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Advisory Committee Meeting Minutes Fall 2023
Pharmacy Technician Program
7:00AM – Thursday, November 16, 2023 – Vernon College
Century City Center, Pharmacy Tech Lab Room 2309

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Members present: **Vernon College Faculty/Staff**
Brittany Giddings – URHCS Pharmacy   Katrina Gundling
Jessica Scott – Walmart Greenbriar Pharmacy   Bettye Hutchins
Taylor Wilson – United Regional Health Care   Zachary Nguyen-Moore
Mandy Albers – Integrated Pharmacy   Karen McClure
Coby Gardner – Walmart Pharmacy   Delilah Fowler
Jocelyn Ott – Workforce Solutions
Amy Perry – United Regional Health Care
Carley Ellis – United Regional Health Care

Members not Present:
Gary Schultz – United Supermarket Pharmacy
Nathan Wooten – URHCS Pharmacy
Chuck Weaver – Trotts Drug
Jessica Smith – Walgreens Kell West

Katrina Gundling began the meeting by welcoming the committee and starting the introductions. Bettye Hutchins thanked the committee members for their service, reviewed the purpose and importance of input from local industry professional's as well as community participation. Bettye opened the floor for nominations or volunteers for a vice-chair, and a recorder. Coby Gardner volunteered for vice chair and Taylor Wilson volunteered for recorder.

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Chair: Coby Gardner (on the behalf of Jessica Smith)
Vice-Chair: Coby Gardner
Recorder: Taylor Wilson

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New Business ....Coby Gardner

❖ **Review program outcomes, assessment methods/results, and workplace competency**

No old or continuing business listed on the agenda. Coby Gardner continued to New Business. Coby asked the faculty member, Katrina Gundling, to review the program outcomes with the committee.
Katrina Gundling reviewed the following program outcomes.

Program outcomes

Standard 1: Personal/Interpersonal Knowledge and Skills
ENTRY-LEVEL
1.1 Demonstrate ethical conduct.
1.2 Present an image appropriate for the profession of pharmacy in appearance and behavior.
1.3 Demonstrate active and engaged listening skills.
1.4 Communicate clearly and effectively, both verbally and in writing.

1.5 Demonstrate a respectful and professional attitude when interacting with diverse patient populations, colleagues, and professionals.
1.6 Apply self-management skills, including time, stress, and change management.
1.7 Apply interpersonal skills, including negotiation skills, conflict resolution, customer service, and teamwork.
1.8 Demonstrate problem solving skills.
ADVANCED-LEVEL
1.9 Demonstrate capability to manage or supervise pharmacy technicians in matters such as conflict resolution, teamwork, and customer service.
1.10 Apply critical thinking skills, creativity, and innovation.
1.11 Apply supervisory skills related to human resource policies and procedures.
1.12 Demonstrate the ability to effectively and professionally communicate with other healthcare professionals, payors and other individuals necessary to serve the needs of patients and practice.

Standard 2: Foundational Professional Knowledge and Skills
ENTRY-LEVEL
2.1 Explain the importance of maintaining competency through continuing education and continuing professional development. **2.2** Demonstrate ability to maintain confidentiality of patient information, and understand applicable state and federal laws.
2.3 Describe the pharmacy technician's role, pharmacist's role, and other occupations in the healthcare environment.
2.4 Describe wellness promotion and disease prevention concepts.
2.5 Demonstrate basic knowledge of anatomy, physiology and pharmacology, and medical terminology relevant to the pharmacy technician's role.
2.6 Perform mathematical calculations essential to the duties of pharmacy technicians in a variety of settings.
2.7 Explain the pharmacy technician's role in the medication-use process.
2.8 Practice and adhere to effective infection control procedures.
ADVANCED-LEVEL
2.9 Describe investigational drug process, medications being used in off-label indications, and emerging drug therapies.
2.10 Describe further knowledge and skills required for achieving advanced competencies.
2.11 Support wellness promotion and disease prevention programs.

Standard 3: Processing and Handling of Medications and Medication Orders
ENTRY-LEVEL
3.1 Assist pharmacists in collecting, organizing, and recording demographic and clinical information for the *Pharmacists' Patient Care Process*. **3.2** Receive, process, and prepare prescriptions/medication orders for completeness, accuracy, and authenticity to ensure safety.
3.2 Receive, process, and prepare prescriptions/medication orders for completeness, accuracy, and authenticity to ensure safety.
3.3 Assist pharmacists in the identification of patients who desire/require counseling to optimize the use of medications, equipment, and devices.
3.4 Prepare patient-specific medications for distribution.
3.5 Prepare non-patient-specific medications for distribution.
3.6 Assist pharmacists in preparing, storing, and distributing medication products including those requiring special handling and documentation.
3.7 Assist pharmacists in the monitoring of medication therapy.
3.8 Maintain pharmacy facilities and equipment.

3.9 Use information from Safety Data Sheets (SDS), National Institute of Occupational Safety and Health (NIOSH) Hazardous Drug List, and the United States Pharmacopeia (USP) to identify, handle, dispense, and safely dispose of hazardous medications and materials.

3.10 Describe Food and Drug Administration product tracking, tracing and handling requirements.

3.11 Apply quality assurance practices to pharmaceuticals, durable and non-durable medical equipment, devices, and supplies.

3.12 Explain procedures and communication channels to use in the event of a product recall or shortage, a medication error, or identification of another problem.

3.13 Use current technology to ensure the safety and accuracy of medication dispensing.

3.14 Collect payment for medications, pharmacy services, and devices.

3.15 Describe basic concepts related to preparation for sterile and non-sterile compounding.

3.16 Prepare simple non-sterile medications per applicable USP chapters (e.g., reconstitution, basic ointments and creams).

3.17 Assist pharmacists in preparing medications requiring compounding of non-sterile products.

3.18 Explain accepted procedures in purchasing pharmaceuticals, devices, and supplies.

3.19 Explain accepted procedures in inventory control of medications, equipment, and devices.

3.20 Explain accepted procedures utilized in identifying and disposing of expired medications.

3.21 Explain accepted procedures in delivery and documentation of immunizations.

3.22 Prepare, store, and deliver medication products requiring special handling and documentation.

ADVANCED-LEVEL

3.23 Prepare compounded sterile preparations per applicable, current USP Chapters.

3.24 Prepare medications requiring moderate and high level non-sterile compounding as defined by USP (e.g., suppositories, tablets, complex creams).

3.25 Prepare or simulate chemotherapy/hazardous drug preparations per applicable, current USP Chapters.

3.26 Initiate, verify, and manage the adjudication of billing for complex and/or specialized pharmacy services and goods.

3.27 Apply accepted procedures in purchasing pharmaceuticals, devices, and supplies.

3.28 Apply accepted procedures in inventory control of medications, equipment, and devices.

3.29 Process, handle, and demonstrate administration techniques and document administration of immunizations and other injectable medications.

3.30 Apply the appropriate medication use process to investigational drugs, medications being used in off-label indications, and emerging drug therapies as required.

3.31 Manage drug product inventory stored in equipment or devices used to ensure the safety and accuracy of medication dispensing.

Standard 4: Patient Care, Quality and Safety Knowledge and Skills
ENTRY-LEVEL

4.1 Explain the *Pharmacists' Patient Care Process* and describe the role of the pharmacy technician in the patient care process.

4.2 Apply patient- and medication-safety practices in aspects of the pharmacy technician's roles.

4.3 Explain how pharmacy technicians assist pharmacists in responding to emergent patient situations, safely and legally.

4.4 Explain basic safety and emergency preparedness procedures applicable to pharmacy services.

4.5 Assist pharmacist in the medication reconciliation process.

4.6 Explain point of care testing.

4.7 Explain pharmacist and pharmacy technician roles in medication management services.

4.8 Describe best practices regarding quality assurance measures according to leading quality organizations.

ADVANCED-LEVEL

4.9 Verify measurements, preparation, and/or packaging of medications produced by other healthcare professionals.
4.10 Perform point-of-care testing to assist pharmacist in assessing patient's clinical status.
4.11 Participate in the operations of medication management services.
4.12 Participate in technical and operational activities to support the *Pharmacists' Patient Care Process* as assigned.
4.13 Obtain certification as a Basic Life Support Healthcare Provider.

Standard 5: Regulatory and Compliance Knowledge and Skills
ENTRY-LEVEL
5.1 Describe and apply state and federal laws pertaining to processing, handling and dispensing of medications including controlled substances. **5.2** Describe state and federal laws and regulations pertaining to pharmacy technicians.
5.3 Explain that differences exist between states regarding state regulations, pertaining to pharmacy technicians, and the processing, handling and dispensing of medications.
5.4 Describe the process and responsibilities required to obtain and maintain registration and/or licensure to work as a pharmacy technician.
5.5 Describe pharmacy compliance with professional standards and relevant legal, regulatory, formulary, contractual, and safety requirements.
5.6 Describe Occupational Safety and Health Administration (OSHA), National Institute of Occupational Safety and Health (NIOSH), and United States Pharmacopeia (USP) requirements for prevention and treatment of exposure to hazardous substances (e.g., risk assessment, personal protective equipment, eyewash, spill kit).
5.7 Describe OSHA requirements for prevention and response to blood-borne pathogen exposure (e.g., accidental needle stick, post-exposure prophylaxis).
5.8 Describe OSHA Hazard Communication Standard (i.e., "Employee Right to Know").
ADVANCED-LEVEL
5.9 Participate in pharmacy compliance with professional standards and relevant legal, regulatory, formulary, contractual, and safety requirements.
5.10 Describe major trends, issues, goals, and initiatives taking place in the pharmacy profession.

❖ **Approve program outcomes**

After review of the program outcomes, Coby Gardner asked the committee for a motion to approve the program outcomes as presented.
Taylor Wilson made a motion to approve the program outcomes as presented.
Brittany Giddings seconded the motion.

The motion passed and the committee approved the program outcomes as presented.

❖ **Approve assessment methods and results**

Coby Gardner asked the faculty member, Katrina Gundling, to explain in more detail the assessment methods and results. Katrina reviewed the information below.

Assessment methods are the PTCE (Pharmacy Technician Certification Exam) and we also use the practicum/clinical evaluations of students for assessment as well. We had 7 students successfully complete the program and 7 students pass the PTCE (Pharmacy Technician Certification Exam).

Coby Gardner asked the committee for a motion to approve the assessment methods and results as presented.
Brittany Giddings made a motion to approve the assessment methods and results as presented. Amy Perry seconded the motion.

The motion passed and the committee will approve the assessment methods and results as presented.

❖ **Approval of workplace competency (course or exam)**

Coby Gardner asked the faculty member, Katrina Gundling, to tell the committee about the workplace competency and how the students have performed on the competency.

Katrina reviewed the following information with the committee.

Program Outcome	Number of students who took course or licensure exam	Results per student	Use of results
1. Demonstrate Personal/Interpersonal Knowledge and Skills	7	7 students@ 100%	Continue current practices
2. Demonstrate Foundation Professional Knowledge and Skills	7	7 students@ 100%	Continue current practices
3. Demonstrate Processing and Handling of Medications and Medication Orders	7	7 students@ 100%	Continue current practices
4. Prepare Sterile and Non-Sterile Compounding	7	7 students@ 100%	Continue current practices
5. Demonstrate Procurement, billing, reimbursement and inventory management	7	7 students@ 100%	Continue current practices
6. Demonstrate Patient and Medication Safety	7	7 students@ 100%	Continue current practices
7. Describe and Apply Technology and Information	7	7 students@ 100%	Continue current practices
8. Identify Regulatory Issues	7	7 students@ 100%	Continue current practices
9. Describe Quality Assurance	7	7 students@ 100%	Continue current practicesOu

Certificate: Credentialing Examination – PTCB Certification Exam for CPhT

Coby Gardner asked for information or recommendations from the committee, the committee expressed they were very satisfied with Katrina and the student's performance.
Coby asked for a motion to approve the workplace competency as presented.
Taylor Wilson made a motion to approve the workplace competency as presented.
Brittany Giddings seconded the motion.

The motion passed and the committee approved the workplace competency as presented.

❖ **Program Specific Accreditation Information and Requirements (if applicable)**

Coby Gardner asked the faculty member, Katrina Gundling, to tell the committee about the program specific accreditation information and requirements.

Katrina reviewed the following results from the accreditation survey in September with the committee.

> **On September 15, 2023, the Vernon College Pharmacy Technician Program had their 4th accreditation survey. This survey is conducted every 6 years. It consists of a pre-survey that was due 60 days prior to the site survey. The pre-survey covers the ASHP accreditation standards. There are 5 standards and with in all of the standards 65 specific areas of documentation that was provided, including 5 complete student files, every externship agreement, and three years of advisory board minutes. (I have included the included the pre-survey questionnaire and any one who would like access to my documentation I can add you to the shared drive.**
> **The survey was successful and we are granted re-accreditation for 3 more years. We only had a few partial-compliance areas and some recommendations for the program. This was our first survey after the ASHP's recent update to the accreditation standards, which were significant changes. I am pleased it went so well considering some of the new standards I was not completely aware of. I do not have the full report yet (they are running behind schedule). I have to make a response by mid-December and will keep the board updated.**

Katrina reported the program only had a few partial compliance categories and No non-compliance categories. ASPE wanted Katrina to lower her program goal from 100% to 75%, they would like more dual credit as well. They would like better communication with the new beginnings program, students reported it is not an easy process. ASPE stated we need better marketing of the program, they had a hard time finding information about the program on our website as well as from the community outreach they conducted.

Coby Gardner asked for any further recommendations from the committee, hearing none the meeting moved forward.

❖ **Review of Pharmacy Technician Strategic Plan**

Coby Gardner asked the faculty member, Katrina Gundling, to review the strategic plan for the committee.

Katrina reviewed the following information with the committee.

> This is one of the areas we need to address. They have recommended that I not have 100% as goals for the program. We will change this in the Spring when we update the plan.

Vernon College Mission

The Philosophy, Vision, Values, and Mission permeates all facets of Vernon College. They are annually reviewed and updated as needed by the College Effectiveness Committee prior to being presented to the Board of Trustees for review and adoption.

Philosophy

Vernon College is a constantly evolving institution, dedicated primarily to effective teaching and regional enhancement. With this dedication to teaching and to the community, the College encourages open inquiry, personal and social responsibility, critical thinking, and life-long learning for students, faculty, and other individuals within its service area. The College takes as its guiding educational principle the proposition that, insofar as available resources permit, instruction should be adapted to student needs. This principle requires both flexibility in instructional strategies and maintenance of high academic standards. Strong programs of assessment and accountability complement this educational principle. VC accepts the charge of providing a college atmosphere free of bias, in which students can exercise initiative and personal judgment, leading to a greater awareness of personal self-worth. It strives to provide every student with opportunities to develop the tools necessary to become a contributing, productive member of society.

Vision

Vernon College will promote a culture of success for our students and communities through learner-centered quality instructional programs and exemplary services.

Values

Our values define who we are and guide us in conducting our business every day. Our values are our morals – what are important to us at our college.

Vernon College promotes a culture of success through our shared values and commitment to:

Accessibility

Accountability

Building Relationships

Diversity

Inclusion

Innovation

Leadership

Quality

Student Success

Teamwork

Vernon College Mission 2022-2026

The mission of Vernon College is teaching, learning and leading. Vernon College is a comprehensive community college that integrates education with opportunity through our instructional programs and student support services by means of traditional and distance learning modes. Therefore, to fulfill its mission, the College will provide access, within its available resources, to:

➢ Career technical/workforce programs up to two years in length leading to associate degrees or certificates;
➢ Career technical/workforce programs leading directly to employment in semi-skilled and skilled occupations;
➢ Freshman and sophomore courses in arts and sciences, including the new core and field of study curricula leading to associate and baccalaureate degrees;
➢ Ongoing adult education programs for occupational upgrading or personal enrichment;
➢ Compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;
➢ A continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
➢ Career technical/workforce development programs designed to meet local and statewide needs;
➢ Support services for educational programs and college-related activities;
➢ Adult literacy and other basic skills programs for adults; and
➢ Other programs as may be prescribed by the Texas Higher Education Coordinating Board, such as *60x30TX* or local governing boards in the best interest of postsecondary education in Texas.

➢ Pharmacy Technician Program Strategic Plan
Updated: July 2023

Goal/Objectives	Plan/Strategies	Who	Schedule	Current Progress	Completion
Obtain/Maintain 100% Pass Rate on PTCE	**Continue to update curriculum to stay current with new standards and trends**	**Program Coordinator and Instructors**	**Continuous**	**Class of 2022 = 100% Pass rate**	**Never**
Obtain/Maintain 90% Placement Rate	**Work with pharmacies in the area to post job openings**	**Program Coordinator**	**Continuous**	**Class of 2022- 86% placement rate**	**Never**
Obtain/Maintain graduation/completion rate at 90%	**Work individually with students making a student plan during advisement and during program, giving minimum requirements to be successful in the program**	**Program Coordinator and Instructors**	**Continuous**	**Class of 2022- 71% completion rate**	**Never**

Improve response rate on graduate surveys	Ask employers to encourage recent graduates to complete the survey	Program Coordinator and Advisory Board Members	Continuous	Only 1 response, resending survey monthly to get more results	Never
Increase Recruiting efforts for male students, to obtain 20% population	Work with the recruiting department and getting suggestions from advisory board on how to recruit more of the male population into our program.	Program Coordinator and Vernon College Recruitment	Continuous	Class of 2022 – We had 8% enrollment of male students	Never
Community Involvement	Activities that students may participate in: career fairs, pharmacy site visits, Preview Day, community service projects Activities that pharmacist and pharmacy staff can participate in: career fairs, site visits, speaking engagements	Program Coordinator, Instructors and Advisory Board Members	Continuous	Speakers for drug diversion, MTM, prescription errors, vaccinations URHCS gave out program information during job fair	Never
Offering dual credit courses to local high schools using TEAMS video conferencing or another format	Begin offering 2 entry level courses to the area high schools that can be used if they choose to enter the program. Introduction to Pharmacy and Drug Classification	Program Coordinator	1 to 5 years	Currently in process of notifying counselors to gauge interest	Implemented for Fall 2022, have not had any students so far, re-evaluate each semester
Assessing new curriculum for PHRA 1301 – Intro to Pharmacy and PHRA 1209 – Pharmaceutical Mathematics	New curriculum implemented for 2022-2023, reviewing completion rates, satisfaction surveys to be sure that curriculum adequate to meet and maintain program outcomes	Program Coordinator and Instructors	1 to 2 years	Processing data from End of Semester Review, student surveys, Course surveys and pass rate	End of 2022-2023 school year process data to ensure curriculum change effective
Evaluate and Implement new program outcomes and goals thru the ASHP/ACPE Accreditation Council for Pharmacy Technician Programs	The program outcomes and goals were introduced in January 2019 and we have been ensuring that they are covered in our program, mapping out each goal and must be updated each time we update curriculum and each semester after outcomes for program are measured to ensure each standard met and taught	Program Coordinator	1 to 10 years	To be implemented for 2019-20 school year and continuously monitored	When new ASHP standards will be issued or updated
Moving the night program to online or mostly online only	Making the night program classes online or hybrid,	Program Coordinator and Instructors	1 to 10 years	To be implemented for 2023-24	When new ASHP standards

meeting face to face for lab component	allowing students to customize their lab schedule			school year and continuously monitored (did not have a cohort for 2022-23 school year)	will be issued or updated
Work with Advisory Committee to explore ideas to increase number of graduates	Advisory Board meetings (Fall and Spring) discuss current enrollment and recruitment, continually ask for suggestions	Program Coordinator and Advisory Board members	Continuous	Most recent recommendation is to use program materials to be given during job fairs	Implemented 2022-23 school year to be done every year
Obtain a POS system from Speedscript to enhance retail laboratory activities	Equipment pricing received, implementation during Summer 2023, Fall 2023 depending on cost, only available with the Windows version of Speedscript, so update must be purchased and launched.	Program Coordinator	1 year	Waiting for budget and IT implementation then training can begin, with implementation by October 2023	Fall 2023, not later than Spring 2024

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❖ **Approve Pharmacy Technician Strategic Plan**

Coby Gardner asked the committee for discussion or recommendations, hearing none the meeting moved forward.

Coby asked for a motion to approve the pharmacy technician strategic plan as presented. Amy Perry made a motion to approve the pharmacy technician strategic plan as presented. Taylor Wilson seconded the motion.

❖ **Review the practicum sites for the Pharmacy Technician Program**

Coby Gardner asked the faculty member, Katrina Gundling, to review the practicum site list for the pharmacy technician program with the committee.

Katrina Gundling reviewed the following practicum site list.

Practicum Sites for Pharmacy Technician Students　　　　2022-2023

Pharmacy	Address	City, State	Zip	Phone
CVS Pharmacy	3601 Jacksboro	Wichita Falls, TX	76302	766-0174
CVS Pharmacy	3201Seymour	Wichita Falls, TX	76309	766-1939
Family Pharmacy	1720 Hillcrest Dr	Vernon, TX	76384	552-2999
Guffey's Drug Store	1610 9th Street	Wichita Falls, TX	76302	322-8626

Henrietta Pharmacy	126 N Bridge St	Henrietta, TX	76365	538-4361
Hillcrest Pharmacy	1015 Hillcrest Dr. #B	Vernon, TX	76384	592-4361
Integrated Pharmacy	516 Denver St STE 200	Wichita Falls, TX	76301	866-499-1138
Kell West Pharmacy	5420 Kell Blvd	Wichita Falls, TX	76310	692-5888
North Texas State Hospital	6515 Kemp Boulevard	Wichita Falls, TX	76308	692-1220
North Texas State Hospital	4730 College Dr	Vernon, TX	76384	552-9901
Park Plaza	1900 9th Street	Wichita Falls, TX	76301	322-5492
Seymour Hospital	200 Stadium Dr	Seymour, TX	76384	889-3755
Texoma Cancer Center	5400 Kell Blvd	Wichita Falls, TX	76308	691-8271
KPC Promise Healthcare	1103 Grace Street	Wichita Falls, TX	76301	763-7908
Trott's Call Field Drug	4122 Call Field Rd	Wichita Falls, TX	76308	692-1234
United Pharmacy	4590 Kell Blvd.	Wichita Falls, TX	76309	692-3443
United Pharmacy	4516 Jacksboro	Wichita Falls, TX	76302	767-3368
United Pharmacy	202 North Main	Seymour, TX	76384	889-3622
United Pharmacy	2522 Old Iowa Park Rd	Wichita Falls, TX	76306	322-1114
United Regional Health Care System	1600 11th St.	Wichita Falls, TX	76301	764-7000
Walgreen Pharmacy	1701 9th St.	Wichita Falls, TX	76301	723-7979
Walgreen Pharmacy	4600 Kell Blvd	Wichita Falls, TX	76308	692-4610
Walgreen Pharmacy	2800 Southwest Pkwy	Wichita Falls, TX	76308	692-3421
Wilbarger General Hospital	920 Hillcrest Dr.	Vernon, TX	76384	552-9351

❖ **Approve Practicum Sites**

Coby Gardner asked if any one had recommendations from the committee, hearing none the meeting moved forward.
Coby asked for a motion to approve the practicum sites as presented.
Carley Ellis made a motion to approve the practicum sites as presented.
Taylor Wilson seconded the motion.

The motion passed and the committee approved the practicum sites as presented.

❖ **Review admission requirements and successful completion of program for the Pharmacy Technician Program**

Coby Gardner asked the faculty member, Katrina Gundling, to review the admission requirements and successful completion of the pharmacy technician program with the committee.

Katrina Gundling reviewed the following admission requirements and successful completion of the pharmacy technician program below.

Pharmacy Technician Program Requirements

1. Complete the Vernon College admission procedure. A student must be first accepted by the College before being considered for the Pharmacy Technician Program. Admission to the college does not guarantee enrollment in the program.
2. Submit a Pharmacy Technician New Student Packet to the program. Deadline is July 31st for the day program beginning in August of each year and April 30th for the night program beginning in January of each year. Packets are available from the program coordinator and on the Vernon College website.
3. Take the Next Generation Arithmetic exam for benchmarking assessment. If student has taken other assessment tests, these will be reviewed in place of the Accuplacer.
4. Potential students must register with Texas State Board of Pharmacy as a **pharmacy technician trainee** at **www.tsbp.state.tx.us.** There is a non-refundable on-line processing fee of $52.00 (this fee can change). You will also have to have your fingerprints taken and this will cost approximately $45 to 50. The Texas State Board of Pharmacy will complete a criminal background check and persons with felony convictions or drug and alcohol charges may be denied registration. The potential student will not be able to enter the program without this registration.
5. Provide evidence that the following immunization requirements have been met prior to enrollment in the pharmacy technician program: bacterial meningitis, tetanus/diphtheria toxoid (TD), measles (students born after January 1, 1957), rubella, mumps (students born after January 1, 1957), Tuberculosis test (TB), Varicella, and Hepatitis B (three shots). For immunization exclusions and waivers and acceptable documentation of immunizations contact the program coordinator. *Some additional vaccinations may be required prior to practicum rotation.
6. Once all the forms have been sent to the Pharmacy Technician Program Coordinator and the student meets the requirements for the program, an interview will be scheduled with the Program Coordinator.
7. The Pharmacy Technician Program Review Committee will rank students to determine placement into the program based upon completion the pharmacy technician new student packet, completion of the technician trainee registration process, and interview.
8. In the event the potential student is rejected by the Pharmacy Technician Program Review Committee, the student may request a hearing before the College Admissions Committee. Such a request is to be submitted in writing and include reasons why the College Admissions Committee should review the petition.

For successful completion of the pharmacy technician program a minimum of 70 is required for all the courses in the pharmacy technician curriculum.

❖ **Approve admission requirements and successful completion of program requirements**

Coby Gardner asked for a motion to approve the admission requirements and successful completion of the pharmacy technician program as presented.
Amy Perry made a motion to approve the admission requirements and successful completion of the pharmacy technician program as presented.
Taylor Wilson seconded the motion.

The motion passed and the committee approved the admission requirements and successful completion of the pharmacy technician program as presented.

❖ **Review program curriculum/courses/degree plans**

Coby Gardner asked the faculty member, Katrina Gundling, to review the program curriculum/courses/degree plan with the committee.
Katrina reviewed the following program curriculum/courses/degree plan. She stated that the curriculum is working very well, may look at changing hours of some of the courses, waiting to see how the next semester will go. She stated that for now nothing has changed from fall 2022.

Pharmacy Technician, Level 1 Certificate,

CIP 51.0805
Instructional Locations - Century City Center
DAY PROGRAM
Fall Start Date
CERTIFICATE OF COMPLETION (Probable Completion Time – 9 months or 32 weeks)

Major Requirements (30 SH)

Fall Block

PHRA 1301	Introduction to Pharmacy (A)	3
PHRA 1209	Pharmaceutical Mathematics I	2
PHRA 1305	Drug Classification	3
LEAD 1100	Workforce Development with Critical Thinking	1
PHRA 1313	Community Pharmacy Practice	3

Spring Block

PHRA 1349	Institutional Pharmacy Practice	3
PHRA 1441	Pharmacy Drug Therapy and Treatment	4
PHRA 1345	Compounding Sterile Preparations	3
PHRA 1243	Pharmacy Technician Certification Review	2
PHRA 2265	Practicum (or Field Experience) - Pharmacy Technician/Assistant	2
	Total Credit Hours:	**26**

External certifying agency - American Society of Health - System Pharmacists/Accreditation Council for Pharmacy Education (ASHP/ACPE)

Course descriptions and learning outcomes provided as a separate document.

Coby Gardner asked for a motion to approve the program curriculum/courses/degree plan as presented.
Taylor Wilson made a motion to approve the program curriculum/courses/degree plan as presented.
Jessica Scott seconded the motion.

The motion passed and the committee approved the curriculum/courses/degree plan as presented.

❖ **Approve program revisions (if applicable)**

There are no changes for the 2024-2025 year.

❖ **Approve 2022-2023 SCANS, General Education, Program Outcomes, and Institutional Outcome Matrices.**

Coby Gardner asked the faculty member, Katrina Gundling, to explain the meaning of the different sets of SCANS matrices.
Katrina reviewed the various SCANS listed below, Federal, General Education, Program Outcomes and Institutional Outcomes. The program has to work under three umbrellas: 1. Local or Vernon College, 2. State or THECB Texas Higher Education Coordinating Board, and 3. Federal. This is to ensure the Program is following all rules and regulations, Vernon College uses matrices to map the requirements back to the courses.

SCANS Matrix: The SCANS (Secretary's Commission on Achieving Necessary Skills) Matrix represents the 8 Federal requirements that must be taught. The matrix shows how we are mapping them back to each of the courses in the program.

Program: Pharmacy Technician									
Award: Pharmacy Technician Certificate of Completion								**Credential: Certificate of Completion**	
Cip: 51.0805									
IDENTIFIED COMPETENCIES								**LIST OF ALL COURSES REQUIRED AND**	
SCANS COMPETENCIES								**Course Number**	**Course Title**
1	**2**	**3**	**4**	**5**	**6**	**7**	**8**		
X	X		X	X	X	X	X	PHRA 1301	Introduction to Pharmacy
X	X		X	X		X	X	PHRA 1305	Drug Classification
X	X	X		X		X	X	PHRA 1209	Pharmaceutical Mathematics I
X	X	X	X	X	X	X	X	PHRA 1313	Community Pharmacy Practice
X	X	X	X	X	X	X	X	PHRA 1349	Institutional Pharmacy Practice
X	X	X	X	X		X	X	PHRA 1441	Pharmacy Drug Therapy and Treatment

1	2	3	4	5	6	7	8	Course Number	Course Title
X	X	X	X	X		X	X	PHRA 1345	Compounding Sterile Preparations
X	X	X	X	X	X	X	X	PHRA 1243	Pharmacy Technician Certification Review
X	X	X	X	X	X	X	X	PHRA 2265	Practicum (or Field Experience) - Pharmacy Technician/Assistant
X	X		X	X	X	X		LEAD 1100	Workforce Development with Critical Thinking

| 8. BASIC USE OF COMPUTERS |
| 7. WORKPLACE COMPETENCIES |
| 6. PERSONAL QUALITIES |
| 5. THINKING SKILLS |
| 4. SPEAKING AND LISTENING |
| 3. ARITHMETIC OR MATHEMATICS |
| 2. WRITING |
| 1. READING |

General Education Matrix: The General Education Matrix is state mandated. You will see the 6 requirements that the college is tasked with teaching and how they map back to the courses.

Program: Pharmacy Technician	**Credential: Certificate of Completion**
Award: Certificate of Completion	
Cip: 51.0805	

| **LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES** |||||||||

GENERAL EDUCATION CORE OBJECTIVES						Course Number	Course Title
1	**2**	**3**	**4**	**5**	**6**		
X	X		X	X	X	PHRA 1301	Introduction to Pharmacy
X	X	X				PHRA 1305	Drug Classification
X		X				PHRA 1209	Pharmaceutical Mathematics I
X	X	X	X	X	X	PHRA 1313	Community Pharmacy Practice
X	X	X	X	X	X	PHRA 1349	Institutional Pharmacy Practice
X	X	X				PHRA 1441	Pharmacy Drug Therapy and Treatment
X	X	X	X			PHRA 1345	Compounding Sterile Preparations
X	X	X	X	X	X	PHRA 1243	Pharmacy Technician Certification Review
X	X	X	X	X	X	PHRA 2265	Practicum (or Field Experience) - Pharmacy Technician/Assistant
X	X		X	X	X	LEAD 1100	Workforce Development with Critical Thinking

| 6. Personal Responsibility |
| 5. Social Responsibility |
| 4. Teamwork |
| 3. Empirical and Quantitative Skills |
| 2. Communication Skills |

1. Critical Thinking Skills

Program Outcomes Matrix: The Outcomes Matrix represents the Vernon College mandated requirements. They are the Program outcomes just approved and how they map back to the courses.

Program: Pharmacy Technician										Credential: Certificate of Completion
Award: Certificate of Completion										
Cip: 51.0805										
LIST OF ALL COURSES REQUIRED AND OUTCOMES										
OUTCOMES									Course Number	Course Title
1	2	3	4	5	6	7	8	9		
X	X	X			X	X	X	X	PHRA 1301	Introduction to Pharmacy
	X	X							PHRA 1305	Drug Classification
	X	X	X	X					PHRA 1209	Pharmaceutical Mathematics I
X	X	X		X	X	X	X	X	PHRA 1313	Community Pharmacy Practice
X	X	X		X	X	X	X	X	PHRA 1349	Institutional Pharmacy Practice
	X	X			X		X	X	PHRA 1441	Pharmacy Drug Therapy and Treatment
	X	X	X	X	X	X	X	X	PHRA 1345	Compounding Sterile Preparations
	X	X	X	X	X	X	X	X	PHRA 1243	Pharmacy Technician Certification Review
X	X	X	X	X	X	X	X	X	PHRA 2265	Practicum (or Field Experience) - Pharmacy Technician/Assistant
									LEAD 1100	Workforce Development with Critical Thinking

								9. Describe Quality Assurance
							8. Identify Regulatory Issues	
						7. Describe and Apply Technology and Information		
					6.Demonstrate Patient and Medication Safety			
				5. Demonstrate Procurement, billing, reimbursement and inventory management				
			4. Prepare Sterile and Non-Sterile Compounding					
		3. Demonstrate Processing and Handling of Medications and Medication Orders						
	2. Demonstrate Foundation Professional Knowledge and Skills							
1. Demonstrate Personal/Interpersonal Knowledge and Skills								

Institutional Outcomes Matrix: The Institutional Outcomes Matrix represents the Vernon College mandated requirements. This matrix represents how the program outcomes map back to the institutional outcomes/general education outcomes.

Program: Pharmacy Technician										
Award: Certificate of Completion									**Credential: Certificate of Completion**	
Cip: 51.0805										
									LIST OF ALL COURSES REQUIRED AND OUTCOMES	
OUTCOMES									**Course Number**	**Course Title**
1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**		
X	X	X	X	X	X	X	X	X	1. Critical Thinking Skills	
X	X	X	X	X	X	X	X	X	2. Communication Skills	
	X	X	X	X	X	X			3. Empirical and Quantitative Skills	
X	X	X	X	X	X				4. Teamwork	
X	X	X	X	X	X	X		X	5. Social Responsibility	
X	X	X	X	X	X	X	X	X	6. Personal Responsibility	

9. Describe Quality Assurance

8. Identify Regulatory Issues

7. Describe and Apply Technology and Information

6. Demonstrate Patient and Medication Safety

5. Demonstrate Procurement, billing, reimbursement and inventory management

4. Prepare Sterile and Non-Sterile Compounding

3. Demonstrate Processing and Handling of Medications and Medication Orders

2. Demonstrate Foundation Professional Knowledge and Skills

1. Demonstrate Personal/Interpersonal Knowledge and Skills

Coby Gardner asked for a motion to approve all matrices as presented.
Amy Perry made a motion to approve all program matrices as presented.
Taylor Wilson seconded the motion.

The motion passed and the committee approved all matrices as presented.

❖ **Evaluation of facilities, equipment, and technology. Recommendation for the acquisition of new equipment and technology**.

Katrina Gundling stated that we have updated our pharmacy software (Speedscript) to Windows version and have added the Point of Sale module. This will allow us to assign tasks to students as well as allow them to use cash drawer that we purchased as well. Still getting training as the install happened during the semester and our accreditation survey site visit. Per recommendations from the accreditation survey, we are looking for an automatic dispensing machine for retail portion of the program.

❖ **Professional development of faculty and recommendations**

Coby Gardner asked the committee to review the profession development opportunities that the faculty has taken advantage of during the year.

Katrina stated that she will be attending the TSHP meeting in April and the PTEC meeting in July. The accreditation site survey recommended that I join the APHA, so that I get to see updates for retail setting not just institutional setting.

Coby Gardner asked for information or recommendations aimed at professional development for the staff. The committee offered none, the moved forward.

❖ **Local Demand/ CLNA survey- Bettye Hutchins**

❖ Distribute and discuss survey

Occupation	National Median Wage	State Median Wage	Local Median Wage	Current /Projected Job openings (annual)	Projected Growth (annual)
Pharmacy Technician	$19.35/hr $37,152/annual	$19.53/hr $37,497/annual	$20.01/hr $38,433/annual	3,656 (state) 26 (local)	2.16% (state) .83% (local)

*Labor Market Outlook (O*NET)

Bettye Hutchins distributed the Comprehensive Local Needs Assessment (CLNA) survey to the committee members. Bettye explained, to remain compliant, the purpose of the CLNA survey to the members (administered to all program's annual advisory committee meetings, every two years, for use in required reporting) and then administered the survey. Discussion took place with great feedback from the Pharmacy Technician committee. Consensus for contributing factors were as follows; Coby reported that he is looking for training that is relevant to his retail business (basic knowledge of the job) and industry recognized credential. Amy Perry reported good graduation rate and good people skills. Committee agreed knowledge of the job, cost of the program, interpersonal skills, telephone etiquette and incorporate roll playing to improve student grammar on the phones. How well students transitioned from school to work environment.

Coby Gardner asked the committee for discussion on local demand. Amy Perry reported United Regional is hiring now for PRN slots. Mandy Albers reported MHMR is full for now with in person but has potential slots for mail order pharmacy. Coby Gardner reported Walmart always has a need with Tech's moving from pharmacy to pharmacy. Market Street is always hiring and Harvest Drugs has current openings as well. All committee members that have hired VC graduates reported the students have done very well, came in ready to work.

Coby Gardner asked the committee for further discussion on local demand hearing none he moved forward.

❖ **Adjourn**

Coby Gardner asked if the committee had any further information, discussion or recommendations. The committee offered none.

Coby Gardner adjourned the meeting at 8:19AM.

Recorder Signature	Date	Next Meeting: Spring 2024
	11·16·23	