

## PHARMACY TECHNICIAN PROGRAM APPLICATION INFORMATION LETTER

Thank you for your interest in the Pharmacy Technician Program at Selkirk College.

The Pharmacy Technician Program is a demanding one and requires academic ability; physical, mental and emotional fitness; self-directed learning practices; and responsible and accountable behaviours. These qualities should be evident in your academic records, references and life experiences. Since we wish to assist you in succeeding in your goal of becoming a pharmacy technician, we need the completed documents specified below to supply us with as much useful information about you as possible.

In addition to meeting the general entrance requirements for admission to Selkirk College, an applicant must meet the following:

- BC High School graduation or its equivalent.
- Completion of the following courses (or equivalents) with achievement of 60% grade “C” grade or better.
  - Biology 12
  - Chemistry 11
  - English 12
  - Principles of Math 11 or Applications of Math 12 or their equivalents
- Computer skills: ability to use Windows, Internet and Word Processing.
- All students are required to complete the Computer Placement Test for Assessment of their English and Math skills prior to entry into the program.
- Criminal Record Check.
- Strongly recommend a Medical Terminology course be completed before entry into the program.

Before an applicant’s file is considered complete, he/she must have submitted the following documents:

- a. a completed Application for Admission form with the required processing fee (this is critical first step!); <http://selkirk.ca/media/studentswebsection/admissions/apply/applic-frm-10-09-03.pdf>
- b. an official final \*transcript of High School grades, or, if applicant is still attending school, an interim statement of grades 11 and 12 (\* Xerox copies of transcripts are not acceptable unless notarized or submitted directly from the school);
- c. an official transcript from all post-secondary educational institutions attended;
- d. applicant information questionnaire;
- e. Criminal Record Check;
- f. evidence of computer skills;
- g. two (2) personal references;
- h. personal health record;
- i. completed immunization form.

Fully-qualified applicants are selected in order according to the date of file completion; therefore, it is important that your application form and *all supporting documents* have been submitted as early as possible.

An application checklist is enclosed for your convenience. It is the applicants responsibility to ensure that all application documents are received by the deadline date in the College Calendar.

Because the admission criteria and procedures are somewhat complex, it is recommended that all persons considering entry to the Pharmacy Technician Program consult a Selkirk College counsellor regarding academic preparation and prerequisites. The counsellor will assist you in assessing your present academic standing and planning a program of study which will, when successfully completed, satisfy the academic entrance requirements.

The cost for the Criminal Record Search is the responsibility of the applicant. The results of the criminal records search will be kept on file at the College, and will be available on request, to any clinical agency which places students. It is not the responsibility of Selkirk College to find replacement experiences for any student denied a practice placement because of a criminal record deemed unacceptable to the agency.

If you have any questions about the status of your application, please contact the Admissions Office at 250-365-1324 or [charder@selkirk.ca](mailto:charder@selkirk.ca).

Best wishes for success in your academic pursuits.

Yours sincerely,

Catherine Harder  
Admissions Officer

CH:kk



ADMISSIONS OFFICE  
School of Health and Human Services

## PHARMACY TECHNICIAN PROGRAM APPLICATION CHECKLIST

Fully-qualified applicants are selected in order according to the date of file completion. Therefore, it is important that your application and supporting documentation be submitted as early as possible.

Before an application is considered to be complete, the following must be received by the Admissions Office:

(PLEASE CHECK WHEN COMPLETED.)

- 1. Completed application form and processing fee.
- 2. Official transcripts or interim grades, for all prerequisite courses (mailed directly by educational institution).
- 3. Official transcripts of all other post-secondary education grades (mailed directly by educational institution).
- 4. Criminal Record Search.
- 5. Applicant information questionnaire.
- 6. Evidence of computer skills.
- 7. Two (2) personal professional references from persons other than a relative (such as a nurse, doctor, minister, librarian, engineer, etc.).
- 8. Personal health record.
- 9. Completed immunization form.

### **NOTES:**

- 1. For courses taken at Selkirk College, arrangements should be made with the Admissions Officer to have transcripts and statements of interim grades forwarded to the Admissions Office (Items 2 and 3, above).
- 2. Applicants with prerequisite courses in progress at the time of application may be granted conditional acceptance.
- 3. Because some documentation (The Criminal Record Check) must be forwarded by persons other than yourself, it is recommended that you contact the Admissions Office to confirm that your application is complete.



School of Health and Human Services

## PHARMACY TECHNICIAN PROGRAM CRIMINAL RECORD CHECKLIST

### Overview of the Act

Dear Students:

This letter is to inform you about a new process for Health and Human Services Criminal Record Check process. The Criminal Records Review Program is part of the Ministry of Public Safety and Solicitor General. The program is responsible for processing criminal record checks under the Criminal Records Review Act. As always criminal record checks are to protect the most vulnerable people in our society from and physical, social, economic or sexual abuse. This new Criminal Record Check is more extensive, increasing public safety and confidence in our institutions, while providing a professional and efficient administrative process.

Every learning institution has been requested to have their students, within Health and Human Services Programs, complete this check. The Criminal Record Check is good for 5 years while at this institution. It is up to the receiving institution or employer whether they request another Criminal Record Check.

To download the "Criminal Record Check Consent Form":

1. Go to the website at <http://www.pssg.gov.bc.ca/criminal-records-review/eservice/index.htm>
2. In the left hand blue column, click on **On-line Services** (yellow circle with red arrow inside).
3. Scroll down to "Individual Applicants" and click on "**Apply for a Criminal Record Check**"
4. Scroll down to "**Download the Criminal Record Check Consent Form**"
5. You can type on this form.
  - a. Check off **Schedule "B"**
  - b. Ensure you type in the College address:  
**Selkirk College**  
**301 Frank Beinder Way**  
**Castlegar BC V1N 4L3**
  - c. You will need your Driver's License
  - d. You will also need the College Employer ID#, which is "**112980**"
  - e. If you fill out Section A with the College ID# you NO NOT need to fill out Section B.

Read the full Criminal Records Review Act for specific information such as definitions, the use of information, the effects of finding an individual is a risk or fines that may be imposed for failure to comply with the act. (Note, this electronic version of the act is being updated and may not contain the recent changes.)

Go to this site: <http://www.pssg.gov.bc.ca/criminal-records-review>

PLEASE NOTE: YOU MUST print off the copy from the website and send it to the Ministry of Public Safety and Solicitor General at the address on the bottom of the printed form.

ALSO: Please ensure that you choose the appropriate method of payment to be submitted with your form (credit card [www.pssg.gov.bc.ca/criminal-records-review/shreddocs/credit-card.pdf](http://www.pssg.gov.bc.ca/criminal-records-review/shreddocs/credit-card.pdf) or money order payable to the Ministry of Finance).

\*\*The Record Check will be sent directly to the College. You will only be contacted by the Governor General if there is a relevant offence found.



ADMISSIONS OFFICE  
School of Health and Human Services  
**IMMUNIZATION INSTRUCTIONS** (Health Programs)

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*(Please complete the attached immunization record.)*

To: Health Unit and Examining Physician

**Immunization Requirements**

1. Diphtheria, Tetanus: Primary series, and reinforcing immunization if more than 10 years have elapsed since previous immunization. *(Free at Health Units)*
2. Poliomyelitis: Primary immunization with IPV (if no previous course of OPV or IPV). *(Free at Health Units)*.
3. Rubeola (Measles): Two doses of live, attenuated vaccine, if born after 1957. *(Charge for second dose)*.
4. Rubella: One dose live, attenuated vaccine, or serological test indicating immunity.
5. T.B. Testing:
  - a. Tuberculin Test: 5 TU of PPD, read in 48-72 hours, unless individual is a positive reactor.
  - b. Chest X-ray, if positive reactor.
6. Hepatitis B: A 3-dose series is strongly recommended, but not required before entering the Pharmacy Technician Program.
7. Varicella (Chickenpox): This vaccine is recommended, but not required, before entering the Pharmacy Technician Program. It should not be administered to persons who have had the disease. If you have no history of the disease, you can arrange to have a blood titre for antibodies done through your physician. If negative, you may purchase the vaccine from a pharmacy and have it administered by your physician. Two doses should be administered, 4-8 weeks apart. This vaccine is not provided by the B.C. government.

The above immunization requirements have been established in consultation with the local health unit to meet the requirements of agencies in which clinical practice occurs.

**Instructions to the Applicant**

1. Many immunizations are done free of charge by local Health Units in B.C.
2. Arrangements for a chest X-ray, if required, can also be made through local health units.
3. Take this form with you when arranging for immunization.
4. Immunization is not a requirement for acceptance into the program; however, it must be completed at least one month prior to entry into the seven-week face-to-face lab session. Immunization cards are to be presented at first lab session.
5. **Students who have not met the immunization requirements will not be permitted to proceed to practicum.**
6. Any costs involved in meeting the above requirements are clearly the responsibility of the applicant.



School of Health and Human Services  
**HEALTH PROGRAMS**  
**IMMUNIZATION RECORD**

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

TO BE COMPLETED BY COMMUNITY HEALTH UNIT AND/OR PHYSICIAN.

Primary Immunization			
	Date	Date of Last Dose	Signature
Diphtheria			
Tetanus			
Poliomyelitis			

Rubella Antibody Test			Rubella Vaccine <i>(if immunity not documented)</i>	
Date	Result	Signature	Date	Signature

Rubeola <i>(if born after 1957)</i>			Hepatitis B <i>(strongly recommended, but not required for Pharmacy Technician)</i>		
	Date	Signature		Date	Signature
1 <sup>st</sup> Dose			1 <sup>st</sup> Dose		
2 <sup>nd</sup> Dose			2 <sup>nd</sup> Dose		
			3 <sup>rd</sup> Dose		

Varicella <i>(recommended, not required)</i>		
	Date	Signature
1 <sup>st</sup> Dose		
2 <sup>nd</sup> Dose		

Tuberculin Test			Chest X-Ray <i>(if positive reactor)</i>		
Date	Result	Signature	Date	Result	Signature

PLEASE RETURN THIS FORM TO: **ADMISSIONS OFFICE**  
**SELKIRK COLLEGE**  
**301 FRANK BEINDER WAY**  
**CASTLEGAR BC V1N 4L3**

PUBLIC HEALTH UNIT/PHYSICIAN'S OFFICE STAMP



ADMISSIONS OFFICE  
School of Health and Human Services

## PHARMACY TECHNICIAN PROGRAM PERSONAL REFERENCE FORM

Applicant's Name: \_\_\_\_\_

The above-named is applying for entry to the Pharmacy Technician Program at Selkirk College, and is requesting your assistance by providing a personal reference. Please be aware that completion of the applicant's file is dependent on receipt of all documents. Thank-you for responding to the items below at your earliest convenience:

1. Does this person demonstrate a respect for and an ability to relate effectively to people?  
 YES                       NO                       UNABLE TO COMMENT
2. Does this person demonstrate effective work habits?  
 YES                       NO                       UNABLE TO COMMENT
3. Does this person demonstrate effective problem-solving skills?  
 YES                       NO                       UNABLE TO COMMENT
4. In your experience, has this person been responsible and reliable?  
 YES                       NO                       UNABLE TO COMMENT
5. To the best of your knowledge, is this person honest and trustworthy?  
 YES                       NO                       UNABLE TO COMMENT
6. Does this person respond effectively to pressure situations?  
 YES                       NO                       UNABLE TO COMMENT
7. Does this person respond constructively to feedback?  
 YES                       NO                       UNABLE TO COMMENT
8. What is your impression of this person's academic ability?  
 YES                       NO                       LOW                       UNABLE TO COMMENT
9. What is your impression of this person's suitability for a caring profession?  
 YES                       NO                       LOW                       UNABLE TO COMMENT

Personal Reference Form (cont'd)

10. Please add any comments which you feel may be of assistance in the selection process. Use a separate page if necessary.

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11. How long have you known this applicant?

\_\_\_\_\_ MONTHS          \_\_\_\_\_ YEARS

12. In what capacity have you known this applicant?

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Name: *(please print)* \_\_\_\_\_  
Position: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Signature: \_\_\_\_\_

PLEASE RETURN THIS FORM DIRECTLY TO:

**Admissions Office  
Selkirk College  
301 Frank Beinder Way  
Castlegar, BC V1N 4L3**





ADMISSIONS OFFICE  
School of Health and Human Services

## PHARMACY TECHNICIAN PROGRAM PERSONAL REFERENCE FORM

Applicant's Name: \_\_\_\_\_

The above-named is applying for entry to the Pharmacy Technician Program at Selkirk College, and is requesting your assistance by providing a personal reference. Please be aware that completion of the applicant's file is dependent on receipt of all documents. Thank-you for responding to the items below at your earliest convenience:

1. Does this person demonstrate a respect for and an ability to relate effectively to people?  
 YES                       NO                       UNABLE TO COMMENT
2. Does this person demonstrate effective work habits?  
 YES                       NO                       UNABLE TO COMMENT
3. Does this person demonstrate effective problem-solving skills?  
 YES                       NO                       UNABLE TO COMMENT
4. In your experience, has this person been responsible and reliable?  
 YES                       NO                       UNABLE TO COMMENT
5. To the best of your knowledge, is this person honest and trustworthy?  
 YES                       NO                       UNABLE TO COMMENT
6. Does this person respond effectively to pressure situations?  
 YES                       NO                       UNABLE TO COMMENT
7. Does this person respond constructively to feedback?  
 YES                       NO                       UNABLE TO COMMENT
8. What is your impression of this person's academic ability?  
 YES                       NO                       LOW                       UNABLE TO COMMENT
9. What is your impression of this person's suitability for a caring profession?  
 YES                       NO                       LOW                       UNABLE TO COMMENT

Personal Reference Form (cont'd)

10. Please add any comments which you feel may be of assistance in the selection process. Use a separate page if necessary.

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11. How long have you known this applicant?

\_\_\_\_\_ MONTHS          \_\_\_\_\_ YEARS

12. In what capacity have you known this applicant?

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Name: *(please print)* \_\_\_\_\_  
Position: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Signature: \_\_\_\_\_

PLEASE RETURN THIS FORM DIRECTLY TO:

**Admissions Office  
Selkirk College  
301 Frank Beinder Way  
Castlegar, BC V1N 4L3**





School of Health and Human Services  
**PHARMACY TECHNICIAN PROGRAM**  
Applicant Information Questionnaire

Name: \_\_\_\_\_ Age (on September 1 of year of entry): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Permanent Address (if different from above):

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

**EDUCATIONAL INFORMATION:**

1. High School Graduation

Year of graduation \_\_\_\_\_

Name & location of high school \_\_\_\_\_

\_\_\_\_\_

2. Prerequisite Courses Completed (Note: This section must be completed. Do not write "see transcripts".)

	<u>Grade Obtained</u>	<u>Educational Institution</u>
Biology 12 (minimum grade of "C" or 60%)	_____	_____
Chemistry 11 (minimum grade of "C" or 60%)	_____	_____
Biology 11, Physics 11 or 12 or Chemistry 12 (minimum grade of "C" or 60%)	_____	_____
English 12 (minimum grade of "C" or 60%)	_____	_____
Principles of Mathematics 11 (minimum grade of "C" or 60%) or Applications 12.	_____	_____

Application Information Questionnaire (cont'd)

3. Are you currently enrolled in any educational program or course?  Yes  No

*If yes:*

Course	Educational Institution	Anticipated Completion Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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**LIFE EXPERIENCES:**

Please outline any of your life experiences, including employment or volunteer work, which may have relevance to your application. (Use a separate page, if necessary.)

**LANGUAGE:**

1. Is English your first language?  Yes  No

2. a. If no, how would you describe your abilities in English?

Speak fluently \_\_\_\_\_

Read and write fluently \_\_\_\_\_

Other \_\_\_\_\_

b. Have you taken a TOEFL test? Score Obtained: \_\_\_\_\_

3. In what other languages are you fluent?

\_\_\_\_\_

Application Information Questionnaire (cont'd)

INTEREST IN BECOMING A PHARMACY TECHNICIAN:

1. When did you first become interested in the Pharmacy Technician Program?

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2. What career direction have you considered once you become a Pharmacy Technician?

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3. Please write a short essay (200 words) describing why you want to be a Pharmacy Technician.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

PLEASE SUBMIT THIS FORM TO:

**Admissions Office  
Selkirk College  
301 Frank Beinder Way  
Castlegar, BC V1N 4L3**



ADMISSIONS OFFICE  
School of Health and Human Services

## PHARMACY TECHNICIAN PROGRAM FREQUENTLY ASKED QUESTIONS

### What does a Pharmacy Technician Do?

Pharmacy Technicians are assuming an increasing role within the healthcare industry. Under the supervision of a licensed pharmacist, responsibilities frequently include:

- compounding sterile and non-sterile pharmaceuticals
- packaging various pharmaceuticals
- performing pharmaceutical calculations
- preparing and maintaining prescription orders
- purchasing and merchandising
- preparing medications for dispensing
- inventory control
- narcotic control
- record keeping as required by national and provincial regulations
- computer processing
- third-party billing
- clerical duties as required

### How long is the program?

The Pharmacy Technician Certificate Program consists of two 19-week semesters plus a two 140-hour practicum in a hospital and retail pharmacy. Intake will be September finishing at the end of July. Program length is based on 30 hours a week of study plus homework. Early registration is recommended due to limited seats and to allow time for obtaining prerequisites if needed.

### How do I apply for the program?

**A Selkirk College application form can be downloaded at**

<http://selkirk.ca/media/studentwebsection/admissions/apply/applic-frm-10-09-03.pdf> .

**By mail:** Fill out a Selkirk College application form and submit it along with a \$35.00 one-time only processing fee. Address applications to: Admissions Office, Selkirk College, 301 Frank Beinder Way, Castlegar BC V1N 4L3.

**In person:** Submit your application form to the Admissions office on any campus and it will be forwarded to Castlegar.

## **Frequently Asked Questions (cont'd)**

### **Can I take courses ahead before entering the program?**

Medical Terminology, Level I, is recommended but not required before entering the Pharmacy Technician program.

Contact Catherine Harder at the Castlegar Admissions office 1-888-953-1133, ext. 324 for registration and information on upgrading to meet prerequisites for the Pharmacy Technician Program.

For English 12, Principles of Math 11 or Applications for Math 12, Chemistry 11, Biology 12, please contact a counsellor at the Castlegar Campus or your local campus ABE Department.

### **How many students will be admitted to the program?**

September intake – a maximum of 20 full-time students will be admitted. In addition to 20 full-time students, admission of part-time students will be considered on an individual basis.

### **How will my application be processed?**

Upon receipt of the application form, the Admissions office will open a file and send you a letter. The letter will indicate specific requirements for completion of your file. These will include proof of prerequisites and other admissions criteria. Submit all documentation to the Admissions office as soon as possible, as selection is based on date of file completion. When you have been accepted, a \$100 non-refundable deposit will be required to hold your seat for September.

### **What do the course fees and materials cost?**

Course fees for the year will be approximately \$4000.00. Textbooks are approximately \$1000.00, and material fees for labs are approximately \$100.00. Please contact the Admissions office for further information. Discuss course fees with distance admissions.

### **What if I am not a Canadian resident or English is not my first Language?**

Non-Canadian Residents: International fees apply – contact International Admissions at 250-365-5410 if this applies to you.

ESL Students: English As A Second Language and upgrading courses are available to prepare students for further studies. Contact Selkirk College International Admissions for requirements.



## **Frequently Asked Questions (cont'd)**

### **How is the program offered?**

Students enrolled in the program take instruction via online courses, e-mail, and telephone contact with instructors. Lab instruction takes place on the Castlegar Campus during the last seven (7) weeks of term II. Upon successful completion of all courses, students will have the opportunity to be placed in a 140-hour practicum at a retail and hospital pharmacy.

### **Do courses require invigilated (supervised) assessments?**

Some courses may require invigilation of selected assessments. If you do not live near a Selkirk College campus, test invigilation (supervision of your test) can be arranged at another location. There is support available at Grand Forks, Nakusp and Kaslo campuses for students who need to write Pharmacy Technician exams. If you require alternate arrangements, you will be required to obtain a proctor for supervision of exams. Contact your instructor for information using this process.

### **How does distance education work?**

Although you will not be sitting in class 30 hours a week, a full-time distance student will need to spend just as much time dedicated to study at home in order to succeed. Students submit and receive assignments online. Close contact is made possible through regular feedback via the Internet and the synchronous chat group. Working as a distance education student enables flexibility and independence in choosing an individual work environment. A student choosing this method of instruction should be highly motivated and proficient in the use of the Internet and word-processing to achieve success.

### **Can a distance education student work on the program at any time during the day, weekends, holidays, etc.?**

Yes, that is the advantage of doing this program through distance education. You can work at your convenience. One exception will be the Pharmacy Seminar and Pharmacy Practice II where students will check in via the Internet at designated chat times.

Your instructors will be available for consultation as per course schedule Monday to Friday, but you may leave messages by e-mail anytime.

### **What Equipment is required?**

Students are required to provide their own equipment for access to online courses. This includes establishing an Internet connection with an e-mail address, a computer with compatible word-processing software, such as Windows 2003 or higher, and MS Word 2003 or higher. Latest Browser version of Internet Explorer or Netscape. High Speed Internet connection is necessary for chat.

### **Does this Program qualify for Student loans?**

This program does qualify for student loans in BC, however in other provinces please check the availability of this support as protocols vary across Canada.

## **Frequently Asked Questions (cont'd)**

### **When is my instructor available?**

At the beginning of your studies you will be provided with a schedule. Although the schedule is subject to change before the semester begins, instructional contact times throughout each week will be clearly identified for each course. You can send your instructor an e-mail any time, and you can expect a response by e-mail or phone during the next available time period for each course.

### **How does the Practicum work?**

The practicum requirement is 280 hours. The student does not receive pay, but has the opportunity to put new skills to work and obtain valuable experience in the field. Selkirk College will make every effort to place students in a suitable practicum of their choice in order to reduce living expenses. Relocation costs, room and board, as well as travel expenses to and from work are the responsibility of the student. Daily work hours will be determined by the preceptors work schedule.

### **What are the career opportunities?**

As a member of the healthcare team, qualified graduates find employment in clinics and pharmacies. New and expanding opportunities are becoming available for careers with insurance companies, pharmacy software vendors, pharmaceutical manufacturing and clinical research. As healthcare organizations restructure to decrease healthcare costs, it is anticipated that a well-trained Pharmacy Technician will have increased opportunities for employment.

When considering the Pharmacy Technician Program, you may wish to do some research regarding traditional and non-traditional career opportunities. This could involve visiting your local hospital and retail pharmacies to talk to pharmacists and pharmacy technicians about the requirements and expectations this career choice can have for you.

For further questions about the Pharmacy Technician Certificate program please contact:

Cheryl Morassut at [cmorassut@selkirk.ca](mailto:cmorassut@selkirk.ca)