



Fall 2012 Admission Policies and Procedures

Pharmacy AAS (Associate Degree in Applied Science)

The deadline for applications and requirements is 12 noon, March 30, 2012.

Admissions policies and procedures are subject to change as necessary and without prior notice.

This packet is for the Pharmacy Associate Degree only, all other nursing and allied health programs, (including the Pharmacy Diploma) use a separate packet located in print in the Admissions Office or online at <http://www.davidsonccc.edu/admissions/applications.htm>

Pharmacy AAS Program Admission Requirements must be on file in the Admissions Office by 12 noon March 30, 2012. Meeting all admission requirements by the deadline does not guarantee placement into the Pharmacy AAS program.

- _____ a. **DCCC Application for Admission** for those not currently enrolled at DCCC;
- _____ b. **Fall 2012 Pharmacy AAS Intent Form.** One is included with this packet;
- _____ c. **High school transcript OR GED report;**
- _____ d. **Official college transcripts** from all colleges attended. (May be mailed from the college or hand delivered by the applicant in its original sealed envelope);
- _____ e. **Completion of Pharmacy Diploma courses** with a grade of 'C' or higher, by the end of Spring Semester 2012 and with course work showing completion of a pharmacy credential and also completion of MAT 080, Intermediate Algebra, or an approved higher level math course;

- | | |
|--|--|
| ENG 111 (Expository Writing) 3 cr.hrs. | COM 120 (Interpersonal Communications) 3 cr. hrs |
| PHM 110 (Intro to Pharmacy) 3 cr. hrs | PHM 111 (Pharmacy Practice) 4 cr. hrs |
| PHM 115 (Pharmacy Calculations) 3 cr. hrs. | PHM 118 (Sterile Products) 4 cr. hrs. |
| PHM 120 (Pharmacology I) 3 cr. hrs. | PHM 125 (Pharmacology II) 3 cr. hrs. |
| PHM 132 (Pharmacy Clinical) 2 cr. hrs. | PHM 134 (Pharmacy Clinical) 4 cr. hrs. |
| PHM 140 (Trends in Pharmacy) 2 cr. hrs. | PHM 165 (Pharmacy Professional Practice) 2 cr. hrs. |
| MAT 080 (Intermediate Algebra) OR and approved higher level math course | |

Applicants without a college-level computer course (within the last 5 years) will need to take the computer skills assessment before determining eligibility.

- _____ f. **Eligibility Review** - After meeting requirements, applicants must schedule an Eligibility Review appointment with your Enrollment Counselor.

Your counselor is assigned based upon the first letter of your last name as indicated below:

- | | | |
|-------|-------|---|
| _____ | _____ | A-F Amy Kepley, (336)249-8186, ext. 4668; |
| _____ | _____ | G-Mc Brian Eshleman, (336)249-8186, ext. 6277; |
| _____ | _____ | Me – T Ronda Corriher, (336)249-8186, ext. 6205; |
| _____ | _____ | U – Z Amy Kepley, (336)249-8186, ext. 4668; |
| _____ | _____ | Davie Campus, Sandra Porter, (336)249-8186, ext. 4853 |

**** NOTE:** All eligible applicants must also complete **National Certification** through the Pharmacy Technician Certification Board (PTCB) **by May 30, 2012** for continued consideration.

Applicant/Student responsibility: As an allied health applicant you are expected to read this packet. If you have any questions about the steps or deadlines, it is your responsibility to contact the Admissions Office to follow up or obtain further information. You are responsible for submitting and completing all of the admissions requirements steps outlined on page one of this packet and doing so in a reasonable time for review. After completing all of the required items you are responsible for making an appointment with an appointment to review your eligibility and will be notified of next steps at that time.

Late Program Applicants: In the event the Pharmacy AAS program does not fill to capacity, late applicants may be considered. Late applicants must meet all admissions requirements on page one of this packet and contact admissions directly for file review and placement on the alternate list. Placement on the alternate list will be based upon date of review and date applicant meets eligibility.

Ranking and Selection

Eligible applicants will be ranked on the following after the March 30, 2012 deadline has passed.

- Clinical Experience in the role of a Pharmacy Technician: *A Verification of Practice Form is included with this packet and due by the deadline for consideration of experience points.*
Three or more years experience = 4 points; Two to three years experience = 3 points; One to two years experience = 2 points; less than one year experience = 0 points;
- Completion of Anatomy and Physiology (BIO 163) completed at DCCC with a grade of:
A = 4 points; B = 3 points; C = 2 points; T (achieved by transfer credit) = 1 point;
- Residence in Davidson or Davie County: 1 bonus point.

Applicants with the highest overall scores will be offered seats in their respective programs. All acceptances are provisional until all required courses and certifications are completed.

Alternate List for the Programs

Applicants meeting the primary deadline, but not selected for the program will be placed on an alternate list and admitted in order should space become available. Applicants qualifying after the deadline may also be placed on the alternate list, but must contact admissions for eligibility review. Alternates will not be carried over to the following year and will need to reapply for the next cycle.

HEALTH EVALUATION FOR ACCEPTED ALLIED HEALTH STUDENTS:

Applicants should be aware that admission to Allied Health Programs is dependent upon physical and emotional health, compatible with the ability to provide safe patient care. To document evidence of satisfactory health, accepted Allied Health students may access a copy of the Student Health Forms, available on the website (http://www.davidsonccc.edu/academics/hwp_index.htm). Proof of required immunizations are also required. The cost to obtain the physical examination and required vaccinations is the responsibility of the student and should be completed in a timely manner for program entry.

An applicant with problems in physical or emotional health must provide evidence that appropriate treatment and/or counseling has taken place and that the problem has been alleviated. Persons with physical or emotional problems, which have not responded to treatment within a reasonable time, may be denied admission to the program.

See individual program websites for requirements and deadlines, which vary based on the program you are in.

CRIMINAL BACKGROUND CHECK & DRUG SCREENING FOR ACCEPTED ALLIED HEALTH STUDENTS

Clinical sites require a criminal background check and drug screening prior to participation in clinical site visits. Background checks are conducted through a contracted agency and include nation-wide criminal record and sexual predator checks. A 12-panel urine drug screen must be obtained from a DCCC-approved lab. Additional details can be obtained on the website:

http://www.davidsonccc.edu/academics/hwp_index.htm

If any facility refuses to allow the student to participate in the clinical experience at that agency as a result of those findings, the student will not be able to progress in the program. Inability to progress will result in failure of the course and removal from the program. Applicants for initial nursing licensure in North Carolina must have a criminal background check as well.

Scheduling of Classes in Allied Health Programs

Enrollment in health programs will require attendance at class or clinical laboratories at varying times of the day or evening and varying days of the week. Travel to and from clinical agencies as far away as Winston-Salem, Greensboro, and Salisbury may be necessary. Notification regarding clinical lab schedules is given as soon as possible, usually several weeks in advance. Students will be expected to attend clinical labs off campus at the site and time designated.

Technical Standards for Allied Health Students in DCCC Programs

Purpose: In addition to DCCC requirements and course objectives, there are professional standards that encompass communication, motor skills, sensory and cognitive ability and professional conduct that are essential for the competent study and practice of health care.

Process: These standards will be posted in the Student Handbook, on Blackboard, distributed and reviewed with students at the onset of the program. Once a variation in Technical Standards is initiated, it will remain in effect throughout the student's continuous progress through the program. To communicate between semesters, probation status will be documented with all program personnel.

Pharmacy Technology

The Technical Standards for **Pharmacy Technology** Students in the DCCC program are outlined below. These Technical Standards include but are not limited to the following:

- I. Cognitive
 - A. Ability to measure, calculate, reason, analyze, integrate and synthesize information.
 1. Example: Apply information, evaluate the meaning of data and engage in critical thinking in the classroom and clinical setting.
 2. Example: Apply broad class concepts to unique client situations.
 3. Example: Concentrate to correctly perform medical laboratory procedures within their scope of practice and document appropriately in the often distracting and noisy, clinical setting.
 4. Example: Make correct judgments on seeking consultation or supervision in a timely manner.
 5. Example: Respond appropriately to constructive feedback.
- II. Communication
 - A. Appropriate interpersonal interaction with other students, faculty, staff, patients, family and other professionals.
 1. Example: Establish and maintain a professional relationship with patients and colleagues.
 2. Example: Demonstrate appropriate impulse control and professional level of maturity.
 - B. Effective communication with others, both verbally and in writing.
 1. Example: Explain technical information to clients with regard to medications use or application, document actions when necessary, respond to client/customer questions in a professional manner.
 2. Example: Convey information in a clear, professional and timely manner.
 3. Example: Listen and respond to others in an accepting and respectful manner.
- III. Motor Skills
 - A. Sufficient motor function to execute movements required for pharmacy technician duties in any pharmacy setting.
 1. Example: Making clinical rounds, standing for long periods of time, stocking and delivering pharmaceuticals, maneuver and work efficiently in small spaces.
 2. Example: Manipulate equipment involved in preparation and dispensing of pharmaceuticals.
 - B. Sufficient physical endurance to participate fully in the clinical and academic settings at an appropriate level.
 1. Example: Participate completely in classroom activities.

2. Example: Participate fully in required activities in clinical setting including extended periods of standing and lifting equipment and walking briskly as is reflective of the general practice of pharmacy.

IV. Professional Conduct

- A. Function effectively and adapt to circumstances including highly stressful or rapidly changing situations.
 1. Example: Examine and change his or her behavior when it interferes with professional relationships or the academic or health care environments.
 2. Example: Maintain mature, sensitive and effective relationships with patients, colleagues, faculty, staff and other professionals.
 3. Example: Demonstrate emotional stability to participate fully in the clinical and academic setting at an appropriate level.
- B. Incorporate professional standards of practice into all activities.
 1. Example: Engage in pharmacy care delivery in all settings and be able to deliver care to all patient populations including but not limited to children, adolescents, adults, developmentally disabled persons, medically compromised patients and vulnerable adults.
 2. Example: Work effectively with a team in an academic or ambulatory care setting.
 3. Example: Use correct and appropriate grammar in written and oral communication, always being culturally sensitive and professional.
- C. Demonstrate integrity and accountability in clinical and academic setting.
 1. Example: Complete all assignments in a timely manner while adhering to the DCCC code of ethics.
 2. Example: Respond appropriately to constructive feedback.
 3. Example: Take all tests and final examinations as scheduled.
- D. Present self in a professional manner in clinical and academic settings.
 1. Example: Attend clinical following uniform policy, including appropriate hygiene with no detectable scents or odors.
 2. Example: Wear appropriate clothing that is not distracting or offensive when in the learning environment.
- E. Utilize computers correctly, effectively and professionally to acquire information and to communicate with others.
 1. Example: Use blackboard to collect course information.
 2. Example: Utilize clinical computers to deliver safe patient care.
 3. Example: Utilize the internet to collect current information from appropriated sources to provide appropriate patient care.
 4. Example: Communicate via e-mail in a professional and ethical manner.

V. Sensory

- A. Hearing sufficient to perform pharmacy tasks as directed.
 1. Example: Hear a telephone ring with an order, hear a plea for a stat item, hear mechanical difficulties involving equipment, hear a client/customer cry for help, and hear a hospital code being called over the loud speaker.
- B. Vision sufficient to perform pharmacy technician duties.
 1. Example: Read a medication container label, and read a medication order or prescription.
 2. Example: Read the scales on a syringe for drawing up a medication.
 3. Example: See a change in color when preparing a medication, and seeing particulate matters, such as glass from an ampule, within a solution being prepared.
- C. Sense of touch sufficient to know when personal injury has occurred.
 1. Example: Sticking one self with a clean needle in the preparation of a medicinal product, such as with aseptic preparations.

August 2011



Pharmacy AAS (Associate Degree) **Completion Program**

Fall 2012 Intent Form

Must be received in the Admissions Office by 12 noon on March 30, 2012.

PRINTED Name: _____ Birth Date: _____

Student ID (OR Last 4 of SS#) _____ County of Residence: _____

Address _____ City _____ State _____ Zip _____

DCCC E-Mail Address _____

Home Phone _____ Work _____ Cell _____

I have read the Pharmacy AAS packet and if I have any questions about the steps or deadlines it is my responsibility to contact the Admissions Office to follow up or obtain further information.

I am responsible for submitting and completing all of the steps outlined in the packet and doing so in a reasonable time for review.

After completing all of the required items I am responsible for making an appointment to review my eligibility. I will be notified of my next steps at that time.

Signature

Date

Admissions Office Use Only:	
Eligibility: ___ YES; ___ NO	Reason _____
BIO _____; Residency _____; Experience _____	
Counselor: _____	Review Date: _____



**Verification of Practice
Davidson County Community College**

Must be received in the Admissions Office by 12 noon on March 30, 2012 for experience ranking points

By my signature, I affirm that _____
(Print full name of student)

is working or has worked in the role of Pharmacy Tech or Pharmacy Assistant
(Circle one)

full-time or part-time (average number of hours per week _____) from
(Circle one)

_____ to _____ within the last five years in a(n)
(Start Date) (End Date or "Still Employed")

acute care facility or long term care facility or retail facility or Other: _____
(Circle one) (Please specify)

Employers Verification Signature from Supervisor or Human Resource Department

Date

Printed Name

Title

Printed name of Employing Agency/Facility

(_____)_____
Contact Phone Number

Applicants may duplicate this blank form if multiple copies are needed.

Deadline: 12 Noon, March 30, 2012