



**PHARMACY TECHNICIAN
PROGRAM HANDBOOK
2024-2025**

**Pharmacy program policies, guidelines, procedures, and
expectations**



DISCLAIMER CLAUSE

This Handbook is intended to provide guidelines and procedures for the Pharmacy Technician Program and does not create a contract between the student and Vernon College, nor confer any contractual right upon the student. Vernon College reserves the right to make changes to this Handbook at any time without prior notice.

The Pharmacy Technician Program conducted by Vernon College, is accredited by the American Society of Health-System Pharmacists, and by the Accreditation Council on Pharmacy Education (ASHP/ACPE). For more information concerning program accreditation, please visit the ASHP website at <http://www.ashp.org/menu/Technicians/Technician-Accreditation>

Vernon College is accredited by the Southern Association of Colleges and Schools Commission on Colleges. Vernon College was successfully reaffirmed as part of the 2019 Track A class. Questions about the accreditation of Vernon College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website www.sacscoc.org

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WELCOME

Welcome to the Vernon College Pharmacy Technician program. The Pharmacy Technician program prepares students to take the Pharmacy Technician Certification Exam (PTCE) or the Exam for the Certification of Pharmacy Technicians (ExCPT) upon completion of the program. The Pharmacy Technician program faculty and staff hope that you find the profession of pharmacy technician a rewarding, challenging, and profitable career.

You will be given the best possible preparation during the didactic (classroom/internet), laboratory and clinical practicum sections of the program to achieve your education goals. It will be our goal to provide you the best opportunity possible for success in the program.

During the first few weeks and months in this training program, you will need to learn cooperation. Your first and closest associates will be your colleagues—those fellow students who occupy the chairs around you. As a member of the class, it is your immediate responsibility to work together. You will need to accept the attitudes and ideals of some class members that are very much different from your own. Whenever there is discontentment or disharmony within the class, the goals of the class cannot be reached successfully. A student who can discuss, demonstrate, and debate in the proper manner is an individual who will learn. In any profession, in order to be successful, a person must be able to listen, ask questions, express opinions, correct mistakes, and make use of his or her abilities. Try and keep your relationship with your colleagues on an equal level. Help each other. Discuss and solve your problems together. A competitive atmosphere is desirable because competitiveness propagates success. We hope that you will find the Program to be fun and exciting as you obtain the skills and knowledge needed to be a successful Pharmacy Technician. Again, welcome!

Sincerely,

Katrina Gundling, BS, CPhT, Ph TR
Pharmacy Technician Instructor/Program Coordinator

INTRODUCTION:

The purpose of this handbook is to detail policies and procedures specific to this program. The handbook is constructed to be used as a supplement to the Vernon College Student Handbook and serves to bridge the overriding policies of the College with the policies specific to this program. The policies and procedures set forth in this handbook are designed to support the success of the student. Students enrolled in allied health programs are expected to agree to and abide by the Student Discipline Policy and Student Rights and Responsibilities regulations as outlined in the Vernon College Student Handbook.

This handbook should be used as a supplement to the Vernon College Student Handbook. You should keep this handbook in an easily accessible location, as it contains valuable information you will need in the coming year.

A copy of the Vernon College Student Handbook is available on our website and may be downloaded from the Vernon College website at: <https://www.vernoncollege.edu>

Students must also abide and follow all policies and procedures of Vernon College. Policies are subject to change and all students will be responsible to adhere to any policy change.

The Vernon College Pharmacy Technician program prohibits discrimination. Access to the programs or its activities shall not be limited on the basis of race, color, religion, national origin, age, gender, sexual orientation, political affiliation, or disability

PROGRAM CONTACT INFORMATION:

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Program Address:	Pharmacy Technician Program Vernon College, CCC 4105 Maplewood Avenue, Suite 2304 Wichita Falls, TX 76308
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THE PHARMACY TECHNICIAN

The primary role of any person within the profession of pharmacy is to ensure that patients receive the correct drug therapy for their medical condition. The Pharmacy Technician is responsible for assisting the pharmacist in providing this care by performing tasks that do not require the professional judgment of a pharmacist and can be reviewed by a pharmacist to ensure accuracy. The role of the pharmacy technician is vital to the future of pharmacy because the pharmacy technician can perform duties which will allow the pharmacist more time to spend delivering patient care.

Vernon College prepares students for licensure/certification in the State of Texas (unless otherwise notated). It is the student's responsibility to ensure that they can take the licensure/certification exam in the career field of the State in which the student plans to work or live.

NATIONAL CERTIFICATION EXAMINATION:

Graduates of the Pharmacy Technician Certificate Program are eligible to sit for the Pharmacy Technician Certification Examination administered by the Pharmacy Technician Certification Board (PTCB) or the ExCPT administered by the National Health-career Association (NHA).

Certification provides proof to employers, peers, other health care professionals, and the public that the certified individual has met the national standards of knowledge and skill that underlies Health Information.

As a means to ensure competency, all technicians in the State of Texas must pass a national certification exam. Pharmacy Technicians who pass a national exam earn the title Certified Pharmacy Technician (CPhT). Certification demonstrates to potential employers that you have mastered a specific body of knowledge and skills relating to pharmacy. Beginning in September of 2017, the Texas State Board of Pharmacy will accept two national certification exams, the Pharmacy Technician Certification Exam is administered by the Pharmacy Technician Certification Board (PTCB) and the ExCPT pharmacy technician certification examination administered by the Nation Healthcareer Association (NHA).

Information about PTCB and PTCB testing can be found at www.ptcb.org. PTCB reserves the right to investigate criminal background, verify candidate eligibility, and deny certification to any individual.

To achieve PTCB Certification, candidates must satisfy the following eligibility requirements:

- High school diploma or equivalent educational diploma (e.g., a GED or foreign diploma).
- Full disclosure of all criminal and State Board of Pharmacy registration or licensure actions.
- Compliance with all applicable PTCB Certification policies.
- Passing score on the Pharmacy Technician Certification Exam (PTCE).

A candidate may be disqualified for PTCB Certification upon the disclosure or discovery of:

- Criminal conduct involving the candidate;
- State Board of Pharmacy registration or licensure action involving the candidate;
- Violation of a PTCB Certification policy, including but not limited to the [Code of Conduct](#).

Information about ExCPT and the NHA can be found at <http://www.nhanow.com>. NHA reserves the right to adopt additional practical requirements with respect to specific certification programs or all certification programs.

To be eligible to sit for an ExCPT pharmacy technician certification examination and receive CPhT certification, each candidate must:

1. Have successfully completed or be within no more than 30 days of successful completion of all requirements needed to obtain a high school diploma or the equivalent, such as the General Education Development (GED) test.
2. Successfully complete a training program or have relevant work experience as described below:

Training Program – Candidates must satisfy at least one of the following criteria:

1. Successfully complete a pharmacy technician training program offered by an accredited or state-recognized institution or provider. (Candidates whose graduation or completion from their training program is five (5) years or more prior the application date must also have the relevant work experience described below); or
2. Successfully complete a formal pharmacy training program offered by any branch of the U.S. Military; or
3. Successfully complete an employer-based training program or a program offered by a national pharmacy association that:
 - a. is recognized by the Board of Pharmacy of the state in which the candidate completes the training program;
 - b. or has been verified by the candidate's employer to provide academic preparation, including technical skills

and knowledge, sufficient to prepare the candidate to adequately perform the duties of an entry-level pharmacy technician.

Work Experience - Candidates who have completed at least 1200 hours of supervised pharmacy related work experience within any one (1) year in the last three (3) years meet the work experience requirement.

Once certified, CPhTs must report any felony conviction, drug or pharmacy-related violations, or State Board of Pharmacy action taken against their license or registration at the occurrence and at the time of recertification, to PTCB or the NHA for review. Disqualification determinations are made on a case-by-case basis.

All pharmacy technicians in Texas must register with the Texas State Board of Pharmacy as Certified Pharmacy Technicians. In order to become a registered pharmacy technician (PhTR), a pharmacy technician must first become certified. Whether you are granted a license is determined on a case-by-case basis. Board rule 291.64 provides guidelines for applicants with prior criminal offenses. A link to the Texas Pharmacy Rules is provided on TSBP's website at www.tsbp.state.tx.us. Additionally, the following link, http://www.pharmacy.texas.gov/files_pdf/sanctions.pdf provides responses to frequently asked questions on the effect of criminal offenses. If you have further concerns, you may want to consult with your private attorney to assist you in obtaining a registration. Information regarding certification and registration will be covered in PHRA 1301 – Introduction to Pharmacy and PHRA 1243 – Pharmacy Technician Certification Review. More information about the Texas State Board of Pharmacy is located at www.tsbp.state.tx.us.

STUDENT TECHNICAL STANDARDS:

The goal of Vernon College's Pharmacy Technician Program is to prepare students for the practice of the profession of pharmacy technician. Modern allied health education requires that the accumulation of scientific knowledge be accompanied by the simultaneous acquisition of essential skills, functions and professional attitudes and behavior.

Students in the Pharmacy Technician Program must possess the following general qualities:

- Critical thinking
- Emotional stability
- Maturity
- Sound judgment
- Empathy
- Physical and mental stamina
- Ability to learn and function in a wide variety of didactic and clinical settings

- Graduates of the Pharmacy Technician Program must have the minimal skills, essentials, functions and knowledge to function in a broad variety of clinical settings.

Students in the Pharmacy Technician program must have the following minimum abilities:

- Ability to acquire and apply information from classroom instruction, laboratory experience, independent learning and team projects.
- Ability to communicate effectively in English in an oral and written form with colleagues, clerical employees, and with other health care professionals as part of a health care team.
- Ability to use computers and complete computer-based assignments.
- Ability to function (consult, negotiate, share) as part of a team.
- Ability to delegate.
- Ability to read materials used in pharmacy settings such as policies and procedures, patient medical records, doctor's orders and prescriptions.
- Ability to calculate mathematical information such as dosage information and IV admixtures.
- Manual dexterity necessary to fill prescriptions and mix IV admixtures.
- Visual ability and manual dexterity necessary to prepare office layouts and to design forms and computer screens.
- Ability to operate equipment, word processors, IV supplies, electronic counting machines, copiers, fax machines, telephones etc.

PHARMACY TECHNICIAN CERTIFICATE

The Pharmacy Technician Program consists of 26 semester-credit hours. The student will be required to successfully complete all courses listed on the Pharmacy Technician degree plan, which is provided to the student at the time of advising with the Program Coordinator at Vernon College. A minimum grade of "C" must be earned in each pharmacy technician course included in the Pharmacy Technician Degree Plan. Students graduate with a Certificate of Completion. The program is accredited by the American Society of Health-System Pharmacists & Accreditation Council for Pharmacy Education. The classes are designed to prepare students to take a national certification exam, which is required for all Pharmacy Technician positions in Texas.

All students must register with the Texas State Board of Pharmacy as Pharmacy Technician Trainees. Felony background checks are required prior to enrolling in the Pharmacy Technician Program, as well as registering with the Texas State Board of Pharmacy. Any felony conviction may hinder a student from completing the Pharmacy Technician Certificate Program. No student will be allowed to start their clinical rotation without their trainee registration from the Texas State Board of Pharmacy.

CURRICULUM

PHARMACY TECHNICIAN

Instructional Location – Century City Center

CERTIFICATE OF COMPLETION (Probable Completion Time – 1 year)

Major Requirements (26 SH) Semester Hours

Fall Semester (Day Program)

LEAD 1100 Workforce Development
w/Critical Thinking
PHRA 1301+Introduction to Pharmacy
PHRA 1305+Drug Classification
PHRA 1209+ Pharmaceutical Mathematics I
PHRA 1313+ Community Pharmacy Practice

Spring Semester

PHRA 1349+ Institutional Pharmacy Practice
PHRA 1243+PTCB Review
PHRA 1247+Pharmaceutical Mathematics II
PHRA 1441+ Pharmacy Drug Therapy
PHRA 1345+ Compounding Sterile Preparations
PHRA 2265+Practicum-Pharmacy Technician

Summer Semester (Night Program) 2023

LEAD 1100 Workforce Development
w/Critical Thinking
PHRA 1301+Introduction to Pharmacy
PHRA 1305+Drug Classification
PHRA 1209+ Pharmaceutical Mathematic I
PHRA 1313+ Community Pharmacy Practice

Fall Semester

PHRA 1243+ PTCB Review
PHRA 1349+ Institutional Pharmacy Practice
PHRA 1345+Compounding Sterile Preparations
PHRA 1243+ PTCB Review
PHRA 1441+Pharmacy Drug Therapy
PHRA 2265+ Practicum-Pharmacy Technician

+ See course description for prerequisite

External certifying agency – Pharmacy Technician Certification Board

Capstone Experience: Certification exam – PTCE

LEAD 1100 Workforce Development W/Critical Thinking – Development of leadership skills and critical thinking strategies that promote employment readiness, retention, advancement, and promotion. Lab Fee: \$16.00; Testing Fee: \$10.00

PHRA 1301 Introduction to Pharmacy – Prerequisites: Consent of instructor. An overview of the qualifications, operational guidelines, and job duties of a pharmacy technician.

PHRA 1209 Pharmaceutical Mathematics I – Prerequisite: Consent of instructor. Solving pharmaceutical calculation problems encountered in the preparation and distribution of drugs. Lab Fee: \$24.00; Program Fee: \$50.00

PHRA 1243 Pharmacy Technician Certification Review - Prerequisites: PHRA 1441 and PHRA 1345 or concurrent enrollment. A review of major topics covered on the National Pharmacy Technician Certification examination. PTCB Exam Fee: \$129.00

PHRA 1305 Drug Classification – Prerequisites: Consent of instructor. A study of pharmaceutical drugs, abbreviations, classifications, dosages, side effects, and routes of administration. Lab Fee: \$16.00

PHRA 1313 Community Pharmacy Practice – Prerequisites: PHRA 1301 and PHRA 1209 or concurrent enrollment. Introduction to the skills necessary to process, prepare, label, and maintain records of prescriptions in a community pharmacy to include customer service, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, inventory management and legal parameters. Lab Fee: \$24.00; Program Fee: \$50.00

PHRA 1441 Pharmacy Drug Therapy and Treatment – Prerequisites: PHRA 1313 and PHRA 1449. Study of therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of disease. Lab Fee: \$24.00; Program Fee: \$50.00

PHRA 1345 Compounding Sterile Preparations – Prerequisites: PHRA 1209 and PHRA 1349 or concurrent enrollment in PHRA 1349. The process of compounding sterile preparations and aseptic technique within legal and regulatory guidelines specified by USP <797> standards. Lab Fee: \$24.00; Program Fee: \$50.00

PHRA 1349 Institutional Pharmacy Practice – Prerequisites: PHRA 1209 or concurrent enrollment. Fundamentals of the diverse roles and practice of pharmacy technicians in an institutional pharmacy setting. In-depth coverage of hospital pharmacy organization, work flow and personnel, safety techniques, data entry, packaging and labeling operations, inpatient drug distribution systems, including investigational drugs, continuous quality improvement, and inventory control. Lab Fee: \$24.00; Program Fee: \$50.00.

PHRA 2265 Clinical – Pharmacy Technician/Assistant – Prerequisites: PHRA 1441 and PHRA 1345 or concurrent enrollment. Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Program Fee: \$50.00; Liability Insurance: \$20.00; Clinical Site Software Fee: \$40.00

Vernon College Pharmacy Technician Program Goals

The Pharmacy Technician Program Goals are based on the objectives found in the “*ASHP Accreditation Standard for Pharmacy Technician Training Programs*” published in the Practice Standards of ASHP. During the Pharmacy Technician Training Program, the following objectives will be covered:

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, payers 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.

PHARMACY TECHNICIAN DESCRIPTION OF PROFESSION

Workforce Education Course Manual (WECM) Description

Classification of Instructional Programs (C.I.P.) Pharmacy Technician/Technology
51.0805

A program that prepares individuals, under the supervision of pharmacists, to prepare medications, provide medications and related assistance to patients, and manage pharmacy clinical and business operations. Includes instruction in medical and pharmaceutical terminology, principles of pharmacology and pharmaceutics, drug identification, pharmacy laboratory procedures, prescription interpretation, patient communication and education, safety procedures, record-keeping, measurement and testing techniques, pharmacy business operations, prescription preparation, logistics and dispensing operations, and applicable standards and regulations.

Texas Administrative Code Description

Chapter 297 Rule 297.6

Pharmacy technicians must have completed a training program that has covered the following areas and additional areas appropriate to the duties of pharmacy technicians and pharmacy technician trainees in the pharmacy:

- Orientation
- Review of job descriptions
- Communication techniques
- Laws and rules
- Security and safety
- Prescription drugs:
 - basic pharmaceutical nomenclature
 - dosage forms
- Drug orders:
 - prescribers
 - directions for use
 - commonly-used abbreviations and symbols
 - number of dosage units
 - strengths and systems of measurement
 - routes of administration o frequency of administration
 - interpreting directions for use
- Drug order preparation:
 - creating or updating patient medication records
 - entering drug order information into the computer or typing the label in a manual system
 - selecting the correct stock bottle
 - accurately counting or pouring the appropriate quantity of drug product

- selecting the proper container
 - affixing the prescription label
 - affixing auxiliary labels, if indicated
 - preparing the finished product for inspection and final check by pharmacists
- Drug product prepackaging
 - Written policy and guidelines for use of and supervision of pharmacy technicians and pharmacy technician trainees
 - Confidential patient medication records
 - Pharmacy technicians and pharmacy technician trainees compounding non-sterile pharmaceuticals shall meet the training & education requirements specified in the rules for the class of pharmacy in which the pharmacy technician or pharmacy technician trainee is working
 - Pharmacy technicians and pharmacy technician trainees compounding sterile pharmaceuticals shall meet the training and education requirements specified in the rules for class of pharmacy in which the pharmacy technician or pharmacy technician trainee is working.

Job Description per Texas State Board of Pharmacy

Pharmacy Technicians are defined by Texas State Board of Pharmacy as “those individuals utilized in pharmacies whose responsibility shall be to provide non-judgmental technical services concerned with the preparation and distribution of drugs under the direct supervision of and responsible to a pharmacist”. Pharmacy Technicians are multi-skilled allied health professionals whose practitioners work in either a community or institutional pharmacy practice setting. All pharmacy technicians must perform all duties under the supervisor of a licensed, registered pharmacist.

Technicians’ duties within a community pharmacy practice setting will include: preparing prescription labels, entering prescription data into a computer system; taking a stock bottle from the shelf for a prescription; preparing and packaging of prescription drug orders (i.e. counting tablets/capsules, measuring liquids and placing in prescription container); reconstituting medication; initiating and receiving refill authorization requests; prepackaging and labeling prepackaged drugs; obtaining and recording information required to be maintained in patient medication records; compounding non-sterile pharmaceuticals.

Technicians’ duties within an institutional pharmacy setting may include: prepackaging and labeling unit and multiple dose packages; preparing, packaging, compounding or labeling prescription drugs pursuant to medication orders; bulk compounding; compounding sterile pharmaceuticals for inpatients only; distributing routine orders from stock supplies to patient care areas.

While enrolled in a training program, students are considered to be technician trainees. Per Texas State Board of Pharmacy, technician trainees must successfully register with

TSBP prior to beginning training (externship) in a Texas licensed pharmacy. Furthermore, a person may be designated as a pharmacy technician trainee for no more than two years and the requirements for registration as a pharmacy technician must be completed within the two-year period.

ADMISSION REQUIREMENTS:

Applicants are accepted into the Pharmacy Technician program based on completion of the special program requirements and interview with the Pharmacy Technician program coordinator. Applicants accepted into the Program must meet the following minimum requirements:

- Immunizations as required – these are listed on the Vernon College website and in the Pharmacy Technician applications packet
- Criminal background check
- Submit completed new student program packet available on the Vernon College website
- Register as a Technician Trainee with the Texas State Board of Pharmacy; this will require an additional background check and fingerprinting. (Also note that the TSBP requires a valid, government issued social security number in order to register as a Technician Trainee).

TEXAS HOUSE BILL 1508

Texas House Bill 1508 requires colleges to inform students with a criminal background that a criminal record may preclude them from being licensed for certain professions. For students in this course who may have a criminal background, please be advised that your criminal history could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please speak with your faculty member or department chair.

CRIMINAL BACKGROUND CHECK:

The Vernon College Pharmacy Technician Program requires successful completion of a criminal background check prior to admission. Disclaimer: Successful completion of a criminal background check from the Pharmacy Technician Program does not ensure eligibility for licensure or future employment. Clinical agencies can establish more stringent standards, if they so desire, to meet regulatory requirements for their facility. Clinical agencies can conduct additional background checks at their discretion. If a student is found to be ineligible for clinical placement any time during the program, the student is unable to meet clinical learning objectives and will be withdrawn pending resolution of the situation.

Note: Failure to register in a PHRA course for one or more semesters necessitates the completion of a repeat CBC per the Pharmacy Technician Program.

TEXAS STATE BOARD OF PHARMACY TECHNICIAN TRAINEE REGISTRATION:

The Texas State Board of Pharmacy has implemented requirements for Pharmacy Technician Trainees concerning registration with the Board prior to working or gaining experiential hours in any pharmacy setting. As a part of the registration process, Technician Trainees must pass a federal criminal background check and fingerprinting conducted by the State Board of Pharmacy. The TSBP requires CBC applicants to have a valid, government issued social security number in order to complete the background check and register as a trainee.

The fees incurred for the background check and finger printing are the sole responsibility of the student. This is in addition to the background check that you are required to complete for the Pharmacy Technician Program. The student must present to the Pharmacy Technician Program coordinator proof confirming Technician Trainee status with the State Board of Pharmacy. This proof will be verified and become a part of the student's program record.

Technician trainees must submit an online application to the Board through the following steps:

- Visit the Texas State Board of Pharmacy's website: www.tsbp.state.tx.us
- Click on Pharmacy Technician, Trainee, & Applicants
- Click on Obtain Texas Registration
- Click on Initial Technician Trainee Application
- Read the website instructions very carefully, and follow the steps to apply for your Pharmacy Technician Trainee Registration
- Students must fully disclose their entire criminal history and provide open and completely honest answers to each question. Failure to be as honest as possible may significantly delay your completion of the registration process.

Students who do not provide proof of successful registration and completion of fingerprinting process will not be admitted to the Program. NOTE: You have not completed the process of registration until you have paid for and completed the fingerprinting process. Failure to pay, complete the fingerprinting process, provide a valid SSN, or disclose anything on your criminal background will significantly delay your registration and may prevent you from entering or completing the program. It is your responsibility to follow-up with the TSBP regarding any questions or problems concerning your approval.

The registration is a two-year non-renewable registration. This means that once you register, you have limited time to complete the experiential requirements of the program. Refer to the TSBP website for information on cost and fingerprinting. Registration is required of all Technician Trainees in the State of Texas. If items appear on your record, you may be contacted by the State Board to supply further information or to appear before the Board. This process can be lengthy and time consuming. You

may wish to seek legal representation as a part of the process. Guidelines used by the Board for the granting of registration are below. Please read them carefully. If, after reviewing these guidelines, you have questions concerning your criminal background and eligibility, please contact the State Board of Pharmacy directly. You may contact them online at www.tsbp.state.tx.us; their phone number is (512) 305-8000.

Vernon College Pharmacy Technician Faculty and Staff are neither qualified nor able to answer questions concerning eligibility for registration. Please refer to the following link to check on details regarding criminal offenses:

http://www.pharmacy.texas.gov/files_pdf/sanctions.pdf

Note: If you have anything in your criminal background check you may be subject to disciplinary action prior to approval of your technician trainee registration. Please refer to the sanctions document on the Texas State Board website. Drug and alcohol charges and felonies will delay approval and may require an informal conference to determine if you are eligible.

PROGRAM LENGTH

The Pharmacy Technician Program is approximately a one-year program consisting of courses totaling 26 credit hours. Day program is scheduled to begin in August and night program is scheduled to begin the Summer semester (every other year).

Be advised that due to regulatory guidelines as established by the Texas State Board of Pharmacy, students have a maximum of two years from the date of Technician Trainee Registration to complete the experiential portions of the program. This includes any prerequisites needed to enroll in an experiential course.

IMMUNIZATION POLICY:

The following immunizations are required by the law according to Title 25, Part 1, Chapter 97, Subchapter B, Rule 97.64 of the Texas Administrative Code for all students enrolled in higher education courses involved in direct patient care contact:

Tetanus/Diphtheria/Pertussis, Measles, Mumps, Rubella, Varicella, and Hepatitis B Series. Additionally, Bacterial Meningitis vaccinations are required for students under 22 years of age. The student must show proof of immunizations or documented immunity by either the Health Care Provider or a validated history or serologic confirmation. The hepatitis B series (3 injections) must be completed prior to any clinical assignment in the program, therefore the 4 to 6-month series should be begun when you apply to program to ensure your eligibility for clinical assignment. Students must also be tested for Tuberculosis prior to clinicals. (For certain clinical/practicum sites, students may be required to obtain additional vaccinations per their request)

FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records - including your Social Security Number, grades, or other private information - may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, and the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. 60 61 Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive our PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

CONFIDENTIALITY: HIPAA RULES AND REGULATIONS

All information gained in the Pharmacy Technician Program relating to patients, physicians or private hospital business is considered confidential information. Disclosure of any confidential information is cause for immediate dismissal from the Pharmacy Technician Program and Vernon College. Improper Disclosure of protected health information (PHI) is a violation of federal law known as the (HIPAA) Health Information Portability and Accountability Act of 1996 and is grounds for prosecution.

STUDENT CONFIDENTIALITY ACKNOWLEDGEMENT:

I understand that confidential care and treatment is the right of all patients in all clinical agencies utilized for my clinical experience as a Pharmacy Technician student at Vernon College. The diagnosis, treatment and all other information concerning patients is confidential and may not be released to anyone, including family members, without the consent of the patient. I understand that even the presence of a patient in a clinical facility is considered confidential.

I understand that other information I may obtain as part of my student experiences is also confidential. I understand that the concept of confidentiality includes but is not limited to information concerning:

1. A patient
2. A patient's family or significant other
3. An employee or job applicant
4. A physician or another practitioner
5. Peer review or quality of care with Vernon College.
6. The sensitive business plans or finances of a clinical facility
7. Computer passwords
8. Other students and instructors or any other persons who may make use of clinical facilities or services

I agree that, except as clearly directed by my instructor, I will not at any time during or after my student experiences, disclose or discuss confidential information or any part of my experience which is of a confidential nature to anyone who does not need that information to perform his/her duties. I also agree not to seek or obtain information regarding confidential matters not necessary to fulfill my responsibilities as a student.

I recognize that my disclosure of confidential information may cause irreparable injury to an individual, Vernon College, and/or the clinical facility, and may result in a civil lawsuit. I understand that any violation of this agreement or my disclosure of any confidential information in an unauthorized manner can result in my immediate dismissal from the Pharmacy Technician Program. If in any situation I am uncertain or unclear of my responsibilities in protecting confidential information, I will seek the guidance of my instructor or appropriate supervising personnel.

PROFESSIONAL CONDUCT:

As a Pharmacy Technician program student at Vernon College you are expected to follow the Pharmacy Technician's Code of Ethics and to act in a professional manner at all times. You will respect the confidentiality of any information that you might acquire while a student in any health care facility. **If a student should participate in any unethical, unprofessional or disruptive behavior, the student will be removed from the clinical site and be subject to dismissal from the program and/or the College.**

Code of Ethics for Pharmacy Technicians

Preamble

Pharmacy Technicians are healthcare professionals who assist pharmacists in providing the best possible care for patients. The principles of this code, which apply to pharmacy technicians working in any and all settings, are based on the application and support of

the moral obligations that guide the pharmacy profession in relationships with patients, healthcare professionals and society.

Principles

- A pharmacy technician's first consideration is to ensure the health and safety of the patient, and to use knowledge and skills to the best of his/her ability in serving patients.
- A pharmacy technician supports and promotes honesty and integrity in the profession, which includes a duty to observe the law, maintain the highest moral and ethical conduct at all times and uphold the ethical principles of the profession.
- A pharmacy technician assists and supports the pharmacists in the safe and efficacious and cost-effective distribution of health services and healthcare resources.
- A pharmacy technician respects and values the abilities of pharmacists, colleagues and other healthcare professionals.
- A pharmacy technician maintains competency in his/her practice and continually enhances his/her professional knowledge and expertise.
- A pharmacy technician respects and supports the patient's individuality, dignity, and confidentiality.
- A pharmacy technician respects the confidentiality of a patient's records and discloses pertinent information only with proper authorization.
- A pharmacy technician never assists in dispensing, promoting or distribution of medication or medical devices that are not of good quality or do not meet the standards required by law.
- A pharmacy technician does not engage in any activity that will discredit the profession, and will expose, without fear or favor, illegal or unethical conduct of the profession.
- A pharmacy technician associates with and engages in the support of organizations, which promote the profession of pharmacy through the utilization and enhancement of pharmacy technicians.

CELL PHONES AND OTHER DEVICES

Each instructor has the discretion to restrict access to student cell phones, including requiring that phones be deposited into a holding box which will be kept secure until phones are returned to students at the end of the class session. Cell phones and pagers **MUST** be muted during class. A cell phone or pager interruption will be counted against

your grade. Do NOT answer the phone during class or lab. If, due to an emergency, you must answer a call or page during class or lab, please excuse yourself from the class to take the call. NO texting is allowed during class, for any reason. In certain situations, instructors may allow the use of personal cell phones during class for the purpose of participating in classroom activities.

IPods, Ear pods, MP3 players, Blackberries, etc. are not allowed in class, laboratory, or practicum settings. Laptops may be allowed in the classroom for note taking per the instructor's discretion. If permitted by the instructor, student should take caution to limit their activity to note taking for the class that is in session at that time. Checking of emails, watching videos, or working on work from another class is NOT allowed at any time. Use of a cell phone or other device without prior approval may be considered academic dishonesty and may result in disciplinary action. Cell phones and similar devices are expressly prohibited (even if they are muted or turned off) during testing. Personal cell phones and pagers are not allowed to be in your possession during your practicum rotation.

SOCIAL MEDIA POLICY:

The explosion of social media to include, but not limited to; Facebook, Twitter, Snapchat, Instagram, YouTube, Smart phones, Tic Tok and various discussion boards/blogs has created an increase in liability for violations of the federal Health Insurance and Portability Accountability Act (HIPAA). This law establishes a felony penalty for violations of patient privacy at any level of care. Thus, Vernon College and the Pharmacy Technician Program will have a zero tolerance for violations of patient privacy via any social media outlet. Vernon College maintains a Facebook page, Twitter account, Instagram account and the Pharmacy Technician Program students are encouraged to access the page. It will contain information about the college, activities, and important information to all students. The Pharmacy Technician Program does NOT maintain a Facebook page, Twitter account or Instagram account.

Students are reminded that employers are increasingly asking for access to Social Media outlets such as Facebook as a condition of potential and continuing employment. The Allied Health Profession requires the utmost in professional and ethical behavior and students are encouraged to ensure their Social Media Outlets do not contain images or content that may be perceived as negative, unprofessional, and/or unethical. The Vernon College Pharmacy Technician Program recommends students maintain a professional, ethical, and positive image through Social Media Outlets to ensure success in the program and employment upon graduation.

The Social Media Policy contained in this handbook should not be deviated from at any time during the program year and violations may result in immediate dismissal from the program. Depending upon the violation of patient privacy violation, federal felony charges could be filed against the offending student.

- 1) **Vernon College is not responsible** for any student posting private information through any social media outlet. The **student assumes all responsibility** for their postings and HIPAA violations will result in administrative withdrawal from the program and potential federal felony charges.

- 2) In order to exemplify professional and ethical standards of conduct, and to comply with HIPAA, students should NOT post any of the following information in any social media outlet:
 - a. Any identifying patient information to include; patient's name, age, identification number, physician's name, patient's disease state or illness, patient tattoos, piercing, or other identifying birthmarks.
 - b. No information will be posted as to the clinical site the student is performing clinical practicum to include; information listed in 2) a, clinical staff preceptors, the student's opinion of the clinical site's level of care or system of operation within the department. Note: If a clinical site has a current or develops a Social Media Policy the student will be expected to follow the policy.
 - c. Students should not post negative comments about fellow students, the institution, and its employees. If a student believes a problem exists the student should seek the advice of the Pharmacy Technician Program Coordinator and/or the Vice President of Instructional Services to resolve the issue.

- 3) Students may be asked to provide access to their Social Media outlets such as Facebook, Twitter, TicTok or Instagram if a violation has been reported to include, but not limited to:
 - a. If any clinical site, students in the program, or the general public reports a potential privacy violation.
 - b. A college employee reports a violation to the Pharmacy Technician Program Coordinator or any other Vernon College department such as Student Services.
 - c. A graduate of the Pharmacy Technician Program reports a potential violation to the Pharmacy Technician Program Coordinator or Vernon College.

DRUG SCREENING:

Mandatory pre-placement (practicum site/clinical site) drug screening, along with for cause or random drug screening may be required of all pharmacy technician students.

Drug Screening Rationale

Health care providers are entrusted with the health, safety, and welfare of patients/clients. The safety and welfare of patients/clients cared for by our students is of primary concern of the pharmacy technician program and the clinical agencies that provide essential clinical experiences for the students. The clinical agencies require a drug screen prior to the first clinical course to ensure that their facility is in compliance with The Joint Commission (TJC) standards.

Implementation

Successful completion of the ten (10) panel drug screen is required within thirty days of beginning the first clinical course. Drug screens will be honored for the duration of the student's enrollment in the clinical program if the participating student has not had a break in the enrollment in the pharmacy technician program. A break in enrollment is defined as nonattendance of one full semester or more.

The Ten Panel Drug Screen includes testing for:

- Cocaine Metabolites
- Amphetamines
- Barbiturates
- Benzodiazepines
- Marijuana metabolites
- Opiates
- Phencyclidine
- Propoxyphene metabolite
- Methadone
- Methaqualone

Positive Drug Screen

- A positive drug screen is any instance in which a drug screening report shows a positive test for one or more of the drugs on the panel.
- Any student with a positive drug screen will be withdrawn from the program and will be ineligible for reapplication for a minimum of twelve months from the date of withdrawal.

- Failure to undergo the drug test in the time period required will result in administrative withdrawal from the program.

Disclaimers

- Successful completion of a drug screen for a Health Sciences Program does not ensure eligibility for licensure or future employment.
- Clinical agencies can require additional drug screens to be in compliance with their policies.
- If a student is found to be ineligible for clinical placement any time during the program or if the student is unable to meet clinical learning objectives, the student will be administratively withdrawn from the program.

Allocation of Cost

Cost of the drug screen is the responsibility of the student, estimated \$30.00. Test will be administered via <https://www.castlebranch.com>

Confidentiality of Records

Drug screening reports and all records pertaining to the results are considered confidential information with restricted access. The results and records are subject to the Family Educational Rights and Privacy Act (FERPA) regulations.

PROGRAM DRESS CODE POLICY:

- All students must follow the pharmacy technician dress code policy. The dress code is designed to provide appropriate guidelines so that all students may dress in a manner that is respectful of themselves and the community and as not to disrupt classroom activities. Students who fail to abide by the dress code, when advised by a College official, shall be considered in violation of the dress code and will be subject to disciplinary action.
 - Dress must be in good taste and appropriate for the occasion or setting.
 - Inappropriate attire will be considered: sheer or provocative garments without proper undergarments to obscure their transparency; t-shirts bearing profane language/indecent messages, and cutout or torn jeans that reveals undergarments and/or private parts.
 - Neither males nor females shall show any visual display of underwear.
- **All clinical students will abide by the host facility dress code standard for each clinical site, which may differ from the Vernon College dress code.**

- For URHCS, all students must wear navy blue scrubs, closed toe shoes and their name tag.
- For all other clinical sites, all students must wear scrubs, closed toe shoes and name tag. (If clinical site wants you to wear normal every day clothes, you cannot wear jeans or shorts, wear professional attire). Sandals or flip-flops are never acceptable attire.
- Due to COVID-19, Face coverings/masks may be required as well as temperature checks.

GROOMING POLICY:

- Good personal hygiene must and will be maintained at all times by the students enrolled in the program.
- Use of deodorant is required.
- Special precautions should be taken to prevent halitosis (bad breath). Those students who smoke should take special measures in this area.
- Should poor hygiene be noted, the Program Coordinator will counsel the student.
- Perfumes and colognes may be used in moderation.
- Hair should be kept neat and clean.
- Facial hair must be trimmed according to clinical site policy.
- Tattoos must be covered during your clinical rotation.
- All visible piercings (except for normal ear piercings) must be removed or covered during clinical rotation including tongue piercings.

PROGRAM ATTENDANCE POLICY:

Students are expected to attend all class sessions for which they are registered, except in the case of illness or emergency. Classroom instructors have the responsibility of recording and submitting written records of absences. These records are frequently requested by employers and agencies that provide financial support.

Attendance requirements are equivalent to those imposed upon employees in business and industry. Prompt attendance in all classes, lectures, labs, and clinical assignments is expected of the student. The Program Coordinator will keep attendance and all absences and tardies will be recorded. An instructor may request the withdrawal of a student from a class when the total number of unexplained absences exceeds two weeks of class and lab meetings in a course. Failure to comply with the attendance policy may result in the student being administratively withdrawn from the class and/or the program.

Vernon College believes that learning cannot take place if the student is not in attendance. Therefore, the student must be in attendance.

THE RESPONSIBILITY OF ATTENDANCE LIES WITH THE STUDENT

CLINICAL ABSENCES:

No more than (1) clinical session can be missed per semester, this is an absence not a rescheduled session. Any absence that occurs beyond the maximum (1) allowed per semester will result in a grade of zero (0) for that day's clinical assignment.

If absent for more than two consecutive classroom or clinical days due to illness, the student must present a written statement from a physician before returning to class or clinical for physical clearance. Students falling more than 14 hours behind during the clinical rotation will automatically be administratively withdrawn from the program, as there will be no way of making up the time based on the remaining schedule.

EXEMPTIONS:

Absences due to jury duty, military duty, school sanctioned activities, subpoena, job related exams, job interviews and job orientations (within reason and only for Pharmacy profession), bereavement leave, and professional conferences (school related) are exempt and do not count against attendance.

Written documentation may be required to receive an exemption and exemptions not listed will be awarded at the discretion of the Instructor and/or Program Coordinator.

Students who are absent during clinical must notify the clinical site and the Program Coordinator before clinical duty time.

Students should never leave the class or clinical site without notifying the Program Coordinator.

TARDIES:

The following infractions will constitute a tardy:

- Not being in class at the scheduled start time, leaving class early, or leaving clinical early.
- Three (3) tardies will count as an absence.
- If the student is more than 30 minutes late for class or clinical (unless class is 1 hour or less, then 10 minutes late), it will count as an absence.

The Instructor and/or Program Coordinator will document and record all tardies in the attendance record.

PROGRAM EVALUATION AND GRADING POLICY:

Students will be given a detailed course syllabus and course outline for all courses within the program. The grades for each course will be determined according to guidelines in the course outline. The instructor will verbally read the course outline and syllabus for each course, each semester, to reduce any misunderstanding or confusion about how grades are earned.

Written assignments and written examinations will be given to evaluate the student's retention of the program curriculum. Courses may contain additional assignments such as term papers or projects to provide re-enforcement of course objectives.

**Please do not wait until the last minute to try to complete required course work.
Computers and computer networks are not always reliable.**

Clinical grades are based on student performance, behavior, attendance and periodic site visits. The Program Coordinator determines the grade after observation of student performance.

The Program Coordinator will keep all grades and written tests on file. Students will be regularly informed of their grades and students are encouraged to meet with the Program Coordinator if grades are not meeting the program standards.

All grades are the final decision of the instructor; the student has the right to appeal any grade they feel is not fair through the academic grievance policy.

It is expected that each student will successfully demonstrate competency in classroom work and in laboratory clinical skills. Because this is a competency-based program, at the beginning of each didactic course the student will be given a list of course objectives by the instructor. Although calculation of final grades varies somewhat in each didactic course, the student must pass, with a minimum of 70% in both the lecture and the laboratory components of the course. Please note that even though the average of the two components may be 70% or greater, failure to achieve 70% or better in BOTH sections (lecture and lab) of the course, will result in a failing grade for the course. Specifics are presented in the syllabus given to the student on the first day of class. Final grades will be assigned according to the following scale:

- A = 89.9 – 100%
- B = 79.9– 89.99%
- C = 69.9 – 79.99%
- D = 59.9 – 69.99%
- F = <59.99%

A grade of “C” or above is required for passing any pharmacy specific courses of the program. Grades and attendance are shared within the college. Student services and financial aid are informed of any attendance issues and/or unsatisfactory grades. You instructor may issue you an early alert. An Early Alert is an early warning system utilized by the faculty to inform students when they are concerned about the student's academic progress in their class. This could be due to: an excessive number of absences, not turning in assignments, low grades, students who are struggling in crisis or have social or emotional concerns.

Mandatory tutoring will occur for those students not maintaining 70% in class and will be arranged by the instructor.

STUDENT INITIATED DROPS/WITHDRAWAL

There is a distinct difference between a “drop” and a “withdrawal.” A student initiated “drop” takes place during the schedule change period of a semester, up until the official census date (12th class day). Subsequently, “drops” do not appear on a student’s academic transcript. “Withdrawals” begin after the census date, and continue through the “withdrawal” deadline date listed for each semester. Please refer to the semester Advising and Registration Guide for published “withdrawal” dates.

Students may drop a part of their course loads or withdraw from all classes any time after they have registered and paid and until the last day to withdraw as documented in the Advising and Registration Guide. **Students are strongly encouraged to visit with their instructor(s) and/or Student Success Specialist before seriously considering dropping a course or withdrawing from school.**

Students should contact the Admissions and Records office on the Vernon campus or the Century City Center to execute the “drop” and/or “withdrawal” procedure. Students receiving Title IV financial aid funds must contact the Financial Aid Office concerning the calculation of return of funds before the “drop” and/or “withdrawal” will be completed. Students receiving Veterans Affairs funding are strongly encouraged to visit with the Vernon College Veterans Affairs office prior to dropping or withdrawing from a class so that any financial ramifications can be explained.

ADMINISTRATIVE WITHDRAWAL

The College reserves the right to withdraw a student from one or more classes if, in the judgment of college officials, such action is deemed to be in the best interest of the student and/or the College. Examples of some reasons for administrative withdrawal are failure to pay registration tuition and fees, failure to provide admission credentials

or meet course prerequisites, failure to follow Vernon College TSI policy, failure to remove “holds” in a timely manner, failure to comply with Title IV financial aid requirements, excessive absenteeism, academic dishonesty, or any disciplinary reasons.

ACADEMIC INTEGRITY POLICY:

Rights and Responsibilities of Faculty. All members of the college community have a responsibility to ensure academic integrity, and members of the instructional faculty are especially instrumental as academic integrity is based in the classroom whether real or virtual.

Members of the faculty have primary responsibility for

1. Communicating standards of academic honesty and scholastic expectations,
2. Managing activities, assignments, and assessments so as to minimize opportunities for dishonesty,
3. Approaching students who are suspected of misconduct and meeting with them privately in a civil and respectful manner,
4. Establishing and following prescribed procedures for academic dishonesty,
5. Protecting the identity of a student who reports an incident of academic misconduct.

Student Responsibilities. Students have a responsibility to behave in accordance with ethical standards that will build and sustain the trust of the faculty, the administration, and their peers and to follow the Honor Code of Conduct of Vernon College:

By virtue of being a student of Vernon College, I pledge to behave ethically by

1. Following the standards of academic honesty and scholastic expectations,
2. Refraining from giving or receiving any unauthorized aid or engaging in collusion,
3. Refusing to take the work of others and submit it as my own,
4. Notifying the appropriate instructor and/or those in immediate authority of any incidents of suspected academic misconduct.

Specific Violations of Academic Integrity. Violations of academic integrity are serious academic violations and will not be tolerated. Violations of academic integrity and forms of scholastic dishonesty include but are not limited to the following:

Plagiarism, collusion, cheating and other acts designed to give an unfair academic advantage to the student.

“Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means someone else’s work and then submitting that work for credit as if it were one’s own. This includes the use of Artificial Intelligence (A.I.) devices or programs to complete assignments. It also includes the failure to properly document sources used in research.

“Collusion” includes, but it is not limited to, unauthorized collaboration with another person in the preparation of an academic assignment offered for credit.

“Cheating” includes, but is not limited to:

1. Copying from another student's work, e.g., test paper or assignment, or allowing another student to copy from one's own without authority;
2. Possessing any materials during a test that are not authorized by the instructor, such as class notes, specifically designed "crib notes," calculators, electronic devices, etc.;
3. Using, buying, stealing, transporting, or soliciting in whole or in part the contents of an administered test, test key, homework solution, or computer programs;
4. Collaborating with or seeking aid from another student during a test or other assignment without authority;
5. Discussing the contents of an examination with another student who will take the examination;
6. Divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or kept by the student.
7. Substituting for another person or permitting another person to substitute for oneself to take the course, to take a test, or to complete any course-related assignment;
8. Registering for and taking a class for which, the student does not have the formally required prerequisite classes or a written waiver from a Division Chair or Instructional Dean;
9. Falsifying academic records, including, but not limited to, altering or assisting in the altering of any official record of the College.

Sanctions Related to Violations of Academic Integrity. The sanctions for academic dishonesty include but are not limited to

1. A grade of zero on an exam or assignment
2. An "F" in a course
3. Administrative withdrawal from a class with a possible recommendation of disciplinary sanctions

PROGRAM DISCIPLINE POLICY:

The program strives to provide a safe and comfortable learning environment free of abuse and distractions. When students violate standards of conduct or act in a manner that disrupts the learning process, it is not fair to the students who do act appropriately. Students who do not comply with the policies of the program, college, and/or clinical facilities will face disciplinary action to encourage compliance.

The Program Coordinator will initiate disciplinary measures to prevent the violations from becoming excessive or detrimental to the student's progress in the program.

Individual counseling will occur with all violations and the student may be placed on program probation. All violations resulting in disciplinary action and/or dismissal will be documented in the student's permanent record. The student will be provided an opportunity to document their account of the violation(s) and this documentation will be retained in the student's record as well. The disciplinary measures implemented are at the discretion of the Program Coordinator and in accordance with written program policies described within this handbook.

The student has access through the academic grievance policy for an appeal process for any disciplinary action the student feels is unwarranted or unfair. The academic grievance policy is outlined in the Vernon College Student Handbook.

PROGRAM PROBATION POLICY:

Probation is a trial period in which the student must improve or be administratively withdrawn from the program. When the student reaches the probation stage, the violation or issue has reached a serious stage and the student should focus on correcting the area(s) of concern. If probation is ineffective and/or improvement does not occur, the student will be dismissed from the program.

The Program Coordinator may place a student on probation for, but not limited to, any of the following reasons:

1. Academic failure
2. Unsatisfactory performance in the clinical setting
3. Unsafe or unprofessional practice
4. Inability to maintain physical or mental health necessary to function in the program
5. Attendance policy violation
6. Continued interference or disruption to the learning process

The student being placed on probation will be counseled, provided written notification of probation, and the length of probation for the reason(s) listed. The student will have the opportunity to document their account of the issue and the probation form will be placed in the student's permanent record.

Students have access to an appeal process through the academic grievance policy as outlined in the Vernon College Student Handbook.

DISMISSAL FROM THE PROGRAM:

Administrative withdrawal or dismissal from the program can occur for, but not limited to the following reasons:

- Violations of the attendance policy.
- Grades inconsistent with program standards.
- Failure to maintain satisfactory performance clinical rotation.
- Violations of the Academic Integrity Policy.
- Falsifying admission information.
- Acts of sexual harassment.
- Fighting on college property or in the clinical area.
- Abusing or destroying any property while on college or clinical premises.
- Failure to abide by the program standards of professional conduct.
- Accepting gifts, gratuities, tips, or personal property from patients or visitors.
- Smoking in a prohibited area.
- Smelling alcohol on student's breath, signs of intoxication, drinking alcoholic beverages, and possessing or selling illegal drugs or controlled substances on college or clinical premises.
- Upon recommendation from clinical facility for behavior which may be considered unprofessional or for behavior which is deemed UNSAFE FOR PATIENT CARE.
- Unprofessional conduct: The term unprofessional conduct shall include but not be limited to:
 1. Use of profanity.
 2. Inaccurate recording, falsifying, or altering records.
 3. Leaving a clinical assignment without properly advising appropriate personnel.
 4. Violating the HIPAA confidentiality of information or knowledge concerning the patient.
 5. Violating the social media policy.
 6. Discrimination in the rendering of patient care services as it relates to human rights and dignity of the individual.
 7. Unauthorized possession of firearms or other weapons on Vernon College property or their clinical areas.
 8. Exhibiting unethical or immoral behavior.
 9. Sleeping during clinical rotation.
 10. Insubordination, which is defined as "a willful or intentional disregard of the policies and reasonable instructions of the faculty."

11. Any activity that would JEOPARDIZE THE HEALTH AND WELFARE of a patient, the clinical staff, students, faculty and/or self.

The Program Coordinator will initiate administrative withdrawal procedures for the violation(s) if the student fails to meet the rules, policies, and/or standards of the program.

Students have the right to appeal the decision of administrative withdrawal through the academic grievance policy as outlined in the Vernon College Student Handbook.

RE-ENTRY POLICY:

Students are considered for re-entry once. Students returning to the pharmacy technician program without consecutive learning and incurring a lapse of more than a year in the program of learning will not be considered for re-entry.

Students applying for re-entry must provide the Pharmacy Technician Coordinator with the cause for course interruption specific and the justifications and/or actions taken to ensure course success if readmitted.

Qualified applicants will be allowed re-entry to the appropriate pharmacy technician course(s), subject to space availability, according to these criteria:

- Applicants with a clinical failure will receive the lowest priority for re-entry.
- Applicants with an expired technician trainee status will not be allowed into the program.
- An applicant on scholastic probation or who has been administratively withdrawn from the program is not eligible for re-entry.
- An applicant who is readmitted will be allowed to enroll only if there is space available in the desired course and they reapply and meet the requirements of the program.
- Applicants with a GPA of less than 2.5 will be denied re-entry.
- The Pharmacy Technician Coordinator will consider extenuating circumstances.

STUDENT PARKING POLICY:

While at clinical sites, students will park in designated areas established by each clinical site and will be responsible for any parking fees incurred due to infractions of said parking policies.

SAFETY POLICY/STUDENT HEALTH INSURANCE:

All students should be actively enrolled in a health insurance plan and have a personal physician for treatment of illnesses, accidents or injuries. Vernon College, the Pharmacy Technician Program, its' faculty, and all clinical providers are NOT responsible for any accident or injury occurring while enrolled in this program. Any accident or injury incurred is the responsibility of the student. The student will follow facility policy and provide necessary documentation in reporting accidents or injuries.

Health insurance policies for students are available. These policies are issued by private agencies authorized by the College. Policy brochures may be obtained by contacting the Student Services Office at the appropriate campus location or picked up during registration.

DRUG AND ALCOHOL POLICY:

Vernon College desires and will do everything possible to maintain a drug free learning environment. Students should refer to the Vernon College General Catalog/Student Handbook for the complete drug and alcohol policy.

The Pharmacy Technician Program will have a zero-tolerance policy regarding drug and alcohol use during class and clinical, and each clinical site reserves the right to ask students to submit to a drug test if the situation warrants.

A refusal or a positive drug test will result in immediate administrative withdrawal from the program.

ADA ACCOMODATIONS:

Vernon College provides appropriate accommodations to qualified students in accordance with the Americans with Disabilities (ADA) Act. Accommodations are made on a case-by-case basis. Students with special needs are encouraged to contact the PASS Department Director/Office for Students with Disabilities (OSD) Coordinator as early as possible. Early notice is required to prepare for and provide certain accommodations during the first week of class. All requests for special accommodations due to a disability must be accompanied by appropriate and acceptable documentation. It is the responsibility of the student to provide documentation that qualifies the student as an individual with a disability, as defined by law, and supports the requested accommodation. For more information about documentation guidelines, please visit www.vernoncollege.edu/documentation-guidelines. The student is also responsible for providing current and accurate contact information and for meeting with PASS Department personnel to sign paperwork and receive instructor letters. Special arrangements may be made for distance education students who never travel to one of the Vernon College locations. Students must complete the request process before any

accommodations are made. More information may be obtained from the Vernon College website at www.vernoncollege.edu/ADA-home.

INSTRUCTOR AND STUDENT CONFERENCES:

The Program Coordinator will conduct a one on one conference each semester, with all students enrolled in the Pharmacy Technician Program to assess the student's performance in meeting the program's standards. Students will be responsible for keeping scheduled conference appointments and should remember the conference is provided to aid the student in successful completion of the program requirements.

GUIDANCE AND COUNSELING:

The Program Coordinator is the academic advisor for students enrolled in the Pharmacy Technician Program. Gregory Chesterman is the Student Success Specialist assigned to assist all pharmacy technician students. He can provide counseling and direction for any issues affecting our student's educational goals.

The Program Coordinator may refer any student to counseling within the Vernon College system deemed necessary.

NEW BEGINNINGS

The New Beginnings Program provides financial assistance in the form of textbooks and either child care or gas reimbursement for qualified economically disadvantaged students pursuing a Career and Technical Education certificate/degree or certain academic degrees approved by New Beginnings. Applications are available at the following locations: Century City Tutoring Center- Room 111; Vernon Campus - Wright Library, Room 223 or at the New Beginnings website: vernoncollege.edu/new-beginnings. For more information contact Jane Robinson via email at (jrobinson@vernoncollege.edu) or by phone at 940-552- 6291/940-696-8752, ext. 2325.

GRADUATION:

In order to receive a diploma for a degree or certificate, and to facilitate planning for the graduation ceremony, students are required to apply for graduation before the published deadlines. The application for graduation is filed with the Office of Admissions and Records. Degrees or Certificates which are not applied for may be awarded and posted on the student's transcript when earned. Candidates for a degree or certificate of twenty-four (24) or more semester credit hours are expected to attend commencement exercises. Since there is no commencement ceremony for August or December, diplomas are available approximately six (6) weeks after the graduation date.

PRACTICUM SITE SEARCH AUTHORIZATION:

Due to the sensitive nature of the pharmacy environment, your practicum site has the authority to search your belongings, including: your purse, backpack, person, and car. This authorization shall be in effect for the entire duration of your externship while on their property.

HOSPITAL VISITATION:

Students are prohibited from entering a hospital or any other pharmacy or health care setting while wearing a scrub uniform, and/or VC student nametag at any time other than when required to be there for a class or practicum rotation. Any student found to be out of compliance may be administratively withdrawn from the Program

NATIONAL CERTIFICATION EXAMINATION:

Graduates of the Pharmacy Technician Certificate Program are eligible to sit for the Pharmacy Technician Certification Examination administered by the Pharmacy Technician Certification Board or the ExCPT administered by the National Healthcareer Association.

Certification provides proof to employers, peers, other health care professionals, and the public that the certified individual has met the national standards of knowledge and skill that underlies Health Information.

As of September 2017, the Texas State Board of Pharmacy recognizes both the PTCE and the ExCPT as the standard measure for pharmacy technician competency and proficiency. To practice in the state of Texas, an individual must be a Certified Pharmacy Technician and become registered with the Texas State Board of Pharmacy.

The fee for the PTCB Examination is \$129.00 and the fee for the ExCPT is \$115.00. It is a computer based-test given every day of the year. For a complete list of location sites and schedules visit the Pharmacy Technician Certification Board website at www.ptcb.org or the ExCPT at www.nhanow.com.

Students are given vouchers to pay for the exam with a fee tied to PHRA 1243: PTCB Review Course. Vouchers will not be given to the student until they passed PHRA 1243 – PTCB Review and will expire in 30 days. If student does not pass the PHRA 1243 – PTCB Review they will be enrolled into the class for the following semester, which will be the last opportunity to complete this requirement.

Acknowledgement of Receipt of Student Handbook of the Vernon College Pharmacy Technician Program

I, _____, have received the handbook for the Vernon College Pharmacy Technician Program. I have been given the opportunity to ask questions and receive answers or additional clarifications about this program and the policies contained in this handbook.

I further agree to abide by all policies and rules in the handbook, including but not limited to HIPAA rules and regulations, student confidentiality acknowledgement, social media policy, drug screening, program dress and grooming policy, and program discipline policy.

I will abide by any change(s) in the program's policies and rules for Vernon College policies and procedures upon written notice of the change(s).

I understand by not signing this document that I will not be allowed to continue into the Vernon College Pharmacy Technician Program, thus terminating my admittance into the program.

Student Signature Date

Print Name SSN

Declare Major

Program Coordinator Signature Date