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Pharmacy Technician Technology Program

Welcome

To The Student Pharmacy Technician:

We, the faculty of Cisco College Pharmacy Technician Technology Program, welcome you as a student to our school. We believe that you chose our school not only because of your interest in Pharmacy Technician Technology, but also because you felt sure that our school would give you the best preparation to meet your needs.

You have chosen Pharmacy Technician Technology as a career because of your interest in health care and your desire to make a genuine contribution to the health and happiness of other people. We hope this desire will be met, and you will find happiness leading to job satisfaction during the year of study and as a Pharmacy Technician.

You will be given the best preparation possible during the didactic, simulated and clinical experiences to help prepare you for an entry-level position as a Pharmacy Technician and pass the national certification exam. We are sure that you will be a credit to your school, your vocation, and your community. We have faith in you as a future Pharmacy Technician and wish you success in achieving your goals.

Kelly Meyer, B.S., M.Ed, CPhT
Division Chair Allied Health
Program Director

Faculty:

Tammy Bond, CPhT, PhTR
Adjunct Instructor
Cisco College:

Mission

The mission of Cisco College is to provide high-quality learning opportunities that promote student success in an ever-changing global environment.

Cisco College seeks to encourage life-long learning and enhance the quality of life in the communities it serves by maintaining an open-door admissions policy and providing a comprehensive array of learning, service, and life experiences that will motivate and challenge students. In order to meet the needs of a diverse constituency, the College offers a variety of programs and courses in academic higher education, workforce development, and personal growth development. Faculty participate in continued professional development with a commitment to research and innovation as a basis for curriculum development. Associate’s degrees designed for transfer to a university, associate’s degrees and certificates designed for direct entry into the workforce, and opportunities for job skills continuing education and personal life enrichment are all a part of the dynamic offerings found at Cisco College. Support services complement the focus on learning and assist the faculty in helping students pursue their educational goals at Cisco College. Developmental studies designed to help students prepare for college-level course work and a variety of student success programs are instrumental in providing students with a strong foundation for achieving their goals.

As a member of the Texas state system of publicly supported institutions of higher education, Cisco College provides the educational programs and supporting activities prescribed by the Texas Legislature, the Texas Higher Education Coordinating Board, and the Cisco College Board of Regents. The College seeks to be effective in accomplishing its mission by employing an institutional effectiveness program of learning, assessment, planning, evaluation, and improvement activities.

Mission and Vision Goals

Offer Life-long Learning Opportunities
Offer high-quality, life-long learning opportunities in academic transfer programs, career and technical programs, continuing workforce development, developmental college-preparatory course work, faculty and staff development, and personal enrichment.

Focus on Students
Focus on students through caring and responsive faculty and staff and through support services that promote access, opportunity and student success.

Provide a Life-long Learning Environment
Provide an environment with appropriate facilities, resources, and staffing that support the life-long learning mission of the college.

Enhance Quality of Life
Initiate programs, activities and opportunities that enhance quality of life, encourage tolerance for diversity, engage in the service of others, and partner with the community to meet various educational needs.
Ethics and Philosophy

At Cisco College, ethical standards and a commitment to excellence are the foundations for creating an environment of life-long learning. The college is committed to fulfilling its mission by providing a positive, encouraging and success-oriented environment. All members of the college community are encouraged to act with mutual respect, integrity and professionalism towards one another and when representing the college to the greater community. College policies that support innovation, sponsor collaboration, maintain open communication, encourage students and employees to adapt to change, call for efficient and effective use of college resources, and promote and protect the rights of each individual in the college community are enforced. This includes freedom from harassment and freedom for students and employees to develop and learn. Cisco College adheres to both state and federal regulations and policies and accepts its responsibilities to students, employees, and the taxpaying citizens of Texas. The college strives to meet these responsibilities with fairness, accountability and integrity.

Guiding Principles

The principles that guide our expectations of learning and working together at Cisco College reflect our values as a community of learners and educators. The college’s commitment to ethical standards is demonstrated through these principles.

- **Learning** - We believe an emphasis on teaching and learning should be the guiding force behind everything we do at Cisco College.
- **Respect** - We respect and value each and every student and employee as a unique individual making an important contribution to the College.
- **Integrity** - We work and interact with honesty, integrity, and mutual trust—looking beyond self interests and without hidden agendas.
- **Communication** - We listen carefully and communicate respectfully, giving genuine consideration to multiple perspectives and diversity of thought.
- **Cooperation** - We work together to achieve common goals, offering support and building consensus.
- **Joy** - We encourage fun and laughter, taking joy in our work and our learning while celebrating our successes.
- **Innovation** - Always striving to improve, we encourage innovation and risk taking without the fear consequences for unsuccessful endeavors.
Purpose

The Student Handbook has been developed by the Faculty to inform the student of the colleges' mission and policies, programs' curriculum, and student program goals. The student goals are based on the needs of health care providers, employers and the educational needs of the student. The ASHP Standard Guidelines require the program to include 160 hours of didactic, 80 hours of lab simulation and 160 hrs of experiential training.

What is a Pharmacy Technician?

The exact definition of a pharmacy technician varies based on the state you live in. However, the basic definition is a person who works under the direct supervision of a licensed pharmacist and performs many pharmacy-related functions. Pharmacy technicians are used in a wide variety of practice settings, including community pharmacies, hospitals, the military, in home health care, long term care, mail service facility, managed health care facilities, and education/training programs. For the purposes of national voluntary certification, pharmacy technicians are defined as individuals working in a pharmacy, who under the supervision of a licensed pharmacist, assist in pharmacy activities not requiring the professional judgment of a pharmacist. The pharmacy technician is accountable to the supervising pharmacist, who is legally responsible by virtue of state licensure for the care and safety of patients served by the pharmacy. The pharmacy technician performs activities as the result of having certain knowledge and skills.

Job Duties

Specific responsibilities will depend on the pharmacy setting and scope of practice. Below is a list of duties that a pharmacy technician might find in many practice settings:

- Assist pharmacist in labeling and filling prescriptions
- Assist patients in dropping off and picking up prescriptions entering prescriptions into the computer
- Verify that the customer receives correct prescription(s)
- Compound oral solutions, ointments, and creams
- Scheduling and maintaining workflow
- Prepackage bulk medications
- Screen calls for pharmacists
- Medication ordering
- Work with insurance carriers to obtain payments and refilling authority
- Prepare medication inventories
- Prepare chemotherapeutic agents
- Compound total parenteral nutrition solutions
- Compound large-volumes of intravenous mixtures
- Assisting in outpatient dispensing
- Assisting inpatient dispensing
- Preparing IV mixtures
- Purchasing and billing
<table>
<thead>
<tr>
<th>Duties of Pharmacy Technicians and Pharmacy Technician Trainees In Class A (Community) Pharmacy Under the Supervision of a Pharmacist Duties</th>
<th>Class A (Community) Pharmacy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiate and receive refill authorization requests</td>
<td>YES</td>
</tr>
<tr>
<td>Enter prescription data into a data processing system</td>
<td>YES</td>
</tr>
<tr>
<td>Take a stock bottle from the shelf for a prescription</td>
<td>YES</td>
</tr>
<tr>
<td>Prepare and package drug orders (e.g., count tablets/capsules, measure liquids, or place them in the container)</td>
<td>YES</td>
</tr>
<tr>
<td>Affix prescription label and auxiliary label(s) to the prescription container</td>
<td>YES</td>
</tr>
<tr>
<td>Reconstitute medications</td>
<td>YES</td>
</tr>
<tr>
<td>Prepackage and label prepackaged drugs</td>
<td>YES</td>
</tr>
<tr>
<td>Load bulk unlabeled drugs into an automated dispensing system</td>
<td>YES</td>
</tr>
<tr>
<td>Compound non-sterile preparations</td>
<td>YES</td>
</tr>
<tr>
<td>Compound sterile preparations (after completing the required 40 hour training)</td>
<td>YES</td>
</tr>
<tr>
<td>Compound batch preparations</td>
<td>YES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Duties of Pharmacy Technicians and Pharmacy Technician Trainees in Class C (Hospital Pharmacy)</th>
<th>Duties that may be performed in hospitals with 101+ beds with physically present supervision by a pharmacist</th>
<th>Duties that may be performed in hospitals with 100 beds or less with physically present supervision by a pharmacist</th>
<th>Duties that may be performed in hospitals with 100 beds or less with electronic supervision by a pharmacist</th>
<th>Duties that may be performed by a technician and checked by another technician in hospitals with on-going clinical pharmacy programs and that have applied to TSBP and received approval for Tech-Check-Tech</th>
<th>Duties that may be performed by technicians in rural hospitals when a pharmacist is not presenting a rural hospital that has applied to TSBP and received approval for rural hospital provisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Package and label unit and multiple dose packages</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Prepare, package, compound, or label prescription drugs pursuant to medication orders</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>Compound batch preparations</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Distribute routine orders for stock supplies to patient care areas</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Enter medication order and drug distribution information into a data processing system</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>Load unlabeled drugs into an automated compounding or counting device</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Access and restock automated medication supply system</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Compound non-sterile preparations</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Compound low-risk sterile preparations (after completing the required 40 hour training)</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Compound Medium-risk and high-risk sterile preparations (after completing the required 40 hour training)</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Fill medication carts</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
</tbody>
</table>
**Program Accreditation**

Cisco College Pharmacy Technician program is accredited by the Pharmacy Technician Accreditation Commission (PTAC) American Society of Health-System Pharmacist. (ASHP), 7272 Wisconsin Avenue, Bethesda, Maryland 20814; ashp.org.

**Admission Requirements**

Applicants accepted into the Program must meet the following requirements:

1. At a minimum the student must:
   a. Be attending high school, possess a high school equivalency certificate, or be a high school graduate;
   b. Meet the minimum age requirements, which must be based on state requirements for employment of pharmacy technicians
2. Complete the Pharmacy Technician Entrance Exam
   a. Have English language proficiency (including reading, writing, and speaking)
   b. Have math proficiency sufficient to fulfill the requirements of pharmacy technician job responsibilities
3. Complete Pharmacy Technician Applications (Deadline is the first week of June)
4. Register with the State Board of Pharmacy as a Technician Trainee (Turn in copy of Registration card with Application)
5. Drug Screen
6. CPR (Healthcare Provider)
7. Immunizations

**Technician Trainee Registration**

The Texas State Board of Pharmacy has implemented requirements for Pharmacy Technician Trainees concerning registration with the Board prior to working or gaining experiential hours in any pharmacy setting. As a part of the registration process, Technician Trainees must pass a criminal background check and fingerprinting conducted by the State Board of Pharmacy. The fees incurred for the background check and fingerprinting are the sole responsibility of the student. **This is in addition to the background check that you are required to submit to the Education Department at Hendrick Medical Center.**

All students applying to the program must register with the State Board of Pharmacy prior to the first day of classes. The student must present to the Department Chair, or the designated representative, proof confirming Technician Trainee status with the State Board of Pharmacy. This proof will be verified and become a part to the student's program record.

Technician trainees must submit an online application to the Board through the following steps:
- Visit the Texas State Board of Pharmacy’s website: [www.tsbp.state.tx.us](http://www.tsbp.state.tx.us)
- Click on Pharmacy Technician & Trainees
- Click on Initial Pharmacy Technician Trainee Registration Application
- Students must fully disclose their entire criminal history and provide open and completely honest answers to each question, (deferred adjudication, parking tickets, etc.). Failure to be honest as possible may significantly delay your completion of the registration process. **Students who do not**
provide proof of successful registration and completion of fingerprinting process will not be admitted to the Program.

The registration is a two-year non-renewable registration. This means that once you register, you have limited time to complete the experiential requirements of the program. There is no cost to register as a Technician Trainee.

Registration is required of all Technician Trainees in the State of Texas. If items appear on your record, you may be contacted by the State Board to supply further information or to appear before the Board. This process can be lengthy and time consuming. You may wish to seek legal representation as a part of the process.

Texas State Board of Pharmacy Requirements

Pharmacy Technician Education Requirements
To work in a pharmacy as a pharmacy technician or pharmacy technician trainee, individuals must be registered with the Texas State Board of Pharmacy (TSBP). After TSBP notifies an individual of registration, the individual may work in a pharmacy. Board rule §297.6 requires every pharmacy to provide pharmacy technicians/trainees initial on-the-job training. All pharmacy technicians/trainees are required to complete the initial training when beginning employment in a pharmacy. The rules are very specific as to the areas that must be covered in on-the-job training programs. On-the-job training is the only training required for pharmacy technicians/trainees. Currently, there is not a requirement for a pharmacy technician/trainee to attend a formal education program. However, TSBP is aware that many pharmacy technicians are choosing to complete formal training programs in local community colleges or technical schools.

TSBP Legal Restrictions:

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

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

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

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

(2) Felony offenses:
   a. Drug-related offenses, such as those listed in Chapter 481 or 483, Health and Saftey Code:
      i. Offenses involving manufacture, delivery, possession with intent to deliver, or illegal dispensing:
         1. Currently on probation—denial or revocation;
         2. 0-5 years since date of disposition—denial or revocation;
         3. 6-10 years since date of disposition—denial or revocation;
         4. 11-20 years since date of disposition—5 years probation;
         5. Over 20 years since date of disposition—3 years probation;
      ii. Offenses involving possession of drugs, fraudulent prescriptions, theft of drugs, or alcohol:
         1. IF the offense involved only the personal use of the drugs or alcohol and/or chemical impairment:
            a. Currently on probation—90-day to one-year suspension followed by 5 years probation;
            b. 0-5 years since date of disposition—5 years probation;
            c. 6-10 years since date of disposition—3 years probation;
            d. 11-20 years since date of disposition—1 year probation; or
         2. Otherwise
            a. Currently on probation—denial or revocation;
            b. 0-5 years since date of disposition—denial or one-year suspension followed by 5 years probation;
            c. 6-10 years since date of disposition—180-day suspension followed by 5 years probation;
            d. 11-20 years since date of disposition—3 years probation;
            e. Over 20 years since date of disposition—1 year probation;
   b. Offenses involving sexual contact or violent acts, or offenses considered to be felonies of the first degree under the Texas Penal Code:
      i. Currently on probation—denial or revocation;
      ii. 0-5 years since date of disposition—denial or revocation;
      iii. 6-10 years since date of disposition—denial or revocation;
      iv. 11-20 years since date of disposition—5 years probation;
      v. Over 20 years since date of disposition—1 year probation;
   c. Other felony offenses:
      i. Currently on probation—denial, revocation, or 30- to 180-day suspension followed by 5 years probation;
      ii. 0-5 years since date of disposition—5 years probation;
      iii. 6-10 years since date of disposition—3 years probation;
      iv. 11-20 years since date of disposition—1 year probation;
(3) Misdemeanor offenses:
   a. Drug-related offenses, such as those listed in Chapter 481 or 483, Health and Safety Code:
      i. Offenses involving manufacture, delivery, or possession with intent to deliver:
         1. Currently on probation—denial or revocation;
         2. 0-10 years since date of disposition—30- to 180-day suspension followed by 5 years probation;
         3. 11-20 years since date of disposition—1 year probation;
      ii. Offenses involving possession of drugs, fraudulent prescriptions, or theft of drugs:
         1. Pharmacists:
            a. 0-5 years since date of disposition—5 years probation;
            b. 6-10 years since date of disposition—3 years probation;
        2. Pharmacy Technicians and Pharmacy Technician Trainees:
           a. 0-5 years since date of disposition and offense determined to be in violation of §568.003(a) (5) or (9) of the Act—5 years probation;
           b. 0-5 years since date of disposition and determined not to have a drug or alcohol dependency—1 year probation;
           c. 6-10 years since date of disposition and offense determined to be in violation of §568.003(a) (5) or (9) of the Act—3 years probation.
      3. If 0-5 years since date of disposition, and the offense did not involve only personal use of the drugs and/or chemical impairment, an additional 30- to 90-day suspension will be imposed preceding the probation for the offenses in this clause;
   b. Intoxication and alcoholic beverage offenses as defined in the Texas Penal Code, if two such offenses involving intoxication due to ingestion of alcohol occurred in the previous ten years or if one such offense involving intoxication due to ingestion of controlled substances or dangerous drugs occurred in the previous ten years:
      i. Pharmacists:
         1. 0-5 years since date of disposition and offense determined to be in violation of §565.001(a) (4) or (7) of the Act—5 years probation;
         2. 6-10 years since date of disposition and offense determined to be in violation of §565.001(a) (4) or (7) of the Act—3 years probation;
      ii. Pharmacy Technicians and Pharmacy Technician Trainees: 0-5 years since date of disposition and offense determined to be in violation of §568.003(a) (5) or (9) of the Act—5 years probation;
      c. Other misdemeanor offenses involving moral turpitude: 0-5 years since date of disposition—reprimand.

   (d) When an individual has multiple criminal offenses or other violations, the board shall consider imposing additional more severe types of disciplinary sanctions, as deemed necessary.
(e) An individual who suffers from an impairment as described by §565.001(a) (4) or (7) or §568.003(a) (5), may provide mitigating information including treatment, counseling, and monitoring in order to mitigate the sanctions imposed.

Employment and Salary Expectations

The median annual wage of Pharmacy Technicians was $29,650* in May 2013. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than $20,640*, and the top 10 percent earned more than $43,230*.

Listed below are the top employers in this industry and their annual mean salaries.

<table>
<thead>
<tr>
<th>Employer</th>
<th>Mean Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospitals; state, local, and private</td>
<td>$35,210*</td>
</tr>
<tr>
<td>Grocery Stores</td>
<td>$28,910*</td>
</tr>
<tr>
<td>Pharmacies and drug stores</td>
<td>$29,210*</td>
</tr>
<tr>
<td>Department stores</td>
<td>$28,290*</td>
</tr>
<tr>
<td>Other general merchandise stores</td>
<td>$29,170*</td>
</tr>
</tbody>
</table>

Pharmacies may be open at all hours. Therefore, pharmacy technicians may have to work nights or weekends. Although most pharmacy technicians work full time, many work part time.

*Information from United States Department of Labor, Bureau of Labor Statistics
# Pharmacy Technician Curriculum (Nine Month Level I Certificate)

## Pre-Requisite

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Lecture</th>
<th>Lab</th>
<th>Contact</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDCA 1313 Medical Terminology</td>
<td>3</td>
<td>0</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MDCA 1409 A &amp; P for MA</td>
<td>3</td>
<td>3</td>
<td>96</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6</strong></td>
<td><strong>3</strong></td>
<td><strong>144</strong></td>
<td><strong>7</strong></td>
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</tbody>
</table>

## Credit Course

### Fall Semester

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Lecture</th>
<th>Lab</th>
<th>Contact</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDCA 1301 Introduction to Pharmacy</td>
<td>3</td>
<td>0</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>PHRA 1313 Community Pharmacy Practice</td>
<td>2</td>
<td>2</td>
<td>64</td>
<td>3</td>
</tr>
<tr>
<td>PHRA 1349 Institutional Pharmacy Practice</td>
<td>2</td>
<td>2</td>
<td>64</td>
<td>3</td>
</tr>
<tr>
<td>PHRA 1345 IV Admixtures and Sterile Compounding</td>
<td>2</td>
<td>2</td>
<td>64</td>
<td>3</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>9</strong></td>
<td><strong>6</strong></td>
<td><strong>240</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

### Spring Semester

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Lecture</th>
<th>Lab</th>
<th>Contact</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHRA 1305 Drug Classification</td>
<td>3</td>
<td>0</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>PHRA 1209 Pharmacy Math I</td>
<td>1</td>
<td>2</td>
<td>48</td>
<td>2</td>
</tr>
<tr>
<td>PHRA 1240 Pharmacy Third Party Payment</td>
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<td>2</td>
<td>48</td>
<td>2</td>
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<tr>
<td>PHRA 1143 Pharmacy Technician Cert Review</td>
<td>0</td>
<td>3</td>
<td>48</td>
<td>1</td>
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<tr>
<td>PHRA 2260 Clinical- Institution</td>
<td>0</td>
<td>0</td>
<td>120</td>
<td>2</td>
</tr>
<tr>
<td>PHRA 2261 Clinical-Community</td>
<td>0</td>
<td>0</td>
<td>120</td>
<td>2</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>5</strong></td>
<td><strong>7</strong></td>
<td><strong>432</strong></td>
<td><strong>12</strong></td>
</tr>
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</table>

## Curriculum Total

<table>
<thead>
<tr>
<th>Didactic Course Work:</th>
<th>320/20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laboratory Course Work:</td>
<td>256/16</td>
</tr>
<tr>
<td>Clinical (Experiential) Training:</td>
<td>240/4</td>
</tr>
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</table>

## Approximate Cost of Program

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fall</td>
<td>1,560.00</td>
</tr>
<tr>
<td>Tuition Spring</td>
<td>1,560.00</td>
</tr>
<tr>
<td>Lab Fees</td>
<td>350.00</td>
</tr>
<tr>
<td>Insurance</td>
<td>20.00</td>
</tr>
<tr>
<td>Books (Approximate)</td>
<td>790.45</td>
</tr>
<tr>
<td>Fingerprint</td>
<td>50.00</td>
</tr>
<tr>
<td>Drug Screen</td>
<td>25.00</td>
</tr>
<tr>
<td>Uniforms</td>
<td>40.00</td>
</tr>
<tr>
<td>Patch</td>
<td>8.00</td>
</tr>
<tr>
<td>Graduation</td>
<td>65.00</td>
</tr>
<tr>
<td><strong>Total Program Cost</strong></td>
<td><strong>$4,468.45</strong></td>
</tr>
</tbody>
</table>

*Prices subject to change, consult current catalog.*
ASHP Pharmacy Technician Education and Training Program Goals

3.6a The education and training program shall be based on the following goals that reflect current and future pharmacy technician functions and responsibilities at the entry-level. While not intended to be prescriptive, the Model Curriculum for Pharmacy Technician Training provides sets of educational objectives identified for achieving each of the goals listed below. In addition, the model curriculum provides guidance for meeting the standard and for training. This resource can be obtained from the ASHP website at www.ashp.org/technician/model_curriculum/index.html. The program director and faculty may add educational goals and objectives that meet current needs of the community and pharmacy profession for pharmacy technician services.

3.6.b Goals

Personal/Interpersonal Knowledge and Skills
1. Demonstrate ethical conduct in all job-related activities
2. Present an image appropriate for the profession of pharmacy in appearance and behavior
3. Communicate clearly when speaking and in writing
4. Demonstrate respectful attitude when interacting with diverse patient population
5. Apply self-management skills, including time management, stress management, and adapting to change
6. Apply interpersonal skills, including negotiations skills, conflict resolution, and teamwork
7. Apply critical thinking skills, creativity, and innovation to solve problems

Foundational Professional Knowledge and Skills
8. Demonstrate understanding of healthcare occupations and the health care delivery system
9. Demonstrate understanding of wellness promotion and disease prevention concepts, such as, use of health screening; health practices and environmental factors that impact health; and adverse effects of alcohol, tobacco, and legal and illegal drugs
10. Demonstrate commitment to excellence in the pharmacy profession and continuing education and training
11. Demonstrate knowledge and skills in areas of science relevant to the pharmacy technician’s role, including anatomy/physiology and pharmacology
12. Perform mathematical calculations essential to the duties of pharmacy technicians in a variety of contemporary settings.
13. Demonstrate understanding of the pharmacy technician’s role in the medication-use process
14. Demonstrate understanding of major trends, issues, goals, and initiatives taking place in the pharmacy profession
15. Demonstrate understanding of non-traditional roles of pharmacy technicians
16. Identify and describe emerging therapies

Processing and Handling of Medication and Medication Orders
17. Assist pharmacist in collecting, organizing, and recording demographic and clinical information for direct patient care and medication-use review
18. Receive and screen prescriptions/medication orders for completeness, accuracy, and authenticity
19. Assist pharmacist in the identification of patients who desire/require counseling to optimize the use of medications, equipment, and devices
20. Prepare non-patient-specific medications for distribution (e.g., batch, stock medications)
21. Distribute medications in a manner that follows specified procedure
22. Practice effective infection control procedures, including preventing transmission of blood borne and airborne diseases
23. Assist pharmacist in preparing, storing and distributing medication products requiring special handling and documentation (e.g., controlled substances, immunizations, chemotherapy, investigational drugs, drugs with mandated Risk Evaluation and Mitigation Strategies (REMS))
24. Assist pharmacists in the monitoring of medication therapy
25. Prepare patient-specific medications for distribution
26. Maintain pharmacy facilities and equipment, including automated dispensing equipment
27. Use material safety data sheets (MSDS) to identify, handle, and safely dispose of hazardous materials
Sterile and Non-Sterile Compounding
28. Prepare medications requiring compounding of sterile products
29. Prepare medications requiring compounding of non-sterile products
30. Prepare medications requiring compounding of chemotherapy/hazardous products

Procurement, Billing, Reimbursement and Inventory Management
31. Initiate, verify, and assist in the adjudication of billing for pharmacy services and goods, and collect payment for these services
32. Apply accepted procedures in purchasing pharmaceuticals, devices, and supplies
33. Apply accepted procedures in inventory control of medications, equipment, and devices
34. Explain pharmacy reimbursement plans for covering pharmacy services

Patient-and Medication-Safety
35. Apply patient-and medication-safety practices in all aspects of the pharmacy technician’s roles
36. Verify measurements, preparation, and/or packaging of medications produced by other healthcare professionals (e.g., tech-check-tech)
37. Explain pharmacists’ roles when they are responding to emergency situations and how pharmacy technician can assist pharmacists by being certified as a Basic Life Support (BLS) Healthcare Provider
38. Demonstrate skills required for effective emergency preparedness
39. Assist pharmacists in medication reconciliation
40. Assist pharmacist in medication therapy management

Technology and Informatics
41. Describe the use of current technology in the healthcare environment to ensure the safety and accuracy of medication dispensing

Regulatory Issues
42. Compare and contrast the roles of pharmacist and pharmacy technicians in ensuring pharmacy department compliance with professional standards and relevant legal, regulatory, formulary, contractual, and safety requirements
Advanced Standing and Transfer

Applications requesting admission with advanced standing, transfer, or readmission will be considered on an individual basis and must meet the following requirements:

- Applicants must meet the admission requirements of the college.
- Applicants will supply an official transcript of previous college or equivalent preparation.
- Courses under consideration must be comparable in content and length, as required in the Pharmacy Technician Program and must have been completed with a grade of “C” or better.
- Applicant’s transcript must reflect evidence that courses in pharmacy technology content under consideration have been completed within one year. Exceptions may be considered by the faculty.
- The school records of a student who wishes to transfer will be sent to the Director of the program the student is transferring to, on written request from the student. The student must complete all components of a course to have final course grades.

Withdrawal and Reinstatement

Should it become necessary for the student to withdraw or be terminated from the program, the following withdrawal procedures are to be completed especially if the student plans to seek readmission.

Dropping Courses

A student may drop a course with the permission of his/her advisor until a date approximately (4) weeks before the start of final examinations. Students dropping courses will receive a grade of W for each course dropped. A fee of $10.00 will be charged for each course dropped. Any student who ceases to attend class without officially withdrawing through the Admissions Office is subject to a grade of F.

Total Withdrawal from Program

Should circumstances require that a student totally withdraw from the college prior to the date of final examinations, he/she must OFFICIALLY WITHDRAW THROUGH THE ADMISSIONS OFFICE. Students totally withdrawing from the college prior to the official drop date will receive grades of W. Any student who ceases to attend classes without officially withdrawing through the admission office is subject to a grade of F in each course for which he/she is registered. Applications for withdrawal must be obtained from the admission office.
Readmission

Students should arrange an exit interview with the Program Director if they expect to re-enter the Pharmacy Technician program.

Readmission following voluntary withdrawal or dismissal may be considered if evidence is presented which reflects that the problem(s) related to the withdrawal or dismissal have been or are being resolved.

Upon readmission, the student may be required to develop an individualized program of study.

Refund Policy Withdrawal from Program

Students who officially withdraw (withdraw from all courses) from Cisco College shall have their tuition and mandatory fees refunded according to policy.

Contact the business office for refund policy for tuition and mandatory fees.

Student Records

All students in the pharmacy technician program will have an official student file that is maintained by the Allied Health Department. This file includes the program application form, correspondence between the student and the program, copies of transcripts, degree outlines and summaries as they are completed, student exams, clinical performance records, any disciplinary documentation, and student comprehensive examinations. A student has access to their personal student files. A request should be made through the program director and a program faculty member must be present while the files are being reviewed. Student files are NOT to be removed from the main office. No information is to be added or deleted from the file. Exams may NOT be removed or copied. NO EXCEPTIONS! Permanent student records will be kept at the main Cisco College campus. Official transcripts are available from the registrar office.

Completion and Graduation Procedures

Students are eligible for graduation from the program upon satisfactorily completing all the required courses with a grade of “C” or better.

At the beginning of the final semester of the program the student must contact Beverly Priddy, Technical Counselor, to formally request graduation and the certificate of completion. This process ensures that all requirements for completion have been met and that documentation is complete. After filling out the proper paperwork you will need to meet with Cristy Martin, the Allied Health Assistant to discuss graduation participation. The student must then contact the Business Office to pay the graduation fee. The graduation fee is required of all students and must be paid prior to graduation.
Graduation ceremonies will be held for each class at the completion of the program. The faculty must approve graduation arrangements. All students successfully completing the requirements will be expected to participate in graduation ceremony.

Upon successful completion of the program, the student will receive a school certificate and pin. The students who graduate with a Level I Certificate are eligible to apply to take the certification exam offered by the Pharmacy Technician Certification Board. Upon passing the exam, the graduate becomes a Certified Pharmacy Technician and must register with the State Board of Pharmacy.

**Student Policies**

1. Students attend an orientation session to receive explanation of the program and requirements for advancement through the program and graduation.

2. Students will adhere to class/clinical schedule given by instructor.

3a. Advancement is dependent upon satisfactory completion of each level.

   b. Attendance policy for the program is based upon those of the college.

      1. Three tardies constitute one absence.

      2. In instances of absences exceeding 2 days or death in the immediate family, assignment must be made up within one week.

      3. All tests missed must be made up as determined by the instructor.

      4. Any exception to the attendance policy will be dealt with on an individual basis. Extenuating circumstances, i.e. hospitalization, death in the immediate family or Other emergency situations will be considered by the faculty.

   c. Policies for Class, Clinical Experience:

      1. Being tardy three times will result in (1) day of absence being assessed. Habitual tardiness will not be tolerated. If tardiness or absence is unavoidable, the instructor must be notified prior to class time. When on clinical assignment the instructor must be notified prior to your scheduled experience. Following a serious illness, injury or pregnancy, a statement from the attending physician may be required before your return to clinical assignment.

      2. Unavoidable tardies are excused as determined by the instructor.

      3. Not reporting to clinical experience and not calling in will result in two (2) absences being assessed for each day missed. If this occurs two times in a semester, the student will be dismissed from the program.
4. The school year will be divided into semesters. In order to advance from semester to semester all assignments must be completed. All theory classes must be passed with a C or better, all competencies must be met, and clinical experiences must be completed with a satisfactory rating.

Failure to satisfactorily meet minimal clinical competencies will necessitate the student’s repeating the semester, both clinically and academically. Prior to the end of each semester, faculty will evaluate each student’s performance, both clinical and academic and recommend:

a. Advancement to the next semester.
b. Placement on probation with specific deficiencies to be remedied
c. Repeat of the semester on space available basis or withdrawal from the program. Having to repeat will mean the student will not graduate with the class.

5. Students may wear street attire to class on the campus. Dress should be appropriate for college students. Students will adhere to institutional dress code policies for clinical experiences.

6. When in the clinical rotation experience, the student should present a professional appearance. Suggestions for proper appearance include wearing only modest, tasteful jewelry, meticulous personal hygiene, and nails should be short and well-groomed. Male students must be clean-shaven or may have well groomed mustache and/or beard. Gum chewing is not acceptable in the health care facility.

7. The student is responsible for all materials covered in classes when absent.

8. The use of cellular telephones is prohibited during assigned classroom or clinical times.

9. It is the student’s responsibility to request conference to review progress in the program with their current instructor.

10. Students will be expected to keep their accounts with the college up to date.

**GRADING SCALE**

The Pharmacy Technician students are graded on:

1. Exam/Quiz Grades
2. Laboratory Grades
3. Clinical Experience Grades

The method of evaluation that achievement of all objectives in the Cognitive, Psychomotor and Affective Domain is by using the College grading scale of:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69</td>
</tr>
<tr>
<td>F</td>
<td>59 or below</td>
</tr>
</tbody>
</table>

16
**Student Health Policy**

It is extremely important for the school to know the health status of the student prior to admission and throughout the duration of the program.

A physical examination may be requested, when deemed advisable by the faculty, anytime throughout the school year. The cost of this examination is the student’s responsibility. Should an examination be requested by the faculty, a copy of the examination report must be submitted to the school office.

Students are not employees of the clinical agencies where they go for clinical experience, nor are they considered employees of the college. Therefore, students must have resources to cover any medical expenses which might result from activities related to the performance of their role as a student.

The school does not have a physician assigned to the care of the students. In case of illness or emergency, each student must have the name of his/her own physician on record in the school office.

The student may be asked to contact his/her own physician regarding appropriate measures to be taken in the event of exposure to infectious and communicable disease in the clinical area when deemed advisable by the faculty.

Students in the clinical area are expected to abide by the policies of the rotation site in regard to illness.

Students absent for three or more days may be required to have a release from the attending physician before returning to clinical. This release will be filed with the student record.

It is strongly recommended that each student be enrolled in some type of hospitalization insurance plan.

The school accepts no liability in the clinical area if a student is injured while participating in school activities. In the clinical area, the student should report immediately to the instructor and follow the policies of the health agency. Students will be responsible for costs incurred.

If a student exhibits symptoms of illness or inappropriate behavior that would affect his/her own safety or the safety of patients, he/she may be excluded from the clinical area. The student may be asked to bring a “return to class and clinical” statement from his/her physician.

Any student who is pregnant must notify the coordinator of the program immediately. For the student’s safety, she must have written permission from her physician to continue in school while pregnant. This statement of physician’s approval must indicate release to participate fully in all activities, both in the classroom and clinical area.

Appointments should not conflict with classroom or clinical assignments.

Students must submit proof of current immunizations before beginning any clinical experience. The appropriate form is included in the student handbook or clinical rotation handbooks.
**Clinical Affiliations**

The participating clinical institutions will provide areas for clinical experience. This unpaid, supervised experience is planned to enable students to receive experience in their chosen section of the Pharmacy Technician program.

The coordinator will post a schedule of classes, clinical hours, days off, and holidays. Clinical assignments for patient care are made by the faculty and approved by the coordinator and designee of the clinical faculty.

Students are expected to abide by the personnel policies of the participating retail and hospital settings.

The participating clinical institutions may **recommend the withdrawal of a student**. The faculty will take final action.

Clinical institutions are subject to change as availability and learning needs are adapted to community and national trends in the Pharmacy settings.

**Performance Agreement**

The purpose of the performance agreement is to identify student problems and assist the student to identify solutions necessary to be successful in the program.

When an instructor identifies unsatisfactory performance in class or lab, (including didactic, lab grades, attendance, attitude, clinical performance, etc) that is interfering with the student meeting the objectives of the course, a formal performance agreement will be made with the student.

The problem(s), pertinent data, desired changes in performance, instructor’s recommendation to aid student in achieving the desired change and the deadlines for the change(s) will be identified and agreed upon by the student as terms for continuing the course.

If the student is unable to meet the requirements of the agreement the instructor will counsel the student to withdraw. The performance agreement will then become part of the student’s permanent record.

If the requirements of the performance agreement are met, the agreement does not become part of the student’s record.

Student evaluation shall be made periodically (in didactic, lab, and clinical practice) throughout the program. Students shall be kept informed of their progress.
Observations by Instructor:

Student Comments:

Plan for future performance:

Student’s Agreement with plan:

The plan has been discussed with me and I will

Date: _________________________.

Student Signature: ________________________________

Instructor(s) Signature(s): ________________________________

________________________________________
Professional Behavior

It is the student’s responsibility to maintain a friendly but dignified relationship with patients, co-workers and faculty. Criticism should be accepted as a basis for self-improvement.

The student must recognize his/her responsibility for the correct and careful use of hospital/retail pharmacy property, and the patient’s/customer’s personal property.

Students shall refrain from discussing the patient/customer and his diagnosis or personal problems except with authorized staff and in the appropriate settings.

Broken, damaged or lost property resulting from the student’s negligence will be charged to him/her by the hospital/retail pharmacy office, and/or school.

Students may not visit patients/customers unless they are relatives or friends and then not during school hours or in uniform.

If a breach of professional behavior has occurred students may return to the clinical area only with permission of the clinical instructor.

The student should make an appointment when desiring to see an instructor. This may be done in person, by telephone, or by note, giving the date and reason. Observe the instructor’s hours on duty, exercising care to complete the interview in the time allowed. Instructors should not be called at their homes unless it is an emergency.

If unable to keep an appointment, the student should cancel the appointment in advance either in person or by telephone.

The clinical rotation plan will be made out by the faculty of the school. A copy of the plan will be posted on the school bulletin board. It is the responsibility of each student to know his/her schedule.

The student MUST COME to the clinical area prepared, according to the requirements of each level. Any student not prepared WILL NOT BE ALLOWED IN THE CLINICAL AREA. This will be considered as a clinical absence.

The student MUST EXPECT SUPERVISION of procedures by any instructor throughout the entire course period.

When on duty in the clinical area, the student is responsible to the mentor or person in charge of the clinical area.

The ultimate responsibility for the care of all patients and for pharmacy personnel is vested in the Pharmacy Manager or the director of each hospital/retail office. The director’s decisions are final in regard to patient care.

THE PRIMARY RESPONSIBILITY of the student is to become a dependable Pharmacy Technician, who can give safe, effective and skillful care to all patients/customers. In order that he or she may achieve this goal, the following recommendations are made:
The student should perform only those duties which have been assigned to him or her by the instructor/preceptor.

The student should be alert at all times to the needs and safety of his or her patient/customer(s).

The student should FOLLOW ALL DIRECTIONS and procedures exactly as instructed or according to the facilities available without breach of technique.

The student should ASK FOR HELP whenever he/she feels certain that he/she has insufficient information, knowledge, or skills.

The student should use his/her own INITIATIVE, taking advantage of every opportunity to learn.

Clinical experience will vary according to assignment.

Should an emergency arise while the student is in the clinical area, which requires the student to leave the area, arrangements must be made for another appropriate person to continue duties assigned to complete care for patients/customer. These arrangements should be made through the clinical instructor.

Prompt attendance at all classes, lectures, and laboratory periods are expected.

Students are not to be paged overhead. Incoming calls must be routed through instructor.

Students are required to call the clinical facility if unable to be present and the clinical coordinator, Kelly Meyer at 794-4441.

**Dismissal From Pharmacy Technician Program**

**Purpose:**
To provide information to students concerning the requirements for professional behavior in the Pharmacy Tech Program.

A student may be asked to separate herself/himself from the College for the following reasons:

a. Failure in a course study
b. Abusive or inconsiderate treatment to patients
c. Repeated negligence
d. Repeated absences
e. Use of narcotics or other drugs and medications not prescribed by a physician
f. Possession or consumption of intoxicating beverages on hospital premises or reporting to clinical under the influence of alcohol or drugs
g. Cheating, plagiarism, or illegal use of old reports
h. Failure to adhere to the regulations of conduct of the College
i. Unprofessional behavior and/or sleeping at the assigned clinical facility
j. Inability to function safely
k. Inability to perform in the solo role as a pharmacy technician student
l. Personal characteristics unsuited for pharmacy technician
m. Being asked not to return to clinical site
n. Being disrespectful to faculty or students.
o. Any reason deemed necessary by the faculty that adversely affects the class.
p. Should a student be removed from a clinical site due to a violation of Hospital Policy, HIPAA violation, or conduct detrimental to the safety of patients, the student shall receive a failing grade and withdrawn from the Pharmacy Technician Program.

Grievance

Purpose:
To provide information regarding students' rights to due process.

Policy
Students should refer to the online College Catalog at www.cisco.edu for grievance policy.

Student Blood and/or Body Fluid Exposure Follow-Up

Purpose:
To provide guidelines for prompt and appropriate follow-up of all blood/body fluid exposure.

Policy:
1. Clinical Instructor should be notified of any blood/body fluid exposure while in the clinical setting. Students should practice and follow Universal Precautions with all blood/body fluids. Faculty will implement the policy and procedure of the assigned clinical agency when a student is exposed to blood/body fluids. All exposures of students to blood/body fluids are to be reported immediately to the Employee Health Coordinator or other individual as designated by the specific institution in which the student is exposed. The student will receive follow-up care (first aid, evaluation, and prophylaxis as indicated). Post Exposure Protocols will be implemented within one hour following exposure to known or highly suspected HIV positive patients.

2. An incident report will be filed according to the specific institution’s policy. A copy will be provided to the student exposed and the original will be maintained at Cisco College.

3. Faculty members who accompany students to any clinical agency are responsible for acquiring knowledge of the specific clinical agency’s policy and procedure prior to any student clinical experiences to assure that students who are exposed to blood/body fluids will receive appropriate care in a timely manner.
HIPAA Rules and Regulations

**Purpose:**
To provide the student with information regarding patient confidentiality in accordance with HIPAA rules and regulations.

**Policy:**

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

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

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

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

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

Purpose:
To clarify the student’s responsibility for travel related to the Pharmacy Technician Program.

Policy:
1. Students can expect to travel to a variety of clinical sites within a 100 mile radius of Cisco College.
2. Students are responsible for their individual travel to and from the Cisco campus or to any assigned clinical experience or field trip.
3. When the College closes for inclement weather, clinical experience will be rescheduled and/or the student will be dismissed from the clinical facility and encouraged to travel directly home. If students miss due to inclement weather when the college is not closed, this is an absence and students are required to make it up. It is the students’ responsibility to notify the Program Director and Clinical site a minimum of one hour prior to your scheduled start if you are going to be absent.
4. Students may be required to travel to Clinical facility orientations, additional clinical assignments and conferences relating to medical assisting.

American with Disabilities Act

Purpose:
To provide guidelines to assist students with special needs related to disabilities.

Policy
Students with disabilities should contact the Program Director at the beginning of each course. In conjunction with the Cisco College recommendations, reasonable accommodations will be made. Refer to the Cisco College Catalog for specific guidelines.

Advisement of High Risk Students

Purpose:
To provide additional counseling and assistance to any student enrolled in the Pharmacy Technician Program that is in danger of academic failure or withdrawing from the program. High risk students include those whose:

a) Midterm grade is 70% or less in any PHRA course.

b) Clinical progress is considered unsatisfactory.

c) Passing grade in each successive PHRA course as stated in syllabi.
Policy

1. Any student with an exam grade of 70% or less in any PHRA course will be counseled by the Program Director.

2. Faculty will explore, with the student, various strategies to improve chances for academic success. The student is expected to develop, write and adhere to a plan for improvement.

3. Strategies will include learning experiences offered through the Cisco College including test taking skills, study skills, and stress reduction.

4. Counseling records will be maintained in the student's file.

Children/Visitors in Class/Lab/Clinical

Purpose:
To provide an optimal learning environment for all students.

Policy:

1. There are currently no facilities on the Cisco College Campus to provide care for children.

2. Neither children nor visitors are allowed in the classroom, lab, or clinical setting.

3. Children may not be left unattended in the halls or empty classrooms.

4. Students who bring children will be dismissed from class/lab/clinical to care for them. The dismissal will be counted as a class/lab/clinical absence.
HIPAA Rules and Regulations

Purpose:
To provide the student with information regarding patient confidentiality in accordance with HIPAA rules and regulations.

By my signature below, I certify that I have read this Student Confidentiality Agreement, have had a chance to ask any questions I might have, and that I understand this Agreement and agree to be bound by its terms.

____________________________________    _______________
Student Signature                                                                                                        Date

_____________________________________________________
Print Name

Pharmacy Technician Student Handbook

I have read the Departmental Policies and Regulations for the Pharmacy Technician Program and agree to adhere to them.

STUDENT SIGNATURE______________________________________________________________

STUDENT PRINTED NAME: _______________________________________________________

DATE__________________________