



# Pharmacy Technician Program Handbook

Pharmacy program policies, curriculum,  
policies, and expectations



Trinity Valley Community College is accredited by the Southern Association of Colleges and Schools (SACS).



For more information concerning program accreditation, please visit  
the ASHP website at

<https://www.ashp.org/Professional-Development/Technician-Program-Accreditation>

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## **WELCOME**

Welcome to the Trinity Valley Community College Pharmacy Technician Program. The faculty and staff wish you success in the pursuit of your educational goals.

The Trinity Valley Community College Pharmacy Technician Program Student Handbook has been compiled by the faculty to provide information pertinent to students enrolled in the Pharmacy Technician Program. Read this handbook in its entirety as you are expected to abide by all of the regulations and guidelines that are contained within this document.

The purpose of this handbook is to detail policies and procedures specific to this program. The policies and procedures set forth in this handbook are designed to support the success of the student.

The Pharmacy Technician Program is just one of the programs within the Health Occupations Division. The Health Occupations Division is committed to providing quality educational programs for the purpose of developing successful health care professionals. Developing caring, competent health care professionals prepared for diverse contemporary practice requires interactions with patients and patient services thereby resulting in an education environment with unique characteristics and requirements.

Trinity Valley Community College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For questions or concerns regarding discrimination based on sex, including sexual harassment, contact: Director of Human Resources/Title IX Coordinator, 100 Cardinal Drive, Athens, TX 75751, 903-675-6215, [humanresources@tvcc.edu](mailto:humanresources@tvcc.edu). For questions or concerns regarding discrimination based on a disability, contact ADA/Section 504 Coordinator, 100 Cardinal Drive, Athens, TX 75751, 903-675-6224, [disability@tvcc.edu](mailto:disability@tvcc.edu).

## **INTRODUCTION**

You have chosen to pursue a career in pharmacy as a Pharmacy Technician. The role of a Pharmacy Technician is exciting, challenging, and rewarding. Pharmacy Technicians assist pharmacists in daily operations of pharmacy, which do not require the professional judgment of the pharmacist. The role of a pharmacy technician is filled with responsibility. In fact, the level of responsibility cannot be stressed sufficiently for you to fully realize its scope, and you will be faced with it constantly as you go about your daily functions. The Student Handbook has been prepared to help you learn and understand some of the responsibilities that apply directly to you as a student Pharmacy Technician.

This handbook has been prepared to assist you in a smooth start in the pharmacy technician program. We hope the information provided will answer your questions and give you the information needed to facilitate compliance with program policies and procedures. Please read this handbook thoroughly and address any questions to the program director.

This handbook will be available on-line and updated each July. After reviewing the handbook and any additional information provided at the time, you will be asked to sign and submit one copy of the signature form found at the end of this handbook.

The program director and faculty are here to assist, support, guide and encourage, as well as teach you to strive to meet the high standards of the pharmacy technician-training program. If you need additional help in meeting the challenges of the program, do not hesitate to make an appointment with the director or your instructor.

During the first few weeks and months in the 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 cohort, 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 to keep your relationship with your cohort 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!

## Oath of a Pharmacy Technician

I dedicate myself to providing pharmacy technician services of the highest quality to all patients, regardless of situation or circumstance, and I will consider the health and safety of my patients my primary concern.

I will uphold the highest principles of moral, ethical, and legal conduct, and will perform my duties with honesty and integrity.

I will use my knowledge, skills, and abilities, in order to assure optimal patient treatment outcomes, while always operating within the pharmacy technician's scope of practice.

I will maintain patient confidentiality and promote individual dignity, and will treat all patients with respect, compassion, and appreciation for diversity.

I will work closely with Pharmacists and other health care professionals to ensure that quality pharmaceutical care is dispensed without error.

I will strive to provide excellent customer service and effective communication, supported by an exceptional work ethic, while maintaining absolute accuracy and ensuring patient health and safety.

I will stay informed regarding developments in the field of pharmacy and will maintain professional competency, striving to continually enhance my knowledge, skills, and expertise.

I will participate in the evolution of a pharmaceutical practice that improves patient care, and will actively support organizations that further the profession and support the advancement of pharmacy technicians.

I will respect, value and support my colleagues, foster a sense of loyalty and duty to the profession of pharmacy, and actively participate as a member of the healthcare team.

I will strive to conduct myself with professionalism and integrity and maintain a full appreciation of the responsibility that the public entrusts to me.

## **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.

Some of the common roles of the advanced-level Pharmacy Technician include:

### Information Management

- Utilize available technology to input and retrieve patient information
- Collect data for drug therapy monitoring activities

### Medication Preparation

- Perform mathematical calculations
- Count, pour, measure, prepare, and label medications, supplies, DME
- Prepare and compound sterile and non-sterile preparations

### Medication Dispensing

- Fill, refill, and process medication orders, floor stock, automated dispensing devices
- Fill, refill, and process outpatient prescriptions, supplies, DME

### Inventory Management

- Assist in ordering, reconciliation, and storage of pharmaceuticals
- Assist in ordering, reconciliation, and storage of supplies and DME

### Education

- Train other technicians, pharmacy interns, and pharmacists

### Patient Assessment

- Assist pharmacist with immunizations
- Assist with blood glucose monitoring and cholesterol screening

The practice of pharmacy is changing to meet the needs of a changing world. As a result, the role of the Pharmacy Technician is changing. Pharmacy Technicians are being relied upon more and more to perform the routine, day-to-day functions in the pharmacy so that the pharmacist can spend more time expanding and adapting their practice to meet the needs of their patients. Today, Pharmacy Technicians can expect to find excellent employment opportunities in a variety of settings in the Northeast Texas

and DFW area as well as throughout the United States, good pay, and the chance for advancement and new opportunities.

As a means to ensure competency, all technicians in the State of Texas must pass a national certification exam. Pharmacy Technicians who pass the 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. The national Pharmacy Technician Certification Exam is administered by the Pharmacy Technician Certification Board (PTCB). The national PTCE is administered as a computer-based test taken at a Pearson Vue testing center. You will take the PTCE as a cohort, at our testing center here on campus.

All pharmacy technicians in Texas must register with the Texas State Board of Pharmacy. In order to become a registered pharmacy technician (PhTR), a pharmacy technician must first become certified. Information regarding certification and registration will be covered in PHRA 1201, Introduction to Pharmacy. More information about the Texas State Board of Pharmacy is located at [www.pharmacy.texas.gov](http://www.pharmacy.texas.gov)

Pharmacy Technicians may also become involved in a variety of national, state, and local organizations. Students are strongly encouraged, but not required, to become members of at least one professional organization. Benefits of membership may include receiving newsletters, journals, mailings, and continuing education. These organizations represent hundreds to thousands of pharmacy personnel and work as a collective voice to bring change to the profession. Members can also vote on various issues at the national, state, and local levels, which will influence the future of pharmacy. Additional information on organizational membership, along with applications, can be obtained from the Pharmacy Technician Program Director.

### **PROGRAM MISSION STATEMENT**

The Trinity Valley Community College Pharmacy Technician Program will provide quality academic and workforce training, quality student support and will prepare and empower our students for success in achieving their Pharmacy Technician Certification as well as promote and enhance life-long learning for our students as well as the community. We will promote optimal pharmaceutical care in our community at an advanced level for institutional, community, and other pharmacy practice settings.

### **PROGRAM PHILOSOPHY**

The Program is committed to serving students and the pharmaceutical community through guidance, excellent academic instruction and professional training utilizing traditional and innovative means while understanding the cultural diversity of individuals. We will strive to maintain a student-centered philosophy, make wise use of community and educational resources and materials, and continue an ongoing process of self-evaluation and self-renewal. The faculty of the Pharmacy Technician Program is

committed to assisting the student toward the greatest academic, personal, and professional potential through quality courses and instruction.

### **ACCREDITATION STANDARD**

The Pharmacy Technician Program is accredited by the American Society of Health System Pharmacists (ASHP) and the Accreditation Council on Pharmacy Education (ACPE). These two entities have formed the Pharmacy Technician Accreditation Commission (PTAC). The Program has a site visit by PTAC. The ASHP Commission on Credentialing considers Programs for Accreditation at their board meetings in January of each year. Accreditation can be granted for up to six years from the date of the application.

To remain accredited, the Program must follow “ASHP Accreditation Standard for Pharmacy Technician Training Programs.” The Standard consists of eight parts: Part I – Administrative Responsibility for the Training Program, Part II – Qualifications of the Training Site, Part III – Qualifications of the Pharmacy Service, Part IV – Qualifications of the Program Director and Preceptors, Part V – Qualifications and Selection of the Applicant, Part VI – Technician Training Program, Part VII – Experimentation and Innovation, and Part VIII – Certificate. A copy of the Standard is available from the Director. In addition, the Standard will be discussed in more detail during Introduction to Pharmacy.

The purpose of gaining accreditation is to demonstrate that the Training Program meets or exceeds the requirements of the Standard. Accreditation is important for several reasons. First, accreditation ensures that you are receiving training and skills that reflect the national standard. Second, employers will know that the education and training you received meets the Standard’s criteria. Finally, accredited programs must constantly work to remain up-to-date on pharmacy practice trends. Because of this continuous evaluation process, students can be sure that they are learning the most current information available relating to pharmacy.

### **PHARMACY TECHNICIAN PROGRAM – PURPOSE AND GOAL OF TRAINING**

The Trinity Valley Community College Pharmacy Technician Program will provide quality academic and workforce training, quality student support and will prepare and empower our students for success in achieving their Pharmacy Technician Certification as well as promote and enhance life-long learning for our students as well as the community. We will promote optimal pharmaceutical care in our community at an advanced level for institutional, community, and other pharmacy practice settings.

The TVCC Pharmacy Technician goals are based on the objectives put forth by ASHP/ACPE and found in the *ASHP Model Curriculum for Pharmacy Technician Education and Training* (Rev. 2018), published by the American Society of Health System-Pharmacists. The *Model Curriculum for Pharmacy Technician Education and Training* is utilized as a framework to provide detail and guidance on the instructional goals and objectives, learning activities, didactic education, laboratory simulation, and experiential training components upon which ASHP/ACPE Accredited Pharmacy Technician Programs are based.

## **ASHP MODEL CURRICULUM STANDARDS**

### **Standard 1: Personal/Interpersonal Knowledge and Skills**

#### Key elements for Entry-level

- a. Demonstrate ethical conduct.
- b. Present an image appropriate for the profession of pharmacy in appearance and behavior.
- c. Demonstrate active and engaged listening skills.
- d. Communicate clearly and effectively, both verbally and in writing.
- e. Demonstrate a respectful and professional attitude when interacting with diverse patient populations, colleagues, and professionals.
- f. Apply self-management skills, including time, stress, and change management.
- g. Apply interpersonal skills, including negotiation skills, conflict resolution, customer service, and teamwork.
- h. Demonstrate problem solving skills.

#### Additional Key Elements for Advanced-Level

- i. Demonstrate capability to manage or supervise pharmacy technicians in matters such as conflict resolution, teamwork, and customer service.
- j. Apply critical thinking skills, creativity and innovation.
- k. Apply supervisory skills related to human resource policies and procedures.
- l. Demonstrate the ability to effectively and professionally communicate with other healthcare professionals, payors and other individuals necessary to serve the needs of patients and practice.

### **Standard 2: Foundational Professional Knowledge and Skills**

#### Key Elements for 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.

## Additional Key Elements for 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**

### Key Elements for Entry Level

3.1 Assist pharmacists in collecting, organizing, and recording demographic and clinical information for the Pharmacist 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 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.

#### Additional Key Elements for 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, medication 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**

##### Key Elements for 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.

##### Additional Key Elements for Advanced-level

- 4.9 Verify measurements, preparation, and/or packaging of medications produced by other health care 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**

#### Key Elements for 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")

#### Additional Key Elements for 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.

## **PROFESSIONAL ETHICS AND CONFIDENTIALITY**

Students must remember at all times that the information in a pharmacy is confidential. Students shall not tell patients, parents, friends, relatives, or non-pharmacy employees any information regarding the prescription(s) a patient receives. Refer to the regulations in the Health Insurance Portability and Accountability Act (HIPAA). Detailed information regarding HIPAA compliance is provided in the section of this manual entitled "Health Sciences Division Policy and Procedures". Failure to comply with HIPAA or any applicable laws may carry serious penalties including, but not limited to, dismissal from the program and legal action.

A Pharmacy Technician works under the supervision of a licensed pharmacist, and is responsible for performing activities that do not require the professional judgment of the pharmacist or can be evaluated by a pharmacist for accuracy. Since Pharmacy Technicians assist pharmacists in providing patient care, student Pharmacy Technicians should comply with the following "code of Ethics for Pharmacists" that is published in Practice Standards of ASHP:

### **Preamble**

Pharmacists are health professionals who assist individuals in making the best use of medications. This Code, prepared and supported by pharmacist, is intended to state publicly the principles that form the fundamental basis of the roles and responsibilities of pharmacists. These principles, based on moral obligations and virtues, are established to guide pharmacists in relationships with patients, health professionals, and society.

### **Principles**

- I. A pharmacist respects the covenantal relationship between the patient and the pharmacist.  
Interpretation: Considering the patient-pharmacist relationship as a covenant means that a pharmacist has moral obligations in response to the gift of trust received from society. In return for this gift, a pharmacist promises to help individuals achieve optimum benefit from their medications, to be committed to their welfare, and to maintain their trust.
- II. A pharmacist promotes the good of every patient in a caring, compassionate, and confidential manner.  
  
Interpretation: A pharmacist places concern for the well-being of the patient at the center of professional practice. In doing so, a pharmacist considers needs stated by the patient as well as those defined by health science. A pharmacist is dedicated to protecting the dignity of the patient. With a caring attitude and a compassionate spirit, a pharmacist focuses on serving the patient in a private and confidential manner.
- III. A pharmacist respects the autonomy and dignity of each patient.

Interpretation: A pharmacist promotes the right of self-determination and recognizes individual self-worth by encouraging patients to participate in decisions about their health. A pharmacist communicates with patients in terms that are understandable. In all cases, a pharmacist respects personal and cultural differences among patients.

- IV. A pharmacist acts with honesty and integrity in professional relationships.

Interpretation: A pharmacist has a duty to tell the truth and to act with conviction of conscience. A pharmacist avoids discriminatory practices, behavior or work conditions that impair professional judgment, and actions that compromise dedication to the best interest of patients.

- V. A pharmacist maintains professional competence.

Interpretation: A pharmacist has a duty to maintain knowledge and abilities as new medications, devices, and technologies become available and as health information advances.

- VI. A pharmacist respects the values and abilities of colleagues and other health professionals.

Interpretation: When appropriate, a pharmacist asks for the consultation of colleagues or other health professionals or refers the patient. A pharmacist acknowledges that colleagues and other health professionals may differ in the beliefs and values they apply to the care of the patient.

- VII. A pharmacist serves individual, community, and societal needs.

Interpretation: The primary obligation of a pharmacist is to individual patients. However, the obligations of a pharmacist may at times extend beyond the individual to the community and society. In these situations, the pharmacist recognizes the responsibilities that accompany these obligations and acts accordingly.

- VIII. A pharmacist seeks justice in the distribution of health resources.

Interpretation: When health resources are allocated, a pharmacist is fair and equitable, balancing the needs of patients and society.

In addition, the American Association of Pharmacy Technicians has a Code of Ethics specifically for Pharmacy Technicians. Pharmacy Technician students should become familiar with the following and implement the principles in their daily practice as a pharmacy technician:

## **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 others.

1. 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.
2. A pharmacy technician assists and supports the pharmacist in the safe, efficacious and cost effective distribution of health services and healthcare resources.
3. A pharmacy technician respects and values the abilities of pharmacists, colleagues and other healthcare professionals.
4. A pharmacy technician maintains competency in his/her practice, and continually enhances his/her professional knowledge and expertise.
5. A pharmacy technician respects and supports the patient's individuality, dignity and confidentiality.
6. A pharmacy technician respects the confidentiality of a patient's records and discloses pertinent information only with proper authorization.
7. A pharmacy technician never assists in the dispensing, promoting or distribution of medications or medical devices that are not of good quality or do not meet the standards required by law.
8. 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 profession.
9. 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.

Failure to comply with these codes of ethics is cause for immediate dismissal from the program.  
Personal relationships with clinical personnel are strongly discouraged.

**TRINITY VALLEY COMMUNITY COLLEGE  
HEALTH OCCUPATIONS DIVISION**

**ESSENTIAL CLINICAL PERFORMANCE STANDARDS**

The Trinity Valley Community College Health Occupations Division has developed the following essential performance standards which TVCC health occupations students are expected to possess and demonstrate. These standards are based upon required abilities that are compatible with effective performance in health careers and are intended to help potential students make career decisions. Health occupations students unable to meet the essential performance standards are responsible for discussing the possibility of reasonable accommodations with the program coordinator before starting clinical and providing medical and other documentation related to any disability and the appropriate accommodations needed to meet the standards. Reasonable accommodation for students with disability-related needs will be determined on an individual basis, taking into consideration the standards and essential skills which must be performed to meet program objectives as well as personal and client dignity and safety.

The Health Occupations Division Student:

1. Has **visual acuity** with corrective lenses to:
  - a. Accurately read small print on medication containers, syringes, discriminate color changes, read type at 8 font, and hand-writing on college ruled paper
  - b. See objects up to 20 inches away
  - c. Accurately read monitors and equipment calibrations
  - d. Identify call lights and unusual occurrences on a unit at a distance of 100 feet.
  
2. Has sufficient **auditory perception with corrective devices** to:
  - a. Hear monitor alarms, emergency signals, client's call bells, pagers, and telephone conversation.
  - b. Hear client's heart sounds, bowel sounds, and lung sounds with a stethoscope.
  - c. Receive and understand verbal communication from others.
  - d. Distinguish sounds with background noise ranging from conversation levels to high pitched sounding alarms.
  
3. Has the **physical ability and stamina** to:
  - a. Perform client care for an entire length of clinical experience, 8-12 hours.
  - b. Stand for prolonged periods of time, 8-12 hours.
  - c. Transfer/position/lift up to 300 lbs with assistance
  - d. Lift and carry objects (up to 30 lbs) without assistance
  - e. Push/pull equipment requiring force on linoleum and carpeted floor
  - f. Stoop, bend, squat, reach overhead while maintaining balance as required to reach equipment, supplies, and perform client care, including cardiopulmonary resuscitation (CPR)
  - g. Manipulate equipment through doorways and into close fitting areas.
  
4. Has **the manual dexterity including sufficient gross motor and fine motor coordination** to:
  - a. Pick up, grasp, and manipulate small objects with control.
  - b. Perform electronic documentation and keyboarding.

## **PROGRAM ACCEPTANCE REQUIREMENTS**

Applications for the Pharmacy Technician program are accepted on a continual basis, and are considered for acceptance for the next most current semester based on available space in the program. Program applicants are considered for acceptance into the program based on the following minimum requirements:

- Acceptance to TVCC
- Completion of the application for Pharmacy Technician program on the Health Science Division webpage
- Immunizations as required by TVCC and Health Occupations Divisions (see webpage)
- Criminal background check (required by Castle Branch and TSBP)
- The pharmacy technician program is math and English-language intensive. All program applicants are required to take the TSI. The TSI test is used for competency evaluation.
- The pharmacy technician program does have a point system, found on the webpage, which is used when the number of applicants exceed the number of seats available.

## **HEALTH REQUIREMENTS**

Pharmacy Technician students must complete all required immunizations and meet the Essential Clinical Performance Standards. There are certain physical abilities and characteristics required to work as a Pharmacy technician. Please read carefully.

All qualified applicants are encouraged to apply to the program. It is the responsibility of the student to contact the Disabilities Office if they require a reasonable accommodation for one or more of the technical standards listed. Each TVCC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Student Disabilities Office on the campus where they expect to take the majority of their classes. Students are encourage to do this a minimum of three weeks before the start of each semester. Visit the TVCC Disabilities Services Office webpage at <https://www.tvcc.edu/Cardinal-Success-Center/category.aspx?z=614> for more information about available services and required documentation.

Health Sciences program establish technical standards and essential functions to ensure that students have the abilities required to participate and potentially be successful in all aspects of the respective programs. Students are required to meet technical standards and essential functions for the Pharmacy Technician Program as indicated below. If an applicant or student is unable to meet all of the outlined standards, he/she may be withdrawn from the program.

## **CRIMINAL BACKGROUND CHECKS**

Successful completion of a criminal background check is required for admission and continuation in ALL Health Occupations Division programs.

## **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 fingerprinting are the sole responsibility of the student. ***This is in addition to the background check that you are required to submit for entrance to any TVCC Health Science program.***

**All students applying to the program must register with the State Board prior to the Orientation session but after admission to the program. The student must present to the Director, or their designated representative, 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.pharmacy.texas.gov](http://www.pharmacy.texas.gov)
- 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 and completed the fingerprinting process. Once that happens, your status should be listed as "pending" on the TSBP website. You may remain in a "pending" status for up to four months from the day you initially register. 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 starting in August. 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 the 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.pharmacy.texas.gov](http://www.pharmacy.texas.gov) ; their phone number is (512) 305-8000.

**NOTE: in order to complete the mandatory fingerprinting procedure which is part of the TSBP criminal background check, you must have a valid social security number. If you do not have a valid social security number, you will not be allowed to register with the TSBP, and will not be eligible to participate in the PHRA program. This is a TSBP rule and all questions should be directed to the TSBP. TVCC faculty and staff are neither qualified nor able to answer questions concerning eligibility for registration.**

# Texas Administrative Code

[Next Rule>>](#)

<a href="#">TITLE 22</a>	EXAMINING BOARDS
<a href="#">PART 15</a>	TEXAS STATE BOARD OF PHARMACY
<a href="#">CHAPTER 281</a>	ADMINISTRATIVE PRACTICE AND PROCEDURES
<a href="#">SUBCHAPTER C</a>	DISCIPLINARY GUIDELINES
RULE §281.64	Sanctions for Criminal Offenses

(a) The guidelines for disciplinary sanctions apply to criminal convictions and to deferred adjudication community supervisions or deferred dispositions, as authorized by the Act, for all types of licensees and registrants including applicants for such licenses and registrations issued by the board. The board considers criminal behavior to be highly relevant to an individual's fitness to engage in pharmacy practice and has determined that the sanctions imposed by these guidelines promote the intent of §551.002 of the Act. The "date of disposition," when referring to the number of years used to calculate the application of disciplinary sanctions, refers to the date a conviction, a deferred adjudication, or a deferred disposition is entered by the court. The use of the term "currently on probation" is construed to refer to individuals currently serving community supervision or any other type of probationary term imposed by an order of a court for a conviction, deferred adjudication, or deferred disposition.

(b) The sanctions imposed by the guidelines can be used in conjunction with other types of disciplinary actions, including administrative penalties, as outlined in this section.

(c) The board has determined that the nature and seriousness of certain crimes outweigh other factors to be considered in §281.63(g) of this title (relating to Considerations for Criminal Offenses) and necessitate the disciplinary action listed in paragraphs (1) - (3) of this subsection. In regard to the crimes enumerated in this rule, the board has weighed the factors, which are required to be considered from §281.63(g) of this title, in a light most favorable to the individual, and even if these factors were present, the board has concluded that the following sanctions apply to individuals with the criminal offenses as described in paragraphs (1) - (3) of this subsection:

(1) Criminal offenses which require the individual to register with the Department of Public Safety as a sex offender under Chapter 62, Code of Criminal Procedure-- denial or revocation;

(2) Felony offenses:

(A) Drug-related offenses, such as those listed in Chapter 481 or 483, Health and Safety Code:

(i) Offenses involving manufacture, delivery, possession with intent to deliver, or illegal dispensing:

- (I) Currently on probation--denial or revocation;
- (II) 0-5 years since date of disposition--denial or revocation;
- (III) 6-10 years since date of disposition--denial or revocation;
- (IV) 11-20 years since date of disposition--5 years probation;
- (V) Over 20 years since date of disposition--3 years probation;

(ii) Offenses involving possession of drugs, fraudulent prescriptions, theft of drugs, or alcohol:

(I) If the offense involved only the personal use of the drugs or alcohol and/or chemical impairment:

(-a-) Currently on probation--90-day to one-year suspension followed by 5 years probation;

(-b-) 0-5 years since date of disposition--5 years probation;

(-c-) 6-10 years since date of disposition--3 years probation;

(-d-) 11-20 years since date of disposition--1 year probation; or

(II) Otherwise:

(-a-) Currently on probation--denial or revocation;

(-b-) 0-5 years since date of disposition--denial or one-year suspension followed by 5 years probation;

(-c-) 6-10 years since date of disposition--180-day suspension followed by 5 years probation;

(-d-) 11-20 years since date of disposition--3 years probation;

(-e-) Over 20 years since date of disposition--1 year probation;

(B) Offenses involving sexual contact or violent acts, or offenses considered to be felonies of the first degree under the Texas Penal Code:

(i) Currently on probation--denial or revocation;

(ii) 0-5 years since date of disposition--denial or revocation;

(iii) 6-10 years since date of disposition--denial or revocation;

(iv) 11-20 years since date of disposition--5 years probation;

(v) Over 20 years since date of disposition--1 year probation;

(C) Other felony offenses:

(i) Currently on probation--denial, revocation, or 30- to 180-day suspension followed by 5 years probation;

(ii) 0-5 years since date of disposition--5 years probation;

(iii) 6-10 years since date of disposition--3 years probation;

- (iv) 11-20 years since date of disposition--1 year probation;
- (3) Misdemeanor offenses:
  - (A) Drug-related offenses, such as those listed in Chapter 481 or 483, Health and Safety Code:
    - (i) Offenses involving manufacture, delivery, or possession with intent to deliver:
      - (I) Currently on probation--denial or revocation;
      - (II) 0-10 years since date of disposition--30- to 180-day suspension followed by 5 years probation;
      - (III) 11-20 years since date of disposition--1 year probation;
    - (ii) Offenses involving possession of drugs, fraudulent prescriptions, or theft of drugs:
      - (I) Pharmacists:
        - (-a-) 0-5 years since date of disposition--5 years probation;
        - (-b-) 6-10 years since date of disposition--3 years probation;
      - (II) Pharmacy Technicians and Pharmacy Technician Trainees:
        - (-a-) 0-5 years since date of disposition and offense determined to be in violation of §568.003(a)(5) or (9) of the Act--5 years probation;
        - (-b-) 0-5 years since date of disposition and determined not to be in violation of §568.003(a)(5) or (9) of the Act--1 year probation;
        - (-c-) 6-10 years since date of disposition and offense determined to be in violation of §568.003(a)(5) or (9) of the Act--3 years probation;
      - (III) If 0-5 years since date of disposition, and the offense did not involve only personal use of the drugs and/or chemical impairment, an additional 30- to 90-day suspension will be imposed preceding the probation for the offenses in this clause;
    - (B) Intoxication and alcoholic beverage offenses as defined in the Texas Penal Code, if two such offenses involving intoxication due to ingestion of alcohol occurred in the previous five years or if one such offense involving intoxication due to ingestion of controlled substances or dangerous drugs occurred in the previous five years:
      - (i) Pharmacists: 0-5 years since date of disposition and offense determined to be in violation of §565.001(a)(4) or (7) of the Act--5 years probation;
      - (ii) Pharmacy Technicians and Pharmacy Technician Trainees: 0-5 years since date of disposition and offense determined to be in violation of §568.003(a)(5) or (9) of the Act--5 years probation;
    - (C) Other misdemeanor offenses involving moral turpitude: 0-5 years since date of disposition--reprimand.

(d) When an individual has multiple criminal offenses or other violations, the board shall consider imposing additional more severe types of disciplinary sanctions, as deemed necessary.

(e) An individual who suffers from an impairment as described by §565.001(a)(4) or (7) or §568.003(a)(5) or (9), may provide mitigating information including treatment, counseling, and monitoring in order to mitigate the sanctions imposed.

[http://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p\\_dir=&p\\_rloc=&p\\_tloc=&p\\_ploc=&pg=1&p\\_tac=&ti=22&pt=15&ch=281&rl=64](http://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=22&pt=15&ch=281&rl=64)

### **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.

### **DRUG SCREENING**

Mandatory pre-placement drug screening, along with for cause or random drug screening may be required of all pharmacy technician students.

### **IMMUNIZATIONS**

Healthcare professions include inherent health and safety risks. Therefore, all health occupations students are required to be compliant with Texas Administrative Code Rule 97.64 related to immunizations for the protection of themselves and patients. Submit proof of all required immunizations to the pharmacy department via Castle Branch. Keep a copy of your immunization records for your personal records. (This is what your Castle Branch app is for) Additional information related to immunizations is available on the website or from the Director.

**PROGRAM LENGTH**

The Pharmacy Technician Certificate Program is designed to be a two semester (nine month) program.

**\*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.**

**PHARMACY TECHNICIAN LEVEL I CERTIFICATE PROGRAM**

<b><u>Semester I</u></b>	<b><u>Credit Hours</u></b>
PHRA 1201 – Introduction to Pharmacy	2
PHRA 1202 – Pharmacy Law	2
PHRA 1305 – Drug Classifications	3
PHRA 1309 – Pharmaceutical Math	3
PHRA 1313 – Community Pharmacy Practice	3
PHRA 1349 – Institutional Pharmacy Practice	<u>3</u>
	<b>Total 16</b>
<b><u>Semester II</u></b>	<b><u>Credit Hours</u></b>
PHRA 1345 – Sterile Compounding and Aseptic Preparation	3
PHRA 1243 – Pharmacy Technician Certification Review	2
PHRA 1441 – Pharmacy Drug Therapy & Treatment	4
PHRA 1360 – Clinical – Pharmacy Technician	<u>3</u>
	<b><u>Total 12</u></b>
<b>Total Hours</b>	<b>28</b>

**PHARMACY TECHNICIAN AAS DEGREE OPTION**

<b><u>SEMESTER I &amp; II (as listed above)</u></b>	<b><u>Credit Hours</u></b>
	<b>28</b>
<b><u>SEMESTER III</u></b>	<b><u>Credit Hours</u></b>
<b>BIOL 2401 – Human Anatomy &amp; Physiology I</b>	<b>4</b>
<b>PSYC 1300 – Learning Framework</b>	<b>3</b>
<b>ENGL 1301 – Composition I</b>	<b>3</b>
<b>Language, Culture, Philosophy or Creative Arts Elective</b>	<b>3</b>
<b>SPCH 1311 or SPCH 1315</b>	<b><u>3</u></b>
	<b><u>Total 16</u></b>
<b><u>SEMESTER IV</u></b>	<b><u>Credit Hours</u></b>
<b>BMGT 1327 – Principles of Management</b>	<b>3</b>
<b>BIOL 2402 – Human Anatomy &amp; Physiology II</b>	<b>4</b>
<b>PSYC 2301 – General Psychology</b>	<b>3</b>
<b>Core Elective (see catalog for choices)</b>	<b>3</b>
<b>Core Elective (see catalog for choices)</b>	<b>3</b>
	<b><u>Total 16</u></b>
<b><u>PROGRAM TOTAL</u></b>	<b><u>60</u></b>

**PHARMACY TECHNICIAN PROGRAM ESTIMATED COSTS**

Complete tuition credit hour costs are available at: <https://www.tvcc.edu/Registrar>

<b>Entrance Expenses (after program acceptance)</b>	<b>Estimated Costs</b>
Uniforms (2 sets of scrubs & 1 scrub jacket)	\$75.00
Textbooks (approximate)	\$550.00 (could be covered by financial aid)
Castle Branch App	\$80
Name Badge (for clinicals)	\$15
Immunizations	Varies – check with PCP and/or county
TSBP Registration	\$67.00
TSBP Finger Printing Process	\$45.00
<b>Total Estimated Entrance Expenses</b>	<b>\$832.00 plus immunization cost if needed</b>

**PHRA 1201 Introduction to Pharmacy (2-2-1)** An overview of the qualifications, operational guidelines, and job duties of a pharmacy technician. Lab fee \$90 includes drug testing and student liability insurance.

**PHRA 1202 Pharmacy Law (2-2-1)** Overview of federal and state laws governing the practice of pharmacy. The role of the pharmacy technician and the pharmacist and their associated responsibilities. Includes Code of Ethics, patient confidentiality, and a comparison of legal and ethical aspects. Lab fee.

**PHRA 1305 Drug Classification (3-2-2)** A study of pharmaceutical drugs, abbreviations, classifications, dosages, side effects, and routes of administration. Lab fee.

**PHRA 1243 Pharmacy Technician Certification Review (2-2-1)** A review of major topics covered on the national Pharmacy Technician Certification Examination (PTCE). Prerequisites: Must: (1) Completed PHRA 1202, PHRA 1201, PHRA 1205, PHRA 1309, PHRA 1313, PHRA 1349. Study in this course prepares the student to participate in a state/national certification exam. The course includes a review of identification of drug names; interactions, side effects, and dosages; how to perform pharmaceutical mathematical calculations; how to practice aseptic techniques; and how to apply federal law concepts to the tasks and duties of pharmacists and technicians in the practice of pharmacy. Lab fee.

**PHRA 1309 Pharmaceutical Mathematics I (3-2-2)** Solving pharmaceutical calculation problems encountered in the preparation and distribution of drugs. Lab fee.

**PHRA 1313 Community Pharmacy Practice (3-2-4)** 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.

**PHRA 1345 Compounding Sterile Preparations (3-1-7)** The process of compounding sterile preparations and aseptic technique within legal and regulatory guidelines specified by USP <797> standards. Lab fee.

**PHRA 1349 Institutional Pharmacy Practice (3-2-4)** 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.

**PHRA 1441 Pharmacy Drug Therapy and Treatment (4-3-2)** Study of therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of disease. Lab fee \$70 includes drug testing.

**PHRA 1360 Clinical Pharmacy Technician/Assistant (3-0-0-18)** A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

## **PHARMACY TECHNICIAN CLASSROOM AND LABORATORY**

The Pharmacy Technician Program is located on two campuses at Trinity Valley Community College. One location is in the Liberal Arts building on the Athens Campus located at 100 Cardinal Dr. The classroom and laboratories are located in LA 106 & 108. The second location is at the Terrell Health Science Center in Terrell, Texas at 1551 St Hwy 34 S, in room 301.

## **BOOKSTORE, TEXTBOOKS AND SUPPLIES**

ALL Pharmacy Technician textbooks can be purchased the TVCC bookstore. The bookstore is located at both campuses. They can be purchased in a Bundle or separately. Students will be required to purchase two sets of gray scrubs, a gray scrub jacket is optional. Students will also be required to purchase a magnetic name badge and money will be collected at Orientation for this. Scrubs are to be worn at all times that you are on campus or at your clinical site unless special circumstances occur and your instructor has approved.

## **EMAIL ACCOUNTS AND STUDENT CONTACT INFORMATION**

All Pharmacy Technician students are required to maintain an active cardinal email account throughout the program. If you have issues with this, please contact technical support through Canvas, on the Athens campus (they are on the second floor above the library) or the 800 number located on the TVCC website. Students are required to check their email daily for communication from course instructor or director as well as the Health Occupation Division. Students are also required to maintain updated contact information (personal email, telephone, and address) with the program director, as well as TVCC.

## **ATTENDANCE POLICY**

Students are expected to always come to class and lab prepared. This includes bringing the correct textbook, and assignments, which are due, materials for note taking, calculators and accessories to be used in class or lab. If class is virtual, the student must be present and visible to the instructor via whatever medium is chosen for the classroom setting. Roll will be taken at every class meeting via Canvas. *Students are expected to be in class every day, however, we realize there can be unforeseen circumstances. You are to let the instructor know via text or email BEFORE you miss class. After the 4th missed class, excused or unexcused, you will be put on probation. After the 5th missed class, you will be placed on contract and the next missed class may result in dismissal from the program. You may schedule a meeting with the Director of the program to discuss your case on an individual basis. You will be provided a signed probationary contract after the 4th absence stating the consequences and a contract after the 5<sup>th</sup> absence stating the consequences.*

## **ABSENCES**

Students are expected to attend all scheduled days of class and clinical. In the event of illness, it is the student's responsibility to notify the instructor BEFORE the class is missed. Court appearances will not be counted as absences if the student provides appropriate documentation the next class/lab or clinical day.

Should the student miss a total of four days of classroom/skills/clinical, the student must immediately make an appointment to see his/her instructor, and the student will be placed on probation. If the student misses a total of five days of classroom/skills/clinical, a contract will be written. After the 5<sup>th</sup> absence if another day is missed, the student can be dropped from the program and re-application will have to be made for the following year to complete the program.

If the student misses a laboratory session the consequences are as follows. Unless prior arrangements have been made, a grade of zero will be assessed for each wet lab exercise missed. Study questions and dry lab exercises may still be turned in for credit at the instructor's discretion.

If the student misses a test, the student will be given a "0". It is at the discretion of the instructor as to whether the student may make up a test. The Final Exam can count twice to make up the missing test grade. If the student misses a quiz, the student will receive a "0". No make-ups will be allowed. The lowest quiz grade will be dropped.

If the student has a clinical absence, he/she is required to make up the clinical hours or receive an "I" (incomplete) until the hours are made up. An "absence" is considered not being present for classroom, clinical, or skills lab. Please also see the "No Call/No Show" policy below.

### **REPORTING ABSENCES:**

A. In case of absence in the clinical area, the student must notify the clinical facility AND instructor before the scheduled duty hour.

B. In case of absence from the classroom, notify the instructor via text or email prior to class or scheduled classroom day.

**C. Failure to notify instructor/facility (no call/no show) for a clinical absence will result in an automatic contract and probation. A second "no call/no show" in clinical/skills lab will result in termination from the program.**

## **TARDINESS POLICY**

**TARDINESS:** (Arriving late or leaving early)

**Punctual habits:** should be valued in academic as well as work settings.

"Tardy" is considered being one minute late or leaving one minute early. A counsel record will be written on the 4th tardy. A contract will be written with the 5th tardy. And on the 6th tardy the student will be terminated. Three tardies will count as one absence. The student will be counseled according to the absence policy.

## GRADING AND ACADEMIC REQUIREMENTS

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 75% in both the lecture and the laboratory components of the course.** Please note that even though the average of the components may be 75% or greater, **failure to achieve 75% 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=90-100%  
B=80-89%  
C=75-79%  
D=60-74%  
F=59% and below

**A grade of “C” or above is required for passing any pharmacy specific courses of the program.**

If a student scores lower than 75% (a “D” or “F”) in any Pharmacy Technician course the student will be required to reapply for admission the next semester a new class is accepted. The student will need to meet with the Director to determine a plan of action. If the student wishes to re-enter the program after more than one year has lapsed, the student may be required to either repeat or challenge all Pharmacy Technician courses previously taken.

The Pharmacy Technician Program faculty will make a determination of whether to allow the student to re-enter the pharmacy program, based upon the student’s motivation, interest in the field, compatibility with the profession, and correction of any problem(s) for which the student was previously unsuccessful. Readmission will also be a space-available basis. If admitted to the subsequent class, the student will be required to retake all pharmacy courses and the student will be given, and expected to follow, the policies of the current Student Handbook. Any student failing the same Pharmacy Technician course twice, or dropping out of the program twice, will not be considered for readmission again. Likewise, any student failing a Pharmacy Technician course during a single semester may not be allowed to continue in the program. Each course is necessary for the completion of the Pharmacy Technician program and to ensure success in passing the PTCE.

Grading for Pharmacy Practicum will be carried out according to the following breakdown. A separate grade shall be given for each of the clinical rotations in Pharmacy Practicum, i.e., Hospital Pharmacy and Community Pharmacy. The breakdown of grades for each clinical rotation is as follows:

50% On-Site Instructor Evaluation  
50% Course Assignments and Course Instructor Evaluation

The on-site Instructor will be responsible for evaluating the student on the competencies and objectives listed in the course syllabus for the rotation. The student must obtain a satisfactory rating for each competency and objective listed in the course syllabus for each rotation. The course instructor will evaluate the student based on the submitted course assignments, attendance, communications, and periodic onsite evaluations. In addition, the course instructor's evaluation will include efforts made by the student to keep the instructor informed of the student's practicum schedule.

The student must achieve a minimum grade of "C" in all academic course work of the program, and must meet all requirements established by the college for a Certificate in Pharmacy Technician. If a student does not achieve a minimum grade of "C" in any academic course, the student must meet with the Director to plan a course of action. Dismissal from the program and reapplication will likely occur.

If a student drops out of the program after completing one or more courses, the student may reapply to the program but will retake all courses. Request for re-entry will be treated as any other application and the student will participate in the application/interview process along with other applicants. Students who drop out after entering the program a second time will not be considered for re-admission.

### **DROPPING/WITHDRAWING FROM COURSES**

A student who is considering dropping or withdrawing from a course is strongly encourage to speak with the instructor as well as the director prior to doing so. Each semester includes dates students may either "drop" or "withdraw" from a course. The college places no limits on the number of courses a student may drop. However, state law limits the number of course withdrawals, with some exemptions and exceptions.

Note: Dropping or withdrawing from a course may affect financial aid, veterans' benefits, international student status, or academic standing. Students are urged to consult with their instructor, advisor, or Director before making schedule changes.

#### **Drops vs. Withdrawals**

Students who officially exit a course during either the schedule change period or before the official college reporting date are considered to have "dropped" the course. They do so by submitting the official request to Admissions and Records. Dropped courses are not considered withdrawals and are not posted on the student transcript.

Withdrawals from a course occur after the official reporting date and result in a mark of @ on the student transcript.

It is the student's responsibility to initiate a withdrawal request to Admissions and Records before the withdrawal deadline. Discontinuance of class attendance or notice to the instructor does not constitute authorized withdrawal. In cases of instructor-initiated withdrawals, the withdrawal counts toward students' maximum withdrawal limits.

## **Six-Withdrawal Limit**

State law permits students to withdraw from no more than six courses during their entire undergraduate career at Texas public colleges or universities. All course withdrawals automatically count toward the limit unless:

- The student withdraws from all courses;
- The student or course is exempt from the rule; or
- The student receives an exception authorized by college officials.

Students who reach their withdrawal limit must remain on the class roll unless they request and receive approval for a withdrawal exception.

Exemptions:

The following are exempt from the withdrawal limit:

- Students who entered college before fall 2007
- Co-enrolled high school students (Early College Start)
- Credit by examination or other method that does not require registration in a course
- Developmental education
- Continuing education
- Courses taken at private or out-of-state colleges
- Courses ineligible for state funding
- Those in which a punitive, non-completion grade is received (WF)
- Those resulting from document college error

## **MANDATORY MID-SEMESTER MEETINGS**

All students are required to meet with the Pharmacy Director, or the Director's designee, at the mid-point of each semester while enrolled in pharmacy courses. This is an opportunity to discuss the students standing in each course, determine regulatory requirements, which must be met, develop a student academic plan, and complete mandatory paperwork. Students who fail to meet with the Director or their designee, at the mid-point of the semester will not be allowed to enroll in next semester courses until the meeting has been completed. Meetings will be arranged and confirmed through Canvas email.

## **DRESS CODE**

Always remember – You are in a professional program, striving towards a professional certification/degree and you should represent this at all times. Therefore the following dress code is in place.

1. While on campus and in Pharmacy Technician lectures, students may wear either gray scrubs (light or dark) or scrub pants and a Health Occupations/TVCC t-shirt. Please wear close-toed shoes, either crocs or athletic shoes or sneakers.

2. In the student laboratory, either gray scrubs (light or dark) or scrub pants and a Health Occupations/TVCC t-shirt and clean athletic shoes or sneakers. Close-toed shoes must be worn in the lab at all times. Certain lab courses require compliance with aseptic technique principles that include avoidance of jewelry, make-up, false nails, nail polish, ear buds, and similar adornments. For further information, refer to the individual course syllabi.
3. During clinical rotation, the student must be in scrubs with TVCC Pharmacy Tech patch in place on the scrub top or jacket and the following rules apply as well:
  - a. Students must wear closed-toe shoes (no sandals or canvas shoes) with socks.
  - b. While attending practicum rotations, student's hair must be clean, neat and of a normal hair color. Male students must either shave regularly, or they choose to wear a mustache and/or beard, they must keep them clean and well groomed.
  - c. Before attending practicum rotation, student must bathe regularly to avoid offensive odor. In addition, students must refrain from use of cologne/perfume/aftershave lotion, or makeup.
  - d. Keep fingernails clean and at a reasonable length.
  - e. Students not conforming to the dress code of the facility or the program may be sent home from the practicum site at the preceptor's or course instructor's discretion.

### **HOSPITAL VISITATION**

Students are prohibited from entering a hospital or any other pharmacy or health care setting while wearing a scrub uniform, and/or TVCC 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 withdrawn from the Program.

### **ROTATION ELIGIBILITY FOR PHARMACY PRACTICUM**

Pharmacy Technician practicum sites are not easily acquired. At this time, the Program has sufficient clinical slots for 25-30 students per rotation. Availability of sites may vary from semester to semester.

The Pharmacy Practicum is in the second semester of the program. The student must have successfully completed Introduction to Pharmacy, Pharmaceutical Mathematics, Community Pharmacy Practice, Institutional Pharmacy Practice, and Drug Classification before they are eligible to enroll in the Pharmacy Practicum.

The State Board of Pharmacy requires, by law, all Technician Trainees register with the Board prior to training in or gaining experiential hours in any live pharmacy setting. Technician Trainee Registration is a requirement once admitted to the Pharmacy Technician Program. Denial or revocation of registration from the State Board constitutes ineligibility to participate in the Practicum, which is cause for dismissal from the Program.

In order to comply with the Texas Health and Safety Code, some clinical agencies require additional Criminal Background Checks prior to clinical rotations. TVCC requires negative Drug Screens for students prior to 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 be unable to complete course and program requirements necessary for graduation.

### **EXTERNSHIP POLICY**

Pharmacy Technician students are not allowed to be scheduled in place of qualified staff during any practicum rotation. Should a clinical institution wish to employ a currently-enrolled Pharmacy Technician student, the institution is strongly encouraged to contract with the student for employment once the student has finished their clinical rotation.

### **GRADE CHANGE POLICIES AND PROCEDURES**

#### Assignment of Grades

The instructor teaching the course shall assign grades. The instructor will provide information to the students at the beginning of the semester regarding the course, including the guidelines for grading. If the student has questions about a grading policy and/or a specific grade, the student must raise the question while enrolled in the course. If the student is unable to resolve the questions or objections with the instructor, the student is to make an appointment with the department chair to discuss the matter or, if the instructor is the department chair, with the dean.

### **CLINICAL/PRACTICUM POLICIES**

#### **PROFESSIONAL BEHAVIOR**

Faculty of Trinity Valley Community College and the Health Sciences Programs have an academic, legal and ethical responsibility to protect members of the public and of the health care community from unsafe or unprofessional practices. Health Science students, while representing Trinity Valley Community College at any clinical agency, must conduct themselves in an ethical, professional, and safe manner. Students are expected to assume responsibility for their actions and will be held accountable for them. Students will abide by TVCC and clinical agency policies during each clinical experience. Failure to adhere to program specific policies related to professional behavior or safe clinical practice may result in the use of the Progressive Discipline Policy outlined in the Pharmacy Technician Program Student Handbook.

#### **PROFESSIONAL ETHICS AND CONFIDENTIALITY**

Students must remember that the information concerning patients is confidential. Students are required to adhere to legal and ethical standards as established by regulatory agencies and professional standards. Failure to comply with the above is cause for immediate dismissal from the program.

## **TECHNOLOGY, SOCIAL MEDIA & CONFIDENTIALITY POLICY**

### **TECHNOLOGY - LECTURE**

1. Cell phones must be silenced at all times when in class. Failure to do so will result in the cell phone being taken up by the instructor and not returned to the student until the end of the class or clinical day.
2. Laptop computers may be brought to lecture. Respondus Lockdown browser must be on all laptops used for quizzes and testing in the pharmacy technician program. TVCC computers may not be utilized during lecture times for completion of homework assignments or playing computer games.
3. Cell phones may not be in the room during a test. Any cell phones found during a test will result in the phone and test being taken up and the student's test being graded from that point. If it is determined a student is using a cell phone to share information with another student, both students will be subject to the Pharmacy Tech Honesty Policy disciplinary actions.
4. No technical media (cell phones, cameras, tape recorders, etc.) are allowed in the room during test review. Students found with any of these items during test review will be subject to the Pharmacy Tech Honesty Policy disciplinary actions.
5. Faculty request that student ask their permission to record class or take photos of PowerPoint slides, and respect that faculty member's decision to allow or disallow. If permission is granted, students may not post the recording or photos on social media. An instructor's PowerPoint is considered intellectual property.

### **TECHNOLOGY – CLINICAL/SKILLS LAB**

1. Personal cell phones must be turned off or on silent at all times, including post conference. Students must follow the facility's policy on cell phones, which may ban cell phones from the clinical areas altogether.
2. Taking photographs or recording of conversations is strictly forbidden in all patient areas even if the patient is not identifiable. Students who do so are in violation of HIPAA and are subject to immediate expulsion from the health occupations division program and potential investigation by the Federal Office of Civil Rights.

### **SOCIAL MEDIA & CONFIDENTIALITY**

1. Students must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.
2. Students must not transmit by way of any electronic media any patient-related information or image that is reasonably anticipated to violate patient rights to confidentiality or privacy or to otherwise degrade or embarrass the patient.
3. Students must not share, post, or otherwise disseminate any information (including images) about a patient or information gained in the pharmacy technician-patient relationship with

anyone, unless there is a care-related need to disclose the information or other legal obligation to do so.

4. Students must not identify patients by name or post or publish information that may lead to the identification of a patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
5. Students must not refer to patients in a disparaging manner, even if they are not identified.
6. Students must not take photos or videos of patients on personal devices, including mobile devices.
7. Students must maintain professional boundaries in the use of electronic media.
8. Students must not make disparaging remarks about faculty or students.
9. Students must not post any information identifying a client, client situation, clinical facility or staff, faculty member, guest lecturer or TVCC program experience on any social media website (even if positive comments). Social media outlets include but are not limited to: Facebook, LinkedIn, Myspace, YouTube, Twitter, Yahoo Finance, etc. Health care workers have been fired for discussing patient cases on Facebook even though no names were discussed.
10. Students must not give healthcare advice on social media sites.
11. Students must not become a patient's "friend" on a social media site.
12. **Any violation of this policy must be promptly reported to the team leader, provost and appropriate clinical facility. Disciplinary actions will be taken accordingly. First violations may lead to counseling record, contract or dismissal from the program depending on the nature of the violation.**
13. **If the violation involves a patient, it will be dealt with as a possible HIPAA (Health Insurance Portability and Accountability Act) violation. HIPAA protects the privacy of individually identifiable health information, called protected health information (PHI). The Department of Health & Human Services may impose civil money penalties for failure to comply with a Privacy Rule requirement. A person who knowingly obtains or discloses individually identifiable health information in violation of HIPAA faces a fine of \$50,000 and up to one-year imprisonment. The criminal penalties increase to \$100,000 and up to five years imprisonment if the wrongful conduct involves false pretense and to \$250,000 and up to ten years imprisonment if the wrongful conduct involves the intent to sell, transfer, or use individually identifiable health information for commercial advantage, personal gain or malicious harm. Criminal sanctions will be enforced by the Department of Justice. Students may be banned from the clinical facility and subject to immediate expulsion from the health occupations division program and potential investigation by the Federal Office of Civil Rights.**
14. Faculty should keep professional boundaries in mind when deciding whether to "friend" students during the program. Students and faculty are encouraged to create/join program "Facebook" fan pages instead.

## HONESTY POLICY

It is the policy of Trinity Valley Community College's Health Occupations Division that ethical and legal considerations in administering patient care must be observed at all times by students. Due to their responsibilities for the health and welfare of the public, health care workers are expected to conduct themselves in a professional manner at all times. Honesty is a major component of professional behavior. The faculty believe that honest behavior in educational settings transfer to the graduate in the world of work.\* Students are expected to be honest in all aspects of their educational program, including classroom, skills laboratory, and clinical (including all written work). They should treat their educational environment as they would a job.

Candidates for CPhT licensure must demonstrate good professional character. Such evidence shall establish that the person: is able to distinguish right from wrong; is able to think and act rationally, is able to keep promises and honor obligations; is accountable for his or her own behavior; is able to recognize and honor the interpersonal boundaries appropriate to any therapeutic relationship or health care setting; and is able to promptly and fully self-disclose facts, circumstances, events, errors, and omissions when such disclosure could enhance the health status of patients/patients or the public or could protect patients/patients or the public from unnecessary risk of harm. All health occupations students should display good professional character. Students who witness a violation of the honesty policy have a duty to report the breach to the instructor or Director.

Any student involved in lying, cheating, plagiarism, collusion or false representation is in direct violation of the Health Occupations Division Honesty Policy and the Trinity Valley Community College's Policy of Rights, Conduct and Responsibilities. **Students must not share their own work with other students except for designated group projects, and those who do are subject to be charged with violation of the honesty policy. It is considered a violation of the honesty policy to receive information from peers or previous students and use that information to answer questions on a test or complete an assignment.** Scholastic dishonesty jeopardizes the student's successful completion of a health occupations program. Violations of the honesty policy will result in a contract being written or dismissal from the program. Students accused of academic dishonesty will be afforded due process. The student's right of appeal is through the Vice-President of Student Services and the Disciplinary Committee.

Students who are dismissed from one health occupations program for violation of this policy or not accepted into a health occupations program for violation of this policy will not be allowed to enter or re-enter that program or enter another program in the Health Occupations Division or Continuing and Workforce Education Division at Trinity Valley Community College.

**This policy applies to pharmacy technician program applicants as well as current students. Applicants who violate the honesty policy during admission testing or on the application or any other aspect of the admissions process will not be allowed to apply for any of the health occupations programs at Trinity Valley Community College.**

**Students are expected to act with honesty and integrity at all times. Anything that looks suspicious will be considered a violation of the honesty policy.**

Examples of violations of the honesty policy include but are not limited to:

- a. Using work from a previous semester and turning it in to get credit during the current semester, unless specifically approved by the instructor.
- b. Sharing one's work with another student, even if the work is shared only as a "template".
- c. Copying another student's work in part or completely.
- d. Any type of assistance (cheating) during an exam; i.e. AI, texting, handwritten notes found on person or in the restroom.
- e. Looking at another student's exam.
- f. Any type of electronic device found on the student's person during an examination or during test review (ear buds, cell phone, camera, iPad, iPod, etc.).
- g. Using a past student's work to complete a current assignment or using recollections of test questions from past students to study for a test.
- h. Asking another individual to do one's work.
- i. Copying from a text or written material without referencing the work (plagiarism).
- j. Any information found on a social web site of a sensitive nature involving test questions, examples of papers.
- k. Forging a signature.
- l. Taking photos of Canvas quizzes and sharing with others.

Definitions:

AI – Artificial Intelligence – use of AI websites to answer questions, write or create on any assignment. (A few examples are Chatbot, ChatGPT, and Jasper)

Plagiarism – Appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work

Collusion – Unauthorized collaboration with another person in preparing written work for fulfillment of course requirements

False Representation – Making up data, interventions, evaluations, conversations, etc. and submitting them as part of written course requirements

### **CIVILITY POLICY**

Civility is behavior that shows respect towards another, causes another to feel valued and contributes to mutual respect, effective communication and team collaboration.

All health occupations have a code of ethics which address professional behavior. Refer to the Pharmacy Technicians Code of Ethics previously stated in this handbook.

TVCC Pharmacy Technician students are expected to:

1. Follow student responsibilities and code of conduct as outlined in the current college catalog.
2. Ask permission to record class and respect the instructor's decision to allow or disallow.
3. Listen and respond respectfully to each other, faculty and staff.
4. Recognize and tolerate different levels of understanding of complex social and cultural issues among classmates and professors.
5. Issue "gentle reminders" when guidelines are breached.
6. Be prepared for, and participate in, class.
7. Turn cell phones off or to silent before the start of class.
8. Pick up trash when leaving the room.
9. Be courteous to others.
10. Not interrupt or walk into another class or skills lab in progress.
11. Not expect the rules to be bypassed or ignored to meet individual needs.
12. Respect the rules of the syllabus and handbook. (Content of exams and calculation of grades earned are not starting points for negotiation. Pharmacy Technician faculty are willing to work with students to meet learning needs, but will not negotiate individual terms with students).

Examples of uncivil behavior are (but not limited to):

1. Demeaning, belittling or harassing others.
2. Using electronic media for confrontation or criticism.
3. Rumoring, gossiping about or damaging a classmate/professor's reputation.
4. Habitually interrupting as others speak.
5. Not responding to letters, voice-mail, e-mail and/or Canvas messages in a timely manner.
6. Texting during class or skills unless directed to by the instructor.
7. Raising voice at instructor, peer or staff.
8. Not completing an equitable share of assigned collaborative work.
9. Carrying on side conversations during class.
10. Sleeping in class.
11. Displays of emotional outbursts, inappropriate language, profanity, or insults.

The student must understand that any behavior or action determined to be incivility may result in disciplinary action up to immediate dismissal from the TVCC Pharmacy Technician program. Students who are disturbing a class may be asked to leave.

## **Progressive Discipline**

Faculty is committed to assisting students to be successful in the program. To afford students due process, Pharmacy Technician students who are not meeting course objectives in class, clinical/practicum or lab will be apprised of their performance status using the progressive discipline process. The Progressive Discipline Policy is available in the Student Tools and Resources Section of each course.

*Some situations do not allow/or the progressive discipline process 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 withdrawn from the program. Examples of these include, but are not limited to:*

*Violations of patient confidentiality*

*Academic dishonesty*

*Falsification of documentation*

*Unprofessional behavior/unsafe behavior that seriously jeopardizes patient, student, staff, or preceptor safety*

*Unprofessional behavior that seriously jeopardizes clinical affiliations.*

*NOTE: If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of "F" or "U" as applicable*

## **PROFESSIONAL RISKS**

Interactions with patients in the health care system carry inherent risks to both the patient and caregiver, including, but not limited to, communicable diseases. In the curriculum, students will be given information regarding known risks for various diseases and measures to decrease these risks.

All students are expected to provide appropriate care to all assigned patients in any setting. These assignments may include patients with medical diagnoses of tuberculosis; hepatitis A, B, or C; AIDS; or other infectious diseases. Students are expected to implement standard precautions and appropriate barrier protection in the care of all assigned patients.

## **HEALTH INSURANCE**

The College does not provide personal health insurance coverage for students. All Health Sciences students are required to carry some type of personal health insurance. Should medical care be required, the student is responsible for all costs of treatment/medical care unless covered under the accident insurance policy described below.

## HIPAA

The Health Insurance Portability Accountability Act (HIPAA) Act requires that all protected health information be kept private and secure by all persons that handle, or have access to, that information. Any violations of HIPAA regulations will result in disciplinary actions up to and including withdrawal from the program depending on the severity of the violation. Students will sign the HIPAA agreement during Orientation and it will be kept on file and in effect for the duration of the Pharmacy Technician Training Program.

## LATEX ALLERGY

Approximately 3 million people in the U.S. are allergic to latex. Latex is used in more than 40,000 industrial, household, and medical products. Exposures to latex may result in skin rashes, hives, flushing, itching; nasal, eye, or sinus symptoms, asthma, and (rarely) shock. Reports of such allergic reactions to latex have increased in recent years- especially among healthcare workers-NIOSH. This statement is provided to notify students of the possible risk of latex allergies. It is important to notify the program if you are or become allergic/sensitive to latex products.

## POLICY FOR DRUG SCREENING

In order for clinical affiliates to comply with Joint Commission accreditation standards pertaining to due diligence and competency assessment of all individuals whose assignments bring them in contact with patients or employees, employee prescreening requirements such as criminal background checks and drug screens are extended to clinical students. All health occupations students and faculty must have a negative drug screen before starting clinical rotations.

1. After acceptance or enrollment in the Pharmacy Technician program, drug screens will be performed randomly during the program.
2. The college will arrange for a company that follows National Institute on Drug Abuse (NIDA) guidelines to perform drug testing. Specific protocol will be given to you during Orientation. Upon instruction by Castle Branch, the student will proceed with the drug testing. The collection techniques will adhere to strict guidelines following chain-of-custody protocol. The company will perform a Substance Abuse Panel 10 ("SAP 10") with integrity checks for creatinine and pH levels. SAP test results that fall outside any of the acceptable ranges will be considered presumptive-positive tests and will automatically be sent for a separate confirmatory test by a gas chromatography mass spectrometry (GCMS) method. If the results remain non-negative, the Director will be notified. A Medical Review Officer (MRO) will call the student to determine if there is a valid prescription for the drug in question. There may be an extra charge for the MRO services. **Please note that taking someone else's prescription medication is illegal and will result in a positive drug screen.** If a valid prescription exists, the test result is deemed "negative" and acceptable. If a specimen is not testable for any reason, the student may be required to provide an observed collection of urine.

3. The student must complete drug screening at the scheduled time. If a student is absent when the drug screening is performed, he/she will be notified. The student must call the drug testing company to arrange to be tested at a designated location within 24 hours. This may result in an extra fee, depending on the location of the collection site. Failure to do so will be interpreted as a refusal for drug testing and the student will be dropped.
4. The cost of both drug screens is included in the student's lab fee for clinical courses of the Pharmacy Tech program.
5. All drug screen results will be submitted to the Pharmacy Technician Program Director. The Director will keep confidential all information obtained from the drug screens. All drug screen results will be kept in a separate file until the students have graduated or have not been enrolled in a health occupations program for 1 year and then the records will be destroyed.
6. The drug screen will be honored by all TVCC clinical affiliates for the duration of the student's enrollment at the college if the student has not had a break in enrollment in the Pharmacy Technician program. A break in enrollment is defined as nonattendance of one full semester (fall or spring) or more.
7. A student with a positive drug screen will be dropped from the program. There will be no re-testing.
8. Some facilities may not allow students who use nicotine products in their facilities for clinical. Students are expected to respond honestly when queried about use of nicotine.
9. Students may be subject to further drug screen testing if required by a clinical facility or if the student is suspected of substance abuse at any time during clinical or skills during their enrollment in the Pharmacy Technician program.

Adapted from Health Occupations Division..

## **PHARMACY TECHNICIAN PROGRAM FACULTY**

### **Cindy Darragh, RPh, MEd**

#### Professional Education Background

University of Houston  
Bachelor of Science in Pharmacy, 1987

University of Texas at Tyler  
Bachelor of Science in Education, 2001

Lamar University  
Masters in Education, 2009

#### Professional Experience

Trinity Valley Community College  
Pharmacy Technician Program Director  
1/2018 – present

Kaufman ISD  
Health Science Instructor/Faculty  
8/2001 – 12/2017

CVS/Eckerd Drug Co  
Relief/Staff Pharmacist

Walmart Pharmacy  
Pharmacist in Charge

#### Professional Memberships

ASHP – American Society of Health-System Pharmacists  
PTEC – Pharmacy Technician Educators Council  
TPA – Texas Pharmacy Association

### **Stephanie Fuller, CPhT, BS**

#### Professional Education Background

University of Texas at Tyler  
Bachelor of Science in Health Professions, 2008

Austin Community College  
Certification, Sterile Compounding and Aseptic Technique, 2020

### Professional Experience

Trinity Valley Community College  
Pharmacy Technician Instructor  
1/2021-present

Trinity Valley Community College  
Pharmacy Technician Lab Instructor  
8/2019 - 5/2020

Anderson Drug  
Pharmacy Manager  
3/2007 - 12/2020

Anderson Drug  
Certified Pharmacy Technician  
1/2000 - 3/2007

Skyway Pharmacy  
Certified Pharmacy Technician  
9/1997 – 1/2000

### Professional Memberships

PTEC – Pharmacy Technician Educator’s Council

TPA – Texas Pharmacy Association

## **FORMS AND PROGRAM DOCUMENTATION**

The forms provided in this section are your copy of the forms that you must sign during the new student orientation. During the new student orientation session, you will initial, sign, and date the handout copies of each of these forms, and turn them in to the Pharmacy Technician Director. These will become part of your permanent record. Failure to turn in required forms, immunizations, proof of TSBP registration, and other documentation may result in termination from the pharmacy technician program. Please keep this handbook and refer to the enclosed forms often, as your signature indicates your agreement to abide by each of the policies listed in the Pharmacy Technician Handbook. **Note: These forms will be provided for you at orientation, please do NOT tear these out and send them to the director. They will be provided to you.**

## **Statement of Understanding**

Please read each statement below. Initial each statement in the space indicated, and provide your name, signature, and date below.

1. \_\_\_\_\_ I have read, I agree to, and I will comply with each of the policies outlined in the Pharmacy Technician Handbook. Furthermore, I agree to, and will comply with, the course requirements as outlined in each course syllabus.
2. \_\_\_\_\_ I understand that while performing my regularly assigned duties, I may be exposed to blood, body fluids, or tissues. I will use the appropriate personal protective equipment required when there is an inherent potential for mucous membrane or skin contact with blood, body fluids or tissues, or a potential for spills or splashes of them. Appropriate protection may include the use of gloves, gowns, masks, face shields, eye protection, mouthpieces, resuscitation bags, and other protective equipment. I understand that if I fail to use available personal protective equipment, I may be subject to disciplinary action.
3. \_\_\_\_\_ I understand the immunization requirements as outlined on the Health Sciences website. I understand that failure to provide proof of the necessary immunizations may result in my being dropped from the pharmacy technician program.
4. \_\_\_\_\_ I have read through the information on the Health Data Form as outlined on the Health Sciences website. I understand that failure to provide the completed Health Data Form and requisite two-step TB skin test may result in my being dropped from the pharmacy technician program. I understand that the two-step TB skin test must be within the past 90 days prior to starting the program.
5. \_\_\_\_\_ I have been informed regarding the inherent health/safety hazards in the health care field and release TVCC from any liability for such hazards.
6. \_\_\_\_\_ I have read and agree to the "Substance Abuse Administrative Policy."
7. \_\_\_\_\_ I agree to the TVCC criminal background check and agree to immediately notify the Director of the Pharmacy Tech Program in writing of any subsequent changes in criminal history that occur after the admission background check has been completed.
8. \_\_\_\_\_ I will complete all clinical educational training and coursework and submit signed documentation to the program coordinator or program administrative assistant in the method outlined in the practicum workbook (will be provided in the practicum orientation session).
9. \_\_\_\_\_ I have read, understand, and acknowledge that I am capable of performing each of the "Technical Standards and Essential Functions" as presented, or with reasonable accommodation as documented by the Students Accessibility Services. (If accommodation is required, please confer with the Director of the Program immediately.)
10. \_\_\_\_\_ I agree to read the entire Pharmacy Technician Program Student Handbook NO LATER THAN ONE WEEK AFTER THE FIRST DAY OF THE SEMESTER, and I agree to comply with all of the requirements outlined in the handbook. I will inform the pharmacy technician program director, via email within 10 days of the start of the semester, if I have any questions or concerns about anything contained in the handbook. I understand that compliance with all requirements outlined in the handbook is mandatory.
11. \_\_\_\_\_ I understand that I must attend a mandatory mid-semester meeting with the Department Chair every semester while I am enrolled in the pharmacy program. I further understand that I will not be allowed to register for next semester courses until this meeting has been completed.
12. \_\_\_\_\_ I understand that I must submit an online petition for my pharmacy courses prior to each semester.
13. \_\_\_\_\_ I understand that I am required to maintain a current TVCC email account. I understand that college, campus, program and course information will be distributed by this medium and that I am

responsible for reading, understanding and complying with that information. I agree to check my TVCC email account at least 3 times per week.

14. \_\_\_\_ I understand that I may be subject to additional clinical requirements such as drug screening and additional criminal background checks as required by my practicum site. I understand that my belongings, including my car, may be searched by while I am on the property of the practicum site during my externship rotation.
15. \_\_\_\_ I understand that I MUST register as a Pharmacy Technician Trainee with the Texas State Board of Pharmacy (including fingerprinting) immediately upon acceptance into the pharmacy program. I understand that it may take up to 16 weeks to become “active” with the Texas State Board of Pharmacy, and that during this time, my status with the TSBP will be listed as “pending”. I understand that I will NOT be allowed to register for PHRA 1360 (practicum) until my status is listed as “active”. I further understand that it is my responsibility to contact the TSBP regularly regarding the status of my Technician Trainee certification to ensure that I am in an active status prior to registering for PHRA 1360.
16. \_\_\_\_ If I have a problem, or concern with an instructor or other course related issue, I will first address it directly, with that instructor. If that fails to bring resolution I will contact the CWE Dean, in writing, for further assistance in resolving the matter.
17. \_\_\_\_ I understand that the Pharmacy Technician program has an obligation to report various statistics to the accrediting agencies. In order to assist with this reporting obligation, I agree to complete a “Student Self-Evaluation” every semester while enrolled in the Pharmacy Technician program. I also agree to complete the “Pharmacy Technician Graduation Exit Survey” form prior to graduating from the program. In addition, I agree to inform the Pharmacy Department Chair upon completion of the PTCE, and upon obtaining pharmacy employment.
18. \_\_\_\_ By enrolling in a class with a clinical component, I acknowledge that TVCC may be required as a condition of my participation at an affiliated clinical site to send certain information regarding me to a clinical affiliate, in compliance with rules, policies, and protocols of the clinical affiliate. Such information may include my immunization records, and other personal or educational information about me that is reasonably required by the clinical affiliate’s standard rules, policies, and protocols that apply to its employees. I knowingly consent to such a requirement, and herby authorize TVCC to send such personal and educational information as may be reasonably required to the clinical affiliate.

By signing this form I attest that I have been informed of all of the statements it contains, and that I have had an opportunity to ask questions to gain complete clarity on each of the components of the *Statement of Understanding* form. Furthermore, I understand that by signing this form, I completely agree to abide by each component of the *Statement of Understanding* document. I understand that failure to follow the components contained in the program handbook or this *Statement of Understanding* form may result in disciplinary action, up to and including dismissal from the program and/or the college.

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Student Confidentiality Statement**

As a condition of my clinical experience, I agree NOT to divulge to unauthorized persons, any confidential information obtained from observations, conversations, correspondence, personal records, clinical materials, and/or any other sources. I will not publish or otherwise make public any confidential information such that the person involved will be identifiable or harmed, except as I may be legally required to do so.

I also understand that prior to my practicum externship, I must complete mandatory Health Science Student HIPAA training and sign an additional Confidentiality Agreement. I further understand that the Health Science Student HIPAA training is valid for one year.

I understand that any violation of this confidentiality agreement is very serious and warrants disciplinary action.

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Name (printed)

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Signature

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Date

**Student Plan and Initial Mandatory Meeting Record**  
**Pharmacy Technician Training Program**

Student: \_\_\_\_\_ ID: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Other: \_\_\_\_\_

TVCC email address: \_\_\_\_\_

Personal email \_\_\_\_\_

Have you submitted the following documents:

TSBP Registration: Y or N

Fingerprinting: Y or N

**Emergency Contact:**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Initial Curriculum Plan:** (to be completed during mandatory new student orientation session)

Date: \_\_\_\_\_

Year accepted into Program: \_\_\_\_\_

<u>Course #</u>	<u>Course Name</u>	<u>Semester Proposed</u>	<u>Semester Completed</u>	<u>Grade Earned</u>
MDCA 1313	Medical Terminology	_____	_____	_____
Nura 1407	Body Systems (list other)	_____	_____	_____
PHRA 1201	Intro to Pharmacy	_____	_____	_____
PHRA 1202	Pharmacy Law	_____	_____	_____
PHRA 1305	Drug Classifications	_____	_____	_____
PHRA 1309	Pharmaceutical Math	_____	_____	_____
PHRA 1313	Community Pharmacy Practice	_____	_____	_____
PHRA 1349	Institutional Pharmacy Practice	_____	_____	_____
PHRA 1441	Drug Therapy	_____	_____	_____
PHRA 1345	Sterile Compounding	_____	_____	_____
PHRA 1243	Certification Review	_____	_____	_____

**Tentative Student Employment Goals: *I am pursuing pharmacy technician in order to meet the following goal(s)* – Circle all that apply**

- Retail Pharmacy Employment      Hospital Pharmacy Employment      Employment in another Pharmacy Setting  
Transfer to Pharmacy School      Other \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Everything Below this Line to Be Completed by PHRA Staff Only**

Student Discussion and/or Referrals:

- \_\_\_\_\_ Completed mandatory new student orientation session & Student Plan
- \_\_\_\_\_ TSBP Registration status, fingerprinting, and follow-up requirements
- \_\_\_\_\_ Immunizations, TB Skin Test
- \_\_\_\_\_ Refer to Success Center for assistance with Canvas and/or Email

Other/Comments: \_\_\_\_\_

Director Signature: \_\_\_\_\_