Pharmacy Technician
Policies and Procedures Manual

Pharmacy Technology Program

2012 – 2013 (Version 3)

Accredited

Pharmacy Technician   P&P Manual (version 3)   2012-2013

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[1] www.ptcb.og   [2,3] www.ashp.org
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ACADEMIC CALENDAR
2012 – 2013

Related Financial Aid Deadlines for fall 2012

☐ April 01 **Reminder** - Priority deadline Fall 2012 Financial Aid
☐ June 18 Documents deadline Fall 2012 Financial Aid
☐ July 18 **Reminder -** First tuition deadline Fall 2012 purge for nonpayment
☐ August 03 Fall Application Deadline

FALL SEMESTER 2012

☐ August 08 Reminder - Second tuition deadline Fall semester purge for nonpayment
☐ August 09 Late Registration Fees apply for Fall 2012 classes
☐ August 15 Academic Year begins – Faculty return
☐ August 15-21 In-Service/Faculty Administrative days
☐ August 20 Reminder - Final tuition deadline full Fall semester purge for nonpayment
☐ August 22 Classes begin full Fall
☐ August 28 Last day to Add/Drop for full Fall
☐ August 29 – September 05 Report of Non-Attendance full Fall
☐ September 03 Labor Day Holiday – College closed (FNWD)
☐ September 07 Reminder - Final tuition deadline Late Start purge for nonpayment
☐ September 10 Classes begin – Late Start
☐ September 12 Last day to Add/Drop for Late Start
☐ October 22 Registration for Spring begins
☐ October 30 Deadline for withdrawals non-punitive grade for full Fall Semester & Late Start
☐ November 6 No Classes – Election Day (Faculty Administrative Day)
☐ November 21 No Classes – (FNWD)
☐ November 22-23 Thanksgiving Holidays – College Closed (FNWD)
☐ November 30 Full Fall & Late Start – last W/F & Friday only class
☐ December 03 Full Fall, & Late Start– last M/W & M/W/F class
☐ December 04 Full Fall, & Late Start – last T/R class
☐ December 04 Reminder - First tuition deadline full Spring purge for nonpayment
☐ December 05 Study Day
☐ December 06 Late Registration Fees apply for Spring 2013
☐ December 06-13 Exams – full Fall & Late Start
☐ December 13 Grades due 3:00pm
☐ December 14 Students can view grades 5:00 pm
☐ December 14 Spring 2013 Application Deadline

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☐ December 14-19 Faculty Administrative Days
☐ December 20– January 2 Winter Holidays; College Closed (FNWD)

SPRING SEMESTER 2013

☐ January 03 College Reopens – Faculty Return
☐ January 03-11 Faculty Administrative Days
☐ January 09 Reminder - Final tuition deadline full Spring purge for nonpayment
☐ January 10 Late Registration Fees Apply
☐ January 14 Classes begin Full Spring
☐ January 18 Last day to Add/Drop full Spring classes
☐ January 21 Martin Luther King, Jr. Day – College closed (FNWD)
☐ January 22 -28 Report of Non-Attendance full Spring Semester
February 01 Reminder – Final tuition deadline Late Start purge for nonpayment
☐ February 04 Classes begin Late Start
☐ February 06 Last day to Add/Drop Late Start
☐ February 07-13 Report of Non-Attendance Late Start
☐ March 19 Deadline for withdrawals non-punitive grade for full Spring & Late Start
☐ March 25-29 Spring Break – no classes (FNWD)
☐ April 08 Registration begins for Summer and Fall 2013
☐ April 25 Full Spring, & Late Start – Last T/R class
☐ April 26 Full Spring, & Late Start – Last W/F class
☐ April 29 Full Spring, & Late Start – Last MW & M/W/F
☐ April 30 Study Day
☐ May 01-May 8 Exams – full Spring and Late Start
☐ May 08 Scholar's Lunch 12:00 pm
☐ May 09 Grades due by 12:00 pm
☐ May 10-14 Faculty Administrative Days
☐ May 13 Commencement
☐ May 13 Students can view grades by 5:00 pm
☐ May 14 9 month employment agreement ends

SUMMER SEMESTER 2013

☐ May 15 Chairs return, Summer employment agreements begin
☐ May 15 Reminder – Final tuition deadline full Summer & Summer I purge for nonpayment
☐ May 16 Late Registration Fees Apply
☐ May 20 Faculty, Asst. Chairs return, Summer employment agreement begins
☐ May 20 Classes begin for Full and Summer I
☐ May 22 Last day to Add/Drop Summer I
☐ May 23-27 Report of Non-Attendance for Summer I

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☐ May 24 Last day to Add/Drop full Summer
☐ May 28-June 03 Report of Non-Attendance for full Summer
☐ May 27 Memorial Day – College Closed
☐ June 03 Classes Begin – Late Start
☐ June 05 Last day to Add/Drop Late Start
☐ June 20 Deadline for withdrawals non-punitive grade – Summer I
☐ June 20 Summer I classes end
☐ June 21 Summer I exams
☐ June 21 Reminder - tuition deadline Summer II purge for nonpayment
☐ June 24 Summer I grades due by 12:00 pm
☐ June 24 Summer II classes begin
☐ June 26 Last day to Add/Drop Summer II
☐ June 27 - July 09 Report of Non-Attendance for Summer II
☐ July 01-05 Independence Holidays – No classes (July 4-5 College closed)
☐ July 08 Deadline for withdrawals non-punitive grade – full Summer
☐ July 25 Deadline for withdrawals non-punitive grade – Summer II
☐ August 02 Summer II ends
☐ August 02 Full Summer ends
☐ August 05-08 Full Summer & Summer II Exams
☐ August 08 Full Summer and Summer II grades due by 12:00 noon
☐ August 09 Summer employment agreements end
☐ August 12 Students can view grades by 5:00 pm
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SATURDAY CALENDAR
2012-2013

Fall Semester 2012

☐ August 25 Classes begin
☐ November 24 Thanksgiving Holidays
☐ December 1 Last Saturday class
☐ December 8 Final Exams

Spring Semester 2013

☐ January 12 Classes begin
☐ March 30 Spring Break
☐ April 27 Last Saturday Class
☐ May 4 Final exams

Summer Semester 2013

☐ May 18 Classes begin
☐ July 6 July 4 Holiday - No Classes
☐ July 27 Last Saturday Class
☐ August 3 Final exams

*Note: This calendar is designed for full-term classes. Classes scheduled in accelerated formats will need to be adjusted to meet the required hours.

Note: Class days are counted by the Calendar Committee to ensure correct number of days. Full Semester MWF classes must meet a minimum of 42 times; TR/MW/WF classes must meet a minimum of 28 times; and once per week classes must meet a total of 14 times. For classes that are on an atypical schedule, Department Chairs are responsible for reviewing how long classes meet; if classes do not meet for the required # of minutes, then the Department Chair should revise the schedule for that particular class, either increasing or decreasing the # of minutes for which each class meeting is scheduled.

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Important Phone Numbers

Name	*Phone Number*
Program Director (Dr. Janet Ibrahim)	477- 2117
Department Chair (Becky Miller)	477-2170
Academic Dean (Dr. Philip Render)	477-2171
Academic achievement Center	477-2113/349-5228
Financial Aid	477-2005
Admissions Office (Grand Strand)	477-2060
Counseling and Career Development	477-2060
Student Employment (Main)	349-7813
Student Support Services	349-7545
Veterans Assistance Center	349-5251

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Lines of Communication

The pharmacy technician program uses a line of communication (a.k.a –chain of command) for solving problems, answering questions, offering suggestions, etc. This is used for students as well as faculty and administration. If you are having difficulty resolving a situation through the usual means please follow the following diagrams:

Pharmacy Technology Program Director

Dr. Janet Ibrahim

Chairperson Medical Imaging Sciences

Beckey Miller MS RT R

Assistant Vice President and Dean, allied Health, Business and Agriculture

Dr. Philip Render

Senior Vice President for Academic Affairs

Dr. Marilyn Fore

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Employment Information[1]

Role in the Pharmacy

Pharmacy technicians help licensed pharmacists prepare prescription medications, provide customer service, and perform administrative duties within a variety of practice settings, including community, health-system, and federal pharmacy. They are generally responsible for receiving prescription requests, counting tablets, labeling bottles, maintaining patient profiles, preparing insurance claim forms, and performing administrative functions such as answering phones, stocking shelves, and operating cash registers.

Certification

Certification is the process by which a non-governmental association or agency grants recognition to an individual who has met predetermined qualifications specified by that association or agency. The PTCE is recognized in all 50 states even though regulations to work as a pharmacy technician vary from state to state. Contact your State Board of Pharmacy for more information. The National Association of Boards of Pharmacy is an additional resource.

Wages

Pharmacy technician wages are often dependent on experience, qualifications, work environment, geographic location and employer. According to the Bureau of Labor and Statistics (BLS), Occupational Outlook Handbook 2010-11 Edition, the median hourly wage of pharmacy technicians in May 2008 was $13.32. Of pharmacy technicians surveyed, the middle 50% earned between $10.95 and $15.88. The lowest 10% earned less than $9.27, and the highest 10% earned more than $18.98.

Job Outlook

According to the Bureau of Labor and Statistics (BLS), employment of pharmacy technicians is expected to increase more than 31% by 2018. The BLS also suggests that pharmacy technicians with formal education or training, previous work experience, and national certification will be specifically sought after to meet these demands.

Employment Resources

The American Association of Pharmacy Technicians (AAPT) and the National Association of Pharmacy Technicians (NPTA) have developed free Career Centers to assist pharmacy technicians in their job search. The Career Centers are available to both job seekers and employer.

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HGTC Pharmacy Technology Program

Health science Diploma- 45 credit hours

FIRST SEMESTER (FALL)

AHS 104	Medical Vocabulary/Anatomy	3
CHM 105	General, Organic & Biochemistry	4
CPT 101	Introduction to Computers	3
PHM 101	Introduction to Pharmacy	3
PHM 113	Pharmacy Technician Math	3
PHM 152	Pharmacy Technical Practicum I	2

TOTAL 18

SECOND SEMESTER (SPRING)

ENG 101	English Composition I	3
OR		
ENG 155	Communications I	
MAT 102	Intermediate Algebra	3
PHM 110	Pharmacy Practice	4
PHM 114	Therapeutic Agents I	3
PHM 164	Pharmacy Tech Practicum II	4

TOTAL 17

THIRD SEMESTER (SUMMER)

PHM 118	Community Pharmacy Seminar	1
PHM 124	Therapeutic Agents II	3
PHM 173	Pharmacy Technician Practicum III	3
PSY 103	Human Relations	3

TOTAL 10
TOTAL CREDIT HOURS 45

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Introduction

Welcome to Horry Georgetown Technical College and to the Pharmacy Technician. This manual in addition to the college catalog & student handbook is intended to be your guide to the policies and procedues that govern the pharmacy technician program. In the event that there is conflivting information in the two refrences, the information in this policies and procedures manual will prevail. Although we have made every reasonable effort to provide factual information, the faculty of the pharmacy technician program reserves the right to revise statements in this manual at any time. Revisions, after appropriate approval will be available through the program coordinator.

This is a full time, three semesters, diploma program. It is an intense program that is going to require dedication and determination on your part. At the end of this program, you will be eligible to sit for the national certification exam and use the initials CPhT (certified Pharmacy Technician) after your name if you pass. While we can not guarantee you a job, the program will provide you the proficiency to make you fully cometitive in today' job market.

Please feel free to see me antime with any questions that you may have. We are excited to have you as part of our program!

  Janet S. Ibrahim, Pharm.D

  Program Director

  Janet.ibrahim@hgtc.edu

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Philosophy Of the Pharmacy Technician Program

Pharmacy has for many years been nationally ranked as one of the top 5 "most trusted professions" and with that perception comes vast responsibility. The law is allowing technicians more freedom and latitude in their job performance than in the past. It has also put more stringent requirements on the certification proves both nationally and state wide. Our role as faculty is to train students in a more comprehensive, more interactive way that will make you a valuable resource to the community that we serve. We will facilitate your learning experience by guiding you through the process as you develop your strengths and abilities into a marketable expertise that employers will appreciate. We have designed this program to make you an active participant in your learning instead of an observing bystander. This program will expose you to a variety of health care settings with the aim of preparing you for not only the certification exam through the PTCB (Pharmacy Technician Certification Board), but also to prepare you for your career after you leave HGTC.

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Code of Ethics for Pharmacy Technicians

Pharmacy technicians are health care professionals who assist pharmacist in providing 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.

- 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.
- A pharmacy technician supports and promotes honesty and integrity in the profession, which includes a duty to observe the law, maintain the highest moral and ethical conduct at all times and uphold the ethical principles of the profession.
- A pharmacy technician assists and supports the pharmacist in the safe, efficacious and cost effective distribution of health services and health care resources.
- A pharmacy technician respects and values the abilities of pharmacist, colleagues, and other health care professionals.
- A pharmacy technician respects and supports the patient's individuality, dignity, and confidentiality.
- A pharmacy technician respects the confidentiality of patient's records and discloses pertinent information only with proper authorization A pharmacy technician never assists in the dispensing, promoting, or distributing of medications or medical devices that are not of good quality, or do not meet the standards required by law.
- A pharmacy technician does not engage in any activity that will discredit the profession and will expose, without fear or favor, illegal or unethical conduct in the profession
- A pharmacy technician associates with and engages in the support of organizations, which promotes the profession of pharmacy through the use and enhancement of pharmacy technicians.

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Areas of Assessment

- Critical thinking and problem solving
- Group participation in
- and out of class assignments
- Professional effectiveness
- Communication
- Academic preparedness
- Employment

Learning Outcomes

1. Assist the pharmacist in customer needs, assessment, and service
2. Deliver complete and correct prescriptions and accurate information modeling professional behaviors, ethics, and appearance.
3. Calculate necessary calculations for any compounded product, IV dilution, or TPN mixture.
4. Verify medication packed, measured or prepared by other technicians (tech- check-tech)
5. Practice good control inventory for medications, equipment, supplies, and devices
6. Assist in billing, adjudication, and collection of payment for goods and services
7. Achieve state licensure

Program Goals

- Students have to meet the ASHP goals listed in the next 3 pages.
- Learning outcomes will be assessed in class, lab, or clinics, by a faculty, and/or clinical preceptors.
- The program goals are set in accordance with the ASHP goals

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Pharmacy Technology Program Goals

	Major Areas of Job Responsibility/ Foundation, Skills, Abilities	*Didactic Examples: Classroom, Text, Audio-Visuals, Online classes, Guest Lecturer, etc.*	*Laboratory, supervised: (Skill practice) Examples: Computer entry, aseptic technique, extemporaneous compounding, dispensing, etc.*	*Experience, supervised: Examples: Clinical Rotations, On-the-Job, Site Visits, Field Trips, etc.*
Goal Number	*Goal Statement*	*How*	*How*	*Where*
Goal 1:	Assist the pharmacist in collecting, organizing, and evaluating information for direct patient care, medication use review, and departmental management.	Text, classroom	Billing, dispensing, and huddle (meeting with management and workers)	PHM 101 PHM 110 PHM 152 PHM 164 PHM 173
Goal 2:	Receive and screen prescription/medication orders for completeness and authenticity.	Text, classroom	Billing, filling, dispensing, and communicating with customer	PHM 101 PHM 110 PHM 152 PHM 164 PHM 173
Goal 3:	Prepare medications for distribution.	Text, classroom	Filling and dispensing,	PHM 101 PHM 110 PHM 113 PHM 152 PHM 164 PHM 173
Goal 4:	Verify the measurements, preparation, and/or packaging of medications produced by other technicians.	Text, classroom	Filling and dispensing	PHM 101 PHM 110 PHM 113 PHM 152 PHM 164 PHM 173
Goal 5:	Distribute medications.	Text, classroom	Filling, dispensing, and communicate with health care professionals, and customers	PHM 101 PHM 110 PHM 152 PHM 164 PHM 173
Goal 6:	Assist the pharmacist in the administration of immunizations.	Text, classroom	Computer entry, filling, and dispensing	PHM 101 PHM 110 PHM 152 PHM 164 PHM 173

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	Major Areas of Job Responsibility/ Foundation, Skills, Abilities	*Didactic Examples: Classroom, Text, Audio-Visuals, Online classes, Guest Lecturer, etc*	*Laboratory, supervised: (Skill practice) Examples: Computer entry, aseptic technique, extemporaneous compounding, dispensing, etc.*	*Experience, supervised: Examples: Clinical Rotations, On-the-Job, Site Visits, Field Trips, etc.*
Goal number	*Goal Statement*	*How*	*How*	*Where*
Goal 9:	Purchase pharmaceuticals, devices, and supplies according to an established purchasing program	Text, classroom	Observe pharmacy employees order medical supplies and medications needed on day to day basis.	PHM 101 PHM 110
Goal 10:	Control the inventory of medications, equipment, and devices according to an established plan.	Text, classroom	Observe and assist pharmacy staff with the Inventory process.	PHM 101 PHM 110 PHM 152 PHM 164 PHM 173
Goal 11:	Assist the pharmacist in monitoring the practice site and/or service area for compliance with federal, state, and local laws; regulations; and professional standards.	Text, classroom, HIPPA training, general hospital orientation (HGTC online), Guest lecturer,	Dispensing and offering counseling service to patients (to be performed by a pharmacist).	PHM 101 PHM 110 PHM 152 PHM 164 PHM 173
Goal 12:	Maintain pharmacy equipment and facilities.	Text, classroom	Cleaning unit dose packing machines, counting trays, l vertical, and horizontal hoods, etc.	PHM 101 PHM 110 PHM 152 PHM 164 PHM 173
Goal 13:	Assist the pharmacist in preparing, storing, and distributing investigational medication produces.	Text, Classroom		PHM 101 PHM 110
Goal 14:	Assist the pharmacist in the monitoring of medication therapy.	Text, Classroom	Appropriate use of auxiliary labels, alerting pharmacist to allergies, and drug interactions, observing the pharmacist while counseling patients, and asking customers about the use of OTC drugs, and herbal supplement.	PHM 101 PHM 110 PHM 152 PHM 164 PHM 173

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	Major Areas of Job Responsibility/ Foundation, Skills, Abilities	*Didactic Examples: Classroom, Text, Audio-Visuals, Online classes, Guest Lecturer, etc*	*Laboratory, supervised: (Skill practice) Examples: Computer entry, aseptic technique, extemporaneous compounding, dispensing, etc.*	*Experience, supervised: Examples: Clinical Rotations, On-the-Job, Site Visits, Field Trips, etc.*
Goal number	*Goal Statement*	*How*	*How*	*Where*
Goal 16:	Take personal responsibility for assisting the pharmacist in improving direct patient care.	Text, classroom	Filling, dispensing, communicating with customer, and billing,	PHM 101 PHM 110 PHM 152 PHM 164 PHM 173
Goal 17:	Demonstrate ethical conduct in all job-related activities.	General Hospital Orientation (HGTC website) , text, HIPPA training , classroom	Practice pharmacy in accordance to HIPPA regulations, and communicating with customers.	PHM 101 PHM 110 PHM 152 PHM 164 PHM 173
Goal 18:	Maintain an image appropriate for the profession of pharmacy.	Text, classroom Wearing scrubs or professional attire (starting fall 2012)	Dressing in scrubs or semi-formal attire.	PHM 101 PHM 110 PHM 152 PHM164 PHM 173
Goal 19:	Resolve conflicts through negotiation.	Text, classroom	Communicating with customers, observing pharm techs and pharmacists.	PHM 101 PHM 110 PHM 152 PHM 164 PHM 173
Goal 20:	Understand the principles for managing change.	Text, classroom	Filling , dispensing , and billing	PHM 101 PHM 110 PHM 152 PHM 164 PHM 173
Goal 21:	Appreciate the need to adapt direct patient care to meet the needs of diversity.	Text, classroom	Communicating with customers, observing pharmacy technicians and pharmacists.	PHM 101 PHM 110

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	Major Areas of Job Responsibility/ Foundation, Skills, Abilities	*Didactic Examples: Classroom, Text, Audio-Visuals, Online classes, Guest Lecturer, etc*	*Laboratory, supervised: (Skill practice) Examples: Computer entry, aseptic technique, extemporaneous compounding, dispensing, etc.*	*Experience, supervised: Examples: Clinical Rotations, On-the-Job, Site Visits, Field Trips, etc.*
Goal number	*Goal Statement*	*How*	*How*	*Where*
Goal 23:	Appreciate the value of obtaining technician certification.	Text, classroom	Understanding the difference between the duties of a registered tech. and a certified pharmacy tech via practice on retail, and hospital settings	PHM 101 PHM 110 PHM 118
Goal 24:	Understand the importance of and resources for staying current with changes in pharmacy practice.	Text, classroom	Interning in different pharmacy settings, and being involved in local and/ or national pharmacy organizations.	PHM 101 PHM 110 PHM 118
Goal 25:	Communicate clearly when speaking or writing.	Text, classroom	Filling, dispensing, billing, awareness of unapproved abbreviations, and communicating clearly with patients.	PHM 101 PHM 113 PHM 152 PHM 164 PHM 118
Goal 26:	Maximize work efficiently through the use of technology.	Text, classroom	Filling, dispensing, and billing	PHM 101 PHM 114 PHM 152 PHM 164 PHM 173
Goal 27:	Efficiently solve problems commonly encountered in one's own work.		Filling, dispensing, receiving phone calls, billing, and communicating with patients.	PHM 152 PHM 164 PHM 173 PHM 118
Goal 28:	Display a caring attitude toward patients in all aspects of job responsibilities.	Text, classroom	Clear and professional Communication with patients.	PHM 101 PHM 152 PHM 164 PHM 173
Goal 29:	Maintain confidentiality of patient and proprietary business information.	Text, classroom	Understanding, and practicing HIPPA on a daily basis.	PHM 101 PHM 110 PHM 152 PHM 164PHM 173

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	Major Areas of Job Responsibility/ Foundation, Skills, Abilities	*Didactic Examples: Classroom, Text, Audio-Visuals, Online classes, Guest Lecturer, etc*	*Laboratory, supervised: (Skill practice) Examples: Computer entry, aseptic technique, extemporaneous compounding, dispensing, etc.*	*Experience, supervised: Examples: Clinical Rotations, On-the-Job, Site Visits, Field Trips, etc.*
Goal Number	*Goal Statement*	*How*	*How*	*Where*
Goal 30:	Understand direct patient care delivery systems in multiple practice settings.	Text, classroom	Computer entry, extemporaneous compounding, dispensing, filling, third party billing, drug inventory, stocking, reports, and phones.	PHM 110 PHM 152 PHM 164 PHM 173
Goal 31:	Efficiently manage one's work whether performed alone or as a part of a team.	Text, classroom	Tech check tech, work with others to process prescriptions, communicate efficiently with other health care workers: nurses, physicians, etc.	PHM110 PHM 114 PHM 152 PHM 164 PHM 173
Goal 32:	Function effectively as a member of the health care team.	Text, classroom	Work with health care workers: pharmacists, pharm. techs, nurses and physicians	PHM 110 PHM 152 PHM 164 PHM 173
Goal 33:	Balance obligations to one's self, relationships, and work in a way that minimizes stress.	Text, classroom	Work with pharmacists, pharm techs, nurses and physicians, and communicate effectively with patients.	PHM 110 PHM 152 PHM 164 PHM 173
Goal 34:	Understand the use and side effects of prescription and nonprescription medications used to treat common disease states	Text, classroom	Computer entry, filing, dispensing, flagging MURs to the pharmacists, and communicating with patients in regards to OTC meds, and supplements.	PHM 152 PHM 164 PHM 173 PHM 114 PHM 124 PHM 118

	Major Areas of Job Responsibility/ Foundation, Skills, Abilities	*Didactic Examples: Classroom, Text, Audio-Visuals, Online classes, Guest Lecturer, etc*	*Laboratory, supervised: (Skill practice) Examples: Computer entry, aseptic technique, extemporaneous compounding, dispensing, etc.*	*Experience, supervised: Examples: Clinical Rotations, On-the-Job, Site Visits, Field Trips, etc.*
Goal Number	*Goal Statement*	*How*	*How*	*Where*
Goal 35:	Assist the pharmacist in assuring the quality of all pharmaceutical services.	Text, classroom	Computer entry, extemporaneous compounding, dispensing, filling, third party billing, drug inventory, stocking, reports, phones	PHM 152 PHM 164 PHM 173 PHM 101

The following documentation grid was obtained from the ASHP website ³

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Faculty Office Hours

Faculty will be available, in their offices, a minimum of eight hours scheduled hours per week. Hours will be posted outside of the office. If you are not able to meet at any of these times, please schedule an appointment at a time that is mutually convenient for you and the faculty member. All full-time faculty can also be reached by voice mail or email. In addition, to your advisor and classroom faculty, student support services are available to all students of HGTC.

Per ASHP guidelines, students may be asked to periodically schedule appointments with the program director to discuss the trainees' objectives and progress in the program. Please, understand that these sessions are for your benefit. Their purpose is to explore alternative methods that can be utilized to make your learning a more positive experience.

HGTC does not discriminate on the basis of race, sex, age, national, or ethnic origin, religion, disability, ancestry, political affiliation, marital status or unfavorable discharge from military service. Please, see the student handbook for specific statements regarding these policies.

POLICY FOR TRANSFER OF PHARMACY TECHNICIAN COURSES

Requests for course transfer and exemption will be handled on an individual basis. Transfer and exemption requests must be delclared PRIOR to the beginning the Pharmacy Technician curriculum. The following guidelines will be used when determining each situation:

1. Must have taken comparable credit hour course in American Soceity of Healthcare Systems Pharmacist (ASHP) accredited Pharmacy Technician program withthin the last two years and have achieved a grade of "C" or better.

2. To achieve full transfer credit for courses that have a lab component, students may be required to demonstrate proficiency by attending labs designated by the program coordinator and performing specific lab procedures.

3. Proficiency exams will be given to asses lab and clinical skills and must be successfully completed at the level of the comptency consistent with those of the current students.

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[4] http://www.llr.state.sc.us/POL/Pharmacy/   [5]http://www4.gvsu.edu/griffinc/Other/PLAGIARISM.doc

SCHLOASTIC REQUIREMENTS

In order to graduate, the student must make a "C" or better in all PHM classes and all support courses. You must also maintain a cumulative 2.0 GPA. Failure is defined as receiving a grade less than a "C" in any course and will cause the student to be dropped from the program. The student may be considered for readmission. Readmission will not be considered after second failure.

All PHM courses will be graded according to the following grade scale

A	90	100	Outstanding
B	80	89	Above Average
C	70	79	work Average work
D	60	69	Marginal performance
F	Below 60		Failure to meet min requirement

Final grades are letter frades and with be available via WaveNet at the end of each term. Faculty members will not issue grades or progress reports to parents or family members nor will they be issues by phone.

Please reports all changes in address or personal information through WaveNet. Failure to do so can delay important correspondence and receipt of grades.

READMISSION POLICY PROCEDURES

Readmission is NOT automatic and will be considered on a case by case basis. The following steps are required to be considered:

1. Complete and exit interview with the Program Coordinator at the time of exit from the program.
2. Request consideration for re-admission by certified mail or hand deliver to the Program Coordinator by the first day of registration prior to the term of readmission. The request must explain why readmission should be considered. The Program Coordinator , Department Head and Dean will evaluate the student's request , academic, clinical, and professional performance.
3. If space is available and the student receives an acceptable evaluation, he/she will be notified by the Program Coordinator.

[1] www.ptcb.og   [2,3] www.ashp.org
[4] http://www.llr.state.sc.us/POL/Pharmacy/   [5] http://www4.gvsu.edu/griffinc/Other/PLAGIARISM.doc

4. Students who are readmitted will:
    a. Resubmit updated YALE check.
    b. Submit current CPR card
    c. Submit current Health History with required immunization

The following items will be determining factors for re-admission:

a. Student's academic status in the program at the time of withdrawal
b. If out of program more than two semesters student must

- Take a proficiency exam and lab practical
- Complete a "student update" form in the admissions office
- Reapply for admission to college

c. PHM courses older than two calender years at the time of readmission will not be accepted.

Failing Pharmacy Courses

During the first semester, if a student fails PHM 113, PHM 101, and/or PHM 152, he or she will not be able to continue in the program, and will have to reapply to the program, and start new.

Classroom Guidelines

The following policies have been developed by the faculty to assisst you in your classroom and externships experiences. A high level of professionalism and respect are expected from all students at all times. These guidelines have been adopted to maintain a consistent level for your traiuning experience and for a positive impact on patient care.

[1] www.ptcb.og   [2,3] www.ashp.org
[4] http://www.llr.state.sc.us/POL/Pharmacy/   [5]http://www4.gvsu.edu/griffinc/Other/PLAGIARISM.doc

Classroom Attendance Policy:

HGTC maintains a general attendance policy requiring students to attend a minimum of eighty percent (80%) of all classes in order to receive credit. Due to the nature of the pharmacy technician program, we will use an even stricter requirement.

1. Students are required to attend a minimum of 90% of the contact hours for the course (***this translates to missing no more than 3 classes per semester***)
2. Attendance for class, labs, and clinical will all be kept separately. Program requirements take precedence over work schedules. All clinical time missed must be made up.
3. Students are expected to be on time for classes, labs, and clinical. Tardy is arriving more than 5 minutes after role is called. A student with 3 tardy marks will be recorded as having 1 absence. Tardiness is considered unprofessional and most unsatisfactory in health care field. All absences for class and lab are considered unexcused.
4. Any student who misses more than 3 consecutive days for clinical should expect to be asked to provide proper documentation for the missed time. All absences for class and lab are considered unexcused.
5. Medical, dental, and other appointments should not be scheduled during class, lab, or clinical times. These will generate unexcused absences unless extenuating circumstances prevail.
6. A student who leaves more than 30 minutes early will receive an absence for the class, lab, or clinical.
7. At 3 absences, students will be given a written warning. Students withdrawn from a course due to excessive absences will receive a grade of W or WF in accordance with the college policy.
8. In the event that you know that you are going to be absent from a lecture, exam, or lab, the following steps are to be taken:
     - Call or Email the program director, or the course instructor (477-2117). Leave a message if no answer. The message should include your name, reason for absence, and expected date of return.
     - Arrange with classmate to copy pertinent notes
     - Look into attending an alternative section to make up the missed class
9. Participation counts in labs and clinical.
10. Sporadic attendance will result in unprofessional evaluation and/ or dismissal from the program.
11. ***Lab practical will not be made up.***
12. Lecture quizzes will not be made up.

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[4] http://www.llr.state.sc.us/POL/Pharmacy/   [5]http://www4.gvsu.edu/griffinc/Other/PLAGIARISM.doc

13. Lecture exams maybe made up at the instructor's convenience…...

14. ***The makeup test will be in a different format than the original. Expect an essay format. Exams not arranged to be made up within 24hours will receive a grade of Zero. Make-ups occur only Once during a semester. All subsequent missed exams will receive a grade of Zero.***

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[4] http://www.llr.state.sc.us/POL/Pharmacy/   [5]http://www4.gvsu.edu/griffinc/Other/PLAGIARISM.doc

Probationary- Dismissal Policy for Unprofessional Behavior

The following information describes prohibitive conduct which may be cause for dismissal from the program. No food allowed during lectures, or labs, as it leads to a lot of distractions.

Prohibited conduct is not limited to these items, but also includes information from the college's student's code in the student handbook.

- Insubordination, including willful negligence or refusal to perform tasks in the manner assigned by instructors, preceptors, or other authority figures.
- The use of alcoholic beverages while in class, lab, or clinical or reporting to class/lab, or pharmacy assignment while under the influence of alcoholic beverages. This includes hangovers.
- The possessions, use, or abuse of drugs or controlled substance (not including those for a prescribed necessary condition) while in class or clinical assignment. Remember, this is a pharmacy program. If you violate this code, you will be dismissed. There will be no second chances on drug offenses.
- Unauthorized release of confidential information (HIPPA violation). This includes confidential information pertaining to your classmates, as well as any confidential material covered in class, labs, or clinical. Violating HIPPA is a serious offense. Requests for information concerning a patient should be referred to the department supervisor while on clinical.
- Theft of college property or medical facility property, property of fellow students, or pharmacy employees.
- Any act of damage or any abuse of college or pharmacy property including careless or intentional damage to college or pharmacy property.
- Failure to observe or adhere to established laboratory safety, and infection control policies or any demonstration of unsafe behavior.
- Conduct which is considered improper, unprofessional, or inappropriate while in lab, class, or pharmacy.
- Offensive, harassing, or insulting behavior. Use of profanity or insulting gestures.
- Frequent absences from didactic lab/clinical.
- Receipt of unprofessional evaluations.
- Breach of ru
- les and regulations of the clinical education centers and/ or college.
- Dishonesty.
- Sleeping on scheduled clinical education shifts.
- Habitual absence without permission or proper explanation.

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[1] www.ptcb.og   [2,3] www.ashp.org
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If a student should be convicted of a crime (other than a minor traffic violation) while enrolled in the program, he/she should immediately schedule an appointment with the program coordinator. These situations will be dealt with on a case by case basis and could result in termination.

Probationary- Dismissal Policy for Unsafe Health Practices

Examples include, but not limited to:

- Failure to report all health disorders to the program director in writing.
- Failure to seek and maintain proper care for health related disorders.
- Failure to protect self, peers, staff, and patients from actual or potential health hazards.
- Use of controlled substances prior or during clinical rotations that would impair judgment and/ or behavior. Justified uses are medically diagnosed conditions that require around the clock treatment.

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[4] http://www.llr.state.sc.us/POL/Pharmacy/   [5]http://www4.gvsu.edu/griffinc/Other/PLAGIARISM.doc

Professional Development

Please be sure to review the Student Handbook. By signing the "Acknowledgement" at the end of this P&P Manual you will be agreeing to adhere to the Student Code contained therein. While enrolled in the Pharmacy Technician Program you are expected to be a productive member of a health care team. This means recognizing the importance of professional conduct, confidentiality standards, and ethical-legal issues in healthcare. If a student falsifies any information (this includes times sheets, lunches, etc.) or behaves in a manner that causes a preceptor to ask the you be removed from the site, you will be immediately dismissed from the program. The following characteristics will beu sed by your preceptors to evaluate your professional/personal growth while on rotation.

- Cooperation/Teamwork
- Appropriate professional attitude and demeanor
- Honesty and integrity
- Respect for patient confidentiality
- Respect and courtesy toward instructors, superiors, classmates, and coworkers
- Responsibility and dependablity (appropriate class/lab/clinic participation, preperation, and attendance)
- Initiative
- Appropriate professional appearance – neat and clean grooming
- Appropriate conduct under stressful situations
- Enthusiasm
- Ability to respond appropriatly to constructive criticism – it's not a personal attack
- Restrain from abusive behavior towards others
- Be cognizant of and adhere to channels of authority

Grievance Policy:

All disciplinary actions and grievance proceedings will be conducted according to the college's policies as outlined in the student handbook.

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[4] http://www.llr.state.sc.us/POL/Pharmacy/   [5]http://www4.gvsu.edu/griffinc/Other/PLAGIARISM.doc

CORRECTIVE DISCIPLINARY PROCEDURES

The following progressive guidelines are followed for corrective disciplinary procedures:

Level One

The first step in corrective discipline is a verbal warning. The reason for the warning and the result if the behavior is repeated will be communicated to you. These warnings are routinely documented.

Level Two

A written or second Level warning is the next step in the corrective discipline procedure. The reason for the warning and the result if the behavior is repeated will be documented for your personal file. The program director and/or clinical coordinator will be notified of this event.

Level Three

A final, written warning involving the same offense or a variety of offenses will be documented. The program director and/or clinical coordinator will be immediately notified of this event for evaluation and recommendation of further action. A level three warning will constitute grounds for immediate dismissal from the clinical affiliate and/or dismissal from the program.

- At any time while a student in the pharmacy technology program, 2 final warning letters is grounds for immediate dismissal.

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[4] http://www.llr.state.sc.us/POL/Pharmacy/   [5]http://www4.gvsu.edu/griffinc/Other/PLAGIARISM.doc

Developing a Good Work Ethic

Developing a good work ethic from the beginning of one's employment is of the utmost importance. It leaves an impression that you will carry with you for the rest of your time at that organization. Work ethic is not only governed by the rules of the workplace but by the moral and ethical values someone develops personally. It's not a technical skill evident on the surface but something a bit more subtle that employers find a rare but priceless trait. It's also a difficult thing to teach, but we will seek to encourage and aid each student in developing the qualities that go into making a good work ethic. Some of which include:

1.   Honesty with yourself and others

2.   Dependablity and punctuality

3.   Pursuit of excellence and quality of work

4.   Willingness to work as a team

5.   Admittance and correction of mistakes

6.   Ownership of delagated responsibilites

7.   Overall postitive attitude

8.   Appreciation of assistance

9.   INITIATIVE – doing something without being asked

10.   Following through to the completion of assignments

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[4] http://www.llr.state.sc.us/POL/Pharmacy/   [5] http://www4.gvsu.edu/griffinc/Other/PLAGIARISM.doc

PHARMACY ORGANIZATIONS

Although faculty appreciates the thought, State law prohibits us from accepting gifts, nor are we allowed to attend private functions.

ASHP and the BOP do encourage students and faculty to get involved in their local and state pharmacy organizations. If you would like to organize a Technician Student Association, there are funds available through the Student Activity Fund for campus organizations. Many different pharmacy technicians and pharmacists organizations exist and we encourage you to join at least one. They discuss important issues and offer continuing education credits which you will need to keep your license current. They hold meetings locally and nationally at attractive getaways!

Examples of organizations include:

A. SCSHP- South Carolina Society Of healthcare Systems
    Pharmacy Technicians- $25 annually
B. AAPT- American Associan of Pharmacy Technicians
    Pharmacy Technicians- $35 annually
C. Country Pharmacy Association
    Pharmacy Technician $30 annually
D. PTCE- Pharmacy Technicians Educators Council
    Parmacy Technicians - $55 anually
E. PTCB- Pharmacy Technician Certification Board
    Free membership

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CLASS DRESS CODE

Pharmacy Technician students will maintain a neat, groomed and professional appearance at all times. Proper aseptic technique will be used at all times to ensure that the students', patients', and co-workers' health and safety are protected at all times.

Appropriate dress includes:

- White lab coat with HGTC LD. tag to be worn at all times during PHM 101 and PHM 110 labs.

- Close-toed, comfortable shoes or sneakers in good repair (no sandals or flip-flops).

- Comfortable casual business clothing (no jeans, shorts, or T-shirts), or Scrubs (Galaxy blue or black) to be worn in all pharmacy classes.

- No chewing tobacco products.

- Hair neatly combed, beard or mustache must be neatly trimmed at all times. Hair must be pulled out of your face and not dangling over your shoulders into the IV hood during sterile compounding labs.

- Any head-dress or ornamentation should be kept away from the face and front of body to prevent obstruction while preparing medications.

- Good personal hygiene is of utmost importance when working with other people.

- *Visible* body piercings (other than earrings), and tattoos *are not allowed* because it does not project a professional image.

- Nails must be kept as short length to prevent contamination when preparing sterile products. No polished or artificial nails are allowed while working in the PHM 101 and PHM 110 labs. Failure to remove these nails will result in failure of the lab portion and sterile preparation portions of the above mentioned courses.

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[4] http://www.llr.state.sc.us/POL/Pharmacy/   [5]http://www4.gvsu.edu/griffinc/Other/PLAGIARISM.doc

STUDENT HEALTH POLICY

During the first semester, all information on the physical evaluation form must be completed and submitted to the Program Coordinator. Certain immunizations are mandatory for clinical rotations and labs

- All students will be required to obtain CPR certification for the health care provider before clinical rotations begin. You will not be able to attend clinical rotations without a current CPR card.
- Back ground check. Drug tests are done end of July (30 days or less from starting fall term).
- Proof of current liability insurance
- A current health exam including immunizations. Your physician must certify that you are free of infectious disease. Students entering the pharmacy technician program should be both physically, and mentally healthy to withstand the rigors of clinical work.
- Proof of completion of the Hepatitis B vaccination series by the end of the 1st semester. TB test, proof of chicken pox, or vaccine.
- OSHA & HIPPA training module
  A. Students are required to notify the program coordinator immediately of any change in physical, or mental health status (including pregnancies) since it may affect their class or clinical assignments, and their ability to satisfactorily complete the program. A written letter from the student's personal physician as to the ability to perform essential functions will be required to continue in the program.

  B. A student with a serious or extended illness (emotional, neurological, infectious, physical, or psychological) while enrolled in the Pharmacy Technician program is advised to seek the care of a healthcare provider. The student may be requested to submit periodic documentation to the department addressing the student's ability to safely perform the functions of a Pharmacy Technician Student. A student with a communicable disease should adhere to CDC and DITEC guidelines regarding measures to prevent transmission of the illness to others. Every effort will be made to accommodate to the specific needs of the individual student resulting from an illness, utilizing at the College's guidelines for the Americans with Disabilities Act. If the student is not in compliance with the College health and safety guidelines or jeopardizes the health and safety of another student or patient due to unsafe behavior, he/she may be dismissed.

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[4] http://www.llr.state.sc.us/POL/Pharmacy/   [5]http://www4.gvsu.edu/griffinc/Other/PLAGIARISM.doc

C. Falsification or omission of information on the student's medical record form or application for admission form shall be grounds for dismissal. All information will be held in the strictest confidence and only authorized College personnel will have access.

D. Students with any medication allergies should report them to the Program Coordinator at the beginning of the first semester. We will be working with many different medications both in lab and clinical. If you have an allergy it is important that any exposure be avoided. This includes LATEX.

SAFETY AND INFECTION CONTROL POLICIES AND PROCEDURES

Universal Blood and Body Fluid Precautions:

The Occupational Safety and Health Administration's (OSHA) "Universal Blood and Body Fluid Precautions" standards have minimized the risk of infection with blood-borne illnesses. The Allied Health Department utilizes these guidelines because medical history and exam cannot reliably identify all patients infected with HIV, Hepatitis B, or other blood-borne pathogens. Although the risk is minimized, Universal Precautions should consistently be used for ALL patients. We will go through a more in-depth OSHA training module to learn more about the steps to protect ourselves from these risks. Examples of Specific Safety and infection Control Procedures:

> PPE
> Gloves
> Lab coats
> Hand Washing
> Clean-up and disposal procedures
> NO horseplay in lab or clinical
> Sharps Procedure

[1] www.ptcb.og   [2,3] www.ashp.org
[4] http://www.llr.state.sc.us/POL/Pharmacy/   [5]http://www4.gvsu.edu/griffinc/Other/PLAGIARISM.doc

ASHP ACCREDITATION STANDARD FOR PHARMACY TECHNICIAN TRAINING PROGRAMS

Part I----Administrative Responsibility for the Training Program

A. Pharmacy technician training programs may be conducted by health care organizations, proprietary organizations, or academic institutions. These training facilities must be accredited, when applicable, by the appropriate agency or agencies and shall be responsible for ensuring that the following requirements have been met:
   1. The trainee's experiential training is obtained in qualified training sites that meet the requirements set forth in Parts II and III.
   2. The program director shall meet the requirements set forth in Part IV.
B. The health care or academic institution shall provide the trainee applicant with information regarding the purpose of the training program, prospects for employment, realistic salary expectations, and regulatory issues.
C. A program director shall be named whose authority and responsibilities are commensurate with those of other allied health, technical, or vocational training programs offered by the institution. This individual shall have appropriate authority to direct all aspects of training. The director need not be a pharmacist; however, there must be a sufficient complement of pharmacists, certified pharmacy technicians, and pharmacy technicians who have completed an ASHP-accredited pharmacy technician training program on the faculty and/or advisory committee to assure pharmacy content matter and practice expertise by those delivering instruction.
D. An advisory committee comprising a broad-based group of pharmacists, faculty, and pharmacy technicians must be established, meet at least twice a year, and have specific authority for the following:
   1. determining that the curriculum makes possible the attainment of all educational goal and objectives set forth in Part VII;
   2. approving experiential training sites;
   3. validating admission criteria;
   4. validating criteria for successful completion of the program; and,
   5. approval of the training program's strategic plan.

E. Nothing in this standard shall prevent individual training programs from establishing more stringent requirements than those specified herein. Further, in instances where more stringent requirements have been established or adopted by state law, regulation, or governmental agency, those requirements will take precedence for the purposes of accreditation by ASHP of programs within the corresponding state or jurisdiction.

[1] www.ptcb.og   [2,3] www.ashp.org
[4] http://www.llr.state.sc.us/POL/Pharmacy/   [5]http://www4.gvsu.edu/griffinc/Other/PLAGIARISM.doc

Part II----Qualifications of the Experiential Sites

A. A health-system facility that offers, or participates in offering, a technician training program shall be accredited by the Joint Commission on Accreditation of Healthcare Organizations, the American Osteopathic Association, or the National Committee for Quality Assurance.

B. Other experiential sites (e.g., community pharmacies, pharmaceutical companies) that participate in technician training shall have demonstrated substantial conformance with applicable professionally developed and nationally applied practice standards.

C. All experiential sites shall comply with all federal, state, and local laws, codes, statutes, regulations, and licensing requirements.

D. Technician training sites shall conduct the experiential component of the program in such a way as to ensure that any services the technician trainee is required to provide complement, rather than compete with, the educational goals and objectives of the program.

E. The program director or designee, in cooperation with the program's advisory committee, must assess and document each experiential site's compliance with the areas listed in Part II, Sections A, B, C, and D, as applicable.

Part III----Qualifications of the Pharmacy Service Utilized for Experiential Training

A. All pharmacies involved in technician training shall be organized in accordance with the principles of good management under the direction of a legally qualified pharmacist and with sufficient appropriate personnel to provide a broad scope of pharmaceutical services to all patients served by the facility.

B. The training site(s) used for experiential training shall have adequate facilities to carry out services that meet, when applicable, the intent of the *ASHP Guidelines: Minimum Standard for Pharmacies in Hospitals*1 or the *ASHP Guidelines: Minimum Standard for Pharmaceutical Services in Ambulatory Care*.2 It is necessary that experiential training be part of regular, ongoing services; hence, it is not sufficient to create artificial situations in which trainees can obtain this experience.

C. Pharmacies involved in technician training must be neat and orderly and must project a highly professional image.

D. The program director or designee, in cooperation with the program's advisory committee, must assess and document the pharmacy services compliance with Part III, Sections A, B, and C.

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[4] http://www.llr.state.sc.us/POL/Pharmacy/   [5]http://www4.gvsu.edu/griffinc/Other/PLAGIARISM.doc

Part IV----Qualifications of the Program Director and Preceptors

A. The technician training program shall be subject to similar general administrative control and guidance employed by the institution for other allied health care training programs. If the program is conducted by an academic institution the program director must ensure that pharmacists or designees oversee and guide all experiential training of the pharmacy technician trainees at the experiential sites.

B. The program director must be a member of a national pharmacy organization and the corresponding state affiliate. All other program faculty who teach pharmacy related classes should also hold active membership in a national pharmacy organization and the corresponding state affiliate.

C. The program director shall have considerable latitude in delegating preceptor responsibilities for the technician training program to others on staff. Each individual designated as an instructor must have demonstrated competence in one or more related areas of pharmacy practice and must possess the ability to teach effectively. The program director, or designee, is ultimately accountable for the overall quality of the program and the trainee's experiential training.

D. Persons who supervise experiential training must meet the following qualifications:

    1. The program director, or designee, shall supervise experiential pharmacy training. This individual shall have had at least 3 years experience in a pharmacy that meets the requirements of the *ASHP Guidelines: Minimum Standard for Pharmacies in Hospitals*[1] or the *ASHP Guidelines: Minimum Standard for Pharmaceutical Services in Ambulatory Care*[2].

    2. All experiential training must be coordinated by a pharmacist, or designee, with sufficient knowledge and skills in education to be able to establish the basis for a sound educational experience. Further, this individual must have demonstrated contribution and commitment to pharmacy practice and patient care.

Part V----Qualifications and Selection of the Applicant

A. The applicant must be attending high school, possess a high school equivalency certificate, or be a high school graduate.

B. Final approval of the qualifications of the applicant for acceptance as a trainee shall be the responsibility of the director of the technician training program, unless there is a conflict with local, state or federal regulations.

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Part VI----Conditions for Graduation

A. The program graduate must be at least 18 years of age and be a high school graduate or possess a high school equivalency certificate.

B. The program graduate must have achieved all educational goals and objectives and any other criteria designated by the program director and advisory committee for successful completion of the program.

C. The program graduate must evidence commitment to a consistently high level of technician practice that will extend into the regular employment arena.

Part VII----Technician Training Program

A. The technician training program must include didactic, laboratory, and experiential components structured to allow trainees to facilitate the trainees' achievement of the program's educational goals and objectives. Educational goals and objectives for the technician training program shall be in writing and shall be provided to each trainee at the beginning of the program. The training program shall be based on the following goals that reflect current and future pharmacy technician functions and responsibilities:

1. Assist the pharmacist in collecting, organizing, and evaluating information for direct patient care, medication use review, and departmental management.
2. Receive and screen prescription/medication orders for completeness and authenticity.
3. Prepare medications for distribution.
4. Verify the measurements, preparation, and/or packaging of medications produced by other technicians.
5. Distribute medications.
6. Assist the pharmacist in the administration of immunizations.
7. Assist the pharmacist in the identification of patients who desire/require counseling to optimize the use of medications, equipment, and devices.
8. Initiate, verify, assist in the adjudication of, and collect payment and/or initiate billing for pharmacy services and goods.
9. Purchase pharmaceuticals, devices, and supplies according to an established purchasing program.
10. Control the inventory of medications, equipment, and devices according to an established plan.
11. Assist the pharmacist in monitoring the practice site and/or service area for compliance with federal, state, and local laws; regulations; and professional standards.
12. Maintain pharmacy equipment and facilities.

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13. Assist the pharmacist in preparing, storing, and distributing investigational medication products.

14. Assist the pharmacist in the monitoring of medication therapy.
15. Participate in the pharmacy department's process for preventing medication misadventures.
16. Take personal responsibilities for assisting the pharmacist in improving direct patient care.
17. Demonstrate ethical conduct in all job-related activities.

18. Maintain an image appropriate for the profession of pharmacy.
19. Resolve conflicts through negotiation.
20. Understand the principles for managing change.
21. Appreciate the need to adapt direct patient care to meet the needs of diversity.
22. Appreciate the benefits of active involvement in local, state, and national technician and other pharmacy organizations.
23. Appreciate the value of obtaining technician certification.
24. Understand the importance of and resources for staying current with changes in pharmacy practice.
25. Communicate clearly when speaking and or in writing.
26. Maximize work efficiency through the use of technology.
27. Efficiently solve problems commonly encountered in one's own work.
28. Display a caring attitude toward patients in all aspects of job responsibilities.
29. Maintain confidentiality of patient and proprietary business information.
30. Understand direct patient care delivery systems in multiple practice settings.
31. Efficiently manage one's work whether performed alone or as part of a team.
32. Function effectively as a member of the health care team.
33. Balance obligations to one's self, relationships, and work in a way that minimizes stress.
34. Understand the use and side effects of prescription and nonprescription medications used to treat common disease states.
35. Assist the pharmacist in assuring the quality of all pharmaceutical services.

B. While not intended to be prescriptive, the *Model Curriculum for Pharmacy Technician Training,* provides sets of instructional objectives identified for achieving each of the goals listed above and required for goal mastery by this Standard. In addition, the model curriculum provides guidance for grouping and sequencing instruction. It is recommended as a guide for meeting the Standard and for training. This resource can be

[1] www.ptcb.og   [2,3] www.ashp.org
[4] http://www.llr.state.sc.us/POL/Pharmacy/   [5]http://www4.gvsu.edu/griffinc/Other/PLAGIARISM.doc

obtained from the ASHP website at
www.ashp.org/technicians/model_curriculum/index.html.

C. Appropriate laboratory exercises (e.g., extemporaneous compounding, sterile product preparation, unit dose drug distribution, filling of outpatient prescriptions), including computerized application of record keeping and drug distribution systems, shall be used to reinforce classroom instruction before onsite experiential training commences. Laboratory exercises should be adequate in scope to prepare the trainee for practice in a variety of pharmacy settings, e.g., acute care, ambulatory care, chronic care.

D. All instructors and trainees must be thoroughly familiar with requirements of this Standard and the content of the most recent edition of the *Model Curriculum for Pharmacy Technician Training.*

E. Each trainee's activities shall be scheduled in advance and shall be planned to enable the trainee to attain the predetermined educational goals and objectives. The training schedule shall consist of a minimum of 600 hours of training (contact) time, extending over a period of 15 weeks or longer. The period of training must include time allocated for didactic, laboratory, and experiential training. Some programs may need to lengthen training schedules to provide more in-depth coverage of educational goals and objectives to meet the market needs of the pharmacy community. The trainee's experiential activities should be performed in at least two different practice settings, e.g., acute care, ambulatory care, chronic care.

F. A training plan for each student shall be developed and documented at the beginning of the program. This plan should include but not be limited to, the student's curriculum plan (e.g., courses and course sequence), expectations of the program, educational goals and objectives that should be achieved through training, and the student's employment goals. This plan should be reviewed with the student on a periodic basis throughout the program.

G. Records of training activities that clearly delineate the scope and period of training shall be maintained. These records should include activities performed in the didactic, laboratory, and experiential segments of the program. The program director shall keep these records on file.

H. Records related to the qualifications of the training site, pharmacy services, program director, and preceptors should be documented and updated annually. The program director shall keep these records on file.

I. The program director shall arrange for formalized and regularly scheduled evaluation of the trainee's achievement of the program's educational goals and objectives previously established. Evaluations shall be documented and kept on file.

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[1] www.ptcb.og   [2,3] www.ashp.org
[4] http://www.llr.state.sc.us/POL/Pharmacy/   [5]http://www4.gvsu.edu/griffinc/Other/PLAGIARISM.doc

Part VIII----Experimentation and Innovation

A. Experimental and innovative approaches to developing and implementing pharmacy technician training programs and alternative methods for meeting this Standard are encouraged by the Society.
B. If conducted, these experimental and innovative activities must be planned adequately and coupled with an appropriate evaluation system.

Part IX----Certificate

A. The accredited program shall recognize those pharmacy technicians who have completed successfully the pharmacy technician training program by awarding an appropriate certificate or diploma.
B. No certificate shall be issued to an individual who has failed to complete the prescribed program or to meet the intent of this Standard.
C. The certificate must be worded in accordance with the *ASHP Regulations on Accreditation of Pharmacy Technician Training Programs*[4].

References

1. American Society of Health-System Pharmacists. ASHP guidelines: minimum standard for pharmacies in hospitals. American Society of Health-System Pharmacists Home Page [resource on World Wide Web]. URL: http://www.ashp.org. Available from Internet. Accessed 2002 July 26.
2. American Society of Health-System Pharmacists: ASHP guidelines: minimum standard for pharmaceutical services in ambulatory care. ~~ASHP website 1999~~. American Society of Health-System Pharmacists Home Page [resource on World Wide Web]. URL: http://www.ashp.org. Available from Internet. Accessed 2002 July 26.
3. American Society of Health-System Pharmacists. Regulations on accreditation of pharmacy technician training programs. . American Society of Health-System Pharmacists Home Page [resource on World Wide Web]. URL: http://www.ashp.org. Available from Internet. Accessed 2002 July 26.

Approved by the ASHP Board of Directors, September 27, 2002. Developed by the ASHP Commission on Credentialing. Supersedes the previous Accreditation Standard approved of September 26, 1997, and revised September 23, 1992, November 17-18, 1983, and November 20-21, 1985. For currently existing programs, this revision of the accreditation standard takes effect September 27, 2002. Until that time the current standard, which was approved September 26, 1997.
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[1] www.ptcb.og   [2,3] www.ashp.org
[4] http://www.llr.state.sc.us/POL/Pharmacy/   [5]http://www4.gvsu.edu/griffinc/Other/PLAGIARISM.doc

Pharmacy Technician State Certification Requirements[4]

As of January 1, 2005, requirements for state certification are:

1. Current Pharmacy Technician Registration

2. Submit a copy of high school diploma or GED.

3. Complete a formal academic training program that includes:

> a. introduction to pharmacy and health care systems;
> b. pharmacy law and ethics;
> c. pharmacy calculations;
> d. pharmacology;
>   (1) Anatomy and physiology;
>   (2) Therapeutic agents;
>   (3) Non-prescription drugs;
> e. pharmacy operations;
>   (1) drug distribution systems;
>   (2) records management and inventory control;
>   (3) ambulatory and institutional practice;
> f. compounding;
>   (1) aseptic technique;
>   (2) nonsterile compounding;
> g. general education;
>   (1) medical terminology;
>   (2) interpersonal relations;
>   (3) communications;
>   (4) computers/keyboarding;
> h. problem solving/critical thinking's
> i. experiential training (practical experience).

A certificate, diploma, or degree from a formal academic pharmacy technician training program must be accredited by American Society of Health System Pharmacist (ASHP).

4. Pass the Pharmacy Technician Certification Board (PTCB) exam.

5. Complete an Affidavit of Experience certifying completion of 1,000 hours of practice (in additional to the experiential training component of education) under the supervision of a licensed pharmacist.

[1] www.ptcb.og   [2,3] www.ashp.org
[4] http://www.llr.state.sc.us/POL/Pharmacy/   [5]http://www4.gvsu.edu/griffinc/Other/PLAGIARISM.doc

The following duties <u>may</u> be performed by a registered technician after the supervising pharmacist carefully considers the individual's abilities and/or qualifications:

- Assist RPh. in providing effective, appropriate, and safe pharmacy service
- Assist RPh. in preparing Rx
- Handling of legend drugs or devices, to include but not limited to, receiving shipments of pharmaceuticals and stocking of shelves and bins
- Accepting **<u>WRITTEN</u>** prescriptions only
- Receive verbal request from patients for available refills.
- Perform initial interpretation of licensed practitioner orders
  - Select from available stock legend drugs and devices for Rx preparation
  - Enter Rx information into computer, including drug allergies. ***ONLY A LICENSED RPH MAY OVERRIDE Drug Utilization Review and Drug Interaction Alerts.**
- Place meds in a suitable container
  - Appropriately label Rx container
  - Check for drug outdates
  - Deliver dispensed meds to a licensed healthcare provider
  - Fill and maintain unit does carts
  - Change unit dose medication cassettes
  - Stock automatic dispensers
  - Process medications returned for credit according to permitted facility's policies and procedures
  - Discard expired returns according to facility's policies and procedures
- **May process <u>new</u> Rx medications sales <u>only</u> after RPh provides counseling to the patient.**
  - Compound, or mix meds.
  - Mix drugs in a dry form with water to make them an active liquid med.
  - Prepare IV solutions.
  - Repackage bulk medications.

SOUTH CAROLINA BOARD OF PHARMACY
APPROVED DUTIES FOR <u>STATE CERTIFIED</u> PHARMACY TECHNICIANS

The following additional duties <u>may</u> be performed by a <u>state certified</u> pharmacy technician after the supervising pharmacist carefully considers the individual's abilities and/or qualifications:
- Receive and initiate verbal telephone orders.
- Conduct prescription transfers.
- Check a technician's refill of medications if the medication is to be administered by a licensed healthcare professional in an institutional setting.
- Check a technician's repackaging of medications from bulk to unit dose in an institutional setting.

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[1] www.ptcb.og   [2,3] www.ashp.org
[4] http://www.llr.state.sc.us/POL/Pharmacy/   [5]http://www4.gvsu.edu/griffinc/Other/PLAGIARISM.doc

BOP Changes

South Carolina Board of Pharmacy
Kingstree Bldg
110 Centerview Dr, Suite 306
Columbia, SC 29210
Phone: 803/896-4700
Fax: 803/896-4596
Web site: www.llronline.com/POL/pharmacy
E-mail: bundricl@llr.sc.gov

Requirements:

1. Applicant must have a high school diploma or equivalent.

2. Applicant must submit an application ($40) to the pharmacy board.

3. Applicant must work for 1000 hours as a registered technician with limited responsibilities.

4. Applicant must complete a board-approved technician training course.

5. Applicant must submit a renewal application ($15) to the pharmacy board annually by July

1st. Renewal applications can be submitted online. For renewal, 10 hours of CE by ACPE or

CME approved continuing education must be completed. Four of those hours must be obtained

through attendance of lectures, workshops, or seminars.

6. Technicians must complete a board-approved training program that meets the criteria SC Prac

Act 40-43-82 (D)

7. The technician-to-pharmacist ratio is 2:1 but may be increased to 3:1 if two out of the t

[1] www.ptcb.og   [2,3] www.ashp.org
[4] http://www.llr.state.sc.us/POL/Pharmacy/   [5]http://www4.gvsu.edu/griffinc/Other/PLAGIARISM.doc

As of November of 2009, The Board of Pharmacy shall register pharmacy technicians who are performing pharmacy functions under the supervision of a pharmacist. An applicant for registration as a pharmacy technician must be:

(a)   seventeen years of age or older;

(b)   a high school graduate or the equivalent.

(2)   A registration is valid from July one through June thirtieth and is renewable on dates as prescribed by the department with the consent of the board. An application for renewal must be on a board approved form provided by the department and must be submitted and accompanied by an annual fee in an amount established in accordance with Section 40-1-50. A pharmacy technician who has failed to properly renew a registration before July first shall immediately cease practice and refrain from performing any duties as a pharmacy technician. Reinstatement of a registration must be granted upon the board receiving a renewal application and renewal and penalty fees.

(3)   A pharmacy technician shall display his or her current registration in a conspicuous place in the primary pharmacy or drug outlet in which the technician is employed, so that the current registration is easily and readily observable by the public. A technician working in a pharmacy or drug outlet where the technician's registration is not posted must have his or her wallet registration card with him or her.

(4)   Notwithstanding the requirements of this section or any other provision of law, a pharmacy technician student who is enrolled in a pharmacy technician training program that is approved by the board may be placed in a pharmacy for the purpose of obtaining practical training, and the pharmacy technician student is required to be registered pursuant to this section. A pharmacy technician student shall wear identification that indicates his or her student status when performing the functions of a pharmacy technician.

(5)   It is unlawful for a person who is not registered as a pharmacy technician under this chapter, or who is not otherwise exempt from the requirement to register as a pharmacy technician, to perform the functions of a registered pharmacy technician or hold himself or herself out to others as a person who is registered to perform the functions of a registered pharmacy technician in this State.

(B)(1)   An individual may be certified by the board as a pharmacy technician if the individual has:

[1] www.ptcb.og   [2,3] www.ashp.org
[4] http://www.llr.state.sc.us/POL/Pharmacy/   [5] http://www4.gvsu.edu/griffinc/Other/PLAGIARISM.doc

(a)   ~~worked for fifteen hundred hours under the supervision of a licensed pharmacist as a registered pharmacy technician or has completed a Board of Pharmacy approved pharmacy technician course as provided for in subsection (D); however,~~ beginning July 1, 2004, ~~to be certified as a pharmacy technician an individual must have~~ worked for one thousand hours under the supervision of a licensed pharmacist as a technician and must have completed an American Society of Health-System Pharmacists (ASHP) accredited technician program or a Board of Pharmacy approved technician course as provided for in subsection (D);

(b)   a high school diploma or equivalent; and

(c)   passed the National Pharmacy Technician Certification Board exam or a Board of Pharmacy approved exam and has maintained current certification; and

(d)   fulfilled continuing education requirements as provided for in Section 40-43-130(G).

(2)(a)   Beginning July 1, 2012, an individual who wishes to work as a pharmacy technician in this State must be certified by the board as a pharmacy technician after completion of one of the following requirements:

(i)   completion of all the requirements of Section 40-43-82(B)(1);

(ii)   certification in another state as a pharmacy technician if the requirements for certification in that state are equivalent to the requirements of this State;

(iii)   successful completion of a program for the training of pharmacy technicians by any of the branches of the Armed Forces of the United States; or

(iv)   attainment and proof of valid current certification by the Pharmacy Technician Certification Board (PTCB) or a Board of Pharmacy approved exam if the applicant graduated from a post-secondary school for training pharmacy technicians in another state and that state did not require that its approved schools be accredited by the American Society of Health-System Pharmacists (ASHP); and worked for one thousand hours under the supervision of a licensed pharmacist as a pharmacy technician.

(b)   Before July 1, 2012, an individual who has worked as a pharmacy technician for a minimum of two thousand hours under the supervision of a licensed pharmacist and passed the Pharmacy Technician Certification Board (PTCB) exam or a Board of Pharmacy approved exam and has maintained current certification must be certified by the board as a pharmacy technician.

[1] www.ptcb.og   [2,3] www.ashp.org
[4] http://www.llr.state.sc.us/POL/Pharmacy/   [5]http://www4.gvsu.edu/griffinc/Other/PLAGIARISM.doc

(c)   Notwithstanding any requirements in this chapter, a registered pharmacy technician registered pursuant to this section before July 1, 2012, is exempt from the requirements of this subsection.

(3)   The pharmacist-in-charge shall verify compliance with the requirements of item (a) of subsection (B)(1) and maintained a record of this requirement in a readily retrievable manner for inspection.

(C)   Notwithstanding any other provision of this chapter, a supervising pharmacist may authorize a certified pharmacy technician to:

(1)   receive and initiate verbal telephone orders;

(2)   conduct one time prescription transfers;

(3)   check a technician's refill of medications if the medication is to be administered by a licensed health care professional in an institutional setting;

(4)   check a technician's repackaging of medications from bulk to unit dose in an institutional setting.

(D)   A formal academic pharmacy technician training program that leads to a certificate, diploma, or higher degree accredited by the American Society of Health-System Pharmacists (ASHP) or another national accrediting organization may be approved by the board if it includes at a minimum:

(1)   introduction to pharmacy and health care systems;

(2)   pharmacy law and ethics;

(3)   pharmacy calculations;

(4)   pharmacology;

(a)   anatomy and physiology;

(b)   therapeutic agents;

(c)   prescription drugs;

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(d)   nonprescription drugs;

(5)   pharmacy operations;

(a)   drug distribution systems;

(b)   records management and inventory control;

(c)   ambulatory and institutional practice;

(6)   compounding;

(a)   aseptic technique;

(b)   nonsterile compounding;

(7)   general education;

(a)   medical terminology;

(b)   interpersonal relations;

(c)   communications;

(d)   computers/keyboarding;

(8)   problem solving/critical thinking;

(9)   experiential training (practical experience).

(E)   A pharmacist whose license has been denied, revoked, suspended, or restricted for disciplinary purposes is not eligible to be registered as a pharmacy technician.

(F)   Notwithstanding the requirements of this section or any other provision of law or regulation, an individual who works as an unpaid volunteer under the personal supervision of a licensed pharmacist or who handles legend drugs in a pharmacy department of a free medical clinic staffed by a licensed pharmacist may be registered as a pharmacy technician and may perform pharmacy functions as a pharmacy technician without payment of a registration fee or filing with the board; provided, that a register is maintained in the pharmacy department of the free medical clinic bearing the name of every such volunteer performing pharmacy functions as a

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[1] www.ptcb.og   [2,3] www.ashp.org
[4] http://www.llr.state.sc.us/POL/Pharmacy/   [5]http://www4.gvsu.edu/griffinc/Other/PLAGIARISM.doc

pharmacy technician and documenting each volunteer's period of service. This special registration is valid only in the free medical clinic. The register must be kept for a period of three years. For the purposes of this section, 'free medical clinic' means a permitted facility that provides medical services, including the dispensing of legend drugs and other medications, free of any charge to members of the public."

SECTION   2.   Section 40-43-86(B)(4)(b) of the 1976 Code, as last amended by Act 251 of 2004, is further amended to read:

"(b)   The pharmacist-in-charge shall develop and implement written policies and procedures to specify the duties to be performed by pharmacy technicians. The duties and responsibilities of these personnel ~~shall~~ must be consistent with their training and experience. These policies and procedures shall, at a minimum, specify that pharmacy technicians are to be personally supervised by a licensed pharmacist who has the ability to control and who is responsible for the activities of pharmacy technicians and that pharmacy technicians are not assigned duties that may be performed only by a licensed pharmacist. One pharmacist may not supervise more than three pharmacy technicians at a time; ~~through June 30, 2006, at least one of these three technicians must be state-certified, and~~ after June 30, 2006, at least two of these three technicians must be state-certified, and beginning July 1, 2012, all technicians must comply with the requirements of Section 40-43-82(B)(2). If a pharmacist supervises only one or two pharmacy technicians, these technicians are not required to be state-certified except beginning July 1, 2012, all technicians must comply with the requirements of Section 40-43-82(B)(2). Pharmacy technicians do not include personnel in the prescription area performing only clerical functions, including data entry up to the point of dispensing, as defined in Section 40-43-30(14)."

[1] www.ptcb.og   [2,3] www.ashp.org
[4] http://www.llr.state.sc.us/POL/Pharmacy/   [5]http://www4.gvsu.edu/griffinc/Other/PLAGIARISM.doc

Pharmacy Technician   P&P Manual (version 3)   2012-2013

Required Document Tracking Sheet

Name: _____   ID# _____

Med allergies: _____

Document	*Date Submitted*	*Notes*
Background Check		
Physical/Health History		
Hepatitis- B Series		
Current Immunizations		
TB		
CPR Certification		
Advising Session		
P&P Agreement		
OSHA Training		
PTCB Certification		
HIPPA Training		
Drug Test (before Practicums)		
Exit Interview		
Other (Re-admit Letter)		

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GOALS FOR SUCCESSFUL COMPLETION OF THE PHARMACY TECHNICIAN PROGRAM

1. Consistent attendance

2. Positive attitude

3. Cooperate as a TEAM with faculty and classmates

4. Be part of the healthcare TEAM in clinical

5. Be punctual, prepared, and professional in all classes, labs, and clinical

6. Display competency in laboratory skills

7. Excellent work ethic

8. Excel in clinical rotation objectives

9. Obtain certification by passing the PTCB's exam

10. GRADUATE!

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Course Tracking Sheet

Name: _____   *ID#* _____

Course	Credit Hours	Term Completed	Grade	Course Substitution
AHS 104 Medical Vocabulary/Anatomy	3			
CHM 105 General, Organic & Biochemistry	4			
CPT 101 Introduction to Computers	3			
PHM 101 Introduction to Pharmacy	3			
PHM 113 Pharmacy Technician Math	3			
PHM 152 Pharmacy Practicum I	2			
ENG 101English composition I Or ENG 155 Communications	3			
Math 102 Intermediate Algebra	3			
PHM 110 Pharmacy Practice	4			
PHM 114 Therapeutic Agents I	3			
PHM 164 Pharmacy Practicum II	4			
PHM 118 Community Pharmacy Seminar	1			
PHM 124 Therapeutic Agents II	3			
PHM 173 Pharmacy Practicum III	3			
PSY 103Human Relations	3			
Total credit hours				
Graduation application submitted				
PTCB exam/Certification				

Pharmacy Technician Program Standards of Practice

Below are several standards that are essential to meeting the requirements of the Pharmacy Technician Program. Please read carefully and if you do not have any questions, sign below indicating thaty ou understand the standards.

Academic Probation

1. A student in the Pharmacy Technician Program must maintian at least a 2.0 GPA each semester throughout the program.
2. A student in the Pharmacy Technician Program must achieve a grade of "C" in all class, lab and clinical components of each course in order to continue on to the next semester.
3. Should the student receive less than a "C" or the GPA below 2.0 he/she will be dropped from the program with the possibility of readmission.
4. Any student found cheating on exams would receive a 0 (zero). Any repeat offense would be cause for dismissal.

Attendance Requirements

1. A student is expected to attend all classes for which he/she is registered.
2. If a student missed more than 10% of a classes, lab sessions, or clinical for a semester, he/she will receive a failing grade for the semester and be dropped from the course.
3. A student arriving late to class with be considered tardy. Three (3) tardies will consitute one (1) absence.
4. Should a student not be able to attend class, lab or clinical, it is his/her responsibility to notify the Professor and the clinical rotation preceptor and arrange for make-ups.

Code of Professional Conduct

A student enrolled in the Pharmacy Technician Program is expected to**:**

1. Appear and conduct his/herself in a professionally acceptable manner
2. Be cognizant of an adhere to channels of authority
3. Be academically and professionally honest
4. Show respect for and be mutually supportive of fellow students, faculty and staff reguardless of race, religion, sex, nationality, or economic status.
5. Regard as strictly confidential all information concerning each patient.
   I agree to all of the above practice standards and will abide by them.

Name: _____   **Date:** _____

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Release of Information

I _____, hereby give the pharmacy Technician program faculty

permission to release any information regarding my enrollment and training at Horry

Georgetown Technical College for the purpose of future employment, certification examination,

and follow up graduate employer survey.

_____   _____

     (Print Name)   *(Date)*

_____

     (Signature)

_____

     (Street Address)

     (City)   *(State)*   *(Zip Code)*

I _____ have received a Horry Georgetown

Technical College *Student Handbook and College Catalog*, I indicate my understanding and

Willingness to comply with the information contained in these materials.

_____   _____

     (Print Name)   *(Date)*

_____

     (Signature)

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I _____ have received a Horry Georgetown

Technical *College Pharmacy Technician Student Policies and Procedure manual and a*

Clinical manual, I indicate my understanding and willingness to comply with the information

contained in these materials.

_____   _____

      (Print Name)   *(Date)*

_____

      (Signature)

I _____, do hereby agree to abide by the policies and procedures

of the clinical facilities to which I am assigned. I understand it is my responsibility to be familiar

with these policies and procedures.

_____   _____

      (Print Name)   *(Date)*

_____

      (Signature)

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HGTC Pharmacy Technology Program

Exit Survey

Name: _____   ID#: _____

Updated address: _____

Updated Phone (Home): _____

               (Work): _____

                (Cell): _____

                (Email address): _____

1.   Since starting the program, have you been employed as a pharmacy Technician since starting the program?

        Yes   No

        If yes, please provide the name of the pharmacy, address, and phone # in the blank

        _____

        _____

2. Have you taken the national exam (PTCE)?

        Yes   No

        If yes, did you pass?   Yes   No

        What areas do you feel the program can improve on to help future students better prepare for the national exam?

        _____

        _____

        _____

3. What setting would you like to work in?

        Retail   Hospital   Mail order   Independent (compounding)

        Nuclear   Nursing home   others

4. What are your short term goals?

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_____

_____

_____

5. What are your long term educational goals?

_____

_____

6. What would you have changed about the first semester to make it more beneficial?

_____

_____

7. What did you find to be most helpful and would like to see continued?

_____

_____

8. What would you suggest to help future students better remember their drugs?

_____

_____

9. What would you suggest to help future students be more prepared for therapeutics?

_____

_____

10. What would you have changed about each of the following PHM courses?

PHM 101 & PHM 110: _____

_____

PHM 152 & PHM 164 & PHM 173: _____

_____

_____

PHM 114 & PHM 124: _____

_____

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PHM 118: _____

PHM 113: _____

Sterile Compounding Labs: _____
_____

Non-sterile Compounding labs: _____
_____

11. What did you find to be most helpful and would like to see continued?

_____
_____

12. What would you suggest to help future students better remember their drugs?

_____
_____

13. What would you suggest to help future students be more prepared for therapeutics?

_____
_____

14. Additional comments_____
_____
_____

[1] www.ptcb.og   [2,3] www.ashp.org
[4] http://www.llr.state.sc.us/POL/Pharmacy/   [5]http://www4.gvsu.edu/griffinc/Other/PLAGIARISM.doc

Appendix A

[1] www.ptcb.og   [2,3] www.ashp.org
[4] http://www.llr.state.sc.us/POL/Pharmacy/   [5]http://www4.gvsu.edu/griffinc/Other/PLAGIARISM.doc

PLAGIARISM[5]

"Plagiarism is the <u>intentional</u> or <u>unintentional</u> use of another person's ideas without proper citation. A general rule of thumb you can use is that if you use more than about five words in a row from the original source, you're running the risk of plagiarism unless you are properly referencing the material.

This is how the sentence appeared in [a journal]:

Based on their growth alone, watershed councils are a successful experiment despite the immense legal, institutional, political, financial, and technical problems they encounter.

ERROR 1 - No quotes used, no reference to the source of the idea

Based on their growth alone, watershed councils are a successful experiment despite the immense legal, institutional, political, financial, and technical problems they encounter.

This is the most serious of all forms of plagiarism." Students in the UNE program have taken pages and/or paragraphs from other sources without citation or reference and earned a zero (0) for the paper and an F for the course. There is no acceptable reason a student can provide for this serious breach of academic ethics.

."**ERROR 2 - No quotes used**

Based on their growth alone, watershed councils are a successful experiment despite the immense legal, institutional, political, financial, and technical problems they encounter (Griffin 1999).

This is a direct quote; it must be in quotations. It is good that you at least show Griffin as the source of the idea, but it is still plagiarism since quotes were not used.

ERROR 3 - Missing words, no quotes

Based on their growth alone, watershed councils are a successful experiment (Griffin 1999).

You may not eliminate some of the words without putting in three dots (…). If you put the ellipses in, you still need to use quotes.

ERROR 4 - Rearranging words

Despite the immense legal, institutional, political, financial, and technical problems they encounter, watershed councils are a successful experiment.

Rearranging the words is not sufficient to avoid citing the source. In this case, even citing the source may not be sufficient because you used the exact words I used and did not indicate that you did so.

CORRECT WAYS TO CITE THE MATERIAL

 'Based on their growth alone, watershed councils are a successful experiment despite the immense legal, institutional, political, financial, and technical problems they encounter' (Griffin 1999). [Note that single quotation marks are used here since the sentence is part of a larger quotation. If the quotation were standing alone, double quotation marks would be used.]

Griffin (1999) speculates that watersheds councils are successful.

Note: You must use Griffin unless YOU are doing the speculation. If you got the idea from Griffin, you have to give credit to Griffin."

Since you are doing the work to find sources, it is not much more work to integrate the ideas into your work using the correct ways to reference.

[1] www.ptcb.og   [2,3] www.ashp.org
[4] http://www.llr.state.sc.us/POL/Pharmacy/   [5]http://www4.gvsu.edu/griffinc/Other/PLAGIARISM.doc