urinary and reproductive systems• Oncology• HIV/AIDS• Disorders of the eyes and ears <p>Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: HCIN Lecture Hours: 40 Lab Hours: 40</p> | 6.0 Quarter Credits |
| <p>Module PHTDB-C – Pharmacy Law and Administration for Pharmacy Technician</p> <p>This module is designed to provide the student with responsibilities of a technician filling prescriptions, including the information required to fill prescriptions and type the prescription labels. Also covered are the Law and Ethics of Pharmacy which includes the Food and Drug Act, the 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. This module covers preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services. Students will learn common tasks performed by pharmacy technicians in the hospital practice setting, including policies and procedures, responsibilities of the inpatient pharmacy technician, and specific state requirements regulating the use of pharmacy technicians in various states. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: HCIN Lecture Hours: 40 Lab Hours: 40</p> | 6.0 Quarter Credits |
| <p>Module PHTDB-D – Pharmacy Operations in the Retail and Hospital Settings</p> <p>This module is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy to include. These topics include description of medication administration, safety, emerging therapies, and quality assurance. Also included are review of policy and procedure manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug use control, and receiving and processing medication orders. Also covered in this module are drug distribution systems utilized in the pharmacy to include pharmacy stocking and billing, inventory, and purchasing. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: HCIN Lecture Hours: 40 Lab Hours: 40</p> | 6.0 Quarter Credits |
| <p>Module PHTDB-E - Medical Calculations and Non-Sterile Compounding</p> <p>This module is designed to provide the student with an overall understanding of medical calculations and non-sterile compounding. Conversions and calculations used by pharmacy technicians will be discussed along with drug dosages in units and working with compounds and admixtures. Repackaging and compounding of hazardous and chemotherapeutic products using material safety data sheets (MSDS) will be discussed and performed. Calculations and dimensional analysis of drug dosages will also be covered. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: HCIN Lecture Hours: 40 Lab Hours: 40</p> | 6.0 Quarter Credits |

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| Module PHTDB-F – Medical Calculations and Sterile Compounding | 6.0 Quarter Credits |
| This module is designed to provide the student with an overall understanding of medical calculations and sterile compounding. Conversions and calculations used by pharmacy technicians will be discussed along with drug dosages in units and working with compounds, admixtures, and parenteral and IV medications. This module covers infection control, mitigation of medication errors and quality assurance practices in the pharmacy setting. Students will examine intravenous flow rates of large volume and small volume IV and infusion of IV piggybacks. Repackaging and compounding of hazardous and chemotherapeutic products using material safety data sheets (MSDS) will be discussed and performed. Critical care flow rates and automated medication dispensing systems are discussed and calculated. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: HCIN Lecture Hours: 40 Lab Hours: 40 | |
| Module PHTDB-X – Pharmacy Clinical Externship | 6.0 Quarter Credits |
| This 200-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to “on-the-job” experiences and training in the pharmacy setting and practice of skills, gaining experiences in all aspects of drug preparation, and distribution utilized by participating sites. Prerequisites: Completion of Didactic Program. Lecture Hours: 0 Lab Hours: 0 Other Hours: 200.0. | |

| Modular Programs | Program Length | Credit Units | Tuition | Books and equipment (estimated) |
|--|----------------|--------------|----------|---------------------------------|
| Pharmacy Technician | 33 Weeks | 48 | \$14,500 | Included in tuition |
| Program effective on or after June 5, 2017 | | | | |

■ **ADDENDUM:** The tuition for the Dental Assistant, Massage Therapy, Medical Insurance Billing and Coding and Pharmacy Technician (non-blended) diploma programs has been updated as follows:

| Modular Programs | Program Length | Credit Units | Tuition | Books and equipment (estimated) |
|--|----------------|--------------|-----------|---------------------------------|
| Dental Assistant | 33 Weeks | 48 | \$14,094* | \$1,118 |
| Massage Therapy | 36 Weeks | 56 | \$12,296* | \$1,757 |
| Medical Administrative Assistant | 33 Weeks | 48 | \$13,783 | \$2,291 |
| Medical Assistant | 41 Weeks | 60 | \$15,835 | \$2,494 |
| Medical Billing and Coding | 33 Weeks | 48 | \$14,500 | Included in tuition |
| Medical Insurance Billing and Coding** | 33 Weeks | 48 | \$15,095* | \$2,235 |
| Patient Care Technician*** | 33 Weeks | 50 | \$13,438 | \$1,502 |
| Pharmacy Technician | 33 Weeks | 48 | \$13,302* | \$1,286 |
| Pharmacy Technician ¹ (blended) | 33 Weeks | 48 | \$14,500 | Included in tuition |
| Quarter Based Program | | | | |
| Computer Information Technology | 48 Weeks | 60 | \$14,500 | Included in tuition |
| * Tuition effective July 1, 2017 | | | | |
| **Enrollments in this program are temporarily suspended. | | | | |
| ***Enrollments are no longer accepted in this program. | | | | |
| ¹ Program effective on or after June 5, 2017 | | | | |

■ **ADDENDUM:** Tinamarie Aguilar (Title IX Coordinator) was removed from Appendix A.

■ **ADDENDUM:** Jacksonville and Melbourne have been removed from the Zenith Education Group table.

■ **ADDENDUM:** “*Catalog Only” dates were removed from the 2016-2018 modular Holiday/Student Breaks calendar.

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- **ADDENDUM:** The second bullet was removed from the following statement in the Admissions Information section.

Pharmacy Technician Diploma Program

- Applicants must reach 18 years of age on or prior to the expected date of graduation.
- Applicants must meet with the Program Director prior to enrollment in the program.
- Applicants must pass a criminal background check and complete a student disclosure form.

- **ADDENDUM:** The following statement was added to the Program Description of the Pharmacy Technician program outline.

Pharmacy Technician students must meet with the Program Director/Chair during the first month.

- **ADDENDUM:** The following statement was added to the Student Services section:

TEMPORARY CAMPUS CLOSING INFORMATION

To provide continued services to students, it is Zenith's policy that all schools remain open according to their regular hours of operation. However, certain situations, such as holidays, special events, inclement weather, and emergencies, may arise that necessitate the temporary closure of a Zenith campus. In the event it becomes necessary for a location to temporarily close students will be notified using a notification software/system. Zenith will communicate site closures, delayed start, and early close. Campus leadership may also send notices about special events and other general reach out messages to communicate with students. The system will send notice via landline, cell phone—audio and text, and email. All students are required to keep their contact information current in CampusVue at all times in order to be reached with these important messages. The Campus Director reserves the right to schedule make-up hours and/or assignments for hours missed due to any school closures. The students will be notified of these make up hours and be required to attend or be marked absent.

- **ADDENDUM:** The computer profile information under the Blended Learning section was updated as shown below:

PC, Windows 7 or newer
Mac OS X 10.6 or newer, min 1GB of Ram

Supported Browsers Include:
Internet Explorer 11
Safari 9-10
Chrome
Firefox

Minimum Internet Speed of 512kbps

- **ADDENDUM:** The Governor's Office of Consumer Protection information was removed from the Student Grievance Procedure section.

- **ADDENDUM:** The contact information for the Georgia Nonpublic Postsecondary Education Commission was revised under the Student Grievance Procedure section as follows:

Georgia Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, Georgia 30084-5305
Phone: (770) 414-3300
<http://www.gnpec.org>