

Pharmacy Technician Program

Student Handbook

A close-up of a pharmacist holding a bottle

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The Pharmacy Technician Program conducted byPikes Peak State College, Colorado Springs, CO

has been granted accreditation by ASHP,the American Society of Health-System Pharmacists, as an

**Advanced-Level**

Pharmacy Technician Education & Training Program

**Welcome**

**On behalf of our faculty and staff, we would like to welcome you to the PPSC Pharmacy Technician Program. Whether you are new or a returning student, you are entering into a wonderful profession at an exciting time. We hope that the knowledge that you will obtain in our program will help you to meet the challenges and changes of the future.**

**Your educational experience here will be perhaps one of the most demanding yet hopefully one of the most positive learning experiences you have encountered. We also hope that you will realize that your education has just begun, and that learning is a life-long process in the healthcare profession. Our excellent faculty, community, and agency partners all contribute to providing an excellent educational experience here at PPSC.**

**During your time in our program, you are expected to be responsible, accountable partners in this educational process. This handbook is designed to help you become oriented with the policies and procedures affecting your education in the PPSC Pharmacy Technician Program and your successful progression toward your graduation and eventual employment in the pharmacy profession. Please read the information carefully and keep this as a reference for your questions. You will be asked to sign and acknowledge that you have read and understand the information and policies contained in the handbook.**

**We are excited to have you in our program and hope that you will feel free to ask questions or to approach us with your concerns.**

**Best wishes for a successful year in our program!**

**Marcia Janos Nicole Davis**

***Health Sciences Division*** ***Health Sciences Division***

***Pharmacy Technician Department Chair Associate Dean***

***Center for Healthcare Education and Simulation (CHES) Center for Healthcare Education and Simulation (CHES)***

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This Student Handbook (Handbook) contains pertinent information affecting students, current through the date of its issuance. To the extent that any provision of this Handbook is inconsistent with State Board for Community Colleges and Occupational Education Policies (BPs) or Colorado Community College System President’s Procedures (SP’s), the BPs and SPs shall supersede and control. BPs and SPs are subject to change throughout the year and are effective immediately upon adoption by the Board or System President, respectively. Students are expected to be familiar with and adhere to the BPs, SPs as well as College directives, including but not limited to the contents of this Handbook.

To access BPs and SPs, see <https://www.cccs.edu/about-cccs/state-board/policies-procedures/>

**Nothing in this Handbook is intended to create (nor shall be construed as creating) an express or implied contract or to guarantee for any term or to promise that any specific process, procedures or practice will be followed, or benefit provided by the College. The College reserves the right to modify, change, delete or add to the information in this Handbook as it deems appropriate.**

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# GENERAL INFORMATION

## **Mission Statement of PPCC and the PPCC Pharmacy Technician Program**

The mission of Pikes Peak State College states:

*Our mission is to provide high quality, educational opportunities accessible to all, with a focus on student success and community needs, including occupational programs for youth and adults in career and technical fields, two-year transfer educational programs to qualify students for admission to the junior year at other colleges and universities, and a broad range of personal, career, and technical education for adults.*

The mission of the PPSC Pharmacy Technician Program states:

*The Pikes Peak State College Pharmacy Technician Program strives to be the Southern Colorado leader in pharmacy technician education where comprehensive training and experience come together to generate productive and professional individuals for employment in the pharmacy field. We want our graduates to not only obtain gainful employment in the most competitive of positions, but to excel in their chosen profession.*

## **Accreditation**

Pikes Peak State College is accredited by the Higher Learning Commission and a member of the North Central Association, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, (312) 263-0456.

PPSC’s Pharmacy Technician Program has been accreditation by ASHP, the American Society of Health-System Pharmacists and ACPE, the Accreditation Council for Pharmacy Education.

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| **American Society of Health-System Pharmacists (ASHP)** 7272 Wisconsin Avenue Bethesda, MD 20814 301-664-8656 [www.ashp.org](http://www.ashp.org) | **Accreditation Council for Pharmacy Education** **(ACPE)**  135 S. LaSalle Street, Suite 4100  Chicago, Illinois 60603-4810  312-664-3575  [www.acpe-accredit.org](http://www.acpe-accredit.org) |

ASHP and ASHP’s Accreditation Standards guide the Pharmacy Technician Program’s curriculum and educational outcomes and objectives. This document along with other guiding criteria can be found at: <https://www.ashp.org/Professional-Development/Technician-Program-Accreditation/Accreditation-Standards> and <https://www.ashp.org/Professional-Development/Technician-Program-Accreditation>

As an ASHP requirement for all enrolled in the Pharmacy Technician Program, students are required to meet with the Program Coordinator or designated program faculty advisor once every semester to discuss your progress, training goals, and schedule for upcoming courses. Additionally, students are required to participate in various surveys and evaluations to help ensure that the goals and objectives of the program are being met. These surveys and evaluations are found in the Forms section of this Student Handbook so that they are readily available to you for completion at designated times.

Students will also receive a separate handbook for use during their clinical experiences. The necessary evaluations and forms for these exercises will be available in that handbook.

## **PPSC Pharmacy Technician Program Student Learning Outcomes**

The overall goal of the program is to provide students with the knowledge, skills, and experience needed to obtain employment as a pharmacy technician, and to pass the National Pharmacy Technician Certification Examination.

Upon completion of the pharmacy technician program the graduate is expected to:

* *Outcome*: Interpret, fill, and distribute prescriptions for medications in both the community and institutional pharmacy settings under supervision of a pharmacist.

In doing so, the student should:

* + receive and screen prescriptions for completeness and accuracy.
  + interpret and use pharmaceutical and medical terminology and abbreviations to formulate proper use instructions.
  + prepare and compound non-sterile and sterile medication products for final check by the pharmacist.
* *Outcome*: Demonstrate proper aseptic technique in the preparation of sterile medication products.
* *Outcome*: Accurately perform pharmaceutical calculations applicable to job responsibilities in both community and institutional pharmacy settings.
* *Outcome*: Demonstrate knowledge of the use and side effects of prescription and nonprescription drugs used to treat common disease states.
* *Outcome*: Apply the laws governing the practice of pharmacy at the state and federal levels.

In doing so, the student should:

* Recognize duties the technician can legally perform along with legal and ethical responsibilities.
* Recognize when the professional judgment of a pharmacist is required.
* Assist the pharmacist in monitoring practice site activities for compliance with federal and state laws, regulations, and professional standards.

Key educational elements for the program, as dictated by ASHP, include the following. Items bolded are considered advanced level elements:

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

1. Demonstrate ethical conduct.
2. Present an image appropriate for the profession of pharmacy in appearance and behavior.
3. Demonstrate active and engaged listening skills.
4. Communicate clearly and effectively, both verbally and in writing.
5. Demonstrate a respectful and professional attitude when interacting with diverse patient populations, colleagues, and professionals.
6. Apply self-management skills, including time, stress, and change management.
7. Apply interpersonal skills, including negotiation skills, conflict resolution, customer service, and teamwork.
8. Demonstrate problem solving skills.
9. **Demonstrate capability to manage or supervise technicians in matters such as conflict resolution, teamwork, and customer service.**
10. **Apply critical thinking skills, creativity, and innovation.**
11. **Apply supervisory skills related to human resource policies and procedures.**
12. **Demonstrate the ability to effectively and professionally communicate with other healthcare professionals, payors and other individuals necessary to serve the needs of patients and practice.**

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

1. Explain the importance of maintaining competency through continuing education and continuing professional development.
2. Demonstrate ability to maintain confidentiality of patient information and understand applicable state and federal laws.
3. Describe the pharmacy technician’s role, pharmacist’s role, and other occupations in the healthcare environment.
4. Describe wellness promotion and disease prevention concepts.
5. Demonstrate basic knowledge of anatomy, physiology and pharmacology, and medical terminology relevant to the technician’s role.
6. Perform mathematical calculations essential to the duties of pharmacy technicians in a variety of settings.
7. Explain the pharmacy technician's role in the medication-use process.
8. Practice and adhere to effective infection control procedures.
9. **Describe investigational drug process, medications being used in off-label indications, and emerging drug therapies.**
10. **Describe further knowledge and skills required for achieving advanced competencies.**
11. **Support wellness promotion and disease prevention programs.**

**Standard 3: Processing and Handling of Medications and Medication Orders**

1. Assist pharmacists in collecting, organizing, and recording demographic and clinical information for the Pharmacist Patient Care Process.
2. Receive, process, and prepare prescriptions/medication orders for completeness, accuracy, and authenticity to ensure safety.
3. Assist pharmacists in the identification of patients who desire/require counseling to optimize the use of medications, equipment, and devices.
4. Prepare patient-specific medications for distribution.
5. Prepare non-patient specific medications for distribution.
6. Assist pharmacists in preparing, storing, and distributing medication products including those requiring handling and documentation.
7. Assist in pharmacists in the monitoring of medication therapy.
8. Maintain pharmacy facilities and equipment.
9. Use information from Safety Data Sheets (SDS), National Institute of Occupational Safety and Health (NIOSH) Hazardous Drug List, and the United States Pharmacopeia (USP) to identify, handle, dispense, and safely dispose of hazardous medications and materials.
10. Describe Food and Drug Administration product tracking, tracing and handling requirements.
11. Apply quality assurance practices to pharmaceuticals, durable and non-durable medical equipment, devices, and supplies.
12. Explain procedures and communication channels to use in the event of a product recall or shortage, a medication error, or identification of another problem.
13. Use current technology to ensure the safety and accuracy of medication dispensing.
14. Collect payment for medications, pharmacy services, and devices.
15. Describe basic concepts related to preparation for sterile and non-sterile compounding.
16. Prepare simple non-sterile medications per applicable USP chapters (e.g., reconstitution, basic ointments and creams).
17. Assist pharmacists in preparing medications requiring compounding of non-sterile products.
18. Explain accepted procedures in purchasing pharmaceuticals, devices, and supplies.
19. Explain accepted procedures in inventory control of medications, equipment, and devices.
20. Explain accepted procedures utilized in identifying and disposing of expired medications.
21. Explain accepted procedures in delivery and documentation of immunizations.
22. Prepare, store, and deliver medication products requiring special handling and documentation.
23. **Prepare compounded sterile preparations per applicable, current USP Chapters.**
24. **Prepare medications requiring moderate and high level non-sterile compounding as defined by USP (e.g., suppositories, tablets, complex creams).**
25. **Prepare or simulate chemotherapy/hazardous drug preparations per applicable, current USP Chapters.**
26. **Initiate, verify, and manage the adjudication of billing for complex and/or specialized pharmacy services and goods.**
27. **Apply accepted procedures in purchasing pharmaceuticals, devices, and supplies.**
28. **Apply accepted procedures in inventory control of medications, equipment, and devices.**
29. **Process, handle, and demonstrate administration techniques and documentation of immunizations and other injectable medications.**
30. **Apply the appropriate medication use process to investigational drugs, medications being used in off-label indications, and emerging drug therapies as required.**
31. **Manage drug product inventory stored in equipment or devices used to ensure the safety and accuracy of medication dispensing.**

**Standard 4: Patient Care, Quality and Safety Knowledge and Skills**

1. Explain the Pharmacists’ Patient Care Process and describe the role of the pharmacy technician in the patient care process.
2. Apply patient- and medication-safety practices in aspects of the pharmacy technician's roles.
3. Explain how pharmacy technicians assist pharmacists in responding to emergent patient situations, safely and legally.
4. Explain basic safety and emergency preparedness procedures applicable to pharmacy services.
5. Assist pharmacist in the medication reconciliation process.
6. Explain point of care testing.
7. Explain pharmacist and pharmacy technician roles in medication management services.
8. Describe best practices regarding quality assurance measures according to leading quality organizations.
9. **Verify measurements, preparation, and/or packaging of medications produced by other healthcare professionals.**
10. **Perform point-of-care testing to assist pharmacist in assessing patient's clinical status.**
11. **Participate in the operations of medication management services.**
12. **Participate in technical and operational activities to support the Pharmacists’ Patient Care Process as assigned.**
13. **Obtain certification as a Basic Life Support Healthcare Provider.**

**Standard 5: Regulatory and Compliance Knowledge and Skills**

1. Describe and apply state and federal laws pertaining to processing, handling, and dispensing of medications including controlled substances.
2. Describe state and federal laws and regulations pertaining to pharmacy technicians.
3. Explain that differences exist between states regarding state regulations, pertaining to pharmacy technicians, and the processing, handling and dispensing of medications.
4. Describe the process and responsibilities required to obtain and maintain registration and/or licensure to work as a pharmacy technician.
5. Describe pharmacy compliance with professional standards and relevant legal, regulatory, formulary, contractual, and safety requirements.
6. Describe Occupational Safety and Health Administration (OSHA), National Institute of Occupational Safety and Health (NIOSH), and United States Pharmacopeia (USP) requirements for prevention and treatment of exposure to hazardous substances (e.g., risk assessment, personal protective equipment, eyewash, spill kit).
7. Describe OSHA requirements for prevention and response to blood-borne pathogen exposure (e.g., accidental needle stick, post-exposure prophylaxis).
8. Describe OSHA Hazard Communication Standard (i.e., “Employee Right to Know”).
9. **Participate in compliance with professional standards and relevant legal, regulatory, formulary, contractual, and safety requirements.**
10. **Describe major trends, issues, goals, and initiatives taking place in the pharmacy profession.**

## **Certificate Program & Associate of Applied Science Degree Program Descriptions**

This program is designed to provide you with a well-rounded and practical education. The purpose for our program is to provide those individuals seeking sound education a set of knowledge and skills that will prepare them well for pharmacy technician practice. Being that we are located within a community college, we cater to individuals in our local community who would like to pursue career and technical training in a way consistent with higher-learning education philosophies.

Training includes didactic classroom learning, hands-on training, and clinical work experience to prepare our graduates for the work force. Upon completion of the Pharmacy Technician Program, students are qualified for employment in a variety of pharmacy settings, including Hospital Pharmacies, Community (Retail) Pharmacies, Home Health Care Pharmacies, Mail Order Pharmacies, and others.

**CERTIFICATE PROGRAM:**

The Certificate Program consists of 33.5 credit hours, with each semester building upon the previous semester. Each course must be passed with a minimum of a “C” (70%) to receive a Certificate of Completion of the program.

Completion of the program also prepares students to take the National Pharmacy Technician Certification Examination. Upon passage of this examination, students become Certified Pharmacy Technicians (CPhT), which is required to obtain State Certification with the State of Colorado and be eligible to practice as a pharmacy technician. Additionally, while state regulations vary, national certification is required to practice in most states.

**ADVANCED PRACTICE CERTIFICATE:**

The Advanced Practice Certificate consists of 11 standalone credits but can only be completed after the standard Certificate Program has been completed, for a total of 44.5 credits. Each course must be passed with a minimum of a “C” (70%) to receive a Certificate of Completion of the program.

**ASSOCIATES DEGREE of APPLIED SCIENCE:**

The Associate Degree Program consists of 64.5 credit hours and includes completion of both the certificate program & Advanced Practice Certificate. Classroom evaluation consists of examinations, assignments, participation, and practicums. Each course must be passed with a minimum of a “C” (70%) to receive a Certificate of Completion of the program.

The clinical experience can only be scheduled after the classroom courses have been completed. Also, to participate in PHT 1070 & PHT 1071, the clinical externship experiences, you must be at least 18 years old and be a high school graduate (or have obtained GED equivalency). By the time you graduate from the Program, you must be at least 18 years old and a high school graduate (or possess equivalency certificate). The following reflects the full-time student schedule, it does not preclude you from working on your certificate on a part time basis.

Qualified pharmacy technicians are in high demand, due to the increase in pharmacists’ workloads, the increasing demand of an aging population on the health care system, and the shortage of pharmacists and pharmacy technicians. Job growth is expected to be about 8% from 2022 – 2032, which is faster than average for all occupations. As a CPhT you have proven your qualifications.

Salaries for CPhTs vary depending on work location, pharmacy setting, education, and experience. The most current national estimates for this information indicate a median pay of $20.98/hour ($19.35/hour nationwide average), or $43,630 annually (2022) in Colorado ($40,260 annually nationwide average). As this number is ever changing and hard to keep up with, you can find the most current data at <http://www.bls.gov/oes/current/oes292052.htm>.

## **Certificate Program PHT Curriculum**

|  |  |
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| **PREREQUISITES** | |
| College-ready in math, reading and writing | **Placement test or**  **MAT 0250 or 1120/0120 (or higher)**  **ENG 0090 or ENG 1021/0094 (or higher)** |
| CSC 1005 (Computer Literacy) or CIS 1018 (Into to PC Applications)  within the past 7 years | **3 credits** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FIRST SEMESTER** | **Course Credits** |  | **SECOND SEMESTER** | **Course**  **Credits** |
| COM 1260 – Communication in Healthcare OR  COM 1260 – Organizational Communications | 3 |  | HPR 1011 - CPR for Professionals | 1 |
| **First bimester** |  |  | **First bimester** |  |
| PHT 1011 – Introduction to Pharmacy | 3 |  | PHT 1040 – Institutional Pharmacy | 3 |
| PHT 1012 – Pharmacy Law | 2 |  | PHT 1041 – Community Pharmacy | 3 |
| PHT 1015 – Pharmacology I | 3 |  | PHT 1070 – Clinical: Institutional | 4 |
| **Second bimester** |  |  | **Second bimester** |  |
| PHT 1035 – Pharm. Calculations & Compounding | 4 |  | PHT 1071 – Clinical: Community | 4 |
| PHT 1014 – Computer Skills for Pharm Techs | 1 |  |  |  |
| PHT 1016 – Pharmacology II | 3 |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester Total** | **19 credits** |  | **Semester Total** | **15 credits** |

|  |  |
| --- | --- |
| **Certificate Total** | **34 credits** |

## **Student Standards of Conduct**

Along with this Pharmacy Technician Program Handbook, the PPSC Pharmacy Technician Program follows the policies and procedures listed in the [PPSC Student Code of Behavioral Expectations and Responsibilities](https://www.pikespeak.edu/student-support/dean-of-students.php). Students are expected to know and adhere to both sets of policies at all times. Any student who does not follow these or any program requirements shall be subject to disciplinary action, up to and including dismissal from the Pharmacy Technician Program and/or dismissal from Pikes Peak State College

## **Pharmacy Technician Program Standards of Conduct**

***Any student who does not follow these or any program requirements shall be subject to disciplinary action, up to and including dismissal from the Pharmacy Technician Program and dismissal from Pikes Peak State College. This list in not all inclusive. The PHT program retains the right to take disciplinary action at their discretion.***

1. The student must safeguard the patient’s right to privacy by maintaining confidentiality of all patients’ protected Health information. The student must understand and comply with the Health Insurance Portability and Accountability Act (HIPAA) at all times.
2. Safe pharmacy practice is expected at all times. Any mistake, accident, or unusual occurrence involving a student must be reported immediately to the instructor and/or to the appropriate health team member so that prompt action can be taken to initiate treatment or to alleviate harm.
3. Students must comply with all policies of individual clinical sites to which they are assigned.
4. Students must adhere to the student documentation required for clinical and comply with due dates. Students without current documentation will not be allowed to go to a clinical site under any circumstance.
5. Students must maintain a “C” or better in each required course (pharmacy courses, and other courses as required per college policy or course-specific syllabi).
6. Professional conduct and courtesy toward peers, faculty, staff, patients, and families are expected in all classes, labs, and clinical experiences. Lateness, personal conversations, extraneous noise, leaving class frequently, etc. are distracting to others in the learning environment. Cell phones and pagers must be turned off or on silent mode during class or lab time and clinical experiences.
7. Students are required to notify the course faculty of impending absences, tardiness, or early departure.
8. Students must abide by the Criminal Record Check and Drug Testing Policy as outlined in this document.
9. Students must be able to meet Technical Standards as detailed in this document to be able to complete course and clinical objectives.

## **Student Concerns**

[PPSC Student Handbook](https://www.pikespeak.edu/student-support/ppsc-student-handbook/index.php)

Any student who wishes to pursue an instructional concern (i.e. instructor behavior, class policies, and unfair expectations or demands) or change of grade must exhaust the following options in sequence prior to petitioning the Vice President for Educational Services:

1. The student must meet with the instructor and attempt to resolve the problem.
2. If no resolution after meeting the with the instructor, then the student must state the concern in writing and meet with the PHT Program Coordinator.
3. If no resolution after meeting the with the program coordinator, then the student must state the concern in writing and meet with the HS Division Dean. ([joe.charleman@pikespeak.edu](mailto:joe.charleman@pikespeak.edu)). The student will meet with the Dean who will submit their decision to the student in writing.
4. If the student contests the Dean’s decision, he/she must submit the request in writing to the Office of the Vice President for Educational Services. The request should include documentation of everything that the student wants considered in the decision. The Dean /and or PHT Program Coordinator will also submit all written documentation and recommendations to the Office of the Assistant of Vice President for Educational Services.
5. The Vice President for Educational Services or a designee will notify the student of the decision in writing. This decision will be final.

## **Email Communication**

The Family Educational Rights and Privacy Act, “FERPA”, requires maintaining confidentiality of student information. Since personal email accounts may be accessed by people other than the student, all email communication will be through PPSC’s college-assigned student and faculty emails. Student’s email messages via personal email accounts may not be acknowledged by faculty and replies to those emails will be sent to the student’s college-assigned email address.

## **Children**

Children of students are not allowed in the pharmacy technician program classes, laboratories, or clinical facilities. Children of students are not permitted to wait in the pharmacy technician program area while a pharmacy technician program student is attending class or lab. Students should make arrangements for childcare prior to class.

## **Incompletes**

An Incomplete “I” grade will be issued only if the student has completed more than 75% of the course requirements and has an emergency that cannot be resolved prior to the end of the semester. For PHT courses that have a lecture and lab component, more than 75% of the course requirements in each of the course’s components need to be completed in order for an Incomplete to be considered. Approval of an incomplete will be based on the amount of course work left to complete, the availability of faculty, and/or laboratory space. Each request will be considered individually.

If the course faculty and Program Coordinator approve an Incomplete, the student is responsible to sign and agree to a contract for work that needs to be completed. All remaining work must be satisfactorily completed by the contracted date, or a grade of “F” will be issued for the course. Students receiving an incomplete grade in a PHT course will not be allowed to continue into any following courses until the incomplete is completed and a passing grade is earned.

## **Outside employment**

The Pharmacy Technician Program is a concentrated course of study. Outside employment, if necessary, should be kept to a minimum to achieve program success. Work schedules must be arranged to avoid time conflict with class and clinical requirements. Clinical requirements may be limited by Clinical Coordinator if outside employment will interfere with learning while on rotation or have a potential effect on patient safety at the facility.

Students working more than 25 hours per week will not be allowed to complete clinical hours full time. If financial aid is needed, the student should consult the Financial Aid Office.

## **Student Course Fees**

Student fees are charged when you enroll in a course. These are non-refundable fees charged to each student.

PHT 1070 (Clinical: Hospital) and PHT 1071 (Clinical: Community-): each student is covered by a blanket liability insurance policy through PPSC. Students are assessed a liability fee on applicable PHT courses. The Pikes Peak State College Financial Services Office will bill each student for the annual premium cost.

PHT 1070: Each student will be assessed a fee of $129 to cover the cost of the PTCB Certification Exam. Students will be provided a voucher to register for the exam that will be valid for 90 days from the time of registration. The PTCB Exam fee will be charged to all students registered in the course, without exception. Completing the PTCB Exam prior to course registration does not exempt you from the fee. If a student must repeat the course for any reason, the fee will be assessed a 2nd time with no exception, per state policy.

## **Reporting of Accidents/Injuries**

Any accident or injury occurring in the clinical setting should be reported to the site preceptor and to the PHT Clinical Coordinator immediately. The student is also responsible for completing all forms in the required time frame. See forms attached in appendix of this handbook.

## **Drug Testing/Criminal Background Check**

To be accepted into the PHT Programs, students must pass a drug test and criminal background check. Information this procedure will be presented on the first day of class. All testing is at the student’s expense, including any repeat or additional necessary testing. The current fee for the background check and drug screening is $92.49 but is subject to change without notice.

Students will have the opportunity to discuss the results of their drug test with a member of the human resources staff. Students who fail testing will not be admitted to the Pharmacy Technician Program. All background check and drug testing information are kept confidential.

A second drug test and criminal background check is required immediately prior to students beginning their clinical rotation (PHT1070/1071). A failed result on the 2nd screen disqualifies the student from the clinical rotation experience and further completion of the program. This screen must be completed within 60 days of a student’s clinical rotation – student who take classes outside of the prescribed schedule may be responsible for additional screening to ensure results are within the prescribed timeframe.

In addition, all re-entering students must repeat the drug testing & criminal background check before they will be allowed to return to the Pharmacy Technician Program.

Drug Testing: Students may be subject to random, mandatory drug testing at the clinical agency in which they practice. Students may also be responsible for the cost. If results are inconclusive, mandatory testing will be required at the student’s expense. Students testing positive will be immediately dismissed from the clinical agency. If a positive test is reported, the student must meet with the Pharmacy Technician Program Coordinator and will be administratively withdrawn from the Pharmacy Technician Program.

Students are also held to the college policy addressing drugs and alcohol as stated in the college catalog.

**Although possession and use of marijuana for recreational purposes or for certain medical conditions consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continue to be prohibited while a student is on campus, including any time the student is in a clinical experience or representing the College.**

## **Immunization Requirements**

Current vaccination records are required for students to participate in and complete their clinical externships. If you do not have current, accurate, and complete records you must update them prior to your clinical rotations. If you do not have insurance coverage for vaccines, the Health Department gives vaccines at reduced rates.

* The student's immunization record must include:

1. TB test current within one year
2. MMR vaccine x2 or rubella titers
3. Tdap – within the last 7 years
4. Varicella vaccine or positive varicella titer
5. Flu vaccine for the current flu season
6. COVID vaccine – the 2 shot series (Pfizer and Moderna) or the single shot (J&J)
7. Hepatitis B vaccine is strongly recommended, but may not be required

Depending on the student’s specific clinical site, these requirements are subject to change to meet the site’s specific requirements.

# Technical Standards

Pikes Peak State College has adopted the following technical standards for admission, progression and graduation of all Pharmacy Technician Program students in clinical courses involving direct patient care. Candidates for these degrees must be able to meet these minimum standards, with or without reasonable accommodation, for successful completion of degree requirements. Students are required to contact Accessibility Services to request any and all accommodations.

### **Technical Standards/ Essential Requirements**

Observation

The student must be able to observe lectures, demonstrations, research, and practice situations in pharmacy. Observation necessitates the functional use of vision, hearing, tactile and somatic senses.

Communication

A student must be able to communicate effectively in English with clients, teachers and all members of the health care team. He/she must communicate with clients to elicit information regarding history, personal health information, and to perceive nonverbal communication. Communication includes speech, hearing, reading, writing and computer literacy. A student must be able to report to members of the health care team, express appropriate information to patients, and teach, explain, direct and answer questions for people. Examples of communication include ability to detect audible alarms generated by mechanical systems such as fire alarms, call bells, ability to observe and collect data from recording equipment and measurement devices used in patient care. Students need the ability communicate with patients and members of the healthcare team in person and over the phone in a variety of settings- in isolation, in the operating room where health team members are wearing masks and/or there is background noise, or chaotic scenarios where multiple phones and bells are ringing, and patients/staff are communicating all at once.

Motor

A student must have sufficient gross and fine motor skills, physical endurance, physical strength, mobility, vision, tactile abilities and sense of smell to carry out pharmacy technician program procedures and operate equipment safely. He/she must have sufficient motor function to elicit information from patients by observation and dialogue. A student must be able to manipulate syringes and equipment & supplies necessary when performing sterile compounding. He/she must be able to execute motor movements reasonably required to carry out tasks within standard pharmacy settings and scope of practice. Certain chronic or recurrent illnesses and problems that could interfere with patient care or safety may be incompatible with pharmacy technician program education or practice. Some illnesses may lead to a higher likelihood of student absences and should be carefully considered.

Intellectual, conceptual, integrative and quantitative abilities

The student must be able to read and understand written documents in English and to solve problems involving measurement, calculation, reasoning, memory, analysis and synthesis. He/she must be able to synthesize knowledge and integrate the relevant aspects of a patient’s history, physical findings and diagnostic studies. The student must be able to use this information to develop a diagnosis, establish priorities and monitor treatment plans and modalities. In addition, he/she must be able to comprehend three-dimensional and spatial relationships.

Behavioral and social attributes

A student must have the capacity to demonstrate full utilization of her/his intellectual abilities, emotional stability, exercise good judgment under stressful, crisis and non-crisis situations and promptly complete all responsibilities pertinent to the treatment and care of patients in a variety of settings. The student must have the capacity to develop mature, sensitive, and effective therapeutic relationships with clients in a variety of settings and from different cultures.

Individual patient care must be performed regardless of the patient’s race, ethnic group, age, gender, religious or political preference, ability to pay, sexual orientation, or diagnosis.

The student may be required to perform pharmacy care in many settings including acute care inpatient settings as well as outpatient settings. The student must have the ability to perform pharmaceutical care that may be outside his/her own personal level of comfort in these settings so that the patient’s needs are a top priority. He/she must be able to tolerate physically and mentally taxing workloads and function effectively under stress. The student must be able to exhibit a level of consciousness and attentiveness that guarantees patient safety. Examples of unacceptable compromise include excessive somnolence, memory impairment, or an inability to retain pertinent details of a patient’s situation or to perform skills in a timely manner

Although student safety is of utmost importance, students will be exposed to a variety of communicable pathogens and are expected to care for patients with communicable disease using appropriate standard precautions and/or guidelines.

Deficiencies in knowledge, judgment, integrity, or professional attitude may jeopardize patient care, and as a result could become grounds for course failure and possible dismissal from the Pharmacy Technician Program.

# Reasonable Accommodation

It is the policy of Pikes Peak State College to provide reasonable accommodation to qualified students with disabilities so they can meet these required technical standards. Whether or not a requested accommodation is reasonable will be determined on an individual basis. PPSC provides these to students with disabilities and special needs through the Accessibility Services office.

Accessibility Services strive to create an accessible environment by providing reasonable and appropriate services and accommodations for students with documented disabilities. The college is committed to providing quality educational support for the diverse needs of its students.

Accessibility Services is available to the PPSC community – students, faculty, and staff – for consultation and collaboration on disability issues. It is the responsibility of students requesting an accommodation due to a qualifying disability to self-identify by registering with the Accessibility Services Office, to apply for supportive services, and to furnish documentation about the nature and extent of their disability. This information is kept confidential and will be used to plan for appropriate services and accommodations. Students must meet with their disability specialist prior to the beginning of each semester to discuss arrangements for needed accommodations.

## **Americans with Disabilities Act (ADA)**

Any student eligible for and needing academic accommodations because of a disability is requested to speak with the Accessibility Services @ 502-3333 (new students should do this 6-8 weeks\* before the semester begins and returning students should do this 4-8 weeks\* before the beginning of every semester). The following link provides additional information: <https://www.pikespeak.edu/student-support/accessibility-services/index.php>

Informing other staff or faculty does not constitute registering with Accessibility Services. Accommodation requests are evaluated individually to make a determination regarding the provision of reasonable accommodations based on a review and analysis of documentation and circumstances.

Students should make an appointment with their faculty during the first week of class and bring the **Accommodation Notification for Faculty** form from Accessibility Services that specifies the accommodation(s) needed for their class.   **All arrangements for accommodations must be agreed upon, in writing, and signed by the student, a Disability Specialist and the instructor.** Because accommodations are not retroactive, it’s best to obtain accommodations before the first week of class.

It is the student’s responsibility to self-advocate for approved accommodations that are not being provided since accommodations cannot be provided retroactively.

**\***Even if you haven’t met these timelines, please still call Accessibility Services for information or an appointment.

**Please note** that accommodations will not be provided even on a provisional basis if there is no indication of a qualifying disability as determined by an Accessibility Services Accommodation Request Determination review. Also, required course Standard Competencies or required essential job duties of an internship or practicum may not permit the implementation of any supported accommodation(s). All students, with or without a documented disability, must adhere to the Student Code of Conduct.

## **State Certification Requirements**

Each state regulates the practice of pharmacy independently and all rules and regulations are governed by individual state boards of pharmacy. Effective March 2020, the Colorado State Board of Pharmacy requires state certification to practice as a pharmacy technician. To obtain state certification, individuals must be 18 years old, nationally certified, submit to a criminal record check, and must be able to read and write in the English language.

Provisional certificates are required for individuals who are not yet certified and are valid for no more than 18 months – this includes PHT students while they complete their clinical rotation hours.

The Colorado Department of Professions sets the fee may change without notice. The fee is currently $57 (2023). This fee will be required of students to begin their clinical rotations.

## **Graduation**

Graduation requirements are presented in the PPSC College Catalog. It is the student’s responsibility to follow and complete all required graduation process and applications by the due dates.

Requests for graduation must be processed as indicated in the Pikes Peak State College catalog/semester bulletin/schedule. Students will be responsible for submitting forms with correct information to the records department as well as ensuring all transfer credits are correctly recorded. Financial obligations must be taken care of, or the processing of paperwork for transfer, graduation, transcript processing, etc. may be in jeopardy.

# POLICIES

## **Weather/ Snow Policy**

If a campus-wide delayed start is called by the college, the Pharmacy Technician Program may start a lab and/or lecture at the end of the delay and continue the lecture/lab until the regularly scheduled end time of the class. In the event of a campus closure or delay, pharmacy technician program students are expected to check their student emails and/or online course information in Desire2Learn (D2L) to get the most up-to-date information related to schedule changes and how to make up the missed material.

Most clinical sites remain open during inclement weather and students are expected to contact their site preceptor for guidance. Clinical will likely still be held even during weather closures for the PPSC general college.

## **Academic Dishonesty**

Pikes Peak State College is committed to providing a superior educational experience for all students who attend the College. Academic integrity and honesty in all educational classrooms and programs are critical in providing this high level of education.

The College places a strong expectation on all students to act honestly in all situations. The College does recognize that some students will choose to commit acts of academic dishonesty, which places an expectation on all faculty and staff to confront these acts of dishonesty. When a student is suspected of committing an act of academic dishonesty, the College will follow the process listed below, which assures that the College’s standards are upheld, and the student’s due process rights are respected.

***What is “Academic Dishonesty”?*** “*Academic Dishonesty is any form of cheating or plagiarism which results in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own.”*

Academic dishonesty is a behavioral issue, not an issue of academic performance. As such, it is considered an act of misconduct and is subject to the College disciplinary process as defined in the [Student Behavior Expectations and Responsibilities](https://cccs.edu/about/governance/policies-procedures/sp-4-30a-student-behavioral-expectations-and-responsibilities-resolution-procedure/). Students are expected to conduct themselves according to the highest standards of honesty in the classroom, laboratory, or clinical setting. Failure to do so is grounds for disciplinary action, including suspension or expulsion from Pikes Peak State College.

Examples of academic dishonesty include but are not limited to the following:

• the submission, in whole or part, of material prepared by another person and represented as one’s own

• plagiarism (the act of taking the writings, ideas, etc., of another person – including another student - and passing them off as one’s own)

• the unauthorized use of notes, books, or other materials; or the soliciting of assistance from another person during an examination

• illegitimate possession and/or distribution of test materials or answer keys

• unauthorized alteration, forgery, or falsification of official academic records.

*(This is not meant to be an exhaustive list of all acts of academic dishonesty but is a guide to help instructors and students understand what constitutes academic dishonest.)*

## **Student Conduct**

A faculty member or the Pharmacy Technician Program Coordinator has the authority to ask a student to leave, or have the student removed, from an academic activity upon observing student behavior that demonstrates irresponsible, unsafe, or unprofessional conduct in class, laboratories, or clinical experiences or violations of the academic dishonesty policy. Students must also maintain the professional behaviors identified for the Pharmacy Technician Program (see Professional Behaviors Section in Clinical Handbook). A student who does not achieve these standards may be dismissed from the Pharmacy Technician Program. (See Program Requirements section)

## **Attendance**

Punctuality and attendance reflect professionalism and commitment.

Students are expected to be punctual and present for all lectures, laboratory, and clinical sessions.

All lab and clinical sessions are mandatory.

## **Math/Calculations Exam Policy**

Math and dosage calculations are essential for safe medication practices and repeated errors with math/dosage calculations are considered the same as medication errors. Students are required to obtain a minimum test score of 95% on the Gateway Calculations Exam prior to being eligible to successfully complete Pharmaceutical Calculations & Compounding (PHT 1035) and be eligible to register for and participate in the clinical rotations.

PHT 1035 students have three (3) opportunities to obtain the minimum test score of 95%. Any PHT 1035 student, who scores less than a 95% on the first attempt of the Exam, may review the Exam and arrange for remedial help prior to their next attempt. If the student scores less than a 95% on the 2nd attempt, they may review the Exam and arrange for remedial help prior to their final attempt. Any PHT 1035 student who earns less than 95% on the third Gateway Calculations Exam will receive a failing grade for PHT 1035.

If a student fails the PHT 1035 course, and they have not failed any prior pharmacy technician program courses they may repeat PHT 1035 the following semester.

## **Drop, Withdraw and Withdraw/Fail Policy**

If a student wishes to drop a course, they may do so within the first 15% of the semester. There is no grade given and the student will incur no financial obligation for the course.

An official withdraw may also be initiated by the student through 80% of the term resulting in a grade of “W”. A “W” grade has no credit and is not computed in the GPA**.** Students withdrawing from any course should follow the PPSC college procedure.

Withdrawing for any reason after the official “Drop Date” (the first 15% of the term; see PPSC Semester Schedule) will result in the student forfeiting the Colorado College Opportunity Fund (COF) credit in an amount equal to this course’s credit hours.

It is the student’s responsibility to meet the deadlines for drop and/or withdrawal as published in the [Instructional Calendar](https://www.pikespeak.edu/academics/instructional-services/faculty-resources/instructional-calendar.php) each academic year.

**Student’s withdrawing from any PHT course with a grade of 69.9% or below at the time of withdraw, will be considered as receiving an F for that course** It is highly recommended that if a student wishes to withdraw from a PHT course and has a failing grade at the time, the student should contact the program and then officially withdraw from the course through the records department.

If the student stops attending without officially withdrawing, a grade based on the total points earned will be assigned at the end of the semester as per the grading policy listed in the syllabus. This will usually result in an “F” on the grade report and may not be changed to a “W” once it is issued.

## **Program Progression/ Dismissal Policy**

**Students may continue participation in the pharmacy technician program based on the following conditions:**

1. Students must achieve a grade of “C” or better in every PHT course.
2. An overall GPA of 2.0 or higher must be maintained for all required courses.
3. Any student who has received an F, Unsatisfactory grade, or \*W/F (withdraw/fail) in any two pharmacy technician courses, or has failed a specific PHT course twice, or withdraws/failing from a second PHT course will not be permitted to continue in the pharmacy technician program.

* Students will not be readmitted to the Pharmacy Technician Program for a period of at least two calendar years from the end of the semester in which the last failing grade was earned**.**
* A withdrawal with a failing average at the time of withdrawal will be considered as a course failure for the pharmacy technician program.

1. Students must complete their clinical externships (PHT 1070/1071) within 2 semesters of finishing their lab coursework (PHT 1035/1040/1041). This applies to all students whether attending the program on a fulltime or part-time basis.

If more than 2 semesters lapse in between completion of PHT lab coursework and enrollment into the clinical externships, the PHT lab coursework must be retaken before the student can progress into the externship.

Students have the choice of successfully repeating each course or testing out successfully from each course. A combination of repeating and/or testing out of the individual courses may be possible after meeting with the Program Coordinator.

1. “Repeating the Course” requirements for each lab course:
2. Any student who chooses to *repeat* a required lab course instead of “testing out” will be held to the same standards of the rest of the class in which they are enrolled. All pass/fail policies applying to exams, practicums, or course completion will apply to all students equally.
3. “Testing Out” requirements for each lab course:
4. PHT 1035: successful completion of the Gateway Exam with a 95% or higher (2 attempts).
5. PHT 1041: successful completion of the practical final with an 80% or higher (automatic fail possible); AND successful completion of the written final and Top 200 Drug final with a 70% or higher. (2 attempts allowed per final)
6. PHT 1040: successful completion of the practical final with an 80% or higher (automatic fail possible); AND successful completion of the written final with a 70% or higher. (2 attempts allowed per final)
7. A student receiving a failing grade for a PHT course must repeat all components of that course.
8. If any clinical performance evaluation is unsatisfactory, the grade recorded will be a failure regardless of the number of externship hours completed.
9. Students who fail any clinical component are ineligible for re-entry to the PHT program for two years from time of failure.

## **Re-Entering Student (leave of absence/voluntary withdrawal) Policy**

Students may re-enter the Pharmacy Technician Program after a leave of absence or voluntary withdrawal based on the following conditions:

1. Only one re-entry is allowed following a program withdrawal or leave of absence, regardless of the reason.
2. A leave of absence is defined as a withdrawal from the program for extreme circumstances which prevent the student from continuing in the program.
3. Students must return within a maximum of two semesters from the time of exit from the program for any approved reason.
4. Students must submit a written letter requesting consideration for re-entry at least **4 weeks before the** semester requested to enter the Pharmacy Technician Program. This letter should be submitted to the Pharmacy Technician Program Coordinator and will contain the semester and year that he/she is requesting re-entry into the pharmacy technician program.
5. After re-entry is approved by the Program Coordinator, the student must meet with the Program Coordinator and complete a Student Readmission Plan.
6. Students who wish to re-enter after two semesters for any reason or have already used their one-time re-entry will be required to re-apply as a new student and meet all current admissions criteria. The student will also need to repeat any pharmacy technician program coursework that had previously been completed.
7. All re-entering students will be subject to the current policies of the Pharmacy Technician Program.
8. All re-entries will be on a space available basis. There is no guarantee which semester re-entry may occur.
9. Re-entering students will also be required to repeat and pass a drug test and criminal background check at the student’s expense.
10. The final decision for re-entry rests with the Pharmacy Technician Program Coordinator.

## **Advanced Practice Certificate Conditions**

1. Students must successfully complete the initial PPSC Pharmacy Technician Certificate Program in its entirety before being eligible to complete the Advanced Pharmacy Practice Certificate. Students that register for the advanced pharmacy practice coursework without first meeting this initial requirement and having approval from the Program Coordinator will be administratively withdrawn from the course(s).
2. Potential students who are not graduates of the PPSC PHT Certificate Program can gain eligibility by:
   1. Provide documentation of successful completion of an ASHP Advanced-Level Accredited PHT Program that included a hands-on lab class for sterile compounding or pass a written exam and competency validation for sterile compounding.

*AND*

* 1. Pass a written calculation exam

*AND*

* 1. Be PTCB Certified, active & in good standing.
  2. If unable to pass the written exam and/or competency validation required for course eligibility, the student can take PHT 1040 (Institutional Pharmacy) as a refresher/overview course. To register for PHT 1040, students must complete the PHT 1035 Gateway Calculations Exam with a 95% or higher (within 2 attempts).

## **Drug Testing Policies**

The Pikes Peak State College Pharmacy Technician Program conforms to the common health profession requirement for drug testing. Both initial enrollment in the PPSC Pharmacy Technician Program and subsequent placement at clinical sites is contingent upon presentation of a negative drug test. PPSC will not accept a previous employment drug test.

All students enrolling in the PPSC Pharmacy Technician Program, in addition to other established entry criteria, must agree to present documentation of a current drug test. **The drug test and/or any necessary transportation to a testing facility must be paid for at the student’s expense**. For initial drug testing, students must use the designated lab and testing date identified by the PPSC Pharmacy Technician Program.

Only the person for whom a prescription drug is prescribed can bring the medication on PPSC property or a clinical setting. The prescription drug must be in its original container. The student must use the prescription drug only in the manner, combination, and quantity prescribed. Suspicion-based alcohol or drug testing will be performed if performance or behavior in the Pharmacy Technician Program is suspected to be substance related.

**Refusal to Participate**- Students may refuse to participate in initial or suspicion-based testing. However, those students refusing, will not be admitted into the Pharmacy Technician Program, or will be dismissed from the Program. Any student who refuses to test based on reasonable cause while they are in the program could lead to disciplinary action, up to and including dismissal from the Pharmacy Technician Program. The PPSC Pharmacy Technician Program supports and enforces a zero (0) tolerance alcohol and drug policy.

**Suspicion-Based Testing**

The Pharmacy Technician Program may test students on a reasonable cause basis. If a student is having performance problems, or if the faculty member or clinical staff directly observes behavior in the clinical setting that may be alcohol or drug related, the student will be requested to submit immediately to drug or alcohol testing at the student’s expense. If this must be performed at an alternative site, transportation must be arranged via taxi and the student is responsible for paying for transportation. Continuance in the Pharmacy Technician Program is contingent on consent by the student for testing. Refusal to consent to testing will result in disciplinary action up to and including dismissal from the program. The program has the right to access and review the results of any testing. If the test is positive and/or the student is impaired the student will be sent home via alternative transportation, at the student’s expense. The student will be dismissed from the program.

**Definitions**

Alcohol Testing: Providing a breath, blood or urine sample to determine the presence of alcohol.

Authorized Lab: A collection site or sites identified by the PPSC Pharmacy Technician Program where students may present themselves for the purpose of taking a drug test.

*Controlled Substance:**has the meaning assigned by the Title 21 United States Code (USC)*

*Controlled Substances Act Section 21 USC 802 and includes all substances listed on Schedule I through V as they may be revised from time to time (21 CFR 1308), such as amphetamines, natural and synthetic opiates, marijuana, cocaine, barbiturates, methadone, phencyclidine, benzodiazepines and propoxyphene and their metabolites, and prescription drugs for which the student does not have a current prescription.*

Drug Test: Providing a blood and/or urine sample to be analyzed for the presence or absence of specific controlled substances, as well as for substitution, adulteration, or dilution of the sample.

Positive Test: The presence in the test sample of illegal drugs and/or metabolites, or of prescription drugs and metabolites for which the student does not have a current prescription (\*excluding medical marijuana), at levels exceeding current testing guidelines. Dilute test results may be considered to be positive test results.

\*Although possession and use of marijuana both recreationally and for certain medical conditions consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continue to be prohibited while a student is on campus, including any time the student is in a clinical experience or representing the College.

Drug: Any substance (other than alcohol) that is a controlled substance as defined in this section.

On Duty Time: Beginning when a student arrives at a clinical rotation site until the time he/she leaves the clinical rotation site, or all time actively participating in any PPCC Pharmacy Technician Program class, lab or other activities including volunteer activities.

Reasonable Cause: When the College or clinical rotation site believes the actions or appearance or conduct of a pharmacy technician program student who is on duty is indicative of the use of alcohol or a controlled substance.

Suspicion-Based Testing: The student may be required to submit to a drug test if Pharmacy Technician Program personnel or clinical site personnel have reasonable cause to believe that a student’s performance problems or displayed behavior may be substance related.

**Policy and Procedure for Drug Screening and Criminal Records Check for Program Participation**

**Pharmacy Technician Program / Pikes Peak State College**

**Policy 1. Required Drug Screens and Criminal Records Checks**

* All pharmacy technician students will be expected to pass a drug screen (urine test) and criminal records check at the start of the program and at least one additional time during the program, before going on to complete clinical rotations. Passing results of both tests are required for continuance and/or completion of the Pharmacy Technician Program.

*Rationale:* The Pharmacy Technician Program’s curricular criteria and academic standards for course credit and program achievement require students enrolled in the program to undergo training at clinical sites under the supervision of a preceptor. In order for a preceptor to provide appropriate and relevant training and evaluation of students assigned to his or her clinical site, students will be allowed a degree of access to controlled substances. Federal and state statutes governing authorized access to the aforementioned controlled substances require the preceptor as well as the College to ensure that a student is fully suitable to be in the Pharmacy Technician Program in general and at a clinical site in particular. A critical element of determining a student’s suitability for participation in the program as well as assignment at one or more clinical sites during the course of his or her program, is to determine that the student does not have a criminal record of drug-related and/or other offences that might disqualify the student from any future licensing that may be required to work as a pharmacy technician and/or possibly place the clinical site’s relevant drug-related licenses in jeopardy by the placement of an unsuitable student at their clinical site.

Pikes Peak State College (“PPSC”) is required to declare the suitability of every student to authorized representatives of each clinical site where a student is assigned. Therefore, all pharmacy technician students must undergo a drug screen and criminal records check as a term and condition of their enrollment in the College’s Pharmacy Technician Program.

*Procedure 1.1:* Students will be required to submit to the tests during the following courses:

PHT 1011 – Introduction to Pharmacy

PHT 1040 – Institutional Pharmacy (course most often taken close to time of starting clinical rotations)

*Procedure 1.2:* The drug screen tests and criminal records check will be conducted by a contractor which PPSC has contracted for services – currently Castlebranch (2024).

*Procedure 1.3:* Students will be given a limited time period in which to complete the required drug screens. If a student misses the required date that the screen must be complete by, it will be considered a “failing” result. Student will then have to follow Policy 3 and will be terminated from participation in the PPSC PHT Program.

**Policy 2. Handling of Drug Screen and Criminal Records Check Results**

All results will be confidentially reported to and filed at Pikes Peak State College and may be shared with authorized. clinical site representative deemed appropriate in order to determine the student’s suitability to enroll in the College’s Pharmacy Technician Program and/or to be assigned to a clinical site selected by the College.

*Procedure 2.1:* Results will be reported to the Human Resources Department who will then notify the coordinator of the Pharmacy Technician Program when:

1. A student has completed the drug screen requirements.
2. A student’s drug screen results show positive detection for controlled or illegal substances.
3. A student’s criminal records check shows possible disqualifying criteria.

*Procedure 2.2:* All results kept on file with Human Resources and the Pharmacy Technician Program regarding drug screen/criminal records check results will be kept confidential and separate from student academic records.

*Procedure 2.3:* Results of any information and/or medical records pertaining to a student’s criminal record and/or drug screen results will be released to any authorized clinical site representative deemed appropriate in order to determine the student’s suitability to enroll in the College’s Pharmacy Technician Program and/or to be assigned to a clinical site selected by the College.

**Policy 3. Consequences for Positive Results on First Required Drug Screen (PHT 1011)**

* Any student testing positive on their first required drug screen will be allowed the opportunity to provide documentation of proper (legal) use to the Human Resources Department.

*Procedure 3.1:* If proper documentation is provided to the Human Resources Representative, the student will be allowed to continue in the Pharmacy Technician Program.

*Procedure 3.2:* If proper documentation is not provided to the Human Resources Representative, the student will be dismissed from the Pharmacy Technician Program immediately and afforded the opportunity to appeal their dismissal pursuant to State Board Policy.

1. Student will be allowed to complete currently enrolled pharmacy technician courses (excluding PHT 1070 & PHT 1071); however, the student will not be allowed to register for any subsequent pharmacy technician courses. (See “Re-Admission Policy”)

**Policy 4. Consequences for Positive Results on Second Required Drug Screen (PHT 1040)**

* Any student testing positive on their second required drug screen will be allowed the opportunity to provide documentation of proper (legal) use to the Human Resources Department.

*Procedure 4.1:* If proper documentation is provided to the Human Resources Representative, the student will be allowed to continue in the Pharmacy Technician Program as usual.

*Procedure 4.2:* If proper documentation is not provided to the Human Resources Representative, the student will be dismissed from the Pharmacy Technician Program immediately and afforded the opportunity to appeal their dismissal pursuant to State Board Policy.

1. Student will be allowed to complete currently enrolled pharmacy technician courses (excluding PHT 1070 & PHT 1071); however, the student will not be allowed to register for any subsequent pharmacy technician courses. (See “Re-Admission Policy”)

**Policy 5. Drug Screens During a Clinical Rotation**

* Students may be subject to mandatory drug testing at the clinical agency in which there are completing their assigned rotations. Testing may be random (per site policy) or may be requested by the clinical site if the student is exhibiting any questionable behavior. The student is responsible for the cost. If results are inconclusive, mandatory testing will be required at the student’s expense. The student may not return to the clinical site until a valid, passing result is obtained.
* Any student testing positive on their drug screen(s) during their clinical rotation will be allowed the opportunity to provide documentation of proper (legal) use to the Human Resources Department.

*Procedure 6.1:* If proper documentation is provided to the Human Resources Representative, the student will be allowed to continue in the Pharmacy Technician Program.

*Procedure 6.2:* If proper documentation is not provided to the Human Resources Representative, the student will be dismissed from the Pharmacy Technician Program immediately and afforded the opportunity to appeal their dismissal pursuant to State Board Policy.

1. Student will not be allowed to continue completion of courses PHT 1070 and PHT 1071 (clinical rotations), and the student will not be allowed to register for any subsequent pharmacy technician courses. (See “Re-Admission Policy”)

**Policy 7. Consequences for Failing Results on Criminal Records Check**

**A student will be disqualified from the Pharmacy Technician Program based on the following guidelines:**

* Felony convictions for violent felonies, including but not limited to homicide or sexual offence. (no time limit)
* Felony convictions for drug use, possession, or distribution in the seven (7) years immediately preceding enrollment in the program.
* Other felony convictions with seven (7) years.
* Violent misdemeanor convictions in the five (5) years immediately preceding enrollment in the program.
* Nonviolent misdemeanor convictions in the five (5) years immediately preceding enrollment in the program.
* The following crimes will result in automatic disqualification:
  + Any offense involving unlawful sexual behavior.
  + Any crime of child abuse, as defined in C.R.S. 18-6-401
  + Crimes of moral turpitude (prostitution, public lewdness/exposure, etc)
  + Any offense in another state, the elements of which are substantially similar to the elements of any of the above offenses.
* Any student with failing results on their criminal background check(s) during the course of the Pharmacy Technician Program will be allowed the opportunity to discuss said results with the Human Resources Department.

1. If investigation reveals information that could be relevant to the enrolled student’s criminal background check, the Human Resources Department may request additional information from the student.

* Each offence will be reviewed on a case-by-case basis.
* Students who have successfully completed the terms of a deferred adjudication agreement will not be disqualified.

*Procedure 7.1:* If proper documentation/information is provided to the Human Resources Representative, the student will be allowed to continue in the Pharmacy Technician Program.

*Procedure 7.2:* If proper documentation/information is not acquired by the Human Resources Department in regard to the disqualifying information on the criminal records check, the student will be dismissed from the Pharmacy Technician Program immediately and afforded the opportunity to appeal their dismissal pursuant to State Board Policy.

1. Student will be allowed to complete currently enrolled pharmacy technician courses (excluding PHT 1070 & PHT 1071); however, the student will not be allowed to register for any subsequent pharmacy technician courses. (See “Re-Admission Policy”)

**Policy 8. Pharmacy Technician Program Re-Admission Policy**

* + If a student has been dismissed from the Pharmacy Technician Program due to one of the above reasons listed in Policy 7 on his or her criminal background check but has since successfully completed the terms of a deferred adjudication agreement, the following conditions apply for consideration for re-admittance to the program except for the 2 academic year waiting period.
  + If a student has been dismissed from the Pharmacy Technician Program for any of the above reasons, all of the following conditions will apply for consideration for re-admittance to the program.

*Procedure 8.1:* Consideration for re-admittance to the program will only take place after 2 academic school years have passed since the student’s termination from the program. Consideration for re-admittance will include the following:

1. Student must be able to pass a current drug screen/criminal records check at their cost.
2. Pharmacy technician courses in which the student has already taken may or may not be transferable at the time of re-admittance.
3. Course curriculum and requirements may or may not change between the student’s dismissal from the program and time of re-admittance.
4. All admittance policies during the time of re-admittance will apply. Re-admittance to the Pharmacy Technician program is not a guarantee. Re-admittance is at the discretion of the Pharmacy Technician Program Coordinator and the Dean. Each offence will be reviewed on a case by case basis.

**Policy 9. Pharmacy Technician Program Clinical Experience Requirements**

* + Not only are the background screens and drug tests for students in the pharmacy technician program required because of the potential patient interaction and contact with scheduled narcotics, but also because it is a realistic expectation that these requirements will also need to be met for employment purposes upon graduation.

* + The background screens and drug tests for students in the pharmacy technician program are also required due to the contractual agreements between PPSC and the various clinical sites in which PPSC Pharmacy Tech students work for their clinical experience requirements. Considering this point, the following rule applies to all Pharmacy Technician students – INCLUDING THOSE STUDENTS WHO HAVE BEEN PREVIOUSLY ENROLLED IN THE PHARMACY TECHNICIAN PROGRAM, THOSE WHO HAVE BEEN ATTENDING THE PROGRAM PART-TIME OVER SEVERAL YEARS, THOSE WHO HAVE JUST STARTED THE PROGRAM RECENTLY, AND THOSE STARTING RIGHT NOW:
    - Every student must complete their clinical experiences (PHT 1070 and PHT 1071) within six (6) months of the student’s most recent background screen and drug test. If the student, for whatever reason, does not complete their clinical experiences within the 6-month time frame of either of the above-mentioned screens in PHT 1011 or PHT 1040, they will be required to complete another set of screens.
      * This additional set of screens will be at the student’s cost.
      * The student will not be allowed to begin their clinical experience until this additional set of screens is completed.

**NO EXCEPTIONS WILL BE CONSIDERED IN THIS POLICY**

# Policy Changes

The policies and procedures contained in this handbook are to be used in conjunction with the general requirements, policies, and procedures of Pikes Peak State College.

The Faculty and Coordinator of the PPSC Pharmacy Technician Program reserve the right to change Pharmacy Technician Program policies. The pharmacy technician program student will be informed in writing of policy changes in a timely manner. Any changes will also be posted on Desire 2 Learn (D2L), the PPSC pharmacy technician program website and announced in the classroom/ lab setting.

# 

# EVALUATION/ GRADING

## **Grading/Evaluation Policies**

An overall GPA of 2.0 or higher must be maintained for the student to progress in the Pharmacy Technician Program.

If any practicum (PHT 1014/PHT 1035/ PHT 1040/ PHT 1041) is unsatisfactory, the grade recorded will be a failure regardless of the grade achieved in the class up to that point.

A student receiving a failing grade for a pharmacy technician program course must repeat all components of that course.

Students who fail any clinical component (PHT 1070 and/or PHT 1071) are ineligible for re-entry to the program for two years from time of failure. (See policies on re-entry)

The evaluation procedure for computing the theory grade and the general and specific performance criteria for each course are given to the student in writing in the syllabus and/or on the first day of class. Grades will be derived from the following scale:

A 90.0 – 100%

B 80.0 – 89.9%

C 70.0 – 79.9%

F 69.9% and below

As per PHT Program Policy: if you have a failing grade point average in the class at the time of withdrawing from the course, your grade will be recorded for program purposes as a ‘W/F’ and will apply towards the program’s academic progression policy as an ‘F’.

The total calculation will only be made at the END of the course grading period.

-Exception: Under the circumstances of withdrawal, the grade will be based on total grade calculation at the time and date of withdrawal.

Students should refer to individual course syllabi for complete explanations of possible course points, quizzes, exams, and any other assignments. It is the student’s responsibility to clarify all grading questions with the instructor.

There will be no retake of exams failed.

## **Testing/Exams Policy**

All exams are to be taken at scheduled times. If a student is unable to take an exam at the scheduled time due to extenuating circumstances, the student must notify the instructor prior to the scheduled test time (or as specified in the individual course syllabi). REFER TO CLASS SYLLABUS REGARDING SPECIFIC POLICIES FOR MAKE-UP EXAMS PER COURSE.

**Exams given in class will follow specific guidelines in the Pharmacy Technician Program, including but not limited to:**

* No electronic devices (cell phones, tablets, smartwatches, earbuds etc.) are allowed to be kept with the student during the testing procedure. All electronic devices must be turned off during the exam.
* Calculators used during testing must be approved by the faculty.
* All backpacks, purses etc. must be off the desk and may not be accessed for the duration of the exam.
* Nothing is allowed on the student’s desk except for testing booklet, pencils and approved calculators unless specified by the faculty.
* Clear water/drink bottles with labels removed are acceptable.
* No hats/sunglasses or earbuds/headphones are to be worn during testing in the classroom.
* It is the student’s responsibility to mark all answers on scantron (if used in the testing procedure) before the end of the exam. Only answers marked on the scantron will be counted.
* It is the student’s responsibility to verify all directions on the test before turning in the exam.
* No questions should be asked of faculty about exam content during a test except for grammar or typographical error questions. Faculty will not answer or interpret any exam content during a test. Definitions of words/terms will be provided only at the instructor’s discretion.
* No extra time will be allowed for students who arrive late for scheduled quiz/exam.
* If a student must leave class during a test, the test must first be completed and handed in to the faculty. If the student did not complete the test, the student will receive a grade based on the portion of the exam completed at the time of submission.
* It is the student’s responsibility to contact the faculty for scheduling a make-up exam.
  + Make-up exams will be given by appointment only and may be given in the pharmacy technician program department offices, a classroom with a proctor, or in the Testing Center. See individual course syllabi.

Students are expected to complete all exams as scheduled within the course. If the exam is not taken within its given time frame, (unless prior approval from faculty), the student will earn a grade of “0”.

Some courses may administer unscheduled quizzes. See specific course syllabi for related policies.

Exams required for online classes will be timed and have online proctoring service. The proctoring service requires tests to be taken with a computer equipped with a camera and that camera must be on for the entire duration of the exam.

**If a student does not have that capability or doesn’t wish to have the camera on during the exam, then they may discuss the option to take all tests in the testing center or other in-person proctored environment with the instructor.**

Online exams are expected to be completed by the student enrolled in the course and testing integrity should always be maintained. This means that during your online exams there should be no use of online browsers, cell phones, friend/partner, or other third-party or related resources.

**If breach of academic integrity is suspected, a student may be required to schedule and complete all exams at the Testing Center or in-person with the instructor.**

# LABORATORY INFORMATION

# General Lab Policies

1. Students participating as patients in lab will be under the guidance of a pharmacy technician program instructor. No one shall attempt to give real medication, injections, or provide any other invasive medical procedure to other students.
2. Instructors must be informed of any injuries or accidents immediately.
3. Children are not allowed into the labs.
4. Closed toe shoes will be worn at all times during labs.
5. Dress code will be followed at all times. Dress code requires, at minimum:
   1. Black scrub pants
   2. Approved PPSC PHT Program Scrub top (from PPSC bookstore)
   3. Approved PPSC PHT Program patch (from PPSC bookstore)
   4. Other requirements as dictated per individual course or individual lab procedures. See specific course syllabi for additional dress code policies for individual course lab procedures as these may vary. (Examples may include required tennis shoes, hair up and out of face, no piercings or acrylic nails, professional business dress, etc.)
6. All individuals are expected to read and adhere to instructions for properly and safely working with laboratory equipment to include all simulation equipment.
7. NO smoking, vaping, drinking or eating in the lab at any time, except for within approved areas.
8. Instructor may add additional rules at any time to ensure the safety of all individuals in lab.

### **Equipment & Room Safety, Pharmacy Technician Program Simulation Lab**

Policies specific to the Pharmacy Technician Program Simulation Lab will be addressed by the Pharmacy Technician Program Coordinator, Laboratory Instructor, or Pharmacy Technician Program Faculty.

1. Electrical equipment:
2. Know your equipment before usage, preventing mishaps.
3. Checked for frayed or splitting cords, missing dials, or general damage to the equipment. Report damages to the faculty immediately.
4. Ensure equipment is not resting on the electrical cord.
5. Ensure electrical cord does not become a tripping hazard.
6. Unplug by gripping and pulling from the plug base and not from the cord.
7. Ensure equipment is turned off before leaving the lab.
8. Return equipment to its appropriate location. Return all supplies to original packaging for the next student as appropriate.
9. Student’s personal items (books, coats, etc.) shall be placed in an area that should not obstruct entrances and exits to the lab to protect the personal safety of everyone.
10. Clean up any water spills immediately. It is difficult to see water on the light-colored floors. Inform Lab instructors of any large spills.
11. All sharps will be placed into the sharps container, **NO EXCEPTIONS**. Dispose of contaminated material in marked containers.
12. All furniture will be returned to their respective places after each lab.
13. Chairs or stools placed at the table and/or at appropriate computer counter.
14. Drugs returned to the shelves.
15. Compounding equipment is cleaned and returned to designated lab workstation location.
16. All trash should be picked up and placed in the trash receptacle.
17. Simulated Medical Set-ups: All simulated medications that are used for practice purposes are not fit for human consumption.
18. Each course and section have scheduled laboratory times.If a student feels they need additional practice or instruction in the lab, time must be arranged with course /lab instructors. Additional lab time is not guaranteed and is at the discretion of faculty and the program coordinator, based on availability.
19. Instructor may add additional rules at any time to ensure the safety of all individuals in lab**.**

### **Attendance in Lab**

Students are expected to be punctual and present for all lectures, laboratory, and clinical sessions.

All lab and clinical sessions are mandatory.

It is generally not possible to arrange laboratory make-up time.

All lab requirements must be passed successfully in order to receive a passing grade in any PHT course with a lab component.

Additional policies and requirements as well as consequences for chronic attendance issues are addressed in course syllabi.

# Signature Forms

## **Acknowledgement of Program Participation Requirements**

IMMUNIZATIONS:

I understand that I am responsible for providing the Pharmacy Technician Program with any necessary required documentation such as initial immunization forms, proof of background checks and required updates for immunizations throughout the entire Pharmacy Technician Program. I understand that I must provide copies of any requested documentation to the Pharmacy Technician Program Coordinator. I understand that lack of proper documentation means I am not eligible to attend clinical under any circumstances.

Failure to provide required documentation may also require withdrawal from the Pharmacy Technician Program. If withdrawal is necessary, I understand that I will be required to submit a letter requesting re-entry to the Pharmacy Technician Program and to follow the readmission policies found in the pharmacy technician program student handbook.

PPSC Pharmacy Technician Program does not provide copies of prior immunizations or health records. Students are responsible for keeping all originals for their records.

DRUG SCREEN/CRIMINAL BACKGROUND CHECK

I have read and understand the Program Policies for Criminal Record Checks and Drug Screening. I understanding there are no exceptions to these requirements. I understand there is a separate fee required for each screen and this is my financial responsibility.

RELEASE OF INFORMATION:

My signature authorizes PPSC to release information concerning program requirements (such as immunizations, drug screen and background check information) to clinical facilities if requested.

ADVISING:

I also understand that a Student Advising Form must be completed for each semester enrolled in the Pharmacy Technician Program. This form is to be completed in conjunction with the Program Coordinator prior to the end of the last class period each semester.

Student signature:

* Signed

Printed Name \_

Date

## **Waiver of Rights, Assumption of Risks, and Release of Liability, Agreement**

Course: \_\_Pharmacy Technician Program Instructors: Nicole Davis, Marcia Janos and all Part-time Instructors

* Semester Start Date (Beginning of Program): ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing this form, I acknowledge that I am about to participate in a course, program, or activity that has inherent risks, hazards and dangers that cannot be eliminated. I acknowledge that these include, without limitation, risks from the activity itself, transportation to and from the activity, risks connected with my physical condition and required exertion, risks from improper usage of equipment, and actions of other participants or spectators. I acknowledge that I am responsible for providing my own health and/or accident insurance while participating in this course, program, or activity. I acknowledge that I may be photographed, videotaped, and/or recorded while engaged in this college related activity. I hereby consent to and authorize any use and reproduction by you, or anyone authorized by you, of any and all photographs/digital images/video tapes/recordings.

I hereby accept full responsibility for any damages that I may cause to PPSC equipment and/or my accommodations and agree that I am responsible for compensating PPSC or other businesses the full amount. I also recognize that this is a college sponsored course/program/activity and I agree to abide by all college policies, as well as State and Federal laws on the course/program/activity. This includes omitting the use of alcohol and illicit drugs, and not bringing or using any weapons. I am aware that if I choose NOT to abide by college rules and policies, I will be subject to PPSC disciplinary action as well as possible State or Federal charges. I further understand that I may be banned from future PPSC courses, programs, or activities.

For myself, my heirs, successors, executors, I hereby knowingly and intentionally waive and release, indemnify and hold harmless the college, Pikes Peak State College (PPSC), The State Board for Community College and Occupational Education, The State of Colorado, trustees, officers, employees, agents and volunteers from and against all claims, actions, causes of action, liabilities, suits, expenses and NEGLIGENCE of any kind of nature arising directly or indirectly out of any damage, loss, injury, paralysis or death in connection with my participation in this course, program or activity and/or use of this equipment and to waive all claims for damages or losses against the state, the Board or the college which may arise from such activities.

Furthermore, I understand that this release shall be forever binding and no rescission, modification, or release there from may be made without the express written consent of Pikes Peak State College and State Board for Community Colleges and Occupational Education.

I, ­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print student’s name) HAVE CAREFULLY READ, CLEARLY UNDERSTAND, AND VOLUNTARILY SIGN THIS WAIVER, ASSUMPTION OF RISKS AND RELEASE AGREEMENT.

S# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature (Student must be 18 yrs. or older)

Printed name

Date

\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact Name Emergency Phone

Students under 18 are not allowed to perform these skills, therefore cannot remain in class.

### **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. Please see PPSC’s ADA Policy in the college catalog for additional information. A copy of requirements of essential functions required by local institutions is available upon request.

The student must demonstrate the following abilities:

| **Categories of Essential Functions** | **Definition** | **Example of Technical Standard** |
| --- | --- | --- |
| Observation | 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 require functional use of visual, auditory, and somatic sensations. | 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 |
| Communication | Ability to communicate independently and effectively in English using verbal, non-verbal and written formats with faculty, other students, clients, families and all members of the healthcare team. | * Exercise excellent verbal and interpersonal communication work to impart information to clients or to the public, to convey instructions to patients or co-workers clearly and accurately * 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 |
| Motor | Sufficient motor ability to execute the movement and skills required for safe and effective pharmaceutical practice | * 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) * Excellent fine motor skills and hand/finger strength, such as those required to perform sterile compounding using strict aseptic technique. * The ability to manipulate needles and syringes while holding your arms out in front of you for extended periods of time. * Lift up to 50 pounds * Stand and/or walk for long periods of time (8-12 hours) |
| Intellectual  Intellectual (continued) | Ability to collect, interpret and integrate information and make decisions**.** | * Read and comprehend relevant information in textbooks, prescriptions and medication orders, medical records and professional literature * 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 |
| Behavioral and Social Attributes | 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. | * 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 Accessibility Services (AS) Office if they feel they cannot meet one or more of the technical standards listed. Each PPSC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through AS on the campus where they expect to take the majority of their classes. Students are encouraged to request accommodations and meet with AS prior to applying for the pharmacy program. Due to the nature of pharmaceutical work, certain accommodations may conflict with institutional, state, or federal regulations and/or accreditation requirements for operating in environments that require specific skills, abilities, or levels of sterility.

If you have questions regarding your abilities to meet the technical standards, please contact the pharmacy department chair prior to applying to the program.

Health Sciences programs establish technical standards and essential functions to ensure that students have the abilities required to participate and potentially be successful in all aspects of the respective programs, and to ensure that the program remains in compliance with their accrediting agency. In addition, student requirements related to the technical standards are further affected by the requirements of the externship sites which are regulated by the State Board of Pharmacy, the Joint Commission, and various other federal and state agencies. Students are required to meet technical standards and essential functions for the Pharmacy Technician Program as indicated above, if an applicant or student is unable to meet all of the outlined standards, he/she may be withdrawn from the program.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_**

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand these technical standards and essential functions are required to be successful in the pharmacy field, and I understand I am required to meet all of these standards to successfully participate in and complete the Pharmacy Technician Program. I understand these standards are based on industry standards and the ASHP Accreditation Standards (3.1).**

* ***Student Signature: Date:***

***Printed name:***

## **PPSC PHT Program Talent Release Form**

I hereby grant permission to the rights of my image, likeness and sound of my voice as recorded without payment or any other consideration. I understand that my image may be edited, copied, exhibited, published, or distributed and waive the right to inspect or approve the finished product wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of my image or recording. I also understand that this material may be used in diverse educational settings within an unrestricted geographic area.

By signing this release, I understand this permission signifies that video recordings of me may be electronically displayed via the Internet, broadcast, in public educational settings, and other settings as deemed appropriate. I understand that there is no time limit on the validity of this release nor is there any geographic limitation on where these materials may be distributed.

I understand and agree that this release applies to photographic, audio or video recordings collected as part of the sessions related to this document only.

By signing this form, I acknowledge that I have completely read and fully understand the above release and agree to be bound thereby. I hereby release all claims against Pikes Peak State College, its programs, students, employees, and related organizations utilizing this material for educational purposes.

Additional Details:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address/P.O. Box: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: Postal / Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: ( \_\_ ) \_\_ - \_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If this release is obtained from a presenter under the age of 18, then the signature of that presenter’s parent or legal guardian is also required.

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **Student Training Plan/Progress Survey**

**Student Training Plan/Progress Survey: Part 1 of 2**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name:** | | | | | | **Semester 1**  **Term:** | | | **Date:** | | | | |
| **Grade average: \_\_\_\_%** | | |  |  | |  |  | |  |  | |
| 1. Are you please with your grade? Why or why not? | | | | | | |  | |  |  | |
|  |  |  |  |  | |  |  | |  |  | |
|  |  |  |  |  | |  |  | |  |  | |
| 2. What area(s) of study do you feel most confident? | | | | | | |  | |  |  | |
|  |  |  |  |  | |  |  | |  |  | |
|  |  |  |  |  | |  |  | |  |  | |
| 3. What area(s) of study do you feel you need the greatest improvement? | | | | | | | | | |  | |
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| **Absences: \_\_\_\_\_\_\_\_** | | |  |  | |  |  | |  |  | |
| 1. Do you feel your attendance has (absences, tardies, leaving early) affected the outcome of your grades/skills/knowledge? Explain. | | | | | | | | | | | |
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|  |  |  |  |  | |  |  | |  |  | |
| **Work Ethics:** On a scale of 1-5 (5 being excellent), rate yourself in each category: | | | | | | | | | | | |
| Attendance:\_\_\_\_ | | Character: \_\_\_\_ | | Teamwork: \_\_\_\_ | | | Appearance:\_\_\_ | | | |  |
| Attitude: \_\_\_\_\_\_ | | Productivity:\_\_\_ | | Confidence: \_\_\_ | | | Participation: \_\_\_ | | | |  |
| Cooperation:\_\_\_ | | Respect:\_\_\_\_\_\_ | | Study Skills:\_\_\_\_ | | | Communication: \_\_\_ | | | |  |
| 1. What is/are your strongest work ethics trait(s)? | | | | | | | | | | |  |
|  |  |  |  |  | |  |  | |  | |  |
| 2. What is/are your weakest work ethic trait(s)? | | | | | |  |  | |  | |  |
|  |  |  |  |  | |  |  | |  | |  |
| 3. What work ethics traits do you feel you have that would help you to maintain successful employment? | | | | | | | | | | | |
|  | |  |  |  | |  |  | |  |  | |
|  |  |  |  |  | |  |  | |  |  | |
| 4. What can you do to improve the weak trait(s)? | | | | | | | | | | | |
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|  |  |  |  |  | |  |  | |  |  | |
| **PROGRAM OUTCOMES AND EMPLOYMENT GOALS:** | | | | | | | | | | | |
| 1. Discuss area(s) of low scores on progress form. | | | | | | | | | | | |
|  |  |  |  |  | |  |  | |  |  | |
|  |  |  |  |  | |  |  | |  |  | |
| 2. At this point, what are your plans for employment upon graduation? Do you plan to work in a community pharmacy, hospital pharmacy, or other? And have you changed your mind in regard to this question since you started the program? Explain. | | | | | | | | | | | |
|  |  |  |  |  | |  |  | |  |  | |
|  |  |  |  |  | |  |  | |  |  | |
| 3. Do you plan on becoming a certified Pharmacy Technician? Why or why not? | | | | | | | | | |  | |
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| **COMMENTS BY STUDENT:** | | |  |  | |  |  | |  |  | |
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| **COMMENTS BY PROGRAM COORDINATOR:** | | | | | |  |  | |  |  | |
|  |  |  |  |  | |  |  | |  |  | |
|  |  |  |  |  | |  |  | |  |  | |
| Student Signature:   Date: | | | | | | | | | | | |
| Program Coordinator Signature:   Date: | | | | | | | | | | | |

## **Student Training Plan/Progress Survey**

**Student Training Plan/Progress Survey: Part 2 of 2**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name:** | | | | | | **Semester 2**  **Term:** | | | **Date:** | | | | |
| **Grade average: \_\_\_\_%** | | |  |  | |  |  | |  |  | |
| 1. Are you please with your grade? Why or why not? | | | | | | |  | |  |  | |
|  |  |  |  |  | |  |  | |  |  | |
|  |  |  |  |  | |  |  | |  |  | |
| 2. What area(s) of study do you feel most confident? | | | | | | |  | |  |  | |
|  |  |  |  |  | |  |  | |  |  | |
|  |  |  |  |  | |  |  | |  |  | |
| 3. What area(s) of study do you feel you need the greatest improvement? | | | | | | | | | |  | |
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|  |  |  |  |  | |  |  | |  |  | |
| **Absences: \_\_\_\_\_\_\_\_** | | |  |  | |  |  | |  |  | |
| 1. Do you feel your attendance has (absences, tardies, leaving early) affected the outcome of your grades/skills/knowledge? Explain. | | | | | | | | | | | |
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|  |  |  |  |  | |  |  | |  |  | |
| **Work Ethics:** On a scale of 1-5 (5 being excellent), rate yourself in each category: | | | | | | | | | | | |
| Attendance:\_\_\_\_ | | Character: \_\_\_\_ | | Teamwork: \_\_\_\_ | | | Appearance:\_\_\_ | | | |  |
| Attitude: \_\_\_\_\_\_ | | Productivity:\_\_\_ | | Confidence: \_\_\_ | | | Participation: \_\_\_ | | | |  |
| Cooperation:\_\_\_ | | Respect:\_\_\_\_\_\_ | | Study Skills:\_\_\_\_ | | | Communication: \_\_\_ | | | |  |
| 1. What is/are your strongest work ethics trait(s)? | | | | | | | | | | |  |
|  |  |  |  |  | |  |  | |  | |  |
| 2. What is/are your weakest work ethic trait(s)? | | | | | |  |  | |  | |  |
|  |  |  |  |  | |  |  | |  | |  |
| 3. What work ethics traits do you feel you have that would help you to maintain successful employment? | | | | | | | | | | | |
|  | |  |  |  | |  |  | |  |  | |
|  |  |  |  |  | |  |  | |  |  | |
| 4. What can you do to improve the weak trait(s)? | | | | | | | | | | | |
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| **PROGRAM OUTCOMES AND EMPLOYMENT GOALS:** | | | | | | | | | | | |
| 1. Discuss area(s) of low scores on progress form. | | | | | | | | | | | |
|  |  |  |  |  | |  |  | |  |  | |
|  |  |  |  |  | |  |  | |  |  | |
| 2. At this point, what are your plans for employment upon graduation? Do you plan to work in a community pharmacy, hospital pharmacy, or other? And have you changed your mind in regard to this question since you started the program? Explain. | | | | | | | | | | | |
|  |  |  |  |  | |  |  | |  |  | |
|  |  |  |  |  | |  |  | |  |  | |
| 3. Do you plan on becoming a certified Pharmacy Technician? Why or why not? | | | | | | | | | |  | |
|  |  |  |  |  | |  |  | |  |  | |
|  |  |  |  |  | |  |  | |  |  | |
| **COMMENTS BY STUDENT:** | | |  |  | |  |  | |  |  | |
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|  |  |  |  |  | |  |  | |  |  | |
| **COMMENTS BY PROGRAM COORDINATOR:** | | | | | |  |  | |  |  | |
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|  |  |  |  |  | |  |  | |  |  | |
| Student Signature:   Date: | | | | | | | | | | | |
| Program Coordinator Signature:   Date: | | | | | | | | | | | |

## **Pharmacy Technician Program Handbook Acknowledgement Form**

**Pikes Peak State College Signature Form**

**for the**

**Pharmacy Technician Program Student Handbook**

I have read and understand the PPSC Pharmacy Technician Program Student Handbook. Furthermore, I acknowledge that I am responsible for the content and the policies within the handbook.

Student signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student printed name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Today’s Date \_

Semester/ Year

## **Pharmacy Technician Program Course Syllabus Signature Form – PHT 1011**

**Pikes Peak State College Signature Form**

**for the**

**Pharmacy Technician Program Course Syllabus**

**Course Syllabi: PHT 1011 Introduction to Pharmacy**

Each course in the Pharmacy Technician Program abides by policies in the Pharmacy Technician Program Student Handbook. Any additional requirements or policies for specific courses are printed in the Course’s Syllabus.

I have read and understand the PPSC PHT Course Syllabus for the course currently enrolled. I understand that I am responsible for the contents in the syllabus. I will ask the faculty for any clarification needed so that I can fulfill the student responsibilities to successfully complete the course.

I understand that there may be changes to the syllabus during the course and these changes will be updated in the D2L PHT Course Announcement and/or Content sections or given as written information in class.

Student signature:

Printed name:

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

## **Pharmacy Technician Program Course Syllabus Signature Form – PHT 1012**

**Pikes Peak State College Signature Form**

**for the**

**Pharmacy Technician Program Course Syllabus**

**Course Syllabi: PHT 1012 Pharmacy Law and Ethics**

Each course in the Pharmacy Technician Program abides by policies in the Pharmacy Technician Program Student Handbook. Any additional requirements or policies for specific courses are printed in the Course’s Syllabus.

I have read and understand the PPCC PHT Course Syllabus for the course currently enrolled. I understand that I am responsible for the contents in the syllabus. I will ask the faculty for any clarification needed so that I can fulfill the student responsibilities to successfully complete the course.

I understand that there may be changes to the syllabus during the course and these changes will be updated in the D2L PHT Course Announcement and Content sections or given as written information in class.

Student signature:

Printed name:

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

## **Pharmacy Technician Program Course Syllabus Signature Form – PHT 1014**

**Pikes Peak State College Signature Form**

**for the**

**Pharmacy Technician Program Course Syllabus**

**Course Syllabi: PHT 1014 Computer Skills for Pharm Techs**

Each course in the Pharmacy Technician Program abides by policies in the Pharmacy Technician Program Student Handbook. Any additional requirements or policies for specific courses are printed in the Course’s Syllabus.

I have read and understand the PPCC PHT Course Syllabus for the course currently enrolled. I understand that I am responsible for the contents in the syllabus. I will ask the faculty for any clarification needed so that I can fulfill the student responsibilities to successfully complete the course.

I understand that there may be changes to the syllabus during the course and these changes will be updated in the D2L PHT Course Announcement and Content sections or given as written information in class.

Student signature:

Printed name:

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

## **Pharmacy Technician Program Course Syllabus Signature Form – PHT 1015**

**Pikes Peak State College Signature Form**

**for the**

**Pharmacy Technician Program Course Syllabus**

**Course Syllabi: PHT 1015 Pharmacology I**

Each course in the Pharmacy Technician Program abides by policies in the Pharmacy Technician Program Student Handbook. Any additional requirements or policies for specific courses are printed in the Course’s Syllabus.

I have read and understand the PPCC PHT Course Syllabus for the course currently enrolled. I understand that I am responsible for the contents in the syllabus. I will ask the faculty for any clarification needed so that I can fulfill the student responsibilities to successfully complete the course.

I understand that there may be changes to the syllabus during the course and these changes will be updated in the D2L PHT Course Announcement and Content sections or given as written information in class.

Student signature:

Printed name:

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

## **Pharmacy Technician Program Course Syllabus Signature Form – PHT 1016**

**Pikes Peak State College Signature Form**

**for the**

**Pharmacy Technician Program Course Syllabus**

**Course Syllabi: PHT 1016 Pharmacology II**

Each course in the Pharmacy Technician Program abides by policies in the Pharmacy Technician Program Student Handbook. Any additional requirements or policies for specific courses are printed in the Course’s Syllabus.

I have read and understand the PPCC PHT Course Syllabus for the course currently enrolled. I understand that I am responsible for the contents in the syllabus. I will ask the faculty for any clarification needed so that I can fulfill the student responsibilities to successfully complete the course.

I understand that there may be changes to the syllabus during the course and these changes will be updated in the D2L PHT Course Announcement and Content sections or given as written information in class.

Student signature:

Printed name:

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

## **Pharmacy Technician Program Course Syllabus Signature Form – PHT 1035**

**Pikes Peak State College Signature Form**

**for the**

**Pharmacy Technician Program Course Syllabus**

**Course Syllabi: PHT 1035 Pharmaceutical Calculations & Compounding**

Each course in the Pharmacy Technician Program abides by policies in the Pharmacy Technician Program Student Handbook. Any additional requirements or policies for specific courses are printed in the Course’s Syllabus.

I have read and understand the PPCC PHT Course Syllabus for the course currently enrolled. I understand that I am responsible for the contents in the syllabus. I will ask the faculty for any clarification needed so that I can fulfill the student responsibilities to successfully complete the course.

I understand that there may be changes to the syllabus during the course and these changes will be updated in the D2L PHT Course Announcement and Content sections or given as written information in class.

Student signature:

Printed name:

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

## **Pharmacy Technician Program Course Syllabus Signature Form – PHT 1040**

**Pikes Peak State College Signature Form**

**for the**

**Pharmacy Technician Program Course Syllabus**

**Course Syllabi: PHT 1040 Institutional Pharmacy**

Each course in the Pharmacy Technician Program abides by policies in the Pharmacy Technician Program Student Handbook. Any additional requirements or policies for specific courses are printed in the Course’s Syllabus.

I have read and understand the PPCC PHT Course Syllabus for the course currently enrolled. I understand that I am responsible for the contents in the syllabus. I will ask the faculty for any clarification needed so that I can fulfill the student responsibilities to successfully complete the course.

I understand that there may be changes to the syllabus during the course and these changes will be updated in the D2L PHT Course Announcement and Content sections or given as written information in class.

Student signature:

Printed name:

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

## **Pharmacy Technician Program Course Syllabus Signature Form – PHT 1041**

**Pikes Peak State College Signature Form**

**for the**

**Pharmacy Technician Program Course Syllabus**

**Course Syllabi: PHT 1041 Community Pharmacy**

Each course in the Pharmacy Technician Program abides by policies in the Pharmacy Technician Program Student Handbook. Any additional requirements or policies for specific courses are printed in the Course’s Syllabus.

I have read and understand the PPCC PHT Course Syllabus for the course currently enrolled. I understand that I am responsible for the contents in the syllabus. I will ask the faculty for any clarification needed so that I can fulfill the student responsibilities to successfully complete the course.

I understand that there may be changes to the syllabus during the course and these changes will be updated in the D2L PHT Course Announcement and Content sections or given as written information in class.

Student signature:

Printed name:

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

# Program Goals Evaluation

|  |  |  |  |
| --- | --- | --- | --- |
| Key Element | Student initials | Instructor initials | Comments |
| 1.1 Demonstrate ethical conduct. |  |  |  |
| 1.2 Present an image appropriate for the profession of pharmacy in appearance and behavior. |  |  |  |
| 1.3 Demonstrate active and engaged listening skills. |  |  |  |
| 1.4 Communicate clearly and effectively, both verbally and in writing. |  |  |  |
| 1.5 Demonstrate a respectful and professional attitude when interacting with diverse patient populations, colleagues, and professionals. |  |  |  |
| 1.6 Apply self-management skills, including time, stress, and change management. |  |  |  |
| 1.7 Apply interpersonal skills, including negotiation skills, conflict resolution, customer service, and teamwork. |  |  |  |
| 1.8 Demonstrate problem solving skills. |  |  |  |
| 1.9 Demonstrate capability to manage or supervise pharmacy technicians in matters such as conflict resolution, teamwork, and customer service. |  |  |  |
| 1.10 Apply critical thinking skills, creativity, and innovation. |  |  |  |
| 1.11 Apply supervisory skills related to human resource policies and procedures. |  |  |  |
| 1.12 Demonstrate the ability to effectively and professionally communicate with other healthcare professionals, payors and other individuals necessary to serve the needs of patients and practice. |  |  |  |
| **Standard 2: Foundational Professional Knowledge and Skills undational Professional Knowledge and Skills** |  |  |  |
| 2.1 Explain the importance of maintaining competency through continuing education and continuing professional development. |  |  |  |
| 2.2 Demonstrate ability to maintain confidentiality of patient information and understand applicable state and federal laws. |  |  |  |
| 2.3 Describe the pharmacy technician’s role, pharmacist’s role, and other occupations in the healthcare environment. |  |  |  |
| 2.4 Describe wellness promotion and disease prevention concepts. |  |  |  |
| 2.5 Demonstrate basic knowledge of anatomy, physiology and pharmacology, and medical terminology relevant to the pharmacy technician’s role. |  |  |  |
| 2.6 Perform mathematical calculations essential to the duties of pharmacy technicians in a variety of settings. |  |  |  |
| 2.7 Explain the pharmacy technician's role in the medication-use process. |  |  |  |
| 2.8 Practice and adhere to effective infection control procedures. |  |  |  |
| 2.9 Describe investigational drug process, medications being used in off-label indications, and emerging drug therapies. |  |  |  |
| 2.10 Describe further knowledge and skills required for achieving advanced competencies. |  |  |  |
| 2.11 Support wellness promotion and disease prevention programs. |  |  |  |
| **Standard 3: Processing and Handling of Medications and Medication Orders** |  |  |  |
| 3.1 Assist pharmacists in collecting, organizing, and recording demographic and clinical information for the Pharmacist Patient Care Process. |  |  |  |
| 3.2 Receive, process, and prepare prescriptions/medication orders for completeness, accuracy, and authenticity to ensure safety. |  |  |  |
| 3.3 Assist pharmacists in the identification of patients who desire/require counseling to optimize the use of medications, equipment, and devices. |  |  |  |
| 3.4 Prepare patient-specific medications for distribution. |  |  |  |
| 3.5 Prepare non-patient-specific medications for distribution. |  |  |  |
| 3.6 Assist pharmacists in preparing, storing, and distributing medication products including those requiring special handling and documentation. |  |  |  |
| 3.7 Assist pharmacists in the monitoring of medication therapy. |  |  |  |
| 3.8 Maintain pharmacy facilities and equipment. |  |  |  |
| 3.9 Use information from Safety Data Sheets (SDS), National Institute of Occupational Safety and Health (NIOSH) Hazardous Drug List, and the United States Pharmacopeia (USP) to identify, handle, dispense, and safely dispose of hazardous medications and materials. |  |  |  |
| 3.10 Describe Food and Drug Administration product tracking, tracing and handling requirements. |  |  |  |
| 3.11 Apply quality assurance practices to pharmaceuticals, durable and non-durable medical equipment, devices, and supplies. |  |  |  |
| 3.12 Explain procedures and communication channels to use in the event of a product recall or shortage, a medication error, or identification of another problem. |  |  |  |
| 3.13 Use current technology to ensure the safety and accuracy of medication dispensing. |  |  |  |
| 3.14 Collect payment for medications, pharmacy services, and devices. |  |  |  |
| 3.15 Describe basic concepts related to preparation for sterile and non-sterile compounding. |  |  |  |
| 3.16 Prepare simple non-sterile medications per applicable USP chapters (e.g., reconstitution, basic ointments, and creams). |  |  |  |
| 3.17 Assist pharmacists in preparing medications requiring compounding of non-sterile products. |  |  |  |
| 3.18 Explain accepted procedures in purchasing pharmaceuticals, devices, and supplies. |  |  |  |
| 3.19 Explain accepted procedures in inventory control of medications, equipment, and devices. |  |  |  |
| 3.20 Explain accepted procedures utilized in identifying and disposing of expired medications. |  |  |  |
| 3.21 Explain accepted procedures in delivery and documentation of immunizations. |  |  |  |
| 3.22 Prepare, store, and deliver medication products requiring special handling and documentation. |  |  |  |
| 3.23 Prepare compounded sterile preparations per applicable, current USP Chapters. |  |  |  |
| 3.24 Prepare medications requiring moderate and high level non-sterile compounding as defined by USP (e.g., suppositories, tablets, complex creams). |  |  |  |
| 3.25 Prepare or simulate chemotherapy/hazardous drug preparations per applicable, current USP Chapters. |  |  |  |
| 3.26 Initiate, verify, and manage the adjudication of billing for complex and/or specialized pharmacy services and goods. |  |  |  |
| 3.27 Apply accepted procedures in purchasing pharmaceuticals, devices, and supplies. |  |  |  |
| 3.28 Apply accepted procedures in inventory control of medications, equipment, and devices. |  |  |  |
| 3.29 Process, handle, and demonstrate administration techniques and document administration of immunizations and other injectable medications. |  |  |  |
| 3.30 Apply the appropriate medication use process to investigational drugs, medications being used in off-label indications, and emerging drug therapies as required. |  |  |  |
| 3.31 Manage drug product inventory stored in equipment or devices used to ensure the safety and accuracy of medication dispensing. |  |  |  |
| **Standard 4: Patient Care, Quality and Safety Knowledge and Skills** |  |  |  |
| 4.1 Explain the Pharmacists’ Patient Care Process and describe the role of the pharmacy technician in the patient care process. |  |  |  |
| 4.2 Apply patient- and medication-safety practices in aspects of the pharmacy technician's roles. |  |  |  |
| 4.3 Explain how pharmacy technicians assist pharmacists in responding to emergent patient situations, safely and legally. |  |  |  |
| 4.4 Explain basic safety and emergency preparedness procedures applicable to pharmacy services. |  |  |  |
| 4.5 Assist pharmacist in the medication reconciliation process. |  |  |  |
| 4.6 Explain point of care testing. |  |  |  |
| 4.7 Explain pharmacist and pharmacy technician roles in medication management services. |  |  |  |
| 4.8 Describe best practices regarding quality assurance measures according to leading quality organizations. |  |  |  |
| 4.9 Verify measurements, preparation, and/or packaging of medications produced by other healthcare professionals. |  |  |  |
| 4.10 Perform point-of-care testing to assist pharmacist in assessing patient's clinical status. |  |  |  |
| 4.11 Participate in the operations of medication management services. |  |  |  |
| 4.12 Participate in technical and operational activities to support the Pharmacists’ Patient Care Process as assigned. |  |  |  |
| 4.13 Obtain certification as a Basic Life Support Healthcare Provider. |  |  |  |
| **Standard 5: Regulatory and Compliance Knowledge and Skills** |  |  |  |
| 5.1 Describe and apply state and federal laws pertaining to processing, handling, and dispensing of medications including controlled substances. |  |  |  |
| 5.2 Describe state and federal laws and regulations pertaining to pharmacy technicians. |  |  |  |
| 5.3 Explain that differences exist between states regarding state regulations, pertaining to pharmacy technicians, and the processing, handling, and dispensing of medications. |  |  |  |
| 5.4 Describe the process and responsibilities required to obtain and maintain registration and/or licensure to work as a pharmacy technician. |  |  |  |
| 5.5 Describe pharmacy compliance with professional standards and relevant legal, regulatory, formulary, contractual, and safety requirements. |  |  |  |
| 5.6 Describe Occupational Safety and Health Administration (OSHA), National Institute of Occupational Safety and Health (NIOSH), and United States Pharmacopeia (USP) requirements for prevention and treatment of exposure to hazardous substances (e.g., risk assessment, personal protective equipment, eyewash, spill kit). |  |  |  |
| 5.7 Describe OSHA requirements for prevention and response to blood-borne pathogen exposure (e.g., accidental needle stick, post-exposure prophylaxis). |  |  |  |
| 5.8 Describe OSHA Hazard Communication Standard (i.e., “Employee Right to Know”). |  |  |  |
| 5.9 Participate in pharmacy compliance with professional standards and relevant legal, regulatory, formulary, contractual, and safety requirements. |  |  |  |
| 5.10 Describe major trends, issues, goals, and initiatives taking place in the pharmacy profession. |  |  |  |