# Pharmacy Technician

## STUDENT HANDBOOK



COLLIN CORE VALUES
We have a passion for learning ● Service and Involvement ● Creativity and Innovation
● Academic Excellence ● Dignity and Respect ● Integrity

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### Pharmacy Technician Program Handbook

# Welcome to Collin Pharmacy Technician Program

Welcome to the Collin College Pharmacy Technician Program. The Pharmacy Technician program would like to thank all participants for entrusting their education with us. The Collin College Pharmacy Technician Program Student Handbook has been compiled by the Pharmacy Technician Program Director and staff. Along with input from the American Society of Health-System Pharmacists (ASHP) and Accreditation Council for Pharmacy Education (ACPE) to provide information pertinent to all students enrolled in the Pharmacy Technician Education program. The rules and regulations outlined in this handbook are designed to support the student's success. The handbook is constructed to supplement the Collin County Community College District Student Handbook, which will bridge the college's policies with the policies specific to this program.

The Pharmacy Technician Program will use three learning methodologies: didactic, laboratory practice, and pharmacy rotations. Success in the program will require students to attend a minimum of 90% of the class hours and master the competencies of the coursework as outlined in this handbook. (Refer to Appedix A for ASHP/ACPE Accrediation Standards) For student success, it is expected that all students will study and prepare assignments in and outside the classroom.

The essential skills that determine success in this program include abilities to perform the essential tasks and responsibilities of a pharmacy technician in both the community and institutional pharmacy. This program offers courses designed to challenge students with the knowledge and skills for success in the pharmacy workforce and meet the needs of area employers.

The Pharmacy Technician Program is committed to providing a quality educational program for developing successful Pharmacy Technicians. The program will create caring and competent Pharmacy Technicians for diverse contemporary practices. These practices will require interactions with patients and patient services, in an educational environment with unique characteristics and learning opportunities. The Pharmacy Technician Programs prohibit discrimination and shall not be limited to individuals based on race, color, religion, national origin, age, gender, sexual orientation, political affiliation, or disability. The Program Director and staff wish all students success in pursuing their educational goals.

**Collin College: Mission**
Collin County Community College is a student and community-centered institution committed to developing skills, strengthening character, and challenging the intellect.

**Pharmacy Technician Program: Mission**
The Pharmacy Technician Program at Collin College is committed to providing a positive learning environment to develop knowledgeable and highly skilled pharmacy technicians.

**Pharmacy Technician Program: Vision**
The Collin College Pharmacy Technician Program will be the educational program of choice for students to pursue their career goals of becoming well-respected and highly qualified pharmacy technicians. The program will assist students in gaining the necessary knowledge and skills to become board-certified pharmacy technicians. Its focus will be on developing students to become future leaders in the field of pharmacy.

# Please read this student handbook very carefully!

All students must sign the handbook agreement attesting to all rules and regulations of the pharmacy technician program. The Pharmacy Technician Program reserves the right to change or edit these rules and regulations at any time. Written notifications will be provided to students when there is a rule change. Students are expected to abide by any changes. Amendments to the handbook will supersede any previous law or regulation.

All classes, labs, and pharmacy rotations will require professionalism. Collin College expects students to prepare for each class, lab, or pharmacy rotation. The study expectation is for each hour in class; students should prepare for two or more hours outside class. The college has resources such as the Library (LRC) and a learning lab to assist students in success. Some courses are hybrid modalities in which students will complete both in-person and online coursework.

This Pharmacy Technician Program has high expectations from students. These standards are set by Collin College administration, Health Sciences division, Pharmacy Technician Program Director, faculty, and staff. This career demands hard work, lifelong learning, and constant education. The Pharmacy Technician Program at Collin College is designed to provide students with the education essential for developing the knowledge, skills, and abilities required to become a pharmacy technician. Collin College - Pharmacy Technician Program makes no guarantee as to the student's performance on the Pharmacy Technician Certification Board exam (PTCB)

# Introduction

The role of a Pharmacy Technician is exciting, challenging, and rewarding. Pharmacy Technicians assist pharmacists in daily functions within a pharmacy setting. The role of a pharmacy technician is full of responsibilities. The student handbook is to help students learn and understand the duties and requirements for becoming successful pharmacy technicians.

As a pharmacy technician, it is essential to follow a Code of Ethics which is critical to all healthcare professions. All members of the healthcare team must understand that the patient comes first. The ethical responsibilities associated with a healthcare career make it necessary for those practicing in this domain to consider their actions on and off duty carefully.

The student handbook contains policies, regulations, and procedures currently in effect and is not intended to be discriminatory. The college reserves the right to make changes at any time to reflect current board policies, administrative rules and practices, and amendments according to state laws. Students are required to review the contents of this handbook carefully. Students should address questions or comments concerning the Pharmacy Technician Student Handbook to the Program Director.

All pharmacy technician students must cooperate throughout the pharmacy technician training program. These classes are held in a professional setting, and all classroom communication and activities will remain as such. All students will agree to communicate professionally. All students must listen, ask questions, express opinions professionally, and accept constructive criticism. The goal for each student in the pharmacy technician program is to have a safe and comfortable environment for learning. After this program, all students will obtain the skills and knowledge needed to be successful Pharmacy Technicians.

Program Director

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# Statement of Purpose

## Pharmacy Technician Program Objective

The Pharmacy Technician Program at Collin College aims to provide graduates with the skills and knowledge that will enable them to qualify for entry-level or advanced-level positions in pharmacies and medical institutions and prepare them for the national pharmacy board of certification.

## Pharmacy Technician Program Expectations

It is the goal of the Collin College Pharmacy Technician Program "To prepare competent entry and advanced-level pharmacy technicians in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

## Professional Behavior

Students must remember at all times that the information in a pharmacy is confidential. Students will not share with patients, parents, friends, relatives, or non-pharmacy employees any information regarding the patient's prescription(s) or medical information. A pharmacy technician works under the supervision of a licensed pharmacist and is responsible for performing independent duties from the pharmacists that a pharmacist will evaluate. A pharmacy technician assists pharmacists in providing patient care; student pharmacy technicians should comply with the following "Code of Ethics for Pharmacists" published in the Practice Standards of ASHP.

## Code of Ethics for Pharmacy Technicians

Pharmacy technicians are healthcare professionals who assist pharmacists in providing the best possible care for patients. The principles of this code that apply to pharmacy technicians working in all settings are based on using and supporting the moral obligations that guide the pharmacy profession in relationships with patients, healthcare professionals, and society. A pharmacy technician's first consideration is to ensure the patient's health and safety and use knowledge and skills, most capably in serving others. 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 job. A pharmacy technician supports the pharmacist in the safe, productive, 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 practice and continually enhances 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 distributing medications 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 in the job.

A pharmacy technician associates and supports organizations that promote the pharmacy profession through the use and enhancement of pharmacy technicians. Failure to comply with the above is cause for immediate dismissal from the program. Personal relationships with clinical personnel are strongly discouraged.

# Career Information

## Pharmacy Technician Profession

Pharmacy technicians are valuable healthcare team members essential to providing patients with safe and effective medication therapy. A pharmacy technician works closely with pharmacists and other healthcare professionals in diverse settings such as hospitals, clinics, and community pharmacies. Technicians perform essential functions to support the patient care efforts of the pharmacy team, with roles and responsibilities that continue to expand and evolve. (ASHP 2021)

Pharmacy technicians:

- Accurately prepare and distribute patient medications
- Perform medication calculations
- Prepare sterile medicines, including those chemotherapy medications
- Collect patient information
- Process third-party billing claims and assist with prior authorization
- Work directly with patients to obtain medications histories and reconciliation
- Use technology to help maintain accurate patient records, medication inventory, and orders
- Ensure compliance with regulatory requirements

Each state has laws that regulate the activities of a pharmacy technician.

According to O*NET, the Texas Employment Trends for Pharmacy Technicians indicates a 19% job growth from 2018 to 2028 compared to a 4% growth within the United States.

## Texas Employment Trends
### 29-2052.00 - Pharmacy Technicians

View trends for state: Texas ▼ Go

### In Texas:

| | |
|---|---|
| Employment (2018) | 37,240 employees |
| Projected employment (2028) | 44,250 employees |
| Projected growth (2018-2028) | 19% |
| Projected annual job openings (2018-2028) | 3,990 |

### In the United States:

| | |
|---|---|
| Employment (2020) | 419,300 employees |
| Projected employment (2030) | 435,900 employees |
| Projected growth (2020-2030) | 4% Slower than average |
| Projected annual job openings (2020-2030) | 31,700 |

Texas source: Projections Central 2018-2028 long-term projections ↗ . United States source: Bureau of Labor Statistics 2020-2030 employment projections ↗ . "Projected growth" represents the estimated change in total employment over the projections period. "Projected annual job openings" represent openings due to growth and replacement.

According to O*NET, the median salary for Pharmacy Technicians in Texas is approximately $36,900, above the national average.

## Texas Wages
### 29-2052.00 - Pharmacy Technicians

Wages for state: Texas [Go]

Wages near ZIP Code: [Go]

**Annual Wages** | Hourly Wages

Texas — $29,080 ... $36,900 ... $47,150

United States — $28,740 ... $36,740 ... $47,580

$30,000    $35,000    $40,000    $45,000
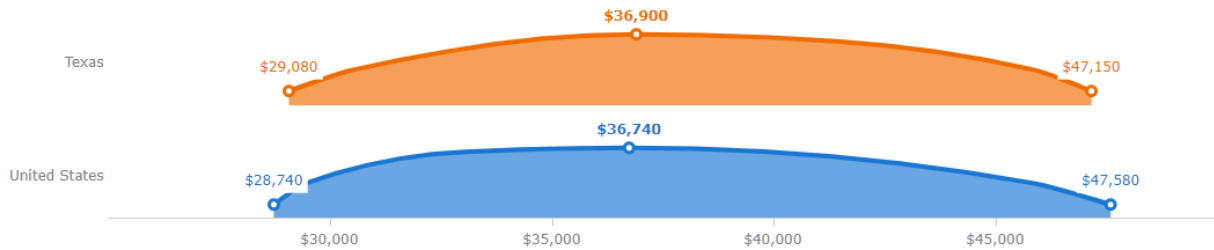
### In Texas:

- Workers on average earn **$36,900**.
- 10% of workers earn **$29,080 or less**.
- 10% of workers earn **$47,150 or more**.

Images provided by: https://www.onetonline.org/link/summary/29-2052.00

## Pharmacy Technician Education and Training

The Pharmacy Technician program enables graduates to obtain primary, intermediate and advanced level competencies in direct patient care and retail pharmacy settings. The Pharmacy Technician program prepares graduates to take the national Pharmacy Technician Certification Exam (PTCE) administered by the Pharmacy Technician Certification Board (PTCB).

# Pharmacy Technician Program Overview

## Admission Process

1. Apply to Collin College. The college must accept all students before admission to the Pharmacy Technician Program. Admission to the college does not guarantee enrollment in the program.
2. Complete and submit the Pharmacy Technician program application located on the program webpage.
3. The program review committee will review all applications and select students' placement into the program.
   a. All applications must meet the application deadline for program admission eligibility
4. Selected students will receive an email from the Program Director acknowledging student acceptance status.
   a. Notification of acceptance will occur two weeks after the deadline

Refer to the Pharmacy Technician Program website to access the admissions steps and application
https://www.collin.edu/department/pharmtech/

## Completion Requirements

To successfully progress through the Pharmacy Technician program, the student must:

- Complete all prerequisite courses - if applicable
- Enrollment in co-requisite courses within the discipline - if applicable
- Maintain a minimum grade of a "C" in all courses in the degree plan – if applicable

Students must complete all coursework and demonstrate a minimum knowledge of all program competencies with 75% or above. All course learning outcomes are located on the course syllabus. Students must complete and pass all prerequisite course requirements before continuing with the degree plan.

All students must complete an entry-level pharmacy rotation of 130 hours. These rotations are unpaid. It is unacceptable to receive monetary compensation through pharmacy rotations. All students pursuing advanced level pharmacy technician must complete an additional 70 hours of clinical-based rotation for a total of 200 hours.

## Certification Process

**Step 1**- **Register to complete the National Board of Certification (BOC) Exam**

- The Pharmacy Technician Certification Board (PTCB): Click HERE
- The National Healthcareer Association (NHA): Click HERE

A passing score on one of the above BOCs is required before registering with the State of Texas Board of Pharmacy.

**Step 2 – Register a Pharmacy Technician license with the Texas State Board of Pharmacy**

For the application process with the Texas State Board of Pharmacy: Click HERE

## Curriculum Standards

The Pharmacy Technician program goals are based on the objectives found in the "ASHP/ACPE Accreditation Standard for Pharmacy Technician Training Programs" published in the Practice Standards of ASHP/ACPE.

*Refer to Appendix A for a list of curriculum standards for the pharmacy technician program.

**Curriculum Overview**

Occupational Skills Award

| First Semester | |
|---|---|
| • **PHRA 1201 Intro to Pharmacy** | 8 – Weeks Online |
| • **PHRA 1205 Drug Classification Lecture/Lab** | 16 – Weeks Online/Face-to-face |
| • **PHRA 1313 Community Pharmacy Practice Lecture/Lab** | 16 – Weeks Online/Face-to-face |
| Second Semester | |
| • **PHRA 1209 Pharmaceutical Mathematics Lecture/Lab** | 8 – Weeks Online/Face-to-face |
| • **PHRA 1349 Institutional Pharmacy Practice Lecture/Lab** | 8 – Weeks Online/Face-to-face |
| • **PHRA 1260 Pharmacy Rotations** | 8 – Weeks *(Minimum of 16 hours/week),* Total: 130 hours |

*Further curriculum overview refer to the Collin College Catalog on Pharmacy Technician: Click Here

# Financial Assistance & Resources

Collin College is committed to providing students with high-quality, affordable educational opportunities. Financial aid, scholarships, and payment plans may also be available for financial assistance.

Undergraduate (Credit) course tuition assessment is based on residency and the number of enrolled credit hours. (Note: Some repeat course registration, excess developmental hours, and select special courses not eligible for state funding are subject to an additional $50 per hour tuition charge.) The charts below provide the course tuition and fee rates by residency classification. If the charges on your student account are higher than expected based on your county of residence and enrollment hours, verify your residency classification status with the Office of Student and Enrollment Services.

Students are responsible for maintaining their course registration status for a term, meeting all payment deadline requirements, and complying with Collin's Student Financial Responsibility agreement.

## Tuition Policy

| Texas and Collin County Resident | |
| --- | --- |
| Per Credit Hour Tuition | $55.00** |
| Per Credit Hour Student Activity Fee | $2.00 |
| Total per credit hour charge | $57.00 |

| Texas Resident, Outside Collin County | |
| --- | --- |
| Per Credit Hour Tuition | $101.00** |
| Per Credit Hour Student Activity Fee | $2.00 |
| Total per credit hour charge | $103.00 |

| Out-of-State/Country | |
| --- | --- |
| Per Credit Hour Tuition | $168.00** |
| Per Credit Hour Student Activity Fee | $2.00 |
| Total per credit hour charge | $170.00 |

*Per Credit Hour Course Tuition and Fee Costs*

*Tuition rates are subject to change by the Collin Board of Trustees. The above per credit hour tuition for out-of-state/country rates does not include the $200 minimum required by law or the $50 per credit cost for courses not eligible for state funding, such as three-time repeat courses, excess hour courses, and special university-level math courses.*

Effective Fall 2019, Collin's Board approved tuition and fee charges for developmental education non-course competency-based options (NCBO), which are offered on a contact hour rather than a credit hour basis. NCBO course tuition and fees will be assessed using a standard 16 contact hour to one credit hour conversion, residency rates considered, and may result in percentage tuition and fee charges of less than a one-hour equivalency. **View the complete tuition and fee schedule.**

*Note: Most fees are non-refundable.*

## Other Tuition and Fee Policies

Please note courses dropped on or after the first day of the term **will not be credited at 100%**. Refer to the Refunds page for more information.

Other fees may be assessed as new programs are developed. As necessary and approved by Collin's Board of Trustees, special fees may be added.

## Refund Policy Exceptions

As noted above, the Texas Higher Education Coordinating Board refund rules define Collin's refund policy. It is determined by course start date, course duration, and student drop/withdrawal activity date. However, for some unforeseen **medical emergency and/or death in the immediate family** situations, Collin's Refund Exception Review Committee may authorize an exception to the refund policy with credit for tuition and/or fee charges.  For detailed criteria and submission instructions for UG term refund exceptions, refer to the Out of Policy Refund Petition. CE students, access the form online at  http://www.collin.edu/ce/inforegistrar.html

# Americans with Disabilities Act (ADA)

Qualified applicants with disabilities are encouraged to apply to the program; however, all students must meet technical standards and essential functions in the Pharmacy Technician Program. The student must contact "The Equal Support Services (ACCESS) Office" if they cannot meet one or more of the technical standards listed. Collin College campuses offer support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations. The pharmacy technician program establishes technical standards and essential functions to ensure that students can participate and succeed in all programs. If applicants cannot meet the outlined technical standards or essential functions, they may be asked to withdraw from the program.

The Americans with Disabilities Act does not exempt the student from the Functional Position Description requirements. These requirements are viewed as essential to the job. Whenever possible, reasonable accommodations will be made for students with disabilities. The Collin College Pharmacy Technician Program uses the Texas Department of State Health Services rules and the Guidelines of ASHP as a template regarding acceptable accommodations.

Students must provide accommodation documentation to the ACCESS office before the start of each semester. Students must communicate with the instructor via Collin College email about their accommodations. The students must have all accommodations emailed to the instructor by the ACCESS office for the instructor to apply any required accommodations.

## Technical Standards and Essential Functions

The pharmacy technician student must be able to apply the knowledge and skills necessary to function in various classroom, lab, and pharmacy rotation situations while providing the essential competencies of pharmacy technicians. These requirements apply for admission and continuation in the program.

*Refer to Appendix A for a list of technical standards and essential functions

# Program Policies

## Attendance Policy

Attendance demonstrates professionalism, and regular, punctual attendance is the expectation in the professional workplace setting. Excellent attendance and punctuality are vital behaviors demonstrating responsibility and commitment to a successful learning experience. This learning commitment will enable the student to progress satisfactorily toward program success and completion.

The attendance policy is designed to set a pattern of professionalism that mirrors the expectations of the workforce environment. Regular and punctual attendance is expected at all times. Attendance will be taken at the beginning of each class. All students in the pharmacy technician program are expected to attend in-person classes.

- 16 – week course: a total of 5 absences
- 8 – week course: a total of 3 absences

If students exceed the allowed number of absences, the student will be required to meet with the Program Director and be removed from the program. There is no differentiation between excused or unexcused absences. The only consideration to extend beyond the allowed number of absences is up to the discretion of the instructor and Program Director. If there is an indication that a student is accruing multiple absences, there will be a meeting to discuss the concern with the instructor and/or Program Director.

Tardy:

A student five (5) minutes late is considered tardy. Three (3) tardy events constitute one absence

The absence policy will be applied to the Pharmacy Technician program, including the Pharmacy Rotation course PHRA 1260. There will be provided instructions for absences that occur during the pharmacy rotations.

## Dress Code Policy

1. Pharmacy Technician students are expected to wear black scrubs purchased from Collin College bookstore with the program logo. If there are concerns with purchasing the required scrubs, the student must communicate with the Program Director.
2. All students must display proper personal hygiene. No perfumes or colognes should be worn.
3. Close-toed shoes must be worn in the lab setting.
4. During clinical rotation, the student must adhere to the following:
   - Students must wear a Collin College ID Badge that is visible during rotation
   - Students must wear the Collin College black scrubs that display the program logo.
   - Students must wear closed-toe shoes with socks or hosiery.
   - All students' hair must be clean, neat, and have standard hair color. For students with long hair, it must be pulled back.
   - All students must display proper personal hygiene.
   - Students must refrain from using cologne/perfume/aftershave lotion or excessive makeup.
   - Students must keep fingernails clean and at a reasonable length. Clear polish is acceptable. (NO colored polish)
   - Students must keep jewelry to a minimum. No visible body piercings are permitted, including an excessive number of earrings, tongue, nose, and eyebrow piercings.
   - Students must cover all body art and tattoos with clothing.

Students are prohibited from entering a hospital, pharmacy, or health care setting while wearing the Collin College program scrub uniform or Collin College student nametag at any time other than when required for class or clinical rotation. Any student out of compliance may be removed from the program.

Students not conforming to the dress code may be sent home from the clinical site at the preceptor's or course instructor's discretion resulting in an accrued absence.

## Code of Conduct

Pharmacy Technician students are expected to demonstrate high ethical and professional behavior standards in all educational and clinical settings. Ethical and professional behavior breaches will be forwarded to the Program Director for investigation. All unprofessional and unethical behaviors are laid out ins the following policies:

- Academic Dishonesty Policy
- Substance Abuse Policy
- Professional Behavior Policy
- Safe Professional Practice Policy

If a violation of one of the above policies occurs, refer to the "Disciplinary Procedure" for the steps to take if unethical or unprofessional behavior occurs.

Students can appeal any complaint or disciplinary proceedings within three (3) business days of a report. This is done using the Collin College Grievance Policy through the Dean of Health Sciences office. A copy of this policy can be found in the *Collin College Student Handbook*

## Academic Dishonesty Policy

Collin College students are expected to maintain the highest standards of academic integrity. Academic dishonesty includes the following: cheating, plagiarism, collusion, annotated texts or teacher's editions, information about exams posted on the Internet or electronic medium, and falsifying academic records. While specific examples are listed below, this is not an exhaustive list, and intellectual dishonesty may encompass other conduct, including any conduct through electronic or computerized means.

Plagiarism:

- Uses an author's words or ideas as if they were one's own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation.

Cheating:

- Willful giving or receiving of information in an unauthorized manner during an examination will be considered cheating.
- A student collaborating with another student during an examination without authority; using, buying, selling, soliciting, stealing, or obtaining course assignments and examination questions before the exam agreed time.
- Copying computer or Internet files
- Using someone else's work for assignments as if it's their own.
- Any other dishonest means a student attempts to fulfill a course's requirements.

 Collusion:

- Aiding or attempting to assist another in the act of academic dishonesty which can include the following:
- Failing to secure academic work or provide a paper or project to another student.

- Providing an unacceptable level of assistance
- Communicating answers to a classmate about an examination or any other course assignment
- Removing tests or answer sheets from a test site
- Allowing a classmate to copy answers.

For Current Collin Policies on Academic Dishonesty, see the Collin Student Handbook Click [Here](Here)

## Substance Abuse Policy

If a student displays characteristics of possible substance abuse. In that case, they will be asked to submit a urine drug test administered by a contracted company with Collin College at the expense of the college. The following is a list of characteristics that can indicate potential substance abuse.

1. Observable indications of substance use or impairment, such as slurred speech, lack of coordination, incoherency, or marijuana or alcohol odors
2. Possession of drugs, apparent paraphernalia, or alcoholic beverages
3. Detailed, factual, and persistent reports of misuse by multiple colleagues
4. Abnormal or erratic behaviors such as sudden outbursts, mood swings, hostility, or unusual anxiety that suggests possible drug use or alcohol misuse
5. Involvement in suspicious accidents
6. Apparent lapses in judgment or memory
7. Unusual lethargy

**Steps for Potential Substance Abuse**

1. Document student's behavior
2. Communicate concerns with the Program Director, Dean, or Dean's designee
3. The student will meet with the instructor and the Program Director to address the situation.
4. If the student denies the allegation of using unauthorized substances, a request for a drug screen will be initiated
5. The student must sign a consent to undergo drug screening
6. If the student refuses to consent to drug screening, the student will be dismissed immediately from the program.
7. The Program Director must arrange student transportation directly to a designated drug testing center by taxi accompanied by a Collin College representative.
8. The student will be transported by taxi home after the drug screen testing.
9. The student will be excluded from all classroom or clinical activities pending drug screen results.
10. The designated testing center will interpret drug screen results within 24-48 hours.
11. The results will be sent to the Program Director, who will keep them confidential.
12. The records will only be released to the student or the decision-maker in a lawsuit, grievance, or another legal proceeding that may arise due to a positive drug test.

An independent Medical Review Officer will review all positive drug screens. During the review process, the student will have the opportunity to:

1. Explain the cause of the positive drug screen.
2. Provide the name of the physician authorizing any prescription medications.
3. The Medical Review Officer will contact the attending physician for verification.
4. If verification is obtained, the student will be placed on probation.
5. Any subsequent evidence of substance abuse will result in a recommendation of student dismissal from the program.
6. The student may appeal the recommendation using the Student Complaint Procedure

A positive drug screen is unexplained and unverified by the Medical Review Officer.

1. The student will be immediately dismissed from the program and reported to the state licensing agency, if applicable.

A negative drug screen, the student will be immediately reinstated into the program.

1. The student will be provided the opportunity to make up any missed assignments.
2. Readmission to the program is based on program admission policies.

*Please refer to the Consent for Drug Screening form in the Appendices section at the end of this handbook.

## Professional Behavior Policy

Collin College and the Pharmacy Technician Program have professional behavior expectations. All students in the Pharmacy Technician Program must conduct themselves professionally. Students are responsible for their actions and will be held accountable. Any time a student behaves in an inappropriate, unprofessional, disrespectful, argumentative manner or endangers the health or safety of fellow students, instructors, patients, and healthcare team. In that case, they will be referred to the Disciplinary Action Steps in this handbook or "Student Discipline Policy and Procedures" outlined in the Collin College Student Handbook. The Office of Student Services will assist in administering disciplinary steps if necessary. Students will abide by clinical agency policies during the clinical experience.

### HIPAA

The Health Insurance Portability Accountability Act (HIPAA) requires all protected health information to be kept private and secure by all persons who handle or access that information. The Pharmacy Technician Program uses protected health information as part of the educational process. All students must complete an online HIPPA Training Module annually to comply with HIPAA regulations. (Form is located in Appendices A) Students must complete the training before the clinical course. Any violations of HIPAA regulations will result in potential dismissal from the program.

## Safe Practice Policy

The Pharmacy Technician Programs identify safety as physical, biological, and emotional. All students require safe practices within the program. Unsafe practice can include threatening or violating the physical, biological, or emotional safety of the patients, caregivers, students, faculty, staff, or self. See definitions below of physical, biological, and emotional safe practices. If a student demonstrates unsafe or unprofessional clinical practice, refer to the Disciplinary Policy for actions to be taken.

Physical Safety:

- Inappropriate use of laboratory equipment
- Lack of proper protection for the patient
- Failure to correctly identify the patient before initiating care
- Failure to perform pre-procedure safety checks of equipment, invasive devices, or patient status

Biological Safety:

- Failure to recognize and correct violations of aseptic technique
- Improper medication administration techniques/choices
- Performing actions without appropriate supervision
- Failure to seek help when needed
- Attending clinical when feeling sick or contagious
- Failure to correctly identify patients before treatments

Emotional Safety:

- Threatening or making a patient, caregiver, faculty, staff, or bystander fearful
- Providing inappropriate or incorrect information
- Performing actions without appropriate supervision
- Failure to seek help when needed, unstable emotional behaviors. Unprofessional Practice: Unprofessional behaviors include but are not limited to:
- Verbal or non-verbal language, actions, or voice inflections that compromise rapport and working relations with patients, family members, staff, or physicians, may potentially compromise contractual agreements and/or working relations with clinical affiliates or constitute violations of legal/ethical standards
- Behavior that interferes with or disrupts teaching/learning experiences
- Using or being under the influence of any drug or alcohol may alter judgment and interfere with safe performance in the clinical or classroom setting.
- Breach of confidentiality in any form

## Criteria for Disciplinary Probation and Dismissal

Students enrolled in the pharmacy technician program must meet the following criteria or may be subject to program probation or dismissal from the program.

- Must meet academic expectations established by the pharmacy technician program or Collin College Satisfactory Academic Progress policy.
- Must meet the attendance policy requirements.
- Must meet the ethical or professional standards laid out by the Student Handbook
    - Failure to follow Collin College or the Pharmacy Technician Program's Code of Conduct
    - Engaging in academic dishonesty
    - Use of Illegal Substances or substance abuse
    - Acts of unprofessional behavior
    - Failure to follow the "Safe Professional Practice."

Unprofessional and unethical behavior by a pharmacy technician student will result in evaluating and proceeding to probation or dismissal from the program. The instructor and Program Director will evaluate each act of unprofessional or unethical behavior to determine which step of the disciplinary procedure will be necessary.

Certain situations may not require disciplinary procedure due to the severity of nature or the timing of their occurrence. Incidents of this nature may require the student to be immediately placed on probation or dismissed from the program. Examples of these include, but are not limited to:

- Violations of patient confidentiality
- Academic dishonesty
- Falsification of documentation
- Unprofessional behavior seriously jeopardizes patient, student, staff, or preceptor safety.

NOTE: If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of "F" for failure.

## Disciplinary Procedure:

Upon determining a student's unprofessional or unethical conduct, the instructor will meet with the student to discuss the matter and inform the student of the behavior deemed unprofessional or unethical. The following steps will occur.

### 1. Warning/Verbal

The student will be given a verbal and written warning indicating the breach of Professional or Ethical behavior. (See Appendices B for the "Behavioral Conduct" form) This documentation will be placed in the student's file.

### 2. Probation/Written

If the student's conduct or behavior does not improve, the instructor and the Program Director will meet with the student. A counselor may be asked to assist in representing the student. The instructor and Program Director will complete a second "Behavioral Conduct" form stating clear expectations that must be followed during the probationary period. All parties involved must sign the probation contract. (This form is in Appendices B.) Probation is a trial period in which the student must improve. Throughout this period, routine meetings will be scheduled with the instructor, student, Program Director, and student representative (if applicable) to monitor the process of the student. The "Behavior Conduct" form will be placed in the student's file indicating the student is in a probationary period.

### 3. Dismissal/Withdrawl

If the students fail to meet the probation contract conditions, they will be dismissed or withdrawn from the program.

NOTE: If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of "F" for failure.

## Re-admission Policy

Suppose a student is dismissed from the program for violation of academic standards, Code of Conduct, or professional/ethical behavior, and they wish to seek readmission into the program. In that case, the students must meet the following standards.

- Must meet all college and program admission requirements
- Must request readmission to the Program Director in writing
- The Program Director and/or faculty will determine readmission individually.
    - Student status on time of exit from the program
    - Reason for withdrawal
    - Adequacy of enrollment numbers
    - Justification for readmission
- Must follow all college and program policies and procedures
- The student is eligible for readmission one time only

## Grading Policy

According to the curriculum overview, all lectures, labs, and clinical education courses must be taken in sequence. A minimum grade of "C" is required in all program courses, including clinical courses. GPA calculation is consistent with Collin College policy.

The grading scale is as follows:

| Letter Grade | Percentage Range |
|:---:|:---:|
| A | 89.50% - 100% |
| B | 79.50% - 89.49% |
| C | 74.50% - 79.49% |
| F | 0.00% - 74.49% |

## Withdrawal/Drop Policy

If a student drops a pharmacy technician course, it will result in withdrawal from the program. All courses must be completed in the degree sequence unless the Program Director approves it.

If a student is considering withdrawal from the program, it is necessary to meet with the Program Director of the Pharmacy Technician program or their academic advisor. Students must follow Collin College's policies and procedures for courses or program withdrawal.

# Program Documentation Requirements

## Immunizations Records

**To meet the accreditation standards, all students must provide vaccine records upon enrollment in the program, which include the following:**

If students do not have vaccination records or need to update vaccination records, students are expected to complete and provide documentation upon enrollment. Students can seek vaccinations with the Health Department or a Primary Care Physician. The students will upload all documentation to a database system, and the cost of monitoring the student's submission is the student's responsibility.

**Proof of immunization (either an immunization record or positive titer) for the following items is required:**

1. Diptheria/Tetanus/Pertussis (TDaP) = One dose within the last 10 years

2. Hepatitis B Series = Three doses given over 7 months OR Two doses given over one month (accelerated series) OR positive blood titer results

3. Measles(Rubeola)/Mumps/Rubella (MMR) = Two doses OR positive blood titer results

4. Varicella (Chicken Pox) = Two doses OR positive blood titer results (history of disease is not applicable)

5. Bacterial Meningitis (exempt if student is at least 22 years old) = one dose required (Only required for students who attend courses on a Collin College campus)

6. Current Flu Shot (available from September - May of each year)

7. Proof of Negative Tuberculosis (TB) Test or Negative Chest X-ray (PPD Skin Test, Quantiferon-Gold, or T-Spot Blood Test accepted), must be dated within the last 12 months.

For full COVID requirments or questions, please refer to Collin College policy here:

https://www.collin.edu/covid19/

Exclusions

- Persons submitting a signed affidavit from a licensed physician stating immunizations would harm a person's health.
- Parents or legal guardians (if the person is a minor) stating immunizations would conflict with the tenets of a recognized church or religious denomination of which the person is a member.
- Persons who provide documents to Collin College they are currently serving on active duty with the armed forces of the United States are exempt from this requirement.

Waiver – Pregnancy: Requirements for varicella, measles, rubella, and mumps vaccines are waived during pregnancy. Pregnancy is not a medical contraindication for Tetanus/diphtheria toxoid administration, but it is best to delay until the second trimester. A student must provide a written note from the physician stating they cannot receive these vaccinations due to pregnancy. The student should also provide written documentation from their physician of any physical limitation they have for the duration of their enrollment in the course.

## Background Check

All students must complete a background check through the database system. The cost of this background check will be the student's responsibility.

## Drug Screening

All students must complete a drug screen before clinical rotations. The cost of this test will be the student's responsibility. A certified clinical lab will perform this testing. All specimen collection will occur during an unannounced class period at the Collin College Technical campus.

**Note:** All clinical affiliates require a preliminary drug screening before the clinical practice course. Students who do not pass the initial drug screen cannot complete the clinical practice course. The student may re-enroll in the program following one academic year.

## Insurance

All students must show proof of active health insurance on the database system. If students do not have health insurance, they must purchase insurance. Collin College may be able to provide affordable health insurance contacts for students to seek coverage.

All student must purchase and show proof of liablity insurance on the database system.

# Professional Risks

Interactions with patients in the health care system carry inherent risks to the patient and caregiver, such as infectious diseases. Students will be provided with information and training regarding the known risks of various illnesses. Students will be able to implement precautions appropriate to these risks as part of the program curriculum.

**Blood Born Pathogen Exposure**

Students who experience exposure to potentially infectious materials such as needle sticks, mucous membrane exposure, non-intact skin, or airborne inhalation require specific follow-up. The individual must report the incident to the clinical instructor immediately. A medical evaluation will need to be conducted as soon as possible. Any accrued cost of treatment will be at the expense of the student.

**Physical Risk Statement**

Students with temporary physical limitations (i.e., broken bones, back injuries, recent surgery, etc.) may continue in the Pharmacy Technician Program. Students must understand and agree to the absentee policy if they stay in the program. They must realize that the physical limitation does not excuse them from performing necessary duties related to the learning objectives or health care delivery. If the student does not meet the required course objectives, it can result in dismissal from the program. The student's responsibility is to obtain and provide the instructor written permission to participate in all course functions from a physician during any physical limitation. The college is not responsible for worsening conditions due to the student's continued participation in the program.

All students are expected to provide proper care to all patients in any healthcare setting as a learning experience. These assignments may include patients with medical diagnoses of tuberculosis, hepatitis, AIDS, or other infectious diseases. Students must understand that participation in this program exposes them to particular illnesses, injuries, or contagious contact risks. The college is not held responsible for any illness, injury, or contagious communication during the program. The student's signature on the "Statement of the Understanding" acknowledges this policy.

# Pharmacy Clinical Eligibility

The pharmacy clinical rotation is typically in the final semester of the program. The student must have completed all the pharmacy technician course curricula listed in the "Curriculum Overview" before entering the Pharmacy Rotation 1260 course. To comply with the Texas Health and Safety Code, some clinical agencies require criminal background checks and drug screens before clinical rotations. The agency will deny the student access to the clinical facility if the background check or drug screen is unsatisfactory. If a student cannot attend a clinical rotation, the student will not be able to complete the Pharmacy Rotation 1260 course or the program requirements necessary for graduation.

**Pharmacy Technician Trainee Registration**

A pharmacy technician trainee is an individual who is registered with the state board of pharmacy and is authorized to participate in a pharmacy technician training program. Technician Trainee registration is issued for only two (2) years and is not renewable. All application fees are non-refundable – including applications made in error. Technician Trainees should take and pass the Pharmacy Technician Certification Board Exam (PTCP.org) or the Exam for the Certification of Pharmacy Technicians (ExCPT) and upgrade before the technician trainee registration expires.

All students must obtain their Pharmacy Technician Trainee licenses before the Pharmacy Rotation 1260 course. Below are the steps to obtain this license.

- Go to the website, https://www.pharmacy.texas.gov/
- Register for a secure online account. Use a personal email address that belongs to you, not a school-assigned email address.
- After registering and logging in, click "Apply for a New License."
- Then click "Initial Technician Trainee." Ensure the address you enter on the application is accurate (including the apartment number). This should be an address where you receive mail from the US Postal Service.
- Pay the application fee with MasterCard, Visa, Discover, or American Express
- Submit to a fingerprint session. Schedule an appointment online at: https://uenroll.identogo.com/workflows/11G3HG. Keep the receipt for your records.
- Note: Out-of-state applicants will receive instructions in the mail within two weeks.

Allow a minimum of three (3) weeks for registration to be issued (unless you have something on your background – refer to "Information Regarding Criminal History."

Once an application is approved, a registration number is issued with ACTIVE status. Do not perform technician trainee duties until the ACTIVE status and the registration number are given. Allow 10 - 17 business days once the registration is issued for a certificate to arrive via the U.S. Postal service, or ACTIVE registrations can be verified online at: http://www.pharmacy.texas.gov/dbsearch/tech_search.asp

**Appendix A**

# ASHP/ACPE Accreditation Standard for Pharmacy Technician Training Programs

## 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 the 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.

3.3 Assist pharmacists in identifying 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 the 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 require 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 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 the 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 pharmacists 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.

## Technical Standards and Essential Functions

| Categories of Essential Functions | Definition | Example of Technical Standard |
|---|---|---|
| Observation | Observation is defined as actively participating in all demonstrations, laboratory exercises, and clinical experiences. Assess and comprehend the condition of all clients assigned to them for examination, diagnosis, and treatment. Such observation and information usually require the functional use of visual, auditory, and bodily sensations. | Visual (Corrected as necessary)<br>• Able to visually discriminate increment readings on syringes<br>• Able to read instrument scales<br>• Able to enter and review data during the use of computer equipment<br>• Able to visually discriminate different colored and shaped objects<br>• Recognize and interpret facial expressions and body language<br>• Assess the environment at a distance   Auditory (corrected as necessary)<br>• Recognize and respond to soft voices or voices under protective garb<br>• Recognize and respond to voices over the telephone<br>via a speaker or from a microphone speaker in the drive-thru |
| Communication | Communication is defined as communicating effectively in English using verbal, non-verbal, and written formats with faculty, other students, clients, families, and healthcare team members. | • Able to elicit information,<br>• Assess nonverbal communications<br>• Transmit information to clients, fellow students, faculty and staff, and members of the health care team<br>• Receive, write and interpret written communication in both academic and clinical settings |
| Motor | Sufficient motor ability to execute the movement and skills required for safe and effective care and emergency treatment | • Eye-hand coordination and finger dexterity required to achieve the psychomotor objectives (use of a spatula and tablet counter, mortar and pestle, balance and weight set, needles, syringes, and the skills of counting and pouring)<br>• Lift to 50 pounds<br>• Stand for extended periods (8-12 hours) |

| Intellectual | Ability to collect, interpret and integrate information and make decisions. | • Read and comprehend relevant information in textbooks, prescriptions and medication orders, medical records, and professional literature<br>• Measure, calculate, reason, analyze and synthesize<br>• Utilize intellectual abilities, exercise good judgment, and complete tasks within required time limits<br>• Retain information<br>• Apply knowledge to new situations and problem-solving scenarios |
|---|---|---|
| Behavioral and Social Attributes | Emotional health and stability are required to utilize the student's intellectual abilities fully, exercise good judgment, and prompt competition of all academics. Demonstrate patient care responsibilities and develop mature, sensitive, and effective relationships with clients and other members of the health care system.<br><br>Ability to tolerate taxing workloads function effectively under stress, adapt to changing environments, display flexibility, and learn to operate in the face of uncertainties inherent in clinical settings with patients.<br><br>Possess compassion, integrity, concern for others, and motivation.<br><br>Possess the ability to demonstrate professional behaviors and strong work ethics. | • Manage heavy academic schedule and deadlines<br>• Perform in fast-paced clinical situations.<br>• Display flexibility<br>• Sustain professional activities for protracted periods under conditions of physical and emotional stress.<br>• Demonstrate emotional health required for full utilization of intellectual abilities and exercise of sound judgment.<br>• Demonstrate integrity, concern for others, interpersonal skills, interest, and motivations.<br>• Accepts responsibility and accountability for one's actions.<br>• Develop mature, sensitive, and effective relationships with clients and others.<br>• Comply with the professional standards of the pharmacy profession. |

# <u>Confidentiality Agreement</u>

As a Pharmacy Technician student, I understand that during training, I will contact patients and may have access to personal information regarding their names, health conditions, diagnoses and treatments, and information regarding the staff and policies of the clinical facility. I hereby agree and affirm, by my signature below, that:

1.  I will respect the confidential nature of all records, information regarding patients, and the rules and policies of the clinical site(s)
2.  I will keep all information STRICTLY CONFIDENTIAL
3.  I will not discuss or reveal any information in any way to any person
4.  I will not violate the state and federal Right to Privacy Act(s)
5.  I will conform to all Policies, Procedures, and Regulations of Collin College, the Pharmacy Technician Program, and the clinical site(s).

I understand that any violation of this Confidentiality Agreement subjects me to prosecution and can result in immediate dismissal from the course, with no refund.

I _____, swear and affirm

       (Print Full-Name - Student)

I have read the above and, by my signature below, agree to abide by all terms stated.

_____          _____

       (Signature of Applicant)                    (Date)

# Authorization for Criminal Background Search

Collin College reserves the right to conduct a criminal background search of all applicants considered for employment, students participating in work programs, and students enrolled in specific programs of study.

The following information is required to proceed with the application process. By signing, you permit Collin College to have the Texas Department of Public Safety Crime Records Service conduct the search and report all findings to Collin College. **This search and the results are strictly confidential and will not be shared with any other entity.**

I permit a Criminal Background Search to be conducted.

Full Name

(Please print)

Maiden Name

(If any)

Other Name You Have Gone By (If any)

Date of Birth

Signature

Date

# POLICIES AGREEMENT & WAIVER OF RELEASE FROM LIABILITY

I, _____,

(PRINT YOUR NAME)

With this affirm, by my signature below, I attest to the following:

1. I fully understand that due to the nature of the training I shall receive, there is the possibility of injury or infectious exposure to me or injury or infectious exposure to others. I acknowledge and accept the fact.

2. I, with this release, agree not to hold Collin College and the provider site facilities, including their trustees, administrators, Directors, instructors, faculty, staff, and clients/patients/fellow students, liable regarding all aspects of pharmacy technician training.

3. This release shall extend to all locations considered part of the Collin College Pharmacy Technician Program.

_____            _____

Date                                             Signature of Student

# Technical Performance Standards

Please read the following statements, which outline performance standards relative to **Pharmacy Technician Program**. Answer "YES" or "NO" to each statement.

1. _____            **READ** Ability to read and understand printed materials used in the classroom and health care settings, such as textbooks, signs, medical supply packages, drug labels, syringe demarcations, policy and procedure manuals, and patient records.

2. _____            **ARITHMETIC COMPETENCE**: Read and understand columns of numbers and measurement marks, count rates, tell time, use measuring tools, write numbers in records, and calculate (add, subtract, multiply, divide) mathematical information such as fluid volumes, doses, weights and measurements, and prices.

3. _____            **ANALYTICAL THINKING**: Ability to acquire and apply information from classroom instruction, skills, laboratory experiences, independent learning, and group projects. Demonstrate skills for memorization, integration of concepts, abstract reasoning, and multifactorial problem solving and interpreting.

4. _____            **COMMUNICATION**: Ability to communicate effectively in English in oral and written form with peers and instructors to complete assignments and tests, give directions, explain procedures, give verbal reports, speak on the telephone and interact with others, and document care. Ability to comprehend, interpret, and follow oral and written instructions. Communicate clearly and concisely with patients of all ages, including obtaining a health history and other pertinent information.

5. _____            **INTERPERSONAL SKILLS**: establish rapport with peers, patients/ clients, and instructors, respect individual differences, and negotiate interpersonal conflicts.

6. _____            **EMOTIONAL STABILITY**: Focus on the task, monitor emotions, perform multiple responsibilities concurrently, deal with the unexpected, handle strong emotions (i.e., grief, disgust), and function as part of a team (ask advice, seek information, and share). Provide emotional support to patients as necessary.

7. _____            **FINE MOTOR**: Manual dexterity is necessary to manipulate syringes of various sizes and insert needles into IV bag ports, vials stoppers, open ampules, pick up objects with hands, grasp small things, write with pen or pencil and squeeze fingers.

8. _____            **PHYSICAL ENDURANCE**: Stand and maintain balance during classroom or lab. Endure an eight-hour practicum day with a minimum of 8 hours of standing or walking. Bend, lift, turn, grasp and squat

with a full range of motion. Tolerate working in a closed sterile environment fully covered in sterile gowns, gloves, booties, hoods, and respiratory masks for a minimum of 2 hours at a time.

9. _____          **PHYSICAL MOBILITY**: Walk, reach arms above the head and below the waist, stoop/twist body, kneel, squat, and move quickly (respond to an emergency).

10. _____          **PHYSICAL STRENGTH**: Move objects independently, weighing up to 25 pounds, move heavy objects (up to 50 lbs.), squeeze with hands, and use upper body strength (manipulating large syringes, opening packages, and drug bottles). Transport, move, lift or transfer cases/totes of IV fluids or other medications. Manipulate various pharmacy equipment to prepare/ compound medications according to established procedures.

11. _____          **VISUAL: Ability** to read the fine print on measuring devices and computer screens, see objects more than 20 feet away, recognize depths, and use peripheral vision.

12. _____          **AUDITORY**: Hear auditory alarms and normal speaking level sounds.

13. _____          **SMELL**: Detect odors from the client, smoke, gasses, or noxious smells.

14. _____          **TACTILE:** Detect temperature (skin, solutions), and detect environmental temperature (drafts, cold and hot).

Students must meet the above technical standards. To the best of my knowledge, I can function in both the classroom, laboratory, and practicum requirements of the Collin College Pharmacy Technician Program. Collin College complies with Section 504 of the Rehabilitation Act of 1990 and does not discriminate based on a disability in admission, accessibility, treatment, and employment. At this time, I do not have any health condition or disability that should be addressed by a qualified professional whose license or credentials are appropriate to diagnose a disability and/or other health condition.

Student Signature: _____          Print Name:_____

# Pharmacy Technician Program Information Attestation

I, _____, have received information about the pharmacy technician program including:

 Information on becoming a certified pharmacy technician

- Requirements to work in the state of Texas
- Requirements to take the national certification exam
- Registration with the Texas State Board of Pharmacy

Requirements for the Experiential Training

- Drug testing

Admission requirements

- Apply to Collin College
- Program Admission Application
- Proof of personal health insurance
- (card must contain the student's name; front and back copies are required
- Student Interview
- High school diploma/ GED/ Unofficial College Transcripts/ Student Permission Form
- I certify that I understand the program's requirements, as discussed with the Program Director.


Student Name (Print): _____        CWID: _____


Student Signature: _____        Date: _____


Program Director: _____

# **Student Handbook Attestation**

I attest receiving and reviwing the Pharmacy Technician Handbook, I fully understand the guidelines and rules stated in the book and I attest to comply with them.


_____                                   _____

Student Name:                                            Student Signature:

# **Appendix B**

# Disciplinary Documentation Form

**Disciplinary Action: _____**    **Date: _____**

(State the disciplinary concern above. Refer to the *Criteria for Disciplinary Probation and Dismissal Policy* on page 18 of Student Handbook)

**Student Name: _____CWID: _____**

**Level of Offense (including date):**

- **Initial Infraction – Warning/Verbal**        **_____**

- **Second Infraction – Probation/Written**        **_____**

- **Final Infraction – Dismissal/Withdrawl**        **_____**

**Description of Problem:**
_____
_____
_____
_____
_____
 *(Use additional sheet(s) if necessary)*

**Student Response:**
_____
_____
_____
_____
*(Use additional sheet(s) if necessary)*

**Remediation Plan:**
_____
_____
_____
*(Use additional sheet(s) if necessary)*


_____        _____

**Student Signature**                                            **Date**


_____        _____

**Program Director Signature**                                    **Date**