

## Pharmacy Technician Apprenticeship Program

Certified Pharmacy Technicians (CPhT) are important members of Dartmouth-Hitchcock (D-H)'s patient care team. We have openings for CPTs in our Outpatient (retail) pharmacy, Inpatient hospital pharmacy in Lebanon and in our Cheshire Medical Center Pharmacy in Keene.

### Program Overview:

The Pharmacy Technician program is 9 weeks long. Class is held Monday through Friday from 7:45am to 4:15pm in Lebanon, NH. In addition to classroom training, students will have significant homework and studying outside of class. The course material is taught using a combination of classroom instruction, online learning, skills labs and shadowing.

Students will complete courses in the Processing and Handling of Medications and Medication Orders, Procurement, Billing, Reimbursement, Patient & Medication Safety and Healthcare Professional Communication. Upon successful completion of the training program, students will sit for the Pharmacy Technician Certification Board (PTCB) exam.

Selected individuals will be hired by Dartmouth-Hitchcock and receive a training wage while completing the 9 weeks of classroom training. Upon completion of the program trainees will start work as a Pharmacy Technician and be enrolled in a 2000 hour Registered Apprenticeship with the U.S. Department of Labor.

The starting wage for graduates of the Pharmacy Technician training program is \$17.00 per hour, with increases based on competency development and performance at both the midpoint of the apprenticeship year (approx. 1,000 hours) and again at the conclusion of the apprenticeship (2,000 hours) up to \$18.00 per hour.

### Program Timeline:

What:	When:	Important Information:
Information Session	June 10, 2019 6:00pm-8:00pm DHMC, Lebanon	Submit your application package and register for Aptitude Assessment
Aptitude Assessments *Candidate will register for one session	June 11 <sup>th</sup> , 12 <sup>th</sup> or 13 <sup>th</sup> Approx. 90 minutes	Based on application, resume, and aptitude assessments select applicants will be invited for an interview
Interviews	January 18 <sup>th</sup> , 19 <sup>th</sup> & 20 <sup>th</sup>	Interviews with D-H Human Resources and Pharmacy Leaders
Candidate Notification	June 21 <sup>st</sup>	Selection will be made via phone
Program Enrollment	Monday June 24 <sup>th</sup>	

### For interview tips visit:

[http://careers.dartmouth-hitchcock.org/your\\_application/preparing\\_for\\_your\\_interview.html](http://careers.dartmouth-hitchcock.org/your_application/preparing_for_your_interview.html)

## Frequently Asked Questions

### **What is a registered apprenticeship?**

Apprenticeship provides a unique, flexible training system that combines job related technical instruction with structured on-the-job learning experiences. Apprentices have the opportunity to “earn while they learn” as they become more proficient on the job. Monthly behavioral and technical competencies are reviewed and learning plans are developed with pharmacy supervisors. Technical and behavioral competencies are introduced during the classroom educational portion with the expectation that the apprentice will develop proficiency over their apprenticeship.

### **How much does it cost to participate?**

There is no direct cost to the student associated with participating in the program. Students are provided with the necessary materials to complete the education program, including textbooks, and classroom computers.

### **Will I receive a certificate if I graduate?**

Yes. You will receive a certificate of completion from the Dartmouth-Hitchcock Workforce Readiness Institute for the educational component. Upon completion of the one-year apprenticeship, you will receive a Certificate of Apprenticeship Completion from the US Department of Labor. At of the educational component you will sit for Pharmacy Technician Certification Board (PTCB) exam and upon passing will earn their Certified Pharmacy Technician (CPhT) credential.

### **Do I earn college credit?**

Graduates of the program are eligible to earn college credits for the program and apprenticeship. This is at no cost to the student. College credits are awarded through Columbia College and additional information will be provided to selected trainees during enrollment.

### **Will I be paid while I am a student during the 9 weeks?**

Yes. Trainees will be hired and earn a training wage of approximately \$400 during the 9 weeks of class. Trainees will become eligible for benefits after their first 30 days of employment.

### **Is there anything I need to do before being hired by D-H?**

Yes, all selected students will go through pre-employment screenings, which include a Criminal Background Check, Education Verification, Reference Checks, Drug Screen, Immunization review and a health screening. If you have something that may come back on a criminal record, we ask you to disclose to the WRI Specialist as non-disclosure could be a barrier moving forward.

### **What if I am unable to enroll in the program at this time?**

Please visit <http://go.d-h.org/wri> to learn about other training opportunities through the **D-H Workforce Readiness Institute**. If you would like to receive e-mail notifications when new programs are being offered please submit your contact information at [www.dhcareers.org](http://www.dhcareers.org)

**Other questions? Email us at [wri@hitchcock.org](mailto:wri@hitchcock.org)**