



ALAMO
COLLEGES

NORTHWEST VISTA COLLEGE

The Pharmacy Technician Program

STUDENT HANDBOOK

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Welcome

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

The Northwest Vista College Pharmacy Technician Program Student Handbook has been compiled by the faculty to provide information pertinent to students enrolled in the Pharmacy Technician Program.

This handbook contains policies, regulations, procedures, and general course content effective at the time of publication. Northwest Vista College reserves the right to make changes at any time to reflect current Board policies, administrative regulations and procedures, and applicable State and Federal regulations. Each Student is responsible for knowing the rules, regulations, requirements, and academic policies of Northwest Vista College. The college catalog and student handbook are the primary sources available to students outlining the responsibilities of the college and student. The catalog and handbook are available [here](#).

The Alamo Colleges do not discriminate on the basis of race, religion, color, national origin, sex, age, or disability with respect to access, employment programs, or services. Inquiries or complaints concerning these matters should be brought to the attention of: Director of Employee Services, Title IX Coordinator, (210) 485-0200. Address: Human Resources Department, 201 W. Sheridan, Bldg. A, San Antonio, Texas 78204. For special accommodations or an alternate format, contact the Northwest Vista College Access office at (210) 486-4466.

Introduction

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

One very important word that you should understand now is ethics. Ethics is a mode of conduct and behavior. A pattern of proper conduct at all times is essential in persons desiring a career in any profession. The ethical responsibilities associated with a career in health care make it necessary for those practicing in this domain to carefully consider all of their actions both on and off duty.

It is absolutely essential that all members of the medical team understand that the patient comes first! The regulations embodied in this handbook were all written with this thought in mind. Each student

should realize that the contents of the manual are not intended to be discriminatory to anyone. Furthermore, the contents are those policies, regulations, and procedures now in effect. The College reserves the right to make changes at any time to reflect current Board policies, administrative regulations and procedures, and amendments by state law. Students are urged to study the contents of this handbook carefully, for they are responsible for observing the regulations contained herein. Any question or comments concerning material in the Student Handbook should be addressed to the Program Coordinator.

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

Again, welcome to the Pharmacy Technician Program. We hope that you will find the Program to be fun and exciting as you obtain the skills and knowledge needed to be a successful Pharmacy Technician.

The Pharmacy Technician

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

Some of the roles of the Pharmacy Technician found in the *Manual for Pharmacy Technicians, Second Edition* include:

Information Management

- Assist with drug use evaluations
- Collect data for drug therapy monitoring activities

Medication Preparation

- Compound and reconstitute medications
- Perform mathematical calculations
- Prepare parenteral nutrient solutions and antineoplastic agents

Medication Dispensing

- Certify the complete drug order/prescription

- Fill and price outpatient prescriptions

Medication Inventory Management

- Control pharmacy purchases and inventory

Training

- Train other technicians

The practice of pharmacy is changing to meet the needs of a changing world. As a result, the role of the Pharmacy Technician is changing. Pharmacy Technicians are being relied upon more and more to perform the routine, day-to-day functions in the pharmacy so that the pharmacist can spend more time expanding and adapting their practice to meet the needs of their patients. Today, Pharmacy Technicians can expect to find excellent employment opportunities in a variety of settings in San Antonio, surrounding areas and throughout the United States, good pay, and the chance for advancement and new opportunities.

In addition, a national certification exam has been created for Pharmacy Technicians. Pharmacy Technicians who pass the national exam earn the title Certified Pharmacy Technician (CPhT). Certification demonstrates to potential employers that you have mastered a specific body of knowledge and skills relating to pharmacy. The national Pharmacy Technician Certification Exam is administered by the Pharmacy Technician Certification Board (PTCB). An exam schedule and PTCB contact information can be found at the Pharmacy Technician Certification Board [website](#).

Effective June 1, 2004 all pharmacy technicians in Texas must be registered with the Texas State Board of Pharmacy. In order to become registered, a pharmacy technician must first become certified. Information regarding certification and registration will be covered in Introduction to Pharmacy. More information about the Texas State Board of Pharmacy is located [here](#).

Pharmacy Technicians may also become involved in a variety of national, state, and local organizations. Students are strongly encouraged, but not required, to become members of at least one professional organization. Benefits of membership may include receiving newsletters, journals, mailings, and continuing education. Members can also vote on various issues at the national, state, and local levels, which will impact the future of pharmacy. Additional information on organizational membership, along with applications, can be obtained from the Pharmacy Technician Program Coordinator.

Employment Prospects

Employment in almost every aspect of the healthcare industry is projected to grow at a steady rate for the foreseeable future. According to a May 2011 Bureau of Labor Statistics report, the national average salary for a pharmacy technician was \$30,020 annually. The majority of pharmacy technicians (18.79%) were employed in a retail setting, such as a grocery store pharmacy or national retail pharmacy. To view the report in its entirety, include individual state statistics, please follow this [link](#).

Program Philosophy

The Program is committed to serving students and the pharmaceutical community through guidance, excellent academic instruction and professional training utilizing traditional and innovative means while understanding the cultural diversity of individuals. NVC strives to maintain a student-centered philosophy, and utilize community and educational resources for student success.

Accreditation Standard

The Pharmacy Technician Program is accredited by the American Society of Health System Pharmacists (ASHP). On December 15th, 2012, a site visit team from ASHP visited Northwest Vista College to evaluate the Pharmacy Technician Training Program. During the site visit, students and graduates were interviewed to provide information to the surveyors regarding their experiences in the Program. Accreditation can be granted for up to six years from the date of the application. Northwest Vista College received full accreditation through 2018. As an accredited program, the Pharmacy Technician Program will undergo continuous reevaluation, which includes written reports at least every three years and reexamination by site visit at least every six years.

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

Pharmacy Technician Program Goals

The Pharmacy Technician Program goals are based on the objectives found in the "ASHP Accreditation Standard for Pharmacy Technician Training Programs, Part VII." After each goal statement, the course(s) in which the goal is an objective will be listed. During the Pharmacy Training Program, the following objectives will be covered:

1. Assist the pharmacist in collecting, organizing, and evaluating information for direct patient care, medication use review, and departmental management.
Applicable Courses: PHRA 1301, 1313, 1349, 2164
2. Receive and screen prescriptions/medication orders for completeness and authenticity.
Applicable Courses: PHRA 1301, 1313, 1349, 2164
3. Prepare medications for distribution.
Applicable Courses: PHRA 1313, 1349, 1345, 2164

4. Verify the measurements, preparation, and/or packaging of medications produced by other technicians.
Applicable Courses: PHRA 1209, 1313, 1349, 1345, 2164
5. Distribute medications.
Applicable Courses: PHRA 1313, 1349, 1345, 2164
6. Assist the pharmacist in the administration of immunizations.
Applicable Courses: PHRA 1313, 2164
7. Assist the pharmacist in the identification of patients who desire/require counseling to optimize the use of medications, equipment, and devices.
Applicable Courses: PHRA 1301, 1443, 1349, 2164
8. Initiate, verify, assist in the adjudication of, and collect payment and/or initiate billing for pharmacy services and goods.
Applicable Courses: PHRA 1313, 1349, 2164
9. Purchase pharmaceuticals, devices, and supplies according to an established purchasing program.
Applicable Courses: PHRA 1313, 1349, 2164
10. Control the inventory of medications, equipment, and devices according to an established plan.
Applicable Courses: PHRA 1313, 1349, 2164
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.
Applicable Courses: PHRA 1301, 1313, 1349, 1345, 2164
12. Maintain pharmacy equipment and facilities.
Applicable Courses: PHRA 1313, 1349, 1345, 2164
13. Assist the pharmacist in preparing, storing, and distributing investigational medication products.
Applicable Courses: PHRA 1349, 2164
14. Assist the pharmacist in the monitoring of medication therapy.
Applicable Courses: PHRA 1313, 1349, 1441, 2164
15. Participate in the pharmacy department's process for preventing medication misadventures.
Applicable Courses: PHRA 1313, 1349, 1345, 2164
16. Take personal responsibilities for assisting the pharmacist in improving direct patient care.
Applicable Courses: PHRA 1313, 1349, 1441, 2164

17. Display ethical conduct in all job-related activities.
Applicable Courses: PHRA 1301, 1313, 1349, 1345, 2164
18. Maintain an image appropriate for the profession of pharmacy.
Applicable Courses: PHRA 1301, 1209, 1313, 1349, 1441, 1345, 2164
19. Resolve conflicts through negotiation.
Applicable Courses: PHRA 1301, 1209, 1313, 1349, 1441, 1345, 2164
20. Understand the principles for managing change.
Applicable Courses: PHRA 1301, 1209, 1313, 1349, 1441, 1345, 2164
21. Appreciate the need to adapt direct patient care to meet the needs of diversity.
Applicable Courses: PHRA 1301, 1313, 1349, 1441, 2164
22. Appreciate the benefits of active involvement in local, state, and national technician and other pharmacy organizations.
Applicable Courses: PHRA 1301, 1313, 1349, 2164
23. Appreciate the value of obtaining technician certification.
Applicable Courses: PHRA 1301, 2164
24. Understand the importance of and resources for staying current with changes in pharmacy practice.
Applicable Courses: PHRA 1301, 1209, 1313, 1349, 1441, 1345, 2164
25. Communicate clearly when speaking and or in writing.
Applicable Courses: PHRA 1301, 1209, 1313, 1349, 1441, 1345, 2164
26. Maximize work efficiency through the use of technology.
Applicable Courses: PHRA 1301, 1209, 1313, 1349, 1441, 1345, 2164
27. Efficiently solve problems commonly encountered in one's own work.
Applicable Courses: PHRA 1301, 1209, 1313, 1349, 1441, 1345, 2164
28. Display a caring attitude toward patients in all aspects of job responsibilities.
Applicable Courses: PHRA 1301, 1313, 1349, 1441, 2164
29. Maintain confidentiality of patient and proprietary business information.
Applicable Courses: PHRA 1301, 1313, 1349, 2164
30. Understand direct patient care delivery systems in multiple practice settings.
Applicable Courses: PHRA 1301, 1313, 1349, 2164

31. Efficiently manage one's work whether performed alone or as part of a team.
Applicable Courses: PHRA 1301, 1209, 1313, 1349, 1441, 1345, 2164
32. Function effectively as a member of the health care team.
Applicable Courses: PHRA 1301, 1209, 1313, 1349, 1441, 1345, 2164
33. Balance obligations to one's self, relationships, and work in a way that minimizes stress.
Applicable Courses: PHRA 1301, 1209, 1313, 1349, 1441, 1345, 2164
34. Understand the use and side effects of prescription and nonprescription medications used to treat common disease states.
Applicable Courses: PHRA 1313, 1349, 1441, 2164
35. Assist the pharmacist in assuring the quality of all pharmaceutical services.
Applicable Courses: PHRA 1301, 1209, 1313, 1349, 1441, 1345, 2164

During the second semester of the Program, the Pharmacy Practicum will evaluate the student's competence in each of these areas while the student completes rotations in various pharmacy settings. Upon graduation, students will have demonstrated competency in each of the Pharmacy Technician Program Goal areas.

Pharmacy Technician: Entry-Level Proficiencies

The following proficiencies are those determined by the American Society of Health-System Pharmacists published in the Practice Standards of ASHP.

Upon completion of the program:

- I. The technician should demonstrate appropriate knowledge and understanding of pharmacy's role in the health-care industry, including quality improvement processes that may be used to monitor pharmacy's ability to fulfill its responsibilities within a given health-care system.
- II. The technician should have a thorough knowledge and understanding of the duties and responsibilities of pharmacy technicians, including standards of ethics governing pharmacy practice.
- III. The technician should have a working knowledge of the pharmaceutical and medical terms, abbreviations, and symbols commonly used in the prescribing, dispensing, administering, and charting of medications in the institution.
- IV. The technician should have a working knowledge of the general chemical and physical properties of drugs handled in the manufacturing and packaging operations used in the delivery of pharmaceutical services.

- V. The technician should be able to perform the arithmetical calculations required for the usual dosage determinations and solution preparation.
- VI. The technician should be able to perform the essential functions relating to drug purchasing and inventory control.
- VII. The technician should demonstrate a working knowledge of drug dosages, routes of administration, and mechanical, automatic, or robotic drug delivery systems.
- VIII. The technician should have a working knowledge of the procedures and operations relating to the manufacturing, packaging, and labeling of drug products.
- IX. The technician should have a working knowledge of the procedures and operations relating to aseptic compounding and parenteral admixture operations.
- X. The technician should exhibit the ability to perform the usual technician functions associated with contemporary drug distribution systems.
- XI. The technician should be able to perform the manipulative and recordkeeping functions associated with the dispensing of prescriptions for ambulatory patients, including the completion of universal insurance claim forms when necessary.

Professional Ethics and Confidentiality

Students must remember at all times that the information in a pharmacy is confidential. Students shall not tell patients, parents, friends, relatives, or non-pharmacy employees any information regarding the prescription(s) a patient receives.

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

Code of Ethics for Pharmacists

Preamble

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

Principles

A pharmacist respects the covenantal relationship between the patient and the pharmacist.

Interpretation: Considering the patient-pharmacist relationship as a covenant means that a pharmacist has moral obligations in response to the gift of trust received from society. In return for this gift, a pharmacist promises to help individuals achieve optimum benefit from their medications, to be committed to their welfare, and to maintain their trust.

A pharmacist promotes the good of every patient in a caring, compassionate, and confidential manner.

Interpretation: A pharmacist places concern for the well being of the patient at the center of professional practice. In doing so, a pharmacist considers needs stated by the patient as well as those defined by health science. A pharmacist is dedicated to protecting the dignity of the patient. With a caring attitude and a compassionate spirit, a pharmacist focuses on serving the patient in a private and confidential manner.

A pharmacist respects the autonomy and dignity of each patient.

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

A pharmacist acts with honesty and integrity in professional relationships.

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

A pharmacist maintains professional competence.

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

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

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

A pharmacist serves individual, community, and societal needs.

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

A pharmacist seeks justice in the distribution of health resources.

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

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

Code of Ethics for Pharmacy Technicians

Preamble

Pharmacy technicians are healthcare professionals who assist pharmacists in providing the best possible care for patients. The principles of this code which apply to pharmacy technicians working in all settings, are based on the application and support of the moral obligations that guide all in the pharmacy profession in relationships with patients, healthcare professionals, and society.

Principles

A pharmacy technician's first consideration is to ensure the health and safety of the patient, and to use knowledge and skills most capably in serving others.

A pharmacy technician supports and promotes honesty and integrity in the profession, which includes a duty to observe the law, maintain the highest moral and ethical conduct at all times, and uphold the ethical principles of the profession.

A pharmacy technician assists and supports the pharmacist in the safe, efficacious, and cost-effective distribution of health services, and healthcare resources.

A pharmacy technician respects and values the abilities of pharmacists, colleagues, and other healthcare professionals.

A pharmacy technician maintains competency in practice, and continually enhances professional knowledge and expertise.

A pharmacy technician respects and supports the patient's individuality, dignity, and confidentiality.

A pharmacy technician respects the confidentiality of a patient's records and discloses pertinent information only with proper authorization.

A pharmacy technician never assists in 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 and engages in the support of organizations that promote the profession of pharmacy through the use and enhancement of pharmacy technicians.

Failure to comply with the above is cause for immediate dismissal from the program.

Personal relationships with clinical personnel are strongly discouraged.

SCANS Competencies

In 1990, the U.S. Department of Labor established the Secretary's Commission on Achieving Necessary Skills (SCANS) to examine the demands of the workplace and whether our nation's students are capable of meeting those demands. The Commission determined that today's jobs generally require competencies in the following areas:

- A. Resources: Identifies, organizes, plans and allocates resources
- B. Interpersonal: Works with others
- C. Information: Acquires and uses information
- D. Systems: Understands complex interrelationships
- E. Technology: Works with a variety of technologies

The Texas Higher Education Coordinating Board requires that all degree plans in institutions of higher education incorporate these competencies and identify to the student how these competencies are achieved in course objectives. The specific competencies and objectives for each course will be included in the course syllabus.

Admission Requirements

Applicants accepted into the Program must satisfactorily meet the following requirements:

- Math Assessment or equivalent college coursework
- Reading Assessment or equivalent college coursework
- Immunizations
- Criminal background check

Technical Standards and Essential Functions

The following technical standards and essential functions outline reasonable expectations of a student in the Pharmacy Technician Program for the performance of common pharmacy technician functions. The pharmacy technician student must be able to apply the knowledge and skills necessary to function in a variety of classroom, lab and/or clinical situations while providing the essential competencies of pharmacy technicians. These requirements apply for the purpose of admission and continuation in the program.

The student must demonstrate the following abilities:

Essential Functions: Observation

Definition: Ability to participate actively in all demonstrations, laboratory exercise, and clinical experiences in the professional program component and to assess and comprehend the condition of all clients assigned to him/her for examination, diagnosis, and treatment. Such observation and information usually requires functional use of visual, auditory, and somatic sensations.

Technical Standard

Visual (Corrected as necessary)

- Able to visually discriminate increment readings on syringes
- Able to read instrument scales
- Able to enter and review data during use of computer equipment
- Able to visually discriminate different colored and shaped objects
- Recognize and interpret facial expressions and body language
- Assess the environment at a distance

Auditory (corrected as necessary)

- Recognize and respond to soft voices or voices under protective garb
Recognize and respond to voices over the telephone, via a speaker, or from microphone speaker in a drive-thru.

Essential Functions: Communication

Definition: Ability to communicate effectively in English using verbal, non-verbal and written formats with faculty, other students, clients, families and all members of the healthcare team.

Technical Standard

- Able to elicit information
- Assess nonverbal communications
- Transmit information to clients, fellow students, faculty and staff, and members of the health care team
- Receive, write and interpret written communication in both academic and clinical settings

Essential Functions: Motor

Definition: Sufficient motor ability to execute the movement and skills required for safe and effective care and emergency treatment

Technical Standard

- Eye-hand coordination and finger dexterity required to achieve the psychomotor objectives (use of a spatula and tablet counter, mortar and pestle, balance and weight set, needles, syringes, and the skills of counting and pouring)
- Lift up to 20 pounds
Stand for long periods of time (8-10 hours)

Essential Functions: Intellectual

Definition: Ability to collect, interpret and integrate information and make decisions.

Technical Standard

- Read and comprehend relevant information in textbooks, prescriptions and medication orders, medical records and professional literature
- Measure, calculate, reason, analyze and synthesize
- Utilize intellectual abilities, exercise good judgment and complete tasks, within required time limits
- Retain information

Apply knowledge to new situations and problem solving scenarios

Essential Functions: Behavioral and Social Attributes

Definition: Possess the emotional health and stability required for full utilization of the student's intellectual abilities, the exercise of good judgment, the prompt completion of all academic and patient care responsibilities and the development of mature, sensitive, and effective relationships with clients and other members of the health care team. Possess the ability to tolerate taxing workloads, function effectively under stress, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in clinical settings with patients. Possess compassion, integrity, concern for others, and motivation. Possess the ability to demonstrate professional behaviors and a strong work ethic.

Technical Standard

- Manage heavy academic schedules and deadlines
- Perform in fast paced clinical situations
- Display flexibility
- Sustain professional activities for protracted periods under conditions of physical and emotional stress
- Demonstrate emotional health required for full utilization of intellectual abilities and exercise of good judgment
- Demonstrate integrity, concern for others, interpersonal skills, interest and motivations
- Accepts responsibility and accountability for one's own actions
- Develop mature, sensitive and effective relationships with clients and others. Comply with the professional standards of the pharmacy profession

Qualified applicants with disabilities are encouraged to apply to the program. It is the responsibility of the student to contact the Office of Students with Disabilities if they feel they cannot meet one or more of the technical standards listed. Students with disabilities must request reasonable accommodations through the Office for Students with Disabilities on the campus where they expect to take the majority of their classes. Students are encouraged to do this three weeks before the start of each semester.

The Pharmacy Technician program establishes technical standards and essential functions to insure that students have the abilities required to participate and potentially be successful in all aspects of the respective programs. Students are required to meet technical standards and essential functions for the

Pharmacy Technician Program as indicated below. If an applicant or student is unable to meet all of the outlined standards, he/she may be withdrawn from the program

Criminal Background Checks

Successful completion of a criminal background check is required for admission and continuation in the Pharmacy Technician Program.

Background checks will be honored for the duration of the student's enrollment in the clinical program if the participating student does not have a break in the enrollment in the program. A break in enrollment is defined as nonattendance of one full semester or more.

Once accepted into the program, it is the student's responsibility to immediately notify the Program Coordinator in writing of any subsequent changes in criminal history that occur after the admission background check has been completed. Failure to do so may result in immediate withdrawal from the program. Students enrolled in programs longer than one year in length may be required to sign an affidavit at the beginning of the second year of the program attesting that their criminal history has not changed.

Additionally,

- Successful completion of a criminal background check for a Pharmacy Technician Program does not ensure eligibility for licensure or future employment.
- Clinical agencies can establish more stringent standards, if they so desire, to meet regulatory requirements for their facility.
- Clinical agencies can conduct additional background checks at their discretion.

If a student is found to be ineligible for clinical placement at any time during the program, the student is unable to meet clinical learning objectives and will be withdrawn pending resolution of the situation.

Immunizations

Healthcare professions include inherent health and safety risks. Therefore, all health sciences students are required to be compliant with Texas Administrative Code Rule 97.64 related to immunizations for the protection of themselves and patients.

Program Length

The Pharmacy Technician Program is designed to be a three semester program. However, students may complete the program at a slower pace. Students have three years from the date of acceptance to successfully complete the Program without having to retake any courses.

Pharmacy Technician Curriculum

Semester I	Lecture	Lab	External	Contact	Credit
HITT 1305 Medical Terminology	3	3	0	48	3
PHRA 1349 Institutional Pharmacy Practice	3	1	0	48	3
PHRA 1301 Introduction to Pharmacy	3	0	0	48	3
PHRA 1305 Drug Classification	3	0	0	48	3
PHRA 1209 Pharmaceutical Mathematics I	1	2	0	48	2
PHRA 1102 Pharmacy Law	1	0	0	16	1
Semester 2					
PHRA 1313 Community Pharmacy Practice	2	2	0	64	3
PHRA 1345 Intravenous Admixture and Sterile Compounding	2	2	0	64	3
PHRA 1391 Special Topics in Pharmacy Technician/Assistant	3	0	0	48	3
PHRA 1441 Pharmacy Drug Therapy and Treatment	4	2	0	64	4
Semester 3					
PHRA 2164 Practicum (or field experience) Pharmacy Technician/Assistant	0	0	8	128	1
Totals	25	12	8	624	29

Core Courses

PHRA 1102 – Pharmacy Law

Overview of federal and state laws governing the practice of pharmacy. The legal and ethical constraints governing pharmacy technician and pharmacist responsibilities in practice settings.

PHRA 1209 – Pharmaceutical Mathematics I

Reading, interpreting, and solving calculation problems encountered in the preparation and distribution of drugs. Conversion of measurements within the apothecary, avoirdupois, and metric systems with emphasis on the metric system of weight and volume. Topics include ratio and proportion, percentage, dilution and concentration, mill-equivalent, units, intravenous flow rates, and solving dosage problems.

PHRA 1301 – Introduction to Pharmacy

Examination of the qualifications, operational guidelines, and job duties of a pharmacy technician. Topics include definitions of a pharmacy environment, the profile of a pharmacy technician, legal and ethical guidelines, job skills and duties, verbal and written communication skills, professional resources, safety techniques, and supply and inventory techniques.

PHRA 1305 Drug Classification

An introduction to the study of disease processes, pharmaceutical drugs, abbreviations, classifications, dosages, actions in the body, and routes of administration.

PHRA 1313 – Community Pharmacy Practice

Mastery of skills necessary to interpret, prepare, label, and maintain records of physicians' medication orders and prescriptions in a community pharmacy. Designed to train individuals in the administration of supply, inventory, and data entry. Topics include customer service and advisement, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, record keeping, stock level adjustment, data input and editing, and legal parameters.

PHRA 1345 – Intravenous Admixture and Sterile Compounding

Mastery of skills in compounding sterile products. Introduction to sterile products. Introduction to sterile products, hand washing techniques, pharmaceutical calculations, references, safety techniques, aseptic techniques in parenteral compounding, proper use of equipment (auto injectors, pumps), preparation of sterile products (intravenous, irrigation, ophthalmic, total parenteral nutrition, and chemotherapy drugs), and safe handling of antineoplastic drugs.

PHRA 1349 – Institutional Pharmacy Practice

Fundamentals of the diverse roles and practice of pharmacy technicians in an institutional pharmacy setting. In-depth coverage of hospital pharmacy organization, work flow and personnel, medical and pharmaceutical terminology, safety techniques, data entry, packaging and labeling operations, pharmaceutical compounding, inpatient drug distribution systems, continuous quality improvement and inventory control.

PHRA 1391 - Special Topics in Pharmacy Technician/Assistant

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

PHRA 1441 – Pharmacy Drug Therapy and Treatment

Study of therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of disease.

PHRA 2164 – Practicum (or Field Experience) – Pharmacy Technician/Assistant

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This is an unpaid experience. This course may be repeated if topics and learning outcomes vary.

HITT 1305 – Medical Terminology

Study of the word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.

Attendance Policy

Students are expected to always come to class and lab prepared. This includes bringing the correct textbook, and assignments which are due, materials for note taking, calculators and accessories to be used in class or lab.

1. Classroom

Class attendance for each Pharmacy Technician course is expected. Except for contagious illness or family death, absences are strongly discouraged. The student is required to notify the instructor if an absence is anticipated. If absent, the student is responsible for contacting the instructor to obtain any assignments or handouts.

Roll will be taken at every class meeting. If absences exceed four (4), the student may be dropped from the course unless there are extremely extenuating circumstances.

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

Absences from scheduled examinations is strongly discouraged. There will be no routine re-tests given in any Pharmacy Technician class unless prior arrangements have been made between the student and the instructor. If a student misses one exam, the grade of the final exam will be averaged in the place of the missed exam grade. If any other exams are missed, grades of "0" will be given

2. Practicum Sites

Regular and punctual attendance on all practicum days is required. Absences or tardies from the practicum for reasons other than health or emergencies will not be tolerated, and the student may be subject to withdrawal from the program. The student must make up all absences, regardless of reason. The student must notify their preceptor at the pharmacy and their Pharmacy Technician course instructor of all absences or tardies. at the earliest time possible.

A student who is late by 15 minutes or more will be considered officially tardy. Three official tardies will constitute one absence.

If there are excessive absences or tardies the student may be requested by the Pharmacy Technician faculty to withdraw from the Program. The student may request in writing re-entry when able to attend on a regular basis. Excessive absences (or combination of absences and tardies) are defined as three (3).

Grading and Academic Requirements

It is expected that each student will successfully demonstrate competency in classroom work and in laboratory clinical skills. Because this is a competency-based program, at the beginning of each didactic course the student will be given a list of course objectives by the instructor. Although calculation of final grades varies somewhat in each didactic course, the student must pass, with a minimum of 75% both the lecture and the laboratory components. Specifics are presented in the syllabus given to the student on the first day of class. Final grades will be assigned according to the following scale:

A = 90 – 100%

B = 80 – 89%

C = 75 – 79%

D = 60 – 74%

F = 59% and below

If a student scores lower than 75% in any Pharmacy Technician course but wishes to continue in the Program, the student must notify the Pharmacy Technician Department Chair of this intention. The student may be allowed to continue the program and repeat the failed course, or the student may be required to reapply for admission the next semester a new class is accepted. The student and the Department Chair will determine the course of action required. The student will be placed on probation until such time the failed course has been successfully completed. In addition, progress reports from the course instructor will be requested by the Department chair on a regular basis to monitor the student's progress. If a student wishes to re-enter after more than one year has lapsed, the student may be required to either repeat or challenge all Pharmacy Technician courses previously taken.

The Pharmacy Technician Program faculty will make a determination of whether to allow the student to re-enter based upon the student's motivation, interest in the field, compatibility with the profession, and correction of any problem(s) for which the student was previously unsuccessful. Readmission will also be on a space-available basis. If readmitted to the subsequent class, the student will enter the Program at the course failed unless he/she is repeating previous courses. Upon re-entry to the program, the student will be given, and expected to follow, the policies of the current Student Handbook. The student may also be required to audit all courses previously completed.

Any student failing a Pharmacy Technician course twice, or dropping out of the program twice, will not be considered for readmission again. Likewise, any student failing more than one Pharmacy Technician course will not be allowed to continue in the Program.

Grading for Pharmacy Practicum will be carried out according to the following breakdown. The breakdown of grades for each clinical rotation is as follows:

- 90% On-Site Instructor Evaluation
- 10% Course Instructor Evaluation

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

If a student drops out of the program after completing one or more courses and is in good standing, the student may return to finish the rest of the Program if the courses and practicum sites are available. The student may be required to audit all courses previously completed. Request for this re-entry into the Program must be made in writing to the Pharmacy Technician Program Coordinator at least one full semester prior to the requested date of re-entry. Students who drop out after entering the Program a second time will not be considered for re-admission. The same requirements as those students failing and re-entering will apply in this case. A student has three years from the semester of first entering the Program to complete all required courses. The Department Chair can approve students to re-enter or continue in the program without retaking classes in certain cases.

Program Progression

In order to successfully progress through the Pharmacy Technician program, the student must:

- Complete pre-requisite courses before progressing in the program.
- Be enrolled in co-requisite courses in the discipline at the same time. Achieve a minimum grade of "C" in all courses in the degree plan.
- Satisfactorily meet course objectives.

Progressive Discipline

Faculty is committed to assisting students to be successful in the program. Therefore Pharmacy Technician students who are not meeting course objectives in theory, lab, clinical or practicum will be apprised of their performance status using the progressive discipline process.

Step 1: Warning

The instructor provides the student with a verbal warning or written feedback as to their status. The instructor counsels the student regarding criteria for successful completion of the course and makes recommendations for improvement. Recommendations may include but are not limited to –

remediation by faculty, utilization of peer study groups, tutors, computer-assisted instruction, and seeking assistance from NVC counselors.

At the discretion of the instructor and depending on the situation, this step may be skipped and a conference completed.

Step 2: Conference

The student meets with the instructor in a formal conference to review the performance deficit. A written report will identify specific course or program objectives not met. A remediation contract including deadlines for completion will be developed to correct the deficit so the student can successfully progress through the program.

If at any time the student does not comply with all terms outlined in the conference report, the student may be placed on probation or withdrawn from the program, if applicable.

Step 3: Probation

Probation may be implemented for, but not limited to the following behaviors:

- Academic dishonesty
- Unsatisfactory clinical or practicum performance
- Unsatisfactory clinical or practicum attendance and punctuality
- Unethical, unprofessional behavior, and/or unsafe clinical, lab, or practicum practice
- Refusal to participate with a procedure
- Behavior which compromises clinical or practicum affiliations

Probation is a trial period in which the student must improve or be withdrawn from the program.

The student will meet with the instructor and Department Chair. A counselor may be asked to assist in representing the student. The faculty will complete a Probation Report explicitly stating expectations that must be followed during the probationary period and signed.

The probation period for safety or professional conduct violation will remain in place until the student successfully completes all program requirements.

Step 4: Withdrawal

If at any time during the probation period, the student fails to meet any of the conditions of the probation contract, the student may be withdrawn from the program. Accordingly, if at the end of the probation period the student has not met the criteria for satisfactory performance outlined in the probation contract, the student will be withdrawn from the program.

A student who is placed on probation for unsafe or unprofessional conduct will be withdrawn from the program for subsequent safety or professional conduct violations at any time during the program.

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

Some situations do not allow for the progressive discipline process due to the severity of nature or the timing of their occurrence. Incidents of this nature may require the student to be immediately placed on probation or withdrawn from the program. Examples of these include, but are not limited to:

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

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

The withdrawing student must meet with the course instructor and/or Department Chair to complete all exit forms and have an **Exit Meeting** within two weeks of the withdrawal. The student is required to return any equipment or items that belong to the department at this time. Failure to do so may compromise their future standing at NVC.

Student Complaint Procedure

The Pharmacy Technician program follows the college’s general policy for student complaints as set forth in the NVC Student Handbook. A copy of the student handbook may be downloaded from the NVC [website](#).

The purpose of student complaint procedure is to ensure students due process in the resolution of a complaint. Student complaints may include, but are not limited to, issues regarding classroom instruction or other college services and offices as well as discrimination based on race, color, gender, religion, age, national origin, disability or sexual orientation. This procedure does not apply to student disputes about course grades which are resolved under the supervision of the appropriate instructors and instructional administrators. The program will not retaliate against the student as a result of filing a complaint.

Professional Risks

Interactions with patients in the health care system carry inherent risks to both the patient and caregiver, including, but not limited to, communicable diseases. In the curriculum, students will be given information regarding known risks for various diseases and provided skills to implement precautions appropriate to these risks as part of the program curriculum.

All students are expected to provide appropriate care to all patients assigned to them in any setting. These assignments may include patients with medical diagnoses of tuberculosis, hepatitis A, B, or C or AIDS. Additionally, it is the responsibility of the student to implement standard precautions in the care of all assigned patients.

Insurance

Because the College does not provide routine health insurance coverage and is not responsible for any illness or injury to students, even in the clinical area, each student is strongly urged to carry health insurance. The College does not automatically provide personal health insurance coverage for students. Insurance for sickness and injury is available to all Alamo Colleges students through Academic Health Plans. For more information call (855) 247-2273 or visit the Alamo Colleges Health Plan [website](#). Health insurance is available to the student at the student's own expense.

The following statement is to be clearly understood. If you become ill or are injured either on campus or at a clinical site, and receive emergency medical care (doctor, ER, etc.); you are responsible for the medical costs involved.

Liability insurance for each Pharmacy Technician student is mandatory and is purchased through NVC registration fees collected at the beginning of each appropriate course.

All Pharmacy Technician students are encouraged to carry some type of personal health insurance.

Medical Professional Liability Insurance

Medical professional liability insurance is required for each Health Science student enrolled in a clinical course with patient contact. This insurance is purchased automatically through Alamo Colleges registration fees collected each semester.

Accident insurance:

Student accident insurance coverage is required for students participating in certain college sponsored laboratory / clinical activities. The maximum medical benefit is \$10,000 per student with a \$25.00 deductible. The student is responsible for the \$25.00 deductible. Payment for insurance coverage is assessed at registration.

The student accident policy provides insurance coverage only while participating in specified laboratory/clinical classes. It does not extend to accidents involving automobiles and incidents outside the laboratory/clinical/classroom.

Accident Procedures

1. Provide first aid for the student sufficient to get the situation under control
2. If the accident occurs on campus, campus police are notified.

3. If the accident occurs in the clinical area, faculty responsible for the course in which the student is injured must be notified immediately of the incident.
4. If it appears that a physician should see the student, he or she may choose to see his/her own physician, go to a minor emergency center, or be transported to a hospital. The student can pay the bill at the time of treatment or assign benefits and request reimbursement from AC's insurance company.
5. The injured student will use the designated claim form. All components of the claim form must be completed. The completed form must contain the signatures of (1) the faculty/supervisor, and (2) the student/claimant and submission of an **itemized medical bill** before reimbursement will be made. Reimbursement requests along with completed claim form should be sent to:
Alamo Colleges
Risk Management Department
201 W. Sheridan
San Antonio, TX 78204
6. The student will submit a copy of the completed insurance form and HIPAA release form to the Program Coordinator immediately after the incident.
7. The Faculty will submit 2 copies of the Supervisor's Injury and Illness Analysis and Prevention Report; one copy to the Department Chair and one copy to the Dean of Workforce Education within 48 hours of the event.
8. The Program Coordinator will communicate the official notification of the claim to the Risk Management Department who confirms insurance coverage with the carrier & medical provider.

Blood and Body Substance Exposure

Students who experience an exposure to any potentially infectious materials (needle stick, mucous membrane, or non-intact skin) or airborne inhalation require specific follow-up. It is the responsibility of the individual to report the incident to the instructor and seek medical evaluation/care as soon as possible. Faculty will ensure that copies of the appropriate insurance forms will be made available to the students prior to their first clinical experience.

HIPAA

The Health Insurance Portability Accountability Act (HIPAA) requires that all protected health information be kept private and secure by all persons that handle, or have access to that information. Since health sciences students, faculty, instructors, and staff use protected health information as part of the educational process (i.e. access to client health data to provide care and use of de-identified health data for educational assignments such as case students and care plans), all health science students must

complete an online **HIPPA Training Module** on an annual basis to remain in compliance with HIPAA regulations. Students are not allowed to enter the clinical settings / fieldwork until this training has been completed. Any violations of HIPAA regulations will result in disciplinary actions up to and including withdrawal from the program.

Substance Abuse Policy

The well-being of patients and clients cared for by our students is of primary concern in the Pharmacy Technician program and a carefully designed and administered drug and alcohol misuse procedure can reduce accidents. Therefore, the Pharmacy Technician program has adopted a substance abuse testing program wherein a student who is participating in clinical classes will be tested for drugs before entering a clinical rotation or externship site or when there is reasonable suspicion that the student is under the influence of alcohol and/or illegal drugs, i.e., drugs which are controlled substances under federal law which are not being used under the supervision of a licensed health care professional, or otherwise in accordance with the law.

Students will be asked to submit to drug screening by their NVC instructor at the expense of the college in the following circumstances:

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

Testing Procedure

1. Document student's behavior. Confer with Department Chair, Dean or Dean;s designee.
2. If a student denies being under the influence of unauthorized substances, a request for a drug screen will be initiated.
 - a. The student will sign a consent to undergo drug screening.
 - b. If the student refuses to consent to drug screening, the student will be immediately dismissed from the program.
3. Arrange for transportation directly to a designated testing center by taxi accompanied by a Pharmacy Technician representative.
4. After the drug screen specimen has been obtained, the student will be transported by taxi to home.
5. Student is excluded from all clinical activities pending results of the drug screen.
6. Drug screen findings will be interpreted by the designated testing center within 24-48 hours.
7. Results will be sent to the Pharmacy Technician Program Coordinator where they will be kept in a confidential, locked file. Results of the drug screen will be released to the

- department chair on a need-to-know basis only. Records may be released only to the student or the decision-maker in a lawsuit, grievance, or other legal proceeding against the College or its agents arising out of the positive drug test.
8. All positive drug screens will be reviewed by an independent Medical Review Officer. During the review process the student will have the opportunity to:
 - a. Explain the cause of the positive drug screen.
 - b. Provide the name of the physician authorizing any prescription medications. The Medical Review Officer will contact the attending physician for verification. If verification is obtained, the student will be placed on probation. Any subsequent evidence of substance abuse will result in a recommendation that the student be dismissed from the program. The student may appeal the recommendation using the Student Complaint Procedure in the Northwest Vista College Student Handbook.
 9. If drug screen is positive and unexplained, unverified via the Medical Review Officer, the student will be:
 - a. Dismissed from the program and
 - b. Report to the state licensing agency, if applicable.
 10. A student who tests positive will be referred by the NVC counselor to a community resource for evaluation at the student's expense.
 11. If the drug screen is negative, the student will be immediately reinstated in clinical by the department chair and will be provided opportunity to make up assignments. The student will be subject to all other objectives related to safe behavior and care of clients.
 12. Readmission to the program is based on program admission policies. *Please refer to the Consent for Drug Screening form located in the Appendices section at the end of this handbook.

Note: Some clinical affiliates may require a preliminary drug screening prior to actual clinical practice in their facility. Students who do not pass a drug screen may be unable to continue in the program as alternative clinical arrangements may not be available.

Professional Behavior

Northwest Vista College and the Pharmacy Technician Program have certain expectations of behavior. Students while on campus or while representing Northwest Vista College at any clinical agency must conduct themselves in a professional manner as to reflect favorably upon themselves and the Program they represent. Students are expected to assume responsibility for their actions and will be held accountable for them. If at any time a student behaves in a manner which is inappropriate, unprofessional, disrespectful, argumentative, or endangers the health or safety of fellow students, instructors, patients, health care team, they will be referred to the "Student Discipline Policy and Procedures" as outlined in the **NVC Student Handbook** and administered through the office of Student Services. Students will abide by clinical agency policies during each clinical experience.

Students will also be disciplined for academic dishonesty and unprofessional conduct. Unprofessional conduct includes, but is not limited to:

- Verbal or non-verbal language, actions, or voice inflections, or insubordination which compromise rapport or working relations with peers, faculty, patients and their family or healthcare team members.
- Any behavior that may compromise contractual agreements and /or working relations with clinical affiliates, or constitute violations of legal or ethical standards.
- Using or being under the influence of any drug (OTC, prescription, and /or illegal) or alcohol that may alter judgment and /or interfere with safe performance.

Violations of the professional behavior standards can result in immediate removal from the clinical site, probation, or withdrawal from the program.

Safe Clinical Practice

The Pharmacy Technician Programs identify safety as a basic human need. A safety need can be identified as physical, biological, and /or emotional in nature. Safe practices are an academic requirement of each program.

Unsafe clinical practice shall be deemed to be behavior demonstrated by the student which threatens or violates the physical, biological, or emotional safety of the patients, caregivers, students, faculty, staff or self. Unsafe or unprofessional clinical practice may result in:

- a performance conference & written report
- a probation conference & written report
- immediate withdrawal from the program. (If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of “F” for failure or “U” for unsatisfactory.)

The following examples serve as guides to these unsafe behaviors, but are not to be considered all-inclusive.

Physical Safety: Unsafe behaviors include but are not limited to:

- inappropriate use of side rails, wheelchairs, other equipment
- lack of proper protection of the patient which potentiates falls, lacerations, burns, new or further injury
- failure to correctly identify patient(s) prior to initiating care
- failure to perform pre-procedure safety checks of equipment, invasive devices or patient status

Biological Safety: Unsafe behaviors include but are not limited to:

- failure to recognize and correct violations in aseptic technique
- improper medication administration techniques / choices

- performing actions without appropriate supervision
- failure to seek help when needed
- attending clinical while ill
- failure to properly identify patient(s) prior to treatments

Emotional Safety: Unsafe behaviors include but are not limited to:

- threatening or making a patient, caregiver, faculty, staff or bystander fearful
- providing inappropriate or incorrect information
- performing actions without appropriate supervision
- failure to seek help when needed, unstable emotional behaviors

Unprofessional Practice: Unprofessional behaviors include but are not limited to:

- Verbal or non-verbal language, actions, or voice inflections which compromise rapport and working relations with patients, family members, staff, or physicians, may potentially compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal/ethical standards
- Behavior which interferes with or disrupts teaching/learning experiences
- Using or being under the influence of any drug or alcohol that may alter judgment and interfere with safe performance in the clinical or classroom setting.
- Breach of confidentiality in any form

Physical Risk Statement

Students with a temporary physical problem/limitation (i.e., broken bones, back injuries, recent surgery, etc.) may be admitted to, or choose to continue the Pharmacy Technician Program. If a student chooses to stay in the Program, he/she understands and agrees that excessive absenteeism or inability to perform necessary duties related to the learning objectives and health care delivery can result in the necessity to discontinue the Program. It is the student's responsibility to obtain, and provide to the instructor, written permission to take part in all course functions from a physician during the period any physical problem/limitation is present. The College is not responsible for any exacerbation of this problem, which occurs as a result of the student's continued participation in the Program.

Interactions with patients in the health care system carry inherent risks to both the patient and caregiver, including, but not limited to, communicable diseases. In this document, as well as in the curriculum, students will be given information regarding known risks for various diseases and provided skills to implement precautions appropriate to these risks. All students are expected to provide appropriate care to all patients in any health care setting as a learning experience. These assignments may include patients with medical diagnoses of tuberculosis, hepatitis, AIDS, or other infectious diseases.

Furthermore, the student understands that participation in this program exposes the student to certain risks of illness, injury or infectious contact. The College will not be held responsible for any illness or injury, or infectious contact which occurs during the participation in the Program. The student's signature on the Statement of Understanding page is an acknowledgement of this policy.

Pharmacy Practicum Eligibility

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

In order to comply with the Texas Health and Safety Code, some clinical agencies require Criminal Background Checks for students prior to clinical rotations. The agency will deny the student access to the clinical facility if the background check is unsatisfactory. If a student cannot attend a clinical rotation, the student will be unable to complete course and program requirements necessary for graduation.

Practicum Dress Code

While on campus and in Pharmacy Technician lectures, students may wear clothing and footwear appropriate for the college learning environment. The student should demonstrate appropriate hygiene.

In the student laboratory, a lab coat must be worn at all designated times. Lab coats must be laundered at least once per semester.

During clinical rotation, the student must adhere to the dress code of the facility to which he/she is assigned. In addition to the facility's dress code, or if the dress code is optional, the following rules apply:

- If the pharmacy prefers the student wear a uniform which they provide to the student, then the student is not required to wear their lab coat.
- Students must not wear clothing made of denim material of any color.
- Students must not wear t-shirts, unless they are a single color with no words, letters, slogans, graphics, etc., of any kind.
- Students must wear closed-toe shoes (no sandals or canvas shoes) with socks or hosiery.
- Student's hair must be clean and neat. Male students must either shave regularly. Male students choosing to wear a mustache and/or beard must keep them clean and well groomed.
- Students must demonstrate appropriate hygiene. In addition, students must refrain from excessive use of cologne/perfume/aftershave lotion, or makeup.

- Fingernails must be kept clean and at a reasonable length.
- Students must avoid wearing clothes that are overly revealing, which may represent a safety hazard or which may be offensive to patients or fellow personnel.
- Students not conforming to the dress code of the facility or the program may be sent home from the practicum site at the preceptor's or course instructor's discretion.

Student Financial Aid

Northwest Vista College provides information on financial aid to assist students; the financial aid program includes scholarships, grants, loans, and work-study employment. Financial aid can only be used for courses taken for college credit. Financial aid is not available for courses taken on an alternative basis. For full details regarding tuition and fees for the Alamo Colleges, please follow this [link](#).