AIKEN TECHNICAL COLLEGE
PHARMACY TECHNICIAN PROGRAM MANUAL

The policies and procedures contained in this manual have been endorsed by the Pharmacy Technician Advisory Committee to ensure professional conduct of all students.

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Introduction

The Pharmacy Technician certificate is an entry-level program in providing students the academic and clinical experiences to develop competency in the scope of practice for pharmacy technicians, in accordance to federal, state, and local regulations, under the supervision of a registered pharmacist. The program provides the knowledge, skills, behaviors and abilities in preparation for a variety of pharmacy settings. Standards for personal/interpersonal skills, foundational knowledge, processing and handling of medications and medication orders, patient care, quality, and safety, and regulatory/compliance are learned. Through goals of didactic, simulated, and experiential learning environments, pharmacy technician students grasp concepts of introductory foundational knowledge, essential skills of pharmacy operations, body systems with common disorders and treatments, mathematics and calculations, pharmacy practice settings, and administrative abilities to perform competencies of pharmacy technician-related duties. The program satisfies both the South Carolina Board of Pharmacy requirements and accreditation of the American Society of Health System Pharmacists (ASHP), in partnership with the Accreditation Council for Pharmacy Education (ACPE). Upon completion of the program, students may register with the Pharmacy Technician Certification Board (PTCB) or Examination for Certified Pharmacy Technicians (ExCPT) and complete up to 200 clinical experiential hours (mandated 130 hours for ASHP programmatic accreditation) towards satisfying the 1000-hour prerequisite, under the supervision of a registered pharmacist, to meet the requirements as a South Carolina State Certified Pharmacy Technician.

MISSION STATEMENT

The mission of the Pharmacy Technician program is to provide comprehensive, quality training for the students which will lead to a technical certificate of completion. The Pharmacy Technician program provides educational and clinical opportunities for a diverse student population that fosters responsibility for accuracy and a high level of integrity. The attainment of professional standards, along with the development of communication skills and promotion of cultural sensitivity, will form the basis for the practice of pharmacy technicians.

VISION STATEMENT

The vision of the Pharmacy Technician program is to provide excellence in high quality academic standards of student learning in preparation for the workforce with entry-level skills to be applied in health care services.

Code of Ethics for Pharmacy Technicians

Preamble

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

Principles

1. A pharmacy technician's first consideration is to ensure the health and safety of the patient, and to use knowledge and skills to the best of his/her ability in serving patients.

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

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

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

5. A pharmacy technician maintains competency in his/her practice and continually enhances his/her professional knowledge and expertise.

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

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

8. A pharmacy technician never assists in dispensing, promoting or distribution of medication or medical devices that are not of good quality or do not meet the standards required by law.

9. A pharmacy technician does not engage in any activity that will discredit the profession, and will expose, without fear or favor, illegal or unethical conduct of the profession.

10. A pharmacy technician associates with and engages in the support of organizations, which promote the profession of pharmacy through the utilization and enhancement of pharmacy technicians.

Aiken Technical College
Pharmacy Technician Program
Program and Student Learning Outcomes

Program Outcomes
The following program outcomes include:

- Continuous association with the Pharmacy Technician Advisory by meeting twice annually to review course curriculum, experiential training sites, admission criteria, program completion, and student/program strategic plan outcomes
- Routine clinical rotation visits per rotation along with student timesheets, weekly externship forms, and student evaluation assessments provided by student and placed into student files
- Maintain retention rate with more increased faculty-student interactions and remediation plans
- Promote job placement through pharmacy networking, pharmacy-related job searches, possible career job opportunities externally, and communicate placement goals with advisory board
- Promote and encourage the Pharmacy Technician Certification Examination (PTCE) through ATC sponsorship with PTCB

Student Learning Outcomes

The following student outcomes to include:

GRADUATES WILL POSSESS THE SKILLS NECESSARY FOR SUCCESSFUL ENTRY-LEVEL
EMPLOYMENT

- Demonstrate and apply ethical conduct, self-management, interpersonal, and critical thinking skills in all job-related activities
- Demonstrate knowledge of the pharmacy technician profession in the areas of healthcare occupations and promotion of wellbeing, pharmacology, and pharmacy calculations
- Collect, prepare, and assist in patient information and distribution of medications
- Prepare medications requiring compounding of sterile and nonsterile products
- Initiate and assist in adjudication of billing, purchasing, and inventory control of medications, equipment, and devices
- Apply patient and medication safety practices in all aspects of work
- Demonstrate the use of technology to ensure safety and accuracy of medication dispensing
- Compare and contrast the roles of pharmacists and pharmacy technicians to ensure compliance to laws and confidentiality standards
- Apply and explain procedures for pharmaceutical equipment and supplies, product recalls, and medication errors

Aiken Technical College
Pharmacy Technician Certification Program Proposal

1. **Name of College:** Aiken Technical College
2. **Title of Program:** Pharmacy Technician
3. **Type of Credential:** Certificate
4. **ASHP/ACPE Training Category:** Entry-Level
5. **Job Description:**

A typical pharmacy technician job description is as follows:

- Act as a patient advocate by ensuring that the patient's prescribed drug therapy is followed as prescribed
- Meet patients' medical, social, and personal needs related to their pharmacy care plan
- Coordinate patients' prescribed pharmacy care with their healthcare providers to ensure that drug therapy is successful

The pharmacy technician's primary responsibilities:

- Answer patient questions and troubleshoot/resolve them promptly.
- Understand the various challenges of specific diseases.
- Assist patients with their drug therapy and pharmacy care issues.
- Process new and refill prescriptions
- Promote patients' drug compliance.
- Report all drug adverse events.
- Establish and maintain good relationships with physician/healthcare practices
- Assist in streamlining communication with the patient, insurance companies, pharmacist, nurses, lab, and other healthcare-related parties.
- Accept the full responsibility for the patient's pharmacy care plan.
- Work as part of a team to provide support to other members of the healthcare team
- Maintain current notes and paperwork related to the patient's drug therapy and pharmacy care plan
- Coordinate responses and resolutions with appropriate internal and external parties
- Perform all tasks in a safe manner that is consistent with corporate policies as well as state and federal laws

  Typical requirements included in a pharmacy tech job description include the following skills, knowledge, and abilities:
- Accurate data entry skills
- Able to read, write, and speak English fluently

  pharmacy technicians and 2 must be state certified (if the pharmacist supervises less than 3 none must be certified).

Typical requirements included in a pharmacy technician job description include the following skills, knowledge, and abilities:

- Accurate data entry skills
- Able to read, write, and speak English fluently
- Strong time management and organization skills

- Excellent communication skills, both orally and in writing
- Willingness to be a team player and promote a positive team environment
- Excellent attention to detail
- Flexible and proactive to meet varied patient needs
- Self-motivated and able to work independently
- Able to effectively present information to the patient and in small group situations
- Dedicated to excellence and quality
- Able to collaborate with other healthcare professionals
- Strong interpersonal skills
- Experienced in Microsoft Office (Word, Excel, Outlook, etc.)
- Able to add, subtract, multiply, and divide in all units of measure; this may include using whole numbers, common fractions, and decimals, as well as compute rate, ratio, and percent.

Physical demands of the job include:

- Stand for long periods of time
- Pick and pinch small tablets with fingers, as well as seize, hold, grasp, or turn objects with hands
- Perceive the size, shape, temperature, or texture of objects by touching with fingertips
- Lift and push or pull up to 10 pounds
- See objects at close vision and be able to identify/distinguish colors

Other skills and abilities include:

- Be at least 18 years of age (or as required by state law)
- Have typing skills of at least 30 wpm
- Pass a drug screening test
- Maintain confidentiality
- Offer flexibility in work hour scheduling, including evenings, holidays, and weekends

Some pharmacy technician job descriptions may also include the requirement of successful completion of accredited employer-sponsored and/or institutional curriculum training programs. Others may require a pre-employment physical exam, including a criminal background investigation. If the candidate has a felony or misdemeanor conviction, it may disqualify the applicant from employment.

6. Need for the Program

The program is offered in response to the March 2008 – South Carolina Technical College System State-Wide Pharmacy Technician Workgroup Proposal. At the request of the Board of Pharmacy, the workgroup was formed in October 2007 to determine a strategy for implementing a state-wide pharmacy technician certificate program to meet the growing demand for certified pharmacy technicians. Upon final approval from the Chief Academic Officers, colleges may offer the certificate program beginning fall semester of 2008.

The workgroup was organized with representatives from each of the sixteen technical colleges in response to the need expressed by the South Carolina Society of Health System Pharmacists for certified pharmacy technicians. Under the current statute, a pharmacy can supervise up to 3 pharmacy technicians and 2 must be state certified (if the pharmacist supervises less than 3 registered pharmacy technicians).

The South Carolina Pharmacy Association has proposed a legislative change to the ratio requirements for pharmacy technicians with states a ***pharmacist can supervise up to 4 pharmacy technicians and 2 must be state certified or a pharmacy can supervise 3 pharmacy technicians and only 1 must be state certified.***

South Carolina Board of Pharmacy Technician Duties

Approved Technician Duties Policy and Procedure #140

An employee of a pharmacy holding a pharmacy permit not registered with the SC Board of Pharmacy may perform many clerical functions associated with the practice of pharmacy. A non-registered employee is prohibited from performing the following functions:

- Entering data beyond demographic information (name, address, date of birth, gender, contact information, insurance, etc.)
- Interpreting prescription drug orders
- Handling non-dispensed legend drugs or devices
- Compounding of any over-the-counter or legend drug

Registered or Certified Pharmacy Technician

- Perform many clerical functions associated with the practice of pharmacy at a facility holding a pharmacy permit
- While fulfilling clerical functions, up to the point of dispensing requiring clinical interpretation and/or product selection, as defined in Section 40-43-30(15), registered or certified technicians would not be considered in the pharmacist to technician ratio as indicated by ***Sec. 40-43-86 (B)(4)(b).***

Registered Pharmacy Technician

Perform many technical functions associated with the practice of pharmacy at a facility holding a pharmacy permit; however, even under the direct supervision of a pharmacist, the pharmacy technician is prohibited from performing the following functions:

- Performing any duty required by law or regulation to be performed by a state certified technician, pharmacy intern or extern, or a pharmacist
- Administering immunizations
- Counseling a patient on a new or refill prescription
- Performing the final check on all aspects of the completed prescription

- Conducting or overriding a patient Drug Utilization Review and/or Drug Interaction Alerts
- Making clinical decisions based on medication reconciliation or history taking

State Certified Registered Technician

After the supervising pharmacist carefully considers the individual's abilities and/or qualifications at a facility holding a pharmacy permit, the following duties may be performed by a state certified technician:

- Receiving and initiating verbal telephone orders for non-controlled prescriptions
- Conducting a one-time transfer of a non-controlled prescription. This should in no way prohibit a future transfer of the same prescription.
- Checking a technician's refill of medications if the medication is to be administered by a licensed healthcare professional in an institutional setting;
- Checking a technician's repackaging of medications from bulk to unit dose in an institutional setting;
- Conducting monthly inspections of non-dispensing drug outlet permit sites, provided that inspection of the site does not require any clinical interpretation or review of patient charts or other patient-specific information, in which case the inspection must be completed by a pharmacist;
- A State Certified Registered Technician may not conduct inspections at any permitted site which engages in compounding;
- The consultant pharmacist of record shall conduct the inspection of the non-dispensing drug outlet permitted facility no less than every 6 months;
- If the inspection is conducted by a State Certified Registered Technician or another pharmacist, the consultant pharmacist must countersign the inspection form and send it to the non-dispensing permit site to retain for their records;
- The signed inspection form may be sent electronically.
- If a State Certified Registered Technician finds any deficiencies during the inspection, the person of contact at the permitted site must be contacted immediately and the consultant pharmacist must be notified within 24 hours

As stated in Section 40-43-82(C), "…a certified technician is prohibited from checking another technician's fill, refill, or repackaging of medications for delivery to a patient in an outpatient setting."

PHARMACY TECHNICIAN FEES			
Technician Registration Application	$56	Duplicate Registration/Wallet Card	$10
Registration Renewal	$21	License Verification	$5
Reinstatement/Reactivation	$56		

(https://www.scrx.org/assets/resources/SC%20Technician%20Duties%20-%2010-12-18.pdf)

South Carolina Pharmacy Technician State Certification Requirements

South Carolina Department of Labor, Licensing and Regulation
South Carolina Board of Pharmacy
110 Centerview Dr. • Columbia • SC • 29210
P.O. Box 11927 • Columbia • SC 29211-1927
Phone: 803-896-4700 • Contact.pharmacy@llr.sc.gov • Fax: 803-896-4596
llr.sc.gov/bop

STATE CERTIFICATION REQUIREMENTS FOR PHARMACY TECHNICIANS

This form is intended to provide current registered pharmacy technicians with the information and requirements they must meet in order to become a state-certified technician.

No application or fee is required to become State-Certified. To become a South Carolina State-Certified Pharmacy Technician, applicants must:

1. Have a current S.C. Pharmacy Technician Registration
2. Have a high school diploma or final transcript and/or GED
3. Have passed the National exam for either PTCB or ExCPT
4. Complete a pharmacy technician training program accredited by the American Society of Health-System Pharmacists (ASHP)
5. Have 1,000 hours of practice in pharmacy under a licensed pharmacist

To check that your training program is accredited, visit the ASHP website:
https://accred.ashp.org/aps/pages/directory/technicianProgramDirectory.aspx

Mail the following documents to the S.C Board of Pharmacy

1. Copy of high school diploma or final transcript and/or GED
2. Copy of ASHP -accredited Pharmacy Technician Training certificate or diploma
3. Copy of current PTCB certificate or ExCPT certificate
4. Affidavit of Experience form documenting 1,000 hours of practice in pharmacy under a licensed pharmacist (form must be notarized)

If practical experience hours were obtained **OUT-OF-STATE**, the Pharmacist of the pharmacy(s) must submit a letter on company letterhead verifying total amount of work experience hours stating and including the following:

- Name of Pharmacy, address and permit/license number;
- Name of Pharmacist and license number, and;
- The time period that the work experience was obtained.

Once all documents are received and verified, your registration will be upgraded to show State-Certified Pharmacy Technician. You will receive a new copy of your registration.

The registration number and expiration date will remain the same.

Revised 4/2019

7. **Salary Range**
   Average Salary Range $21,000-$45,000
   *Can vary based on employer, education level and other factors.

8. **Application**

- Applicants must have submitted an **application for admission** to the College.
- Applicants must have completed the following prerequisites with a grade of "C" or better:
  - All required transitional education courses
  - AHS 102 Medical Terminology* (can be taken with pharmacy courses on case-by-cases basis)
  - MAT 101 Beginning Algebra
  - ENG 160 Technical Communications (or ENG101: English Composition I and SPC205: Public Speaking) *
- Students must have a minimum 2.0 cumulative grade point average (GPA) **(considering all academic course work, including prerequisites, within the last 10 years).** Cumulative GPA will be calculated by ATC personnel upon receipt of application in accordance with the Health Sciences Division guidelines for GPA calculation.
- Once accepted into the program and prior to clinical rotations, students will be required to complete and pass a **criminal background check** and **10-panel urine drug screening** (fee required). Depending on the result of the background check and urine drug screen, a student may not be able admitted and/or participate in clinical rotations and will be withdrawn from the program.
- Once admitted to the program, students must **submit immunization requirement documentation** for each of the following:
  - Measles, Mumps, & Rubella (MMR): 2 vaccinations; Positive antibody titers for all 3 components
  - Varicella (Chicken Pox): 1 vaccination; positive antibody titer
  - TB skin test or Chest X-ray: 2 step vaccination; 2 consecutive annual tests. Chest x-ray, if positive
  - Hepatitis B series: 3 vaccinations, positive antibody titer, or declination statement
  - Tetanus: booster within past 10 years
  - Influenza: documentation of flu shot during current flu season
- Once admitted, students are required to have **reliable transportation** for clinical rotations located throughout the community and must be **physically able** to meet the clinical requirements.
- Once admitted, students must purchase **liability insurance** (cost will be added to tuition and fees).
- Fees for textbooks and all pharmacy-related materials are the responsibility of the student.
- Students must be registered with the South Carolina Boards of Pharmacy (Georgia Board of Pharmacy licensure varies based on clinical rotation training). The required fee will be the student's responsibility.
- Once admitted, students must purchase a uniform and Pharmacy Technician patch.

- Once admitted, students are required to complete a CPR Course (conducted on campus/ fee required). If certified, front and back copy of valid card must be provided by the American Heart Association Healthcare Provider course and signed.
- Applicants whose first language is not English must submit official TOEFL scores. A minimum score of 78 on the computer-based exam is required to be eligible to apply to the program. English as a Second Language (ESL) courses are strongly recommended.

9. Program Fees

Pharmacy Technician Program Fees

GENERAL FEES

☐ Background Check/ Drug Screen		$98.00
☐ SC State License		$40.00
☐ Georgia State License (Optional)		$138.00
☐ CPR		$25.00
☐ Physical Assessment	Est.	$35.00
☐ Graduation Regalia		$36.50
☐ Clinical Liability Insurance		$11.00
☐ Needed Immunizations-varies per student *can range from $100-200*		
☐ Textbooks/Supplies	Est.	$700.00

COURSE FEES

Courses that include a lab fee of $20

- ☐ PHM101
- ☐ PHM102
- ☐ PHM110
- ☐ PHM114
- ☐ PHM152

Courses that include a lab

- ☐ PHM 101
- ☐ PHM 102
- ☐ PHM 110
- ☐ PHM 250

UNIFORM COSTS

☐ 2 Sets of Uniforms	Est.	$100.00
☐ Lab Jacket (optional)	Est.	$30.00
☐ Class Patch X2	Est.	$25.00
☐ Shoes	Est.	$50-$100

MISCELLEOUS FEES

National Certification Exam (Fee included in tuition)

- ☐ ExCPT National Certification Exam $117.00
- ☐ PTCB National Certification Exam $129.00

☐ ASHP membership	$51.00
☐ Graduation Pin/Stole	$35.00
☐ ASHP PCAL/Sterile CCL Subscriptions	$67.00

Disclaimer: Fees are subject to change without notice

10. Academic Curriculum

Prerequisites

Course Number	Titte	Credit Hours	Contact Hours
AHS102	Medical Terminology	3	3-0-3
MATIOI	Beginning Algebra	3	3-0-3
ENG160	Technical Communications	3	3-0-3
	Total Semester Hours	**9**	**9-0-9**

(in lieu of ENG160, ENGIOI with SPC205 will be accepted)

Fall Semester

Course Number Fall Semester	Title	Credit Hours	Contact Hours
PHMIOI	Introduction to Pharmacy	3	2-3-3
PHM112	Pharmacy Math	2	2-0-2
PHM114	Therapeutic Agents I	3	3-0-3
PHM250	Special Topics in Pharmacy	3	3-0-3
	Total Semester Hours	**11**	**10-3-11**

Spring Semester

Course Number Spring Semester	Title	Credit Hours	Contact Hours
PHM110	Pharmacy Practice	4	3-3-4
PHM102	Computer Applications in Pharmacy	2	0-6-2
PHM113	Pharmacy Calculations	3	3-0-3
PHM124	Therapeutic Agents II	3	3-0-3
	Total Semester Hours	**12**	**6-9-12**

Summer Semester

Course Number Spring Semester	Title	Credit Hours	Contact Hours
PHM118	Community Pharmacy Seminar	1	1-0-1
PHM152	Pharmacy Technician Practicum I	2	0-6-2
PHM164	Pharmacy Technician Practicum II	4	0-12-4
	Total Semester Hours	7	**1-18-7**

Prerequisite Course Hours	9
Pharmacy Course Hours	26
Total Program Completion Hours	39

Course Descriptions:

PHM101: Introduction to Pharmacy

- This course provides a study of the and introduction to pharmacy and the role of the pharmacy in providing patient care services

PHM102: Computer Applications in Pharmacy

- This course provides computer concepts on related pharmacy workforce tasks performed in pharmacy.

PHM110: Pharmacy Practice

- This course provides a study of theory and practice in procuring, manipulating and preparing drugs for dispensing.

PHM113: Pharmacy Calculations

- This course includes a review of basic mathematics focusing on its application to common pharmaceutical calculations.

PHM114: Therapeutic Agents I

- This course provides an introductory study of therapeutic drug categories.

PHM118: Community Pharmacy Seminar

- This course is a study of the pharmacy issues related to the community pharmacy practice.

PHM124: Therapeutic Agents II

- This course includes a study of therapeutic drug categories.

PHM152: Pharmacy Technician Practicum I

- This course provides a practical introduction to the pharmacy environment.

PHM164: Pharmacy Technician Practicum II

- This course provides practical application of pharmacy skills in pharmacy environments.

PHM250: Special Topics in Pharmacy

- This course provides opportunities for specialized studies of unique topics in pharmacy, such as pediatric pharmacology, advanced chemotherapy and IV preparation, and advanced medication order entry and interpretation.

11. Program Brochure

your pharmacy technician career

starts here...

From hospitals to locally-owned pharmacies to jobs in national retail chains, pharmacy technicians work side by side with registered pharmacists.

1 Prepared to help

You'll prepare medications, fill prescriptions, and manage patient records. We promote technical skills, patient care knowledge, and legal and ethical behaviors.

2 Ready to work

Graduates meet state board requirements and are ready for the final step–completing the clinical hours required to become a S.C. state certified pharmacy technician.

Pharmacy Technician

Aiken Technical College
Succeed Anywhere
Start Here

For more information, contact:
Enrollment Services Center
Ashley J. Little Administration Building, Room 152
Phone: (803) 508-7263
Fax: (803) 593-6526
Email: admissions@atc.edu
Website: www.ATC.edu

Aiken Technical College does not discriminate on the basis of race, color, national origin, sex, disability, or age.

12. Facilities and Equipment

The didactic/simulated learning will be offered in a classroom in the Aiken Technical College Health Sciences Building (1300/1400 building). With the available equipment and supplies, lab activities will be completed to provide real-life activities relating to the pharmacy operations as it relates to the duties of a pharmacy technician. Additional resources, such as sinks and medication carts, are often used in conjunction from the nursing and surgical technology departments. Experiential learning is offered at varied pharmacies within the community. As an ASHP/ACPE entry-level training program, clinical rotations are completed within at least 1 pharmacy setting with the option to rotate for additional learning experience.

13. Faculty

A full time faculty member will teach and oversee the operations of the pharmacy technician program.

Aiken Technical College Pharmacy Technician Program
ASHP/ACPE Course Goals

To provide for attainment of entry-level competencies, the program curriculum must include, but is not limited to the following:	**Pharmacy Technician Program Courses**
1. Personal/Interpersonal Knowledge and Skills	
Entry-level:	
1.1 Demonstrate ethical conduct.	• **PHM101: Introduction to Pharmacy**
1.2 Present an image appropriate for the profession of pharmacy in appearance and behavior.	• **PHM101: Introduction to Pharmacy**
1.3 Demonstrate active and engaged listening skills	• **PHM101: Introduction to Pharmacy**
1.4 Communicate clearly and effectively, both verbally and in writing.	• **PHM101: Introduction to Pharmacy**
1.5 Demonstrate a respectful and professional attitude when interacting with diverse patient populations, colleagues, and professionals.	• **PHM101: Introduction to Pharmacy**
1.6 Apply self-management skills, including time, stress, and change management.	• **PHM101: Introduction to Pharmacy**
1.7 Apply interpersonal skills, including negotiation skills, conflict resolution, customer service, and teamwork.	• **PHM101: Introduction to Pharmacy**
1.8 Demonstrate problem solving skills.	• **PHM101: Introduction to Pharmacy**
2. Foundational Professional Knowledge and Skills	
Entry-level:	
2.1 Explain the importance of maintaining competency through continuing education and continuing professional development.	• **PHM101: Introduction to Pharmacy**
2.2 Demonstrate ability to maintain confidentiality of patient information and understand applicable state and federal laws.	• **PHM101: Introduction to Pharmacy** • **PHM110: Pharmacy Practice** • **PHM112: Pharmacy Math** • **PHM113: Pharmacy Calculations** • **PHM250: Special Topics in Pharmacy**
2.3 Describe the pharmacy technician's role, pharmacist's role, and other occupations in the healthcare environment.	• **PHM101: Introduction to Pharmacy**

2.4 Describe wellness promotion and disease prevention concepts.	• **PHM101: Introduction to Pharmacy** • **PHM110: Pharmacy Practice**
2.5 Demonstrate basic knowledge of anatomy, physiology and pharmacology, and medical terminology relevant to the pharmacy technician's role.	• **PHM101: Introduction to Pharmacy** • **PHM114: Therapeutic Agents I** • **PHM124: Therapeutic Agents II**
2.6 Perform mathematical calculations essential to the duties of pharmacy technicians in a variety of settings.	• **PHM112: Pharmacy Math** • **PHM113: Pharmacy Calculations**
2.7 Explain the pharmacy technician's role in the medication-use process.	• **PHM101: Introduction to Pharmacy**
2.8 Practice and adhere to effective infection control procedures.	• **PHM110: Pharmacy Practice** • **PHM250: Special Topics in Pharmacy**
3. Processing and Handling of Medications and medication Orders	
Entry-level:	
3.1 Assist pharmacists in collecting, organizing, and recording demographic and clinical information for the Pharmacist Patient Care Process.	• **PHM101: Introduction to Pharmacy** • **PHM110: Pharmacy Practice**
3.2 Receive, process, and prepare prescriptions/medication orders for completeness, accuracy, and authenticity to ensure safety.	• **PHM101: Introduction to Pharmacy** • **PHM110: Pharmacy Practice** • **PHM112: Pharmacy Math** • **PHM113: Pharmacy Calculations** • **PHM114: Therapeutic Agents I**
3.3 Assist pharmacists in the identification of patients who desire/require counseling to optimize the use of medications, equipment, and devices.	• **PHM101: Introduction to Pharmacy**
3.4 Prepare patient-specific medications for distribution.	• **PHM101: Introduction to Pharmacy** • **PHM110: Pharmacy Practice** • **PHM112: Pharmacy Math** • **PHM113: Pharmacy Calculations**
3.5 Prepare non-patient-specific medications for distribution.	• **PHM101: Introduction to Pharmacy**

3.6 Assist pharmacists in preparing, storing, and distributing medication products including those requiring special handling and documentation.	• **PHM101: Introduction to Pharmacy** • **PHM110: Pharmacy Practice**
3.7 Assist pharmacists in the monitoring of medication therapy.	• **PHM101: Introduction to Pharmacy** • **PHM110: Pharmacy Practice** • **PHM112: Pharmacy Math** • **PHM113: Pharmacy Calculations** • **PHM114: Therapeutic Agents I** • **PHM250: Special Topics in Pharmacy**
3.8 Maintain pharmacy facilities and equipment.	• **PHM110: Pharmacy Practice** • **PHM250: Special Topics in Pharmacy**
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.	• **PHM101: Introduction to Pharmacy** • **PHM110: Pharmacy Practice** • **PHM250: Special Topics in Pharmacy**
3.10 Describe Food and Drug Administration product tracking, tracing and handling requirements.	• **PHM101: Introduction to Pharmacy**
3.11 Apply quality assurance practices to pharmaceuticals, durable and non-durable medical equipment, devices, and supplies.	• **PHM101: Introduction to Pharmacy** • **PHM110: Pharmacy Practice** • **PHM124: Therapeutic Agents II**
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.	• **PHM101: Introduction to Pharmacy**
3.13 Use current technology to ensure the safety and accuracy of medication dispensing.	• **PHM101: Introduction to Pharmacy** • **PHM110: Pharmacy Practice**
3.14 Collect payment for medications, pharmacy services, and devices.	• **PHM101: Introduction to Pharmacy**
3.15 Describe basic concepts related to preparation for sterile and non-sterile compounding.	• **PHM110: Pharmacy Practice** • **PHM250: Special Topics in Pharmacy**
3.16 Prepare simple non-sterile medications per applicable USP chapters (e.g., reconstitution, basic ointments and creams).	• **PHM110: Pharmacy Practice**

3.17 Assist pharmacists in preparing medications requiring compounding of non-sterile products.	• **PHM110: Pharmacy Practice**
3.18 Explain accepted procedures in purchasing pharmaceuticals, devices, and supplies.	• **PHM101: Introduction to Pharmacy**
3.19 Explain accepted procedures in inventory control of medications, equipment, and devices.	• **PHM101: Introduction to Pharmacy**
3.20 Explain accepted procedures utilized in identifying and disposing of expired medications.	• **PHM101: Introduction to Pharmacy** • **PHM110: Pharmacy Practice**
3.21 Explain accepted procedures in delivery and documentation of immunizations.	• **PHM114: Therapeutic Agents I**
3.22 Prepare, store, and deliver medication products requiring special handling and documentation.	• **PHM101: Introduction to Pharmacy** • **PHM110: Pharmacy Practice**
4. Patient Care, Quality and Safety Knowledge and Skills	
Entry-level:	
4.1 Explain the Pharmacists' Patient Care Process and describe the role of the pharmacy technician in the patient care process.	• **PHM101: Introduction to Pharmacy** • **PHM110: Pharmacy Practice**
4.2 Apply patient- and medication-safety practices in aspects of the pharmacy technician's roles.	• **PHM101: Introduction to Pharmacy** • **PHM110: Pharmacy Practice**
4.3 Explain how pharmacy technicians assist pharmacists in responding to emergent patient situations, safely and legally.	• **PHM114: Therapeutic Agents I**
4.4 Explain basic safety and emergency preparedness procedures applicable to pharmacy services.	• **PHM110: Pharmacy Practice**
4.5 Assist pharmacist in the medication reconciliation process.	• **PHM110: Pharmacy Practice**
4.6 Explain point of care testing.	• **PHM101: Introduction to Pharmacy**
4.7 Explain pharmacist and pharmacy technician roles in medication management services.	• **PHM101: Introduction to Pharmacy**
4.8 Describe best practices regarding quality assurance measures according to leading quality organizations.	• **PHM101: Introduction to Pharmacy** • **PHM110: Pharmacy Practice** • **PHM250: Special Topics in Pharmacy**
5. Regulatory and Compliance Knowledge and Skills	

Entry-level:	
5.1 Describe and apply state and federal laws pertaining to processing, handling, and dispensing of medications including controlled substances.	• **PHM101: Introduction to Pharmacy** • **PHM110: Pharmacy Practice**
5.2 Describe state and federal laws and regulations pertaining to pharmacy technicians.	• **PHM101: Introduction to Pharmacy** • **PHM110: Pharmacy Practice** • **PHM124: Therapeutic Agents II** • **PHM250: Special Topics in Pharmacy**
5.3 Explain that differences exist between states regarding state regulations, pertaining to pharmacy technicians, and the processing, handling and dispensing of medications	• **PHM101: Introduction to Pharmacy**
5.4 Describe the process and responsibilities required to obtain and maintain registration and/or licensure to work as a pharmacy technician.	• **PHM101: Introduction to Pharmacy**
5.5 Describe pharmacy compliance with professional standards and relevant legal, regulatory, formulary, contractual, and safety requirements.	• **PHM101: Introduction to Pharmacy**
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).	• **PHM110: Pharmacy Practice**
5.7 Describe OSHA requirements for prevention and response to blood-borne pathogen exposure (e.g., accidental needle stick, post-exposure prophylaxis).	• **PHM110: Pharmacy Practice**
5.8 Describe OSHA Hazard Communication Standard (i.e., “Employee Right to Know”).	• **PHM110: Pharmacy Practice**

STATEMENT OF ROLE AND SCOPE OF PROGRAM

The program implements its mission through a clearly defined set of objectives and outcomes that meet and exceed the "Standards" for an accredited program through the American Society of Health System Pharmacists in partnership with the Accreditation Council for Pharmacy Education (ASHP/ACPE).

Didactic Instruction

The program follows the American Society of Health System Pharmacists (ASHP) model curriculum guide in the presentation of pharmacy content, as well as meeting the Southern Association of Colleges and Schools Allied Health Sciences requirements for the certificate degree. Students are taught and evaluated on the interpersonal/personal, foundational, medications/medication orders, patient care and safety, and regulatory/compliance skills which are assessed throughout the curriculum. Involvement within a pharmacy professional organization is encouraged.

Simulated Instruction

Instruction includes simulated learning activities to apply real-life activities of the pharmacy technician. This include learning labs, procedures, videos, research, and/or any concept as instructed to develop entry-level skills of competency.

Experiential Learning

The program demands professional behavior and clinical competency skills of its students. Clinical rotations through area pharmacies are required. Critical thinking skills and problem-solving methods are emphasized. These educational requirements are designed to instill pride and credibility.

Quality Outcome Assessment

All phases of the program will be assessed as data becomes available to ensure quality services are guaranteed to the student, employer, and future patients. Areas such as admission requirements, instructors teaching abilities, PTCB/ExCPT scores, post graduate surveys, student satisfaction surveys, etc., are areas of interest to be measured at such time that data and time allow. The Advisory Committee is an active integral part of assessing the quality of the program and providing important input into the necessary clinical skills needed of graduates.

PROGRAM CURRICULUM

A student entering the Pharmacy Technician program must be willing to devote their time and energies to a medical technical specialty that demands dedication and commitment. Students will not be in class and/or clinic over 40 total hours per week.

The pharmacy technician program curriculum is based on an entry-level, 3-semesters of academic study. All pharmacy technician lecture classes will follow the colleges' academic calendar. Because of clinical requirements prescribed by the American Society of Health System Pharmacists, however, off site clinical rotations may not follow the published college calendar. To graduate from the program within the published three semesters a standard number of specific objectives must be completed.

The purpose of the offsite clinical rotations is to provide students the variety of clinical experiences needed to acquire clinical competency. During the clinical phase of the training program students will rotate through all affiliate sites. The student must rotate through each clinical site for the length of time required to meet graduation requirements.

GRADUATION REQUIREMENTS

All course outlines specifically state the required objectives, goals and outcomes of each course which will lead to all terminal objectives being met and the programs mission completed.

PROGRAM GRADUATION REQUIREMENTS

1. Successful completion of all didactic, simulated, and experiential learning criteria.
2. Successful completion of all pharmacy course work with a minimum of grade "C",
3. A grade of "C" is measured as 70 -79.
4. Successful completion of required courses for general education and the professional core with a minimum GPA of 2.0.
5. Cumulative GPA of 2.0 or higher.

Accreditation

Aiken Technical College is an equal educational opportunity institution. Faculty, staff and students are admitted, employed and treated without regard for sex, color, age, religion, national origin or disability. Aiken Technical College complies with Title IX of the Education Amendments of 1972, Titles VI and VI} of the Civil Rights Act of 1964, the Civil Rights Act of 1991, Sections 503/504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Vietnam Era Veterans Re-adjustment Assistance Act, as well as other applicable federal and state laws. Inquiries concerning this statement of non-discrimination

Pharmacy Technician Certification
Academic Curriculum

Prerequisites

Course Number	Titte	Credit Hours	Contact Hours
AHS102	Medical Terminology	3	3-0-3
MATIOI	Beginning Algebra	3	3-0-3
ENG160	Technical Communications	3	3-0-3
	Total Semester Hours	**9**	**9-0-9**

(in lieu of ENG160, ENGIOI with SPC205 will be accepted)

Fall Semester

Course Number Fall Semester	Title	Credit Hours	Contact Hours
PHMIOI	Introduction to Pharmacy	3	2-3-3
PHM112	Pharmacy Math	2	2-0-2
PHM114	Therapeutic Agents I	3	3-0-3
PHM250	Special Topics in Pharmacy	3	3-0-3
	Total Semester Hours	**11**	**10-3-11**

Spring Semester

Course Number Spring Semester	Title	Credit Hours	Contact Hours
PHM110	Pharmacy Practice	4	3-3-4
PHM102	Computer Applications in Pharmacy	2	0-6-2
PHM113	Pharmacy Calculations	3	3-0-3
PHM124	Therapeutic Agents II	3	3-0-3
	Total Semester Hours	**12**	**6-9-12**

Summer Semester

Course Number Spring Semester	Title	Credit Hours	Contact Hours
PHM118	Community Pharmacy Seminar	1	1-0-1
PHM152	Pharmacy Technician Practicum I	2	0-6-2
PHM164	Pharmacy Technician Practicum II	4	0-12-4
	Total Semester Hours	**7**	**1-18-7**

Prerequisite Course Hours	9
Pharmacy Course Hours	26
Total Program Completion Hours	39

Course Descriptions:

PHM101: Introduction to Pharmacy

- This course provides a study of the and introduction to pharmacy and the role of the pharmacy in providing patient care services

PHM102: Computer Applications in Pharmacy

- This course provides computer concepts on related pharmacy workforce tasks performed in pharmacy.

PHM110: Pharmacy Practice

- This course provides a study of theory and practice in procuring, manipulating and preparing drugs for dispensing.

PHM113: Pharmacy Calculations

- This course includes a review of basic mathematics focusing on its application to common pharmaceutical calculations

PHM114: Therapeutic Agents I

- This course provides an introductory study of therapeutic drug categories

PHM118: Community Pharmacy Seminar

- This course is a study of the pharmacy issues related to the community pharmacy practice

PHM124: Therapeutic Agents II

- This course includes a study of therapeutic drug categories

PHM152: Pharmacy Technician Practicum

- This course provides a practical introduction to the pharmacy environment.

PHM164: Pharmacy Technician Practicum Il

- This course provides practical application of pharmacy skills in pharmacy environments

PHM250: Special Topics in Pharmacy

- This course provides opportunities for specialized studies of unique topics in pharmacy, such as pediatric pharmacology, advanced chemotherapy and IV preparation, and advanced medication order entry and interpretation

Due Process/Academic Appeals/Program Grievance

The program respects the students' right to grieve or appeal decisions which may seem unfair. (See ATC Student Handbook). These issues are addressed in ATC policy 4-5-104 and can be appealed through the Student Appeals Committee according to college policy 5-4-101.1. The program follows the colleges academic appeals policy found in the ATC catalog and student handbook.

The purpose of the student academic appeals process is to provide an informal but structured system of academic review for students who have questions, concerns, and/or serious disagreements concerning academic matter. This procedure is to be used only when a student has an academic concern listed below that cannot be resolved to the students' satisfaction at the faculty or department chair level.

Academic matters covered under this appeals process include:

- Unfair, inequitable treatment of students.
- Unfair grading procedures and computation of grades.
- Inappropriate classroom/personal conduct of the instructor.
- Improper disclosure of grades.
- Improper applications or interpretations of academic rules and standards.
- 6, Improper/unfair testing procedures.
- Mis-advisement.

This procedure is not meant to replace or substitute for the college's procedures related to alleged discrimination or other matters as defined in the college/state student code and grievance procedure. Students have the right to use the grievance procedure after pursuing the academic appeals procedure, provided the matter is grief related. Students should not use both systems simultaneously.

Please refer to ATC Student Handbook for detailed procedures and processes to follow.

COUNSELING AND ADVISEMENT

All faculty have open door policies regarding the students' progress in the program. Each student will receive a minimum of two instructor conferences per semester. regarding their academic/behavioral and clinical progress.

Advisement for course scheduling will be with the program coordinator at the end of each semester. Course considerations beyond the normal pharmacy technician curriculum will be on an individual basis and the student must be in good academic standing within the Pharmacy Technician Program. Career counseling for post-graduate work in pharmacy will be anytime at the students' request.

REQUIRED COUNSELING NOTIFICATION

Affective behaviors are extremely important in the educational process and employment of pharmacy technicians. Due to the medical professions' emphasis on customer service and teamwork affective behaviors such as professionalism, attitude, the proper use of discretion and judgment, etc., is extremely important. It is the purpose of this program to graduate competent and compassionate pharmacy technicians who exhibit the necessary affective behaviors deemed important by the American Society of Health System Pharmacists.

The pharmacy technician faculty will assist the student in forming the necessary behaviors. If after two counseling sessions with pharmacy Technician faculty the negative behavior has not changed the student must make an appointment with the colleges counseling services office for additional help to continue in the program. If upon the discretion of the Program Coordinator of the Pharmacy Technician Program deem said counseling has corrected negative affective behaviors the student may be allowed to continue in the program; however, the students' status would be in jeopardy of immediate termination from program for another violation of behavior and professional ethics standards. Career counseling would then be suggested through the college, but their status in the program would be terminated.

COUNSELING SERVICES

As a partner in the mission for the college, the counseling services staff at the college plays a vital role in creating a college environment that maximizes student success and the total development of the individual. Counseling services staff take a proactive role in working with faculty, staff, administration, and students to design and implement programs and services that positively affect identified student goals and outcomes.

Programs and services include personal, academic, and career counseling, computerized information delivery systems, and advising students with undeclared majors. All these services are available to students with disabilities. In addition, Counseling Services offers support and assistance by arranging appropriate accommodations for students with disabilities.

Please refer the ATC Student Handbook for specific services and information regarding counseling services available.

INCIDENT REPORTS AND EMERGENCY HOSPITAL INSURANCE POLICY

Rules

- Accident school coverage is only provided by Aiken Technical College for the student while attending class or clinical practice.
- When an incident occurs, notify a preceptor (or pharmacist in charge) as soon as possible.
- An incident report must be filled out and filed with the clinical site and the program (incident report forms can be found at the affiliate site-use their form). This is vital medico-legal documentation of the facts concerning the injury to patient or student.
- Fill out the form as soon as possible regardless of the triviality of the incident. It must be documented within twenty-four (24) hours for most medical institutions.
- In addition to the incident report which is kept on file at the affiliate in which the incident occurred, a summary of the incident must be written up and turned in to the program coordinator to be kept in the student's file. This will be for easy access and protection of the student.
- Personal injuries and illness requiring medical treatment becomes the financial responsibility of the student. When injured while in clinical rotations, if possible, the charge person will refer the student to the emergency room for treatment. The student must take responsibility for any Q) insurance claims and follow up care.

Responsibility-Action of Student

- Notifies preceptor or supervisor as soon as possible after incident (within 24 hours).
- If incident involves patient, notify clinical site supervisor.
- If incident involves student, clinical supervisor is to be notified along with program coordinator.
- Use the clinical affiliates incident report form.
- Fill out incident form completely and give to pharmacy supervisor.
- Give an incident summary to program coordinator as well a copy of the incident form.
- Assumes financial responsibility for costs incurred due to injuries.

Responsibility-Action of Program Coordinator

- Provides student with College insurance forms.
- Advises student to seek medical attention if needed.
- Assists also in the filling out of the incident report and associated forms.

FIRE PREVENTION AND PROTECTION POLICY

Rules

- Know procedures in the event of a fire.
- Know locations of fire alarms and fire equipment in department.
- Know how to use fire extinguishers and which to use for various fires. Note: most pharmacies keep ABC extinguishers throughout the department and can be used for any type of fire which may occur.
- Never endanger yourself or the patient should a fire exist.
- Report fire and electrical hazards to supervisor.

All fire and safety issues will follow the College's safety program policies: (2-3-104.1, .2, .3, .4) while on campus. Once the student enters the clinical affiliate, the affiliate's safety, fire, etc., policies will supersede college policies. It is to the students benefit to familiarize himself/herself with policy and procedures at local affiliates. This is where clinical assignments become important for the dissemination of safety procedures.

Responsibility-Action of Student

A. Prevention of Fires

- Investigates suspicious fire hazards.
- Keeps passageways, fire exits, and corridors always clear.
- Knows location of all firefighting equipment and their use.
- Reports fire hazards to immediate supervisor.

B. Event of Fire

- Removes patient from immediate area of danger.
- Initiates the alarm system.
- Calls operator reporting location.
- Calls pharmacy front desk to announce location of fire.
- Proper use of extinguisher or hose, closes all doors, thereby confining the fire.
- Disconnects electrical equipment, turns off gases

PREGNANCY POLICY

When a pharmacy technician student learns that she is pregnant, she should notify the Program Coordinator within ten (10) days. However, notification is voluntary, and students are not required to do so. If she chooses to notify the College, the student should put the notification in writing and include her obstetrician's name and the approximate due date. Within one week of providing written notification, the student should submit documentation from the obstetrician that provides the following information:

1. Documentation that the student has shown the obstetrician the proposed course of study for the duration of the pregnancy, including all clinical activities.
2. Documentation that he obstetrician believes that the student will be able to fully perform all the tasks, functions, exercises and studies that are required for the successful completion of the proposed course of study; and
3. A statement by the obstetrician of any limitations, difficulties, illnesses, or restrictions that the student may have during completion of the course of study.

As noted above, each pharmacy technician student is encouraged to submit the above documentation. If the obstetrician states the student will not be able to perform the tasks, functions, exercises or studies expected of her during the duration's of the pregnancy, then the student will be withdrawn from classes and allowed re-admittance after the pregnancy. During her attendance in the program, the faculty of the pharmacy technician program may require a pregnant pharmacy technician student to furnish additional statements from the obstetrician at any time during the pregnancy. These additional statements are needed to safeguard the student's state of health and ability to perform. Failure to provide the requested additional statements within 10 (ten) days of the request will be sufficient grounds for immediate dismissal from the program.

Students who become pregnant and must, on the advice of their obstetrician withdraw from the program, are encouraged to wait at least 6 (six) weeks after the pregnancy to re-enter the program. Upon re-entry the obstetrician must furnish a written statement that indicates the student is able to resume her pharmacy technician studies. The statement should indicate that the student is physically and mentally able to resume the proposed course of study.

However, should a student choose not to disclose her pregnancy to the Program Coordinator, she will not and cannot hold Aiken Technical College, its faculty or any of its clinical facilities responsible for any physical injury that may occur to her or to the unborn child while she is attending her classes, labs and clinics. This waiver also includes any injury she or the unborn child may sustain due to disease, infection, chemicals, drugs, or sickness she may contact or come into contact with while attending her classes, laboratories, and clinical assignments.

Each student will sign a statement that she has read this policy and understands if it fully.

PROGRAM MANUAL

I have received a copy of, read, understand and agree to abide by the policies and procedures and follow the rules that are established in the Aiken Technical College Pharmacy Technician Program Manual.

This manual, which becomes effective Fall 2011, is for information only and does not constitute a contract. The college has the right to change, modify or alter without notice all fees, charges, expenses, and costs of any kind.

_____

Name of Student (Print)

_____

Signature of Student

_____

Date

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I hereby authorize the Program Coordinator of the Pharmacy Technician Program of Aiken Technical College to release information concerning my performance while enrolled in the Program.

This information should only be released to prospective employers of which I have given the Program Coordinator as references.

This information may be given out by letter or telephone conversation.

_____

Name of Student (Print)

_____

Signature of Student

_____

Date

PHOTO RELEASE POLICY

Students enrolled in the Pharmacy Technician Program may be asked to participate in activities on Aiken Technical College campus that will involve photographs. These photographs may be used by ATC for communication or media.

I give permission for any photos taken while in the Pharmacy Technician Program may be used for communications or media promotions.

_____

Name of Student (Print)

_____

Signature of Student

_____

Date

GROUNDS FOR DISMISSAL FROM PROGRAM

The grounds for dismissal are listed below. It should be pointed out that a student can be suspended from the program at any time during their training for violation of any one of these grounds listed either for academic reasons or disciplinary reasons. Due process would be allowed in applicable situations.

- Failing grades in Pharmacy and/or college courses.
- Insubordination.
- The conviction for distribution of, or possession of illegal drugs or controlled substances.
- Failure to accomplish clinical assignments and objectives.
- Unprofessional or unethical conduct.
- Cheating in related professional courses.
- If one of the clinical affiliates refuses to allow said student on their property for violations such as theft or misconduct, the student will be dismissed from the Program.
- Falsifies any information to enhance their position in the program or to excuse any aberrant behavior not in accordance with professional ethics or the established code of conduct set by ASHP and ATC Pharmacy Technician Program.
- Excessive absences, tardies or unauthorized absence from clinical site
- (no call, no show) more than once within the tenure of the Program.

Name of Student

Student Signature Date

Professional Standards

A student entering the profession of Pharmacy Technician must understand that they are entering a field of medicine that requires certain professional standards that other career choices may not. Professional dress, appearance, modes of communication must be of certain standards in order to maintain the confidence and care of patients. Professional ethics, code of moral conduct, and attention to customer service are a must in the Pharmacy profession.

Patients present themselves in all ages, cultures, socio-economic status, and of various ethnic origins; therefore professionalism, appearance and sensitivity to people's needs and expectations are demanded in the pharmacy technician.

The pharmacy technician student will exhibit no political, religious, or cultural expressions and maintain a neutral stance on all issues while training in the program. It is the duty and the responsibility of the pharmacy technician student to practice good customer service techniques regardless of the patients' background, national origin, religious or political tendencies.

There is also a professional dress code that will be adhered to by the program. The dress code can be located in the student handbook and explains in detail the guidelines to be followed.

By signing the Professional Standards form, the student indicates they fully understand its' contents and agree with said standards and will abide by these policies and procedures.

Name of Student (Print)

Student Signature Date

Confidentiality Statement

It is important to understand that information concerning patients, their illnesses or their families is private. I will preserve this right to privacy by not discussing their conditions, treatments, or any private matters in public settings either in the hospitals, clinics, or any venue outside of the said medical community or environment.
Any information obtained from the patient's medical record will be used only for authorized purposes. I will preserve and protect contents of the records and any other confidential information obtained.

Information concerning employees or fellow students, and associated medical records will also be treated privately and with confidentiality. I understand that this private information shall be distributed only to authorized personnel. Financial information of patients, employees, and students, and the healthcare institution shall be distributed only to authorized personnel.

Computer access codes are recognized as electronic signatures to access automated patient and employee records. I understand that due to the confidential nature of the documentation in the medical record, my password (where available) should not be shared with any other person. I hereby agree not to reveal my pass code, nor will I attempt unauthorized access to the system. If I suspect the integrity of my password has been breached or compromised, I agree to report this to the clinical instructor who will then follow up with the institutions security officer. This is to be done immediately upon realization of compromised security.

I understand that any violation of these rules of confidentiality will subject me to corrective action (punishable by federal law and policy of the institution which infraction occurred) which may include dismissal from the Program and could result in further prosecution by the federal government.

Name of Student (Print)

Student Signature Date

ACADEMIC STANDARD

The admission acceptance with Aiken Technical College must be determined based on the requirements met. Although this is an ATC admission, it does not apply to the pharmacy technician program admission. Each program of study has its own set of criteria in addendum to the college requirements. For instance, the Pharmacy Technician Program requires that a prospective student have a minimum of a 2.0 grade point average on all college course work before admittance into the program and certain course prerequisites also be met.

Once admitted into the pharmacy technician program, a grade of "C" or better must be maintained for all program courses. Students must demonstrate entry-level knowledge of the course materials through assigned didactic, simulated, and experiential learning. Resources, such as the open labs and Student Success Center will be available for tutoring assistance, if needed. This ensures foundational pharmacy principles are satisfied. Additionally, the helps in preparation for the national certification examination upon program completion.

Name of Student (Print)

Student Signature Date

PREGNANCY POLICY

It is the policy of the Pharmacy Technician Program that a female student who becomes pregnant during her tenure in the program has the option of whether or not to inform program officials of her pregnancy(it is not required that she do this). The student, however, will not be considered pregnant until she formally notifies the Program Coordinator in writing of the pregnancy and the expected delivery date. If the student chooses to voluntarily inform program officials of her pregnancy the following policy becomes effective:

- Inform the Program Coordinator of the pregnancy, in writing, and of the expected delivery date. In the absence of this voluntary, written disclosure, the student cannot be considered pregnant.
- Inform her physician. She will then be counseled by the Program Coordinator. The student must then make a decision about her future in the program based on several options.
- Decide (based on her physician's advice) whether to remain in or take leave of absence from the clinical assignments and/or classroom assignments.
- Inform the Pharmacy Technician Program Coordinator, in writing, of the decision.
- If the student wishes to continue in the program, the student will not be treated any differently than a non-pregnant student. Course objectives, attendance, clinical rotations will still remain in effect.
- Should pregnancy occur during the early part of the program, the said student will have the option to drop the program at that point. The student may also choose to continue the program with the full understanding that no special privileges will be afforded and will be held to the same standards of rotations and competency regimen as a non-pregnant student.
- If pregnancy occurs in the second semester of the student's program, the above criteria will also be in effect.

Most important: Information regarding a student's leaving due to pregnancy will be held in the strictest confidence. If the student wishes to announce her condition, it is solely her choice to do so. The premise of this policy is to allow the pregnant student to make an informed decision as to the risks and benefits of continuing in the program based on her individual needs and preferences.

I have read the Pregnancy Policy and fully understand and accept its contents.

Student Signature Date

STUDENT COUNSELING PROCESS

Student counseled twice on relative negative behaviors with a written conference report.

If problems continue, after the second session, the student will be recommended to the college counseling services center. The student must make an appointment with a counselor within one week of the conference with the Program Coordinator. The student must verify the appointment in writing to the Program Coordinator. If these processes are followed the student will be allowed to continue for the time being in the program (but will be under final warning and subject to immediate dismissal for any further infraction of affective behavior requirements).

Counseling services will inform the Program Coordinator that counseling has begun.

After counseling has actually begun, the students' behavior will be evaluated by the Pharmacy faculty.

If progress is not made in modifying/correcting behavior, or if there are future reoccurring behavioral problems, demerits will be assigned to the unprofessional behavior and could lead to clinical/program failure.

I have read the required Counseling Notification Policy, understand its importance, and have had the opportunity to question it. My signature represents my agreeing to follow this policy if needed.

Name of Student (Print)

Signature of Student Date

ASSUMPTION OF RISK/STUDENT AGREEMENT

Students of Aiken Technical College Pharmacy Technician Training Program are required to learn and practice skills and procedures prior to performing them on the job. The undersigned agrees that he/she understands that students learning and practicing these skills may be accompanied by potential dangers as identified below:

- I understand and acknowledge that as a part of the training program, I will be required to learn skills necessary for practice in the pharmacy setting.
- I understand that these skills may include, but not be limited to, needle-syringe technique in preparation of medications.
- I understand that students will practice these techniques in class and in the clinical setting.
- I understand that, prior to the skill practice; students will receive instruction from the Aiken Technical College instructors regarding the skills to be practiced including information on safety and the potential dangers inherent in such procedures.
- I understand and acknowledge that such activities by their very nature can be very dangerous and involve the risk of serious injury, illness and/or death.
- I understand that the risk of injury/illness may include, but is not limited to blood-borne pathogen infections, phlebitis, thrombophlebitis, septicemia, hemorrhage, tissue sloughing, nerve damage and loss of limb.
- I agree to assume liability and responsibility for any and all potential risks, which may be associated with participation in such educational activities.
- I understand and agree that to indemnify and hold harmless Aiken Technical College, its Board of directors, instructors, employees, the site or facility hosting the class, the clinical site, and other students shall not be held liable for injury or illness which is incidental to or associated with the preparation for and the participation in these learning activities and which may be sustained by me.
- I understand that I may be subject to drug screening during the course.

I have read through the Program Manual and agree to abide by all policies and procedures of the Pharmacy Technician Program and Aiken Technical College.

_____

Name of Student

_____

Signature of Student Date