



New Zealand Diploma in Pharmacy (Pharmacy Technician – Specialist) (Level 6)

School of Health and Counselling Programme Guide 2022

Course of study and programme specific completion requirements.

This programme guide (PG7) provides you with specific programme information and course summaries for the New Zealand Diploma in Pharmacy (Pharmacy Technician - Specialist) (Level 6). This programme guide (PG7) and timetable is available online <https://www.manukau.ac.nz/HandC-programme-guides-and-timetables>

For this programme, you will need to have access to a computer and the internet to retrieve course materials, undertake assessments and to participate in course online activities. Please see page 5 for recommended minimum specifications.

PROGRAMME OFFERED:

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If you require information about the progress of your enrolment contact:

Ask Me!  Student Services Centre 0800626252 enquiries@manukau.ac.nz

If you require help planning your course of study:

Ask Me!  Student Services Centre 0800626252 enquiries@manukau.ac.nz

Some programmes require you to refer to this information during the academic year. We recommend that you file this document for safe keeping.

SCHOOL OF HEALTH & COUNSELLING

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Private Bag 94 006 Auckland 2241

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New Zealand Diploma in Pharmacy (Pharmacy Technician - Specialist)

LEVEL 6 NZ4410

Method of study Online study and online workshops plus, some face to face workshops at MIT Manukau

Qualification	New Zealand Diploma
Duration	Two years (part-time)
Start dates	January and July
Credits	120
Cost (2022 Fees)	Click here to see a list of domestic course fees

ABOUT THE PROGRAMME

You will need to complete seven compulsory courses as well as three specialist courses (120 credits):

Compulsory courses:

727.622 Leadership and management for effective teamwork (10 credits)

727.620 Effective communication (10 credits)

727.621 Professional development of pharmacy staff (10 credits)

727.623 Pharmacy operational management (15 credits)

727.624 Pharmacy law and ethics (10 credits)

727.625 Quality assurance in pharmacy practice (10 credits)

727.626 New Zealand healthcare system (10 Credits)

Specialist courses: Please select three courses from:

Please note: Specialist courses do not contain any workshops.

727.631 Patient counselling (15 credits)

727.637 Dispensary management (15 credits)

727.634 Medicines information (15 credits)

727.639 Education and training support (15 credits)

727.630 Community pharmacy services (15 credits)

727.632 Health screening and testing (15 credits)

727.633 Medicines reconciliation (15 credits)

727.640 Quality and risk management (15 credits)

To be awarded the New Zealand Diploma in Pharmacy (Specialist Technician) you need to successfully complete 10 courses (120 credits):

Seven compulsory courses and
Three specialist courses

ENTRY REQUIREMENTS

Applicants must meet the following entry requirements

Applicants must have successfully completed the New Zealand Certificate in Pharmacy (Pharmacy Technician) (Level 5) or demonstrate equivalent knowledge and skills recognised by the Pharmaceutical Society of New Zealand;

And

Applicants must have a minimum of one years' experience in a pharmacy technician role following the award of a Pharmacy Technician level 5 qualification;

And

Applicants must have access to a pharmacy and mentor pharmacist or be currently employed in a pharmacy environment;

And

Have English language competence to undertake this programme which is taught and assessed in English. Any applicants whose first language is not English will be required to provide evidence of an-overall IELTS (Academic) band score of 6.5 (with no score below 6.5) or equivalent achieved within the preceding 2 years

Provisional entry

Students who have attained the age of 20 years and do not hold the minimum entry requirements for a programme will be eligible to be enrolled as a student where their previous educational, work or life experience indicates they have a reasonable likelihood of success. Students who have not attained the age of 20 years and do not hold the required minimum entry requirements for a programme may also be eligible to enrol in exceptional circumstances. Such decisions will be made by the Director/Head of School.

COURSE SUMMARIES

New Zealand Diploma in Pharmacy (Pharmacy Technician - Specialist)

LEVEL 6 NZ4410

Compulsory courses

727.622 Leadership and management for effective teamwork

Lead, coordinate and delegate work within a pharmacy team.

727.620 Effective communication

Establish and apply effective communication and interpersonal skills professionally, with a range of stakeholders, on complex matters, issues and ideas and/or in complex situations.

727.621 Professional development of pharmacy staff

Mentor, coach and develop pharmacy staff in specified areas of pharmacy practice.

727.623 Pharmacy operational management

Critically evaluate and apply a range of operational management practices to support business functions.

727.624 Pharmacy law and ethics

Apply ethical decision making, relevant legislation and standards to pharmacy practice.

727.625 Quality assurance in pharmacy practice

Apply regulatory knowledge of pharmacy audit and compliance as appropriate to maintain pharmacy compliance requirements.

727.626 New Zealand healthcare system

Apply in-depth knowledge of the NZ healthcare system and the interaction between healthcare providers to support the delivery of a range of pharmacy services.

Specialist courses

727.631 Patient counselling

In this paper, you will be researching material about different drugs and assessing appropriate requirements for patient counselling. There is a practical component where you undertake counselling sessions.

727.637 Dispensary management

Develop your dispensary management skills. You will research your own resources enabling you to answer several management scenarios. There is a practical component which will be a work-based improvement project.

727.634 Medicines Information

Research medicines information resources and undertake self-learning. There is a practical component where you undertake medicines information queries.

727.639 Education and Training Support

Develop training sessions and research assessment and competency. There is a practical component where you will run teaching sessions for staff.

727.630 Community pharmacy services

Focus on areas of dispensing services that require specialist knowledge, monitoring and/or counselling and ICPSA, the contract through which pharmacies are funded. There is a practical component which will be developing an inception package around a health initiative in which your pharmacy is either currently providing to the public or looking to implement.

727.632 Health Screening and Testing

Research background information and current health screening and testing in NZ. There is a practical component that will be around setting up a service in your pharmacy, or perhaps critiquing or improving an existing one.

727.633 Medicines Reconciliation

Develop your medical history taking and medicines reconciliation skills. There is a practical component where you undertake medicines reconciliation.

727.640 Quality and Risk Management

You will research quality management systems (QMS) and either report on an existing QMS or develop one for your pharmacy. There is a practical component where you will undertake a risk assessment in your workplace.

***Please note:** Before making any travel arrangements please ensure you check with us that you are enrolled in a course that has a block course attached to it. Please email either Fiona McDonald fiona.mcdonald@manukau.ac.nz or Paula Ferguson paula.ferguson@manukau.ac.nz*

BRING YOUR OWN DEVICE (BYOD)

As technology and wireless internet become more accessible, Bring Your Own Device (BYOD) is fast becoming a standard feature of secondary and tertiary education. MIT Manukau campus offers free wireless and has been designed to support BYOD.

So, what does this mean for you as a student at MIT Manukau campus?

- Easy access to the Internet. If you are on campus you can use your wireless device to connect to the Internet
- Portability. Having your own wireless device means you do not have to wait to use a computer on campus. You can use your wireless device in class e.g. taking notes or looking up references
- Our teaching is increasingly making use of technology. Most teaching course material is already online.
- Many textbooks now come as e-books, which means that instead of buying a book you buy the online version and download it to your wireless device. There are numerous advantages such as you do not have to carry heavy textbooks around. Often the online book versions are interactive and provide additional resources such as question banks etc.
- You need to word process documents such as assignments and a wireless device could be used. There are differences between laptops, notebooks, iPads, tablets and Smartphones so please make sure you understand them before you buy. A demonstration of wireless device will take place during your orientation and we recommend you delay purchasing a device until you have seen the demonstration. If you already have one please bring it to orientation and class.
- Having a wireless device will be useful to stay in touch with friends and family e.g. Facebook.

If you decide to purchase a new laptop

If you do not currently own a laptop or are thinking of buying a new one, we recommend you purchase one with the following specifications, to future proof your needs and ensure a great experience;

- Windows 10 (or Mac OS 10.x Yosemite or higher)
- i3 dual core or equivalent processor
- 4GB RAM (at least 8GB for all IT programmes)
- 320GB or greater hard drive
- Wireless capability 802.11n dual band
- At least a 13-inch screen
- Up-to-date antivirus software

If you currently own a laptop

Be sure that it has these minimum specifications or above, to use at MIT Manukau campus. The minimum specifications are;

- A 10-inch screen or larger
- 4GB RAM (at least 8GB for all IT programmes)
- 50GB free space minimum
- Windows v7.0 or higher (XP will not work)
- Apple Mac 10.6 (Leopard) or higher
- Wireless capability 802.11n dual band
- CPU meets vendor OS minimum requirements

What about software

Most prescribed software required for your programme of study will be channeled via the BYOD portal called Citrix. This means you don't have to purchase and install them onto your device provided you **have access to the internet**.

Whilst onsite, you will connect to MIT's WIFI network. Once offsite, you will need to access your home network in order to access Citrix.

Please note however, some software used in the specialist labs i.e. networking and multi-media labs are not available on Citrix. These applications are only available on the specialist lab computers.

Microsoft 365

In addition to Citrix, MIT provides Microsoft Office to every student **free of charge while you are enrolled as a student**. This means the latest version of the full Office productivity suite including Word, Excel, PowerPoint, OneNote is available for you to download onto your Windows, Mac or iPad (allowing you to use these applications on or off line).

You can install Microsoft Office on up to 5 compatible PCs and Macs, plus 5 tablets (including iPad!).

Financing options

Most students will find they already own a laptop that is suitable for study at MIT Manukau. For those that need to purchase a new laptop, there are a number of ways to finance it.

- Students can use the Studylink annual course materials allowance to purchase their device if they have an approved student loan. Please visit www.studylink.govt.nz
- A number of retailers; i3 direct, Cyclone online, PB Technologies and Noel Leeming offer special deals, discounts and financing options.

Laptops for loan +

Laptops are available to borrow for up to four hours please visit <https://library.manukau.ac.nz/laptops>

They may be borrowed from the MIT Manukau Library during Library opening hours.

- you must present your student ID card to borrow laptops
- Laptops are issued for up to four hours at a time
- Borrowers are responsible for the replacement cost of the laptop if it is damaged, lost or stolen.
- Laptops must be returned the day they are issued

+please note numbers are limited

GRADE TABLE

Grade	Mark Range	Meaning
A+	90-100	Pass with distinction
A	85-89	
A-	80-84	
B+	75-79	Pass with merit
B	70-74	
B-	65-69	
C+	60-64	Pass
C	55-59	
C-	50-54	
D	40-49	Fail
E	0-39	
F	Not Passed Compulsory Assessment	

ACADEMIC TRANSCRIPT

You can request an official transcript of your Academic Record by emailing StudentRecordRequests@manukau.ac.nz There is a fee for an academic transcript. The processing time for issue of an academic transcript may be up to five working days however there is an option for an urgent request. There will be an extra charge for this.

COVID-10 PUBLIC HEALTH RESPONSE (VACCINATIONS) ORDER 2021

In accordance with the COVID-19 Public Health Response (Vaccinations) Order 2021, Covid vaccinations are mandatory for workers in the healthcare and education sector. Placement is a compulsory component of MIT's healthcare and education programmes. To go on placement in these sectors, students will need to be fully vaccinated and provide proof of vaccination to MIT. Students that hold a medical exemption that prevents them from being vaccinated are permitted to work in the healthcare and education sectors, but will have limited placement opportunities. Students that are not vaccinated, or that do not wish to share their vaccination status with MIT, will not be able to go on placement in the healthcare and education sectors and, accordingly, will not be able to complete their programme. If you hold a medical exemption, or if you are unable or unwilling to provide proof of vaccination to MIT, we encourage you to contact us to discuss your options.

NOTE: Every effort is made to ensure that this Programme Guide is correct at the time of printing. However, the School of Health and Counselling reserves the right to make any changes that may be necessary.