

**MIDSTATE COLLEGE**  
**411 W. Northmoor Road**  
**Peoria, Illinois 61614**  
(309) 692-4092 (800) 251-4299  
(Summer 2018)

**COURSE:** AH 245 Pharmacy Technician Externship

**CREDIT HOURS:** 4 quarter hours

**METHOD OF DELIVERY:** Arranged

**COURSE DESCRIPTION:** The Pharmacy Technician student will perform administrative and clinical procedures, without payment, under the direction of a licensed pharmacist in a pharmacy. This 160-hour experience will provide the student with direct patient contact, the opportunity to gain insight into the role of the PT, and the opportunity to become competent and confident in the performance of tasks for which they have been trained. Specific arrangements must be made with the department director and/or program coordinator during the quarter preceding the planned externship experience. At the conclusion of this course, the student will take a comprehensive final assessment exam which will constitute part of the externship grade. The student will not replace an employee and should not expect to be offered employment after the externship.

**PREREQUISITES:** Satisfactory completion of classroom course requirements and permission of the Program Director.

**TEXT:** Text(s) & Manual(s): Mosby's Review for the Pharmacy Technician Certification Examination, Third Edition

Author(s): Mosby

Publisher: Elsevier

**LEARNING OBJECTIVES:** Upon completion of this course, the student will be able to:

1. participate in daily health facility function following the same schedule as facility employees.
2. develop confidence in the application of knowledge, skills, and human relations under the supervision of facility personnel.
3. perform 90% of the skills available at the extern site.
4. perform duties correctly in a legal and ethical manner.

**MIDSTATE GRADING SCALE:**

90 - 100 A

80 - 89 B

70 - 79 C\*      \*Students must have a grade of 70% or better to pass this course.

60 - 69 D

0 - 59 F

**DETERMINATION OF COURSE GRADE:**

Each component comprises ¼ (25%) of the overall grade!

1. Contact with instructor each week
2. Weekly assignments emailed.
3. Grade on Final Exam
4. Site evaluation.

**EXPECTATIONS:**

**1. REQUIREMENTS prior to externship:**

- Satisfactory completion of classroom course requirements

**2. REQUIREMENTS during externship:**

- **Call in absence/complete absence form** to both the extern supervisor and the department director.
- **Keep track of the 160 externship hours** and see that the evaluations are sent to the department director 4 times.
- **Send the evaluation of hours & final evaluation** of extern at the end of the externship.

- **Turn in the dosimeter at the end of each month** and pick up a new one. \$25 fee charged for lost dosimeters.
- **Touch base with the department director each week** by phone, e-mail or face-to-face.
- **Complete a site evaluation and comprehensive test** before graduation.

### 3. REQUIREMENTS after externship:

- Documentation of 160 hours completed
- 4 Evaluations and final review in file
- Student should not expect to be employed by the extern site after completion of course
- Completion of site evaluation & comprehensive test
- Thank you note to mentor
- Department policy prohibits extra credit.

### MIDSTATE PLAGIARISM POLICY:

Plagiarism is using another person's words without giving credit to the author. Original speeches, publications, and artistic creations are sources for research. If students use the author's words in a paper or assignment, they must acknowledge the source. Plagiarism is strictly against the academic policy of the college and is grounds for failing the course. If repeated, plagiarism may result in suspension from the college. (See the Midstate College catalog and/or Student Handbook for additional information.)

In courses containing writing assignments, the college promotes the use of an electronic resource which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

### Student Success:

The Office of Student Success is available to students seeking tutoring for individual classes or who need assistance with writing assignments. Information is also available on test taking techniques, how to take notes, developing good study skills, etc. Contact Student Success in Room 110 (in person); (309) 692-4092, extension 1100 (phone); [studentsuccess@midstate.edu](mailto:studentsuccess@midstate.edu) (email).

### Instructor Information

Caelin Ruiz  
 E-mail: [caruiz@midstate.edu](mailto:caruiz@midstate.edu)  
 Phone: (309) 692-4092

## **THIS IS JUST AS IMPORTANT AS GOING TO YOUR SITE EVERYDAY!!!**

### Week 1

- Log into class in elearning.
- Complete discussion 1

### Week 2

- Complete discussion 1 and 2

### Week 3

- Complete discussion 1 and 2

Week 4

Complete discussion 1 and 2

Week 5

Complete discussion 1 and 2

Week 6

Complete discussion 1 and 2

Week 7

Complete discussion 1 and 2

Week 8

Complete discussion 1 and 2

Week 9

Complete discussion 1 and 2

Week 10

Complete discussion 1 and 2

Week 11

Complete discussion 1 and 2

Week 12

Please ensure that you have completed at least 160 hours at your extern site.

If you have not done so already, you should ensure that your final time sheet and final evaluation and review has been submitted.

I will see you for your exam.