# Angelina College
# Health Careers Division
# Pharmacy Technology Program

## Student Handbook
**2024-2025**

The Pharmacy Technology Program conducted by Angelina College, Lufkin, Texas is accredited by the American Society of Health-System Pharmacists/Accreditation Council of Pharmacy Education.

ASHP website www.ashp.org/technician

**Contact Us**

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Contact Directory

ASHP

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**Introduction**

Welcome to Angelina College Pharmacy Technology Program. Each student is expected to read and become familiar with all policies and procedures of the AC Student Rights and Responsibilities section of the website at www.angelina.edu and the Course Catalog and Student Handbook that are also available at www.angelina.edu.

Angelina College offers a cooperative pharmacy technology program with the area hospital, retail, mail order, and long-term care pharmacies. The Level 2 Certificate program is designed to provide understanding, proficiency, and skill in pharmacy technology, as well as preparation for the national Pharmacy Technician Certification Examination and the IV certification exams. The corresponding associate degree offers program graduates the opportunity to further their education in the pharmacy technology field. Additional courses required to complete the associate degree provide students with the knowledge needed for many non-traditional or advanced pharmacy technician roles. Upon completion of the certificate program, the graduate will receive a certificate of completion from Angelina College and from the Pharmacy Technology Program and can exit at the certificate level and/or continue for completion of the associate degree.

**There will be a quiz over the contents of the handbook.**

## Section I - Professional Guidelines

The provisions of the Pharmacy Technology Student Handbook are subject to change by the faculty of the Angelina College Pharmacy Technology Program without notice and do not constitute an irrevocable contract between any applicant for admission or student and the program.  The program is not responsible for any misrepresentation of its requirements or provisions that might arise as a result of errors occurring in the preparations of the handbook. This handbook is reviewed annually and revised as indicated.

**The Pharmacy Technology Program reserves the right to make changes at any time to courses, fees, calendars, curriculum, progression requirements, and any other requirement affecting students.  Changes will become effective whenever the proper authorities so determine and will apply to both prospective students and those already enrolled.  However, they will not increase the overall program length unless directed by accrediting agencies of the program.**

**Angelina College does not discriminate on the basis of sex, color, creed, race, religion, national origin, age, or disability.**

**Institutional Accreditation**

Angelina College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees and certificates. Questions about the accreditation of Angelina College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

**Program Accreditation**

Angelina College is approved by the Texas Higher Education Coordinating Board (THEBC) to offer the Pharmacy Technology Program. The Pharmacy Technology Program conducted by Angelina College, Lufkin, Texas is accredited by the American Society of Health-System Pharmacists/Accreditation Council of Pharmacy Education (ASHP.org).

**Program Mission**

In accordance with the mission of Angelina College, the Pharmacy Technology Program provides quality pharmacy technician education in response to the unique needs and ethnic diversity of East Texas.

The mission of the pharmacy technology program is accomplished by:
1)      Maintaining program accreditation by Texas Higher Education Coordinating Board (THECB), the American Society of Health-System Pharmacist (ASHP), Accreditation Council of Pharmacy Education /Accreditation Council of Pharmacy Education (ACPE) and the Southern Association of College and Schools Commission on Colleges (SACSCOC)
2)      Preparing students for certification and entry level into practice as a pharmacy technician.
3)      Advocating a comprehensive approach to client/patient care through use of the safe procedures and processes.
4)      Developing a curriculum that reflects advances in pharmacy technology, current health trends and changes in individual family and community systems

**Statement of Hierarchy**

In case of conflict between the sponsoring Angelina College Catalog and the Pharmacy Technology Student Handbook, interpretation of the conflict must be channeled through the Program Director to the appropriate person of authority.

An interpretation of a said policy and/or requirement will be requested of the appropriate person. Once the interpretation has been rendered, the policy and/or requirement will remain in force, be altered, or eliminated as dictated by the interpretation.

## Health Careers Organizational Chart

Angelina College Pharmacy Technology Program is a part of the School of Health Careers that is made up of eight programs: Radiography, Vocational Nursing, Associate Degree Nursing, Respiratory Care, Emergency Medical Services, Sonography, Pharmacy Tech, and Surgical Technology.

## Professional Credentials

Students will be eligible to apply for national certification examination in pharmacy tech administered by the Pharmacy Technician Certification Board during the spring semester. The graduate may then use the Certified Pharmacy Technician (CPhT) designation after passing the PTCE. After passing the exam, students will upgrade their Texas State Board of Pharmacy trainee status to a registered technician (Ph.T.R.).

## Program Goals

1) Provide the highest quality instruction of a curriculum designed to prepare the graduate for an entry level into practice as a pharmacy technician.
2) Provide a curriculum designed to incorporate the knowledge, comprehension, and application of affective, psychomotor and critical thinking skills to maintain accreditation by the American Society of Health-System Pharmacist (ASHP/ Accreditation Council of Pharmacy Education (ACPE).
3) Prepare graduates for certification and entry-level employment.
4) Promote a caring orientation in a technologically changing environment.
5) Advocate a comprehensive approach to pharmacy technician education and training.
6) Implement a curriculum that reflects current health practices in retail, hospital pharmacy and mail-order market.

## Program Terminal Student Learning Outcomes

Upon the completion of a certificate of completion in Pharmacy Technology, the graduate technician should possess the knowledge and skills to implement safe, competent, entry level skills in a pharmacy setting. The graduate will accomplish this by the following:

1. Demonstrate entry level competencies for employment in the profession as a pharmacy technician by satisfactorily completing the ASHP/ACPE entry-level and advanced-level standards.
2. Utilize critical thinking as a basis for decision making in the role of a pharmacy technician.
3. Demonstrate an understanding of patient confidentiality, utilizing professional decision-making while assisting the pharmacist in serving patients.
4. Demonstrate an understanding of the control systems to maintain medication inventory.
5. Communicate clearly & professionally with all necessary parties including patients, co-workers, as well as other healthcare professionals.

## MODEL CURRICULUM FOR PHARMACY TECHNICIAN TRAINING

The Pharmacy Technician Program Standards are found in the "ASHP/ACPE Accreditation Standards for Pharmacy Technician Education and Training Programs" Section I: Competency Expectations.

The *Model Curriculum* standards are categorized into the following areas:
- Personal/Interpersonal Knowledge and Skills
- Foundational Professional Knowledge and Skills
- Processing and Handling of Medications and Medication Orders
- Patient Care, Quality and Safety Knowledge and Skills
- Regulatory and Compliance Knowledge and Skills

**The technician training program includes didactic, simulation, and experiential components structured to facilitate the trainee's achievement of the program's educational standards and objectives.**

**Standards:**

*Standard 1: Personal/Interpersonal Knowledge and Skills*

Key Elements for Entry-level:

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.

Additional Key Elements for Advanced-level

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*

Key Elements for Entry-level

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.

Additional Key Elements for Advanced-level

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*

Key Elements for Entry-level:

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.

Additional Key elements for Advanced-level

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*

Key Elements for Entry-level

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.

Additional Key Elements for Advanced-level

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*

Key Elements for Entry-level

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").

Additional Key Elements for Advanced-level

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.

### Code of Ethics
Students are expected to demonstrate personal characteristics and qualities based on the Code of Ethics adopted by the American Association of Pharmacy Technicians. The principles of this code are based on the application and support of the moral obligations that guide all in the pharmacy profession in relationships with patients, clients, healthcare professionals, and society. The principles are as follows:

A. A pharmacy technician's first consideration is to ensure the health and safety of the patient and to use knowledge and skills most capably in serving others.
B. A pharmacy technician supports and promotes honesty and integrity in the profession, which includes a duty to observe the law, maintain the highest moral and ethical conduct at all times, and uphold the ethical principles of the profession.
C. A pharmacy technician assists and supports the pharmacist in the safe, efficacious, and cost-effective distribution of health services and healthcare resources.
D. A pharmacy technician respects and values the abilities of pharmacists, colleagues, and other healthcare professionals.
E. A pharmacy technician maintains competency in practice, and continually enhances professional knowledge and expertise.
F. A pharmacy technician respects and supports the patient's individuality, dignity, and confidentiality.
G. A pharmacy technician respects the confidentiality of a patient's records and discloses pertinent information only with proper authorization.
H. A pharmacy technician never assists in the dispensing, promoting, or distributing of medications or medical devices that are not of good quality or do not meet the standards required by law.
I. A pharmacy technician does not engage in any activity that will discredit the profession, and will expose, without fear or favor, illegal or unethical conduct in the profession.
J. A pharmacy technician associates and engages in the support of organizations that promote the profession of pharmacy

through the use and enhancement of pharmacy technicians.

## Academic Dishonesty
Academic dishonesty is a breach of the expected behavior of a health care professional and will not be tolerated in the Angelina College Pharmacy Technology Program.  Students must agree not to divulge any examination question(s) or answer(s) to any individual or entity, falsify or plagiarize any assignments or examinations, nor participate in any behavior that can be construed as academic dishonesty. Students using cell phones to take pictures of exams, quizzes, etc. will be dismissed from the program. Violation of any rule, policy, or procedure of the Angelina College Pharmacy Technology Program, can result in disciplinary action or being dismissed from the Pharmacy Technology Program.  See "Code of Student Conduct" in the Angelina College General Bulletin.

## Student Responsibility
Each student is required to maintain a copy of the AC Pharmacy Technology Student Handbook for reference during Program enrollment.  All students are required to present a copy of the Pharmacy Technology Student Handbook to the program director on the first-class day.  The program director will review the handbook with students on the first-class day of the fall semester.  The handbook is available online to students through the AC blackboard syllabi webpage under course PHRA 1305.  Students are also required to provide a **current address and telephone number** to the HC II office 936-671-7348 (Ms. Daphne Shepherd) and submit changes as they occur.

## Program Overview
Angelina College Pharmacy Technology Program provides quality education in a culturally, racially, and ethnically diverse community.  Positive teaching and learning environments are consistent with professional, educational, and ethical standards of the pharmacy technician.
The Pharmacy Technology Program is located on the main campus in Lufkin.  Upon successful completion of two calendar semesters, students will receive a certificate of completion from Angelina College and will be eligible to take the National Pharmacy Technician Certification Examination in the spring semester. After passing the national certification, students must complete the second part for registration with the Texas State Board of Pharmacy. The students will also be eligible for IV certification in the spring semester.
The Texas Higher Education Coordinating Board approves Angelina College to offer the Pharmacy Technology Program.  The program is accredited by the American Society of Health-System Pharmacists/ Accreditation Council of Pharmacy Education. These agencies establish rules and regulations governing education, examination, certification and practice of pharmacy technology.

# Level 2 Certificate of Completion in Pharmacy Technology Program
## (Health Professions Pathway)

| | | | | Credit Hours |
|---|---|---|---|---|
| **Spring/Summer I/II Semester** | | | | |
| BIOL | 2404 | General Anatomy & Physiology | | 4 |
| STSU | 0X00 | Student Success | | 0 |
| | | | Total Hours | 4 |
| **Summer II/Fall Semester** | | | | |
| PHRA | 1301 | Introduction to Pharmacy (can take SS II or Fall) | | 3 |
| | | | Total Hours | 3 |
| **Fall Semester** | | | | |
| PHRA | 1102 | Pharmacy Law | | 1 |
| PHRA | 1266 | Practicum I | | 2 |
| PHRA | 1305 | Drug Classification | | 3 |
| PHRA | 1309 | Pharmaceutical Mathematics I (can take Spring or Fall semester) | | 3 |
| PHRA | 1313 | Community Pharmacy Practice | | 3 |
| | | | Total Hours | 12 |
| **Spring Semester** | | | | |
| PHRA | 1345 | Compounding Sterile Preparations & Aseptic Technique | | 3 |
| PHRA | 1347 | Pharmaceutical Mathematics II | | 3 |
| PHRA | 1441 | Pharmacy Drug Therapy and Treatment | | 4 |
| PHRA | 2366 | Practicum II | | 3 |

| PHRA | 1243 | Pharmacy Technician Certification Review | 2 |
|------|------|------------------------------------------|---|
| | | **Total Hours** | **15** |
| | | **Total Hours for Certificate** | **34** |

Prerequisite: Must pass BIOL 2404 with a "C" or better to be considered for program acceptance
Prerequisites and corequisites required. See course descriptions. Courses must be taken in sequence.

If you do not take PHRA 1301 in the summer II session, you will take it in the fall semester for a total of 15 hours instead of 12 hours.

# Associate of Applied Science in Pharmacy Technology
## (Health Professions Pathway)

### First Year

**Spring/Summer I/II Semester** — Credit Hours

| BIOL | 2404 | General Anatomy & Physiology | 4 |
|------|------|------------------------------|---|
| STSU | 0X00 | Student Success | 0 |
| | | **Total Hours** | **4** |

**Summer II Semester**

| PHRA | 1301 | Introduction to Pharmacy (can take SSII or fall) | 3 |
|------|------|--------------------------------------------------|---|
| HITT | 1305 | Medical Terminology (not required for certificate only) | 3 |
| | | **Total Hours** | **6** |

**Fall Semester**

| PHRA | 1102 | Pharmacy Law | 1 |
|------|------|--------------|---|
| PHRA | 1266 | Practicum I | 2 |
| PHRA | 1305 | Drug Classification | 3 |
| PHRA | 1309 | Pharmaceutical Mathematics I (can take spring semester prior) | 3 |
| PHRA | 1313 | Community Pharmacy Practice | 3 |
| | | **Total Hours** | **12** |

**Spring Semester**

| PHRA | 1345 | Compounding Sterile Preparations & Aseptic Technique | 3 |
|------|------|------------------------------------------------------|---|
| PHRA | 1347 | Pharmaceutical Mathematics II | 3 |
| PHRA | 1441 | Pharmacy Drug Therapy and Treatment | 4 |
| PHRA | 2366 | Practicum II | 3 |
| PHRA | 1243 | Pharmacy Technician Certification Review | 2 |
| | | **Total Hours** | **15** |
| | | **Total Hours for Certificate** | **34** |

*Eligible for Certificate of Completion in Pharmacy Technology upon completion of this semester*
### Second Year

**Summer II Semester**

| | | | | |
|---|---|---|---|---|
| PHRA | 1240 | Pharmacy Third Party Payment | | 2 |
| | | | **Total Hours** | **2** |

**Fall Semester**

| | | | | |
|---|---|---|---|---|
| PSYC | 2301 | General Psychology | | 3 |
| PHRA | 1350 | Pharmacy Management for Technicians | | 3 |
| PHRA | 2320 | Advanced Skills for Technicians | | 3 |
| | | | **Total Hours** | **9** |

**Spring Semester**

| | | | | |
|---|---|---|---|---|
| ENGL | 1301 | English Composition | | 3 |
| ITSW | 1304 | Introduction to Spreadsheet | | 3 |
| SPCH | 1318 | Interpersonal Communication | | 3 |
| ART 1301/DRAM 1310/MUSI 1306/MUSI 1310 (Choose 1) | | | | 3 |
| | | | **Total Hours** | **12** |
| | | | **Total Hours for Degree** | **60** |

*Must pass Pharmacy Technician Certification Exam before enrolling in PHRA 1240

### General Course Descriptions

**STSU 0300 Student Success -** Institutional credit. Psychology of learning and success. Examines factors that underlie learning, success, and personal development in higher education. Topics covered include information processing, memory, strategic learning, self-regulation, goal setting, motivation, educational and career planning, and learning styles. Techniques of study such as time management, listening and note taking, text marking, library and research skills, preparing for examinations, and utilizing learning resources are covered. Includes courses in college orientation and developments of students' academic skills that apply to all disciplines. It is a course designed to introduce critical thinking concepts and to provide opportunities for the student to acquire learning strategies for academic success. This course will cluster students into teaching modules according to their TSI requirement deficiencies in all three sections of TSI Assessment (reading, writing and math). Also, can be relevant for survival skills course. Thirty-two lecture and sixteen lab hours. Lab fee.

**BIOL 2404 General Anatomy and Physiology (Lecture + Lab):** Four hours credit. Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Prerequisite: Meet TSI college readiness standards for reading and writing. Forty-eight lecture and forty-eight lab hours. Lab fee.

**PHRA 1240 Pharmacy Third Party Payment:** Two hours credit. Overview of third-party payment and its impact on health care. Includes the principles and practices of managed care pharmacy, Medicaid and Medicare, payment plans, reimbursement methods, and formularies. Thirty-two lecture hours.

**ENGL 1301 Composition I:** Three hours credit. Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. Forty-eight lecture and sixteen lab hours. Lab fee.

**ITSW 1304 Introduction to Spreadsheets:** Three hours credit. Instruction in the concepts, procedures, and application of electronic spreadsheets. Forty-eight lecture and sixteen lab hours. Lab fee.

**HITT 1305 Medical Terminology:** Three hours credit. Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols. The study of terminology related to surgical procedures, medical specialties and diagnostic procedures. Forty-eight lecture hours.

**PSYC 2301 General Psychology:** Three hours credit. Survey of major topics psychological topics, theories and approaches to scientific study of behavior and mental processes. Forty-eight lecture hours.

**ART 1301/DRAM 1310/MUSI 1306/MUSI 1310:** See AC catalog for course descriptions.

### Pharmacy Technology Course Descriptions

**PHRA 1102 Pharmacy Law:** One hour credit. Overview of federal and state laws governing the practice of pharmacy. The legal and ethical constraints governing pharmacy technician and pharmacist responsibilities in practice settings. Sixteen lecture hours. Prerequisite: BIOL 2404. Corequisites: PHRA 1313, 1305, 1301, 1266, and 1309.

**PHRA 1266 Practicum I:** Two hours credit. Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student. A health practicum is an unpaid learning experience. Three hundred twenty contact hours. Prerequisite: BIOL 2404. Corequisites: PHRA 1102, 1313, 1305, 1301, and 1309**.**

**PHRA 1301 Introduction to Pharmacy:** Three hours credit. An overview of the qualifications, operational guidelines, and job duties of a pharmacy technician. Forty-eight lecture hours. Prerequisite: BIOL 2404. Corequisites: PHRA 1102, 1313, 1305, 1266, and 1309.

**PHRA 1305 Drug Classification:** Three hours credit. A study of pharmaceutical drugs, abbreviations, classifications, dosages, side effects, and routes of administration. Forty-eight lecture hours. Prerequisite: BIOL 2404. Corequisites: PHRA 1102, 1313, 1266, 1301, and 1309.

**PHRA 1309 Pharmaceutical Mathematics I:** Three hours credit. Solving pharmaceutical calculation problems encountered in the preparation and distribution of drugs. Forty-eight lecture hours. Prerequisite: BIOL 2404. Corequisites: PHRA 1102, 1313, 1305, 1301, and 1266.

**PHRA 1313 Community Pharmacy Practice:** Three hours credit. Introduction to the skills necessary to process, prepare, label, and maintain records of prescriptions in a community pharmacy to include customer service, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, inventory management and legal parameters. Thirty-two lecture and thirty-two lab hours. Prerequisite: BIOL 2404. Corequisites: PHRA 1102, 1301, 1305, 1309, and 1266. Lab fee.

**PHRA 1345 Compounding Sterile Preparations:** Three hours credit. The process of compounding sterile preparations and aseptic technique within legal and regulatory guidelines specified by USP standards. Thirty-two lecture and thirty-two lab hours. Prerequisites: PHRA 1102, 1313, 1305, 1301, 1266, 1309, and BIOL 2404. Corequisites: PHRA 1243, 1347, 1441 and 2366. Lab fee.

**PHRA 1441 Pharmacy Drug Therapy and Treatment:** Four hours credit. Study of therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of disease. Forty-eight lecture and thirty-two lab hours. Prerequisites: PHRA 1102, 1301, 1305, 1309, 1313, 1266, and BIOL 2404. Corequisites: PHRA 1243, 1345, 1349, and 2366. Lab fee.

**PHRA 2366 Practicum II:** Three hours credit. Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student. Three hundred sixty practicum hours. Prerequisites: PHRA1102, 1305, 1301, 1266, 1309, 1313, and BIOL 2404. Corequisites: PHRA 1243, 1345, 1347, and 1441.

**PHRA 1243 Pharmacy Technician Certification Review:** Two hours credit. A review of major topics covered on the national Pharmacy Technician Certification Examination (PTCE). Thirty-two lecture hours. Prerequisites: BIOL 2404, PHRA 1102, 1301, 1305, 1309, 1313, 1266. Corequisites: PHRA 1345, 1347, 1441, 2366.

**PHRA 1347 Pharmaceutical Mathematics II: Three hours credit**. Perform advanced dosage calculations including alligations, body surface area, ratio strengths, dilutions, and IV flow rate calculations. Forty-eight lecture hours. Prerequisites: PHRA 1102, 1301, 1305, 1309, 1313, 1266, and BIOL 2404. Corequisites: PHRA 1345, 1441, and 2366.

**PHRA 1350 Pharmacy Management for Technicians:** Three hours credit. Current practices and trends in various pharmacy settings including advanced pharmacy management skills. Forty-eight lecture hours. Prerequisite: PHRA 1243.

**PHRA 2320 Advanced Skills for Technicians:** Three hours credit. Advanced concepts of pharmacy practice designed to help students develop critical thinking skills and apply knowledge and skills from previously completed pharmacy coursework. The emphasis is on enhancing the abilities required to perform advanced-level tasks including those related to regulatory/compliance issues and emerging areas of pharmacy practice. Forty-eight lecture hours. Prerequisite: PHRA 1243.

## Dress Code

Students are required to obtain the official Angelina College Pharmacy Technology Program uniform, lab coat, picture name badge, and appropriate footwear prior to the first day of practicum (see course calendar for specific date). Students are responsible for laundry and maintenance of uniforms and lab coats throughout the program. **Student will be sent home if not in proper uniform and will be counted absent for the clinical day.**

1.      The student uniform consists of:

   a.      A minimum of one set of pewter gray scrubs from a designated source. (Skirts, or scrub dresses must be mid-knee to

mid-calf in length).

b.        One pewter gray lab coat either 3/4 or full length.

c.        White, black, or gray duty shoes or athletic shoes with minimum colored decor. Shoes and shoe laces must be kept clean and polished.

d.        School issued student name badge should be attached to a lanyard or worn on the upper front torso with name and title showing (title is Pharmacy Tech Trainee). <u>Badges must be free of pins, stickers, etc</u>. Badge must also indicate whether student has a current flu vaccination. (Green holder)

e.        An AC Pharmacy Technology program insignia embroidered in gold must be displayed on the upper right chest of the scrub top and upper left chest of the lab coat.

2.        Additional approved attire:

a.        Pewter gray scrub jackets may be worn with scrubs for comfort while in the practicum area.

b.        Scrubs must be laundered and pressed daily.

c.        Lab coats must be laundered and pressed frequently.

d.        Undergarments must be worn with uniforms. (Neutral or white under uniforms). T-shirts must be concealed under the uniform except at the neck.

e.        Hose/socks must be worn with dress or skirt uniforms.

f.        Socks are required & must be white or same color as scrub pants**.**

g.        For safety and infection control, **jewelry should not be worn**. Student may wear small stud earrings, studs only (one set) and not dangling. No other body piercing jewelry allowed. (i.e. pierced tongues, gauges, lips, nose, eyebrow that is visible to the general public)

h.        Hair must be neat, clean, off the shoulders and in a moderate style that will not compromise safety (for example hair will not fall or obstruct vision or fall forward over work area). Hair clips must match the hair color. No extreme hair style, color, color add- in, ombre, or extreme ornaments or scarves.

i.        No beard. Mustaches and sideburns must be neatly trimmed; otherwise, face should be clean shaven. Extreme styles are not acceptable.

j.        All attire should be of modest fit and neat in appearance.

3.        Personal Hygiene:

a.        Students must present a clean, well-groomed appearance at all times when on duty.

b.        Students are to bathe and use deodorant prior to attending clinical each day.

c.        Colognes and aftershaves are not permitted.

d.        Good dental hygiene practices.

e.        Nails (only natural allowed) should be clean and well manicured. Extreme length**, *covers or*** nail polish are not acceptable. No "nail tips" are to be worn.

f.        Cosmetics must be neat. Extremes are not acceptable.

g.        Any part of the uniform which becomes permanently soiled or in a state of disrepair must be replaced.

Other:

a.      No smoking or gum chewing will be allowed in the clinical area.

b.      Failure to comply with guidelines may result in the student being sent home at the discretion of an instructor or preceptor.

c.      *Jeans, overalls, and shorts* are not allowed apparel while in the practicum area, unless otherwise specified. No personal jackets are allowed over the scrub top. If cold, you must wear AC jacket or long sleeve top-must be solid black or gray.

d.      Wearing of unapproved apparel and covering it with a "lab" coat is not acceptable and is a violation of this policy.

e.      Tattoos that are visible to the public will require some type of cover.

**Practicum dress code will conform to assigned practicum agency policy.**

### Smoking
ANGELINA COLLEGE IS NOW TOBACCO FREE! There is no smoking or dipping allowed on campus. Students may **not** smoke in the practicum facility at any time.

### Electronic Devices
**The use of cellular phones, smart watches, tablets, and other electronics are not allowed in the classroom, AC labs, AC computer labs or practicum area. No recording is allowed in the classroom or labs. Students will sign and abide by cell phone usage policy on the first-class day. Students will not be allowed to use cell phones inside any part of the hospital. This includes during the lunch break-cell phone cannot be used in the cafeteria or hallways.**

### Impaired Student Policy
Students are expected to comply with the Drug-free Campus Policy (see Angelina College Student Handbook*)*. A pharmacy technology program faculty member that identifies the "impaired" student will refer the student who violates the policy to the program's Director.

### Unsafe Behavior
Angelina College Pharmacy Technology faculty members, practicum preceptors, or pharmacist –in-charge will refer a student to the Pharmacy Technology Director for any of the following:
1) Unprofessional or dishonorable conduct which, in the opinion of the program faculty, is likely to deceive, defraud, or injure patients/client or the public.
2) Failing to care adequately for clients or to conform to the minimum standards of acceptable professional student practice that, in the opinion of the program faculty, exposes a patient or other person unnecessarily to risk of harm.
3) Academic dishonesty
4) Demonstrating behavior that conflicts with safety essential to pharmacy technology practice or who has a positive drug test will be dismissed from the Pharmacy Technology Program regardless of whether treatment or counseling has occurred.

## Section II - Program Guidelines

## Admission Criteria

**Pharmacy Technology Program**
1. Application and acceptance to Angelina College.
2. Attend an information session to obtain an application packet and information on the program.
3. Completed application packet for pharmacy technology program **must be submitted by August 1st or a designated date each year for consideration of fall entry. This application is complete only when all information requested is received.** This includes a completed physical health form, receiving appropriate immunizations as mandated by Texas Department of

State Health Services (TDSHS) for health care workers, and proof of a current 2-year American Heart Association CPR card that is valid throughout the 9-month program. The hepatitis series (3 shots in 6 months) must be completed by the first clinical day of the fall semester. The COVID-19 vaccination is not mandated by Angelina College; however, the college has no authority to dictate a site's requirements and no discretion to waive a clinical sites' requirements.. **All expenses related to these health requirements are the student's responsibility.**

4. Must be Texas Success Initiative (TSI) complete in reading and writing (in order to take BIOL 2404, the prerequisite).
5. Send all official transcripts directly to Angelina College Director of Admissions/Registrar from issuing schools/agencies. College transfer students must submit official transcripts from all colleges in which the applicant was enrolled. **A copy of official college transcripts and a high school transcript or GED score should be turned in with the completed program (PHRA) application packet.**
6. "Conditional" acceptance into the pharmacy technology program will be limited; applicants will be ranked and selected based on a point system. The point system will be based on pre-admissions testing scores and keyboarding score or computer course grade, attendance of information session, former healthcare work-related experience, former college education courses, including program courses offered prior to application, a college degree, and completion of ALL requirements by the posted deadlines.
7. Applicants may be required to take a basic math skills test and write a short essay on their interest in the Pharmacy Technology Program prior to interviews at a scheduled date in August, depending on the number of applicants.
8. Interview: The top 20-30 eligible candidates will be interviewed on an individual basis by the program director and faculty.
9. Students who have been selected for "conditional" acceptance into the PHRA program will be notified with a letter from the Pharmacy Technology Program director by August 15th of each year.
10. Upon "conditional" acceptance to the program, a random drug screen and background check will be done at the student's expense (approximately $125.00) and uploaded on Castle branch along with immunization records. This must be complete prior to clinicals.
11. The drug screen and background check must be negative to receive "full" acceptance into the program.

### Transfer Student Admission

Applicants for transfer into the pharmacy technology program are reviewed on an individual basis. **Applicants are not guaranteed acceptance**. A minimum grade of "C" is required for all courses transferred. The grade point average in prerequisite courses is used in the selection process. **It is strongly recommended that courses that were taken more than three (3) years prior to transfer, be audited.** Students must provide transcripts and records that reflect the classroom and practicum hours.

### Advanced Placement

Advanced placement examination for pharmacy technology courses are not offered. See "Transfer Student Admission."

### Certificate of Completion of the Program

To be eligible for a certificate of completion from Angelina College: all pharmacy technology courses (PHRA) must be completed with a grade of "C" or better (750pts), all curriculum requirements must be fulfilled, and an overall minimum GPA of 2.0 is required.

Prospective graduates must apply for the certificate of completion of the program at the Admissions office during the last semester (spring) of the program. Deadlines are announced during class or posted on the student bulletin board. See the Angelina College Bulletin for specific graduation requirements.

### Attendance

**Classroom:**
8-week courses: Over 2 total absences will result in withdrawal from the theory course in progress and any co-requisite courses.
16-week courses: 3 consecutive or 4 cumulative absences in the classroom will result in withdrawal from the theory course in progress and any co-requisite courses.

Readmission is in accordance with the Angelina College General Bulletin (please see details in bulletin). Class attendance will be verified daily at the beginning of the class period.

**Practicum**: Students must call the Program Director and pharmacy/preceptor prior to practicum to report any absence. **Instructors will accept only telephone calls by the student.** Three absences in the practicum area will result in withdrawal from the practicum course in progress.
Any extenuating circumstances regarding practicum absences, will be reviewed on an individual case basis and will be up to the Program Director's discretion.
**Any medical absence will require a physician's release stating that the student may return to full clinical (practicum) activities.**

Leaving early from practicum site: Student must call the Program Director immediately if leaving the practicum for any reason. All time must be made up. Failure to do so will result in the student being counseled and given a first warning. After the 2nd warning the student is placed on probation for violation of program policy. Three tardies will count as 1 absence from the clinical site.
Students may miss up to three (3) days during their educational year without penalty for documented death of immediate family. Immediate family is defined as spouse, child, mother, father, sibling, in-laws or grandparents. After three days, absences will be counted as per the attendance policy. The Pharmacy Technology Program Director must be contacted and documentation must be submitted prior to return to classes.

## Tardiness
Tardiness is simply defined as "not being in the assigned area at the assigned time."
To prevent class disruptions, tardy students **will not** be allowed to enter the classroom until a break.
Students who are tardy a total of three (3) times in the classroom or practicum area will receive an absence. If the student comes into the practicum setting later than one hour, it will be considered an absence.

## Clinical Probation
A student is placed on clinical probation when a behavior or omission of a behavior occurs which, if repeated or continued more than twice may result in failure. Generally, the behavior of a student being placed on probation falls into six categories:
1. Excessive absences and/or tardiness
2. Unacceptable/Unethical personal and/or professional conduct/behavior.
3. Violation of stated clinical policies/guidelines
4. Behavior which constitutes threat or potential threat to the well-being/welfare of a patient
5. Unsafe behavior
6. Specific Clinical Affiliate refuses student for justifiable reason

Dependent upon the behavior, clinical probation need not occur prior to clinical failure. All students placed on clinical probation will be counseled. A student that is placed on probation for more than one (1) behavior will fail the clinical course in progress and must withdraw from all co-requisite courses.

## Transportation
**All students are responsible for his/her own transportation to and from clinical/practicum pharmacy education learning experiences. All students will be required to travel out of town for at least one institutional pharmacy setting. Transportation is the student's responsibility and experiential pharmacy experience assignments will not be altered because of a student's lack of transportation to an assigned site.**

## Withdrawal/Dismissal
Students may withdraw or be dismissed from the Pharmacy Technology Program for the following reasons:

1. academic failure (course grade below "C" or failing clinical grade)
2. financial problems
3. family/personal problems, excluding health
4. excessive absenteeism due to illness
5. excessive absenteeism, for reasons other than illness
6. change of residence
7. reason unknown
8. training at the practicum facility under the influence of alcohol or illicit drugs
9. unethical conduct of unsafe performance (i.e. representing yourself as a pharmacist by engaging in duties that belong only to a registered pharmacist, falsifying or altering prescription orders, etc.)
10. positive drug screen at any time during the program or refusal of drug screen
11. perpetual misconduct during class or clinicals
12. legal reasons, including criminal charges
13. failure to meet one or more technical standards
14. other

*Any student withdrawing or being dismissed must see the Pharmacy Technology Program Director before official withdrawal or dismissal can be obtained*. When a student does not officially withdraw in the Office of Admissions, an F will appear on the transcript for the course(s) in progress at that time.

## Inclement Weather
Angelina College officials will notify local television and radio stations by 6:30 a.m. if the college schedule is affected by inclement weather. Students should contact their practicum instructors for guidance regarding practicum assignments that necessitate travel before 6:30 am.

****Students are encouraged to register for getrave.com to receive Angelina College alerts.

## Readmission

Readmission to the Pharmacy Technology Program is based on space available in the designated semester of re-entry and the expiration date for the technician trainee registration with the Texas State Board of Pharmacy. (This registration is only good for 2 years and cannot be renewed. Former students will be ranked according to the reason for withdrawal and GPA in required courses. **When a student has failed a pharmacy technology course (theory or practicum), the student must retake that course and the required co-requisite courses.**

Procedure:

1. The student submits a written request for reentry into the Pharmacy Technology Program:
   a. Address request to the Program Director.
   b. Indicate the course desired for reentry.
   c. Include current address and phone number.
   d. Enclose an official college transcript and current technician trainee registration card.

2. Written request with transcript must be received in the Program Director's office by the following deadlines:

   | DEADLINE | SEMESTER of REENTRY |
   |----------|---------------------|
   | June 1st | Fall |
   | November 1st | Spring |

3. The student must meet current admission requirements:

   a. Eligible for readmission to the college
   b. Prerequisite courses completed with at least a "C"
   c. Texas Trainee Registration has not and will not expire before completing program

4. A written response regarding readmission will be sent to the student via the address provided in the initial request for reentry.

5. Health requirements and other instructions will be included in the letter of response.

6. A re-entry student will follow the program's student handbook and college bulletin in place at the time of readmission.

## Progression

Progression in the Pharmacy Technology Program results in successful completion of the required curriculum, but does **not** guarantee a certification to practice. Student's progress from one course to the next course in the curriculum when:

1. All assignments are successfully completed and submitted to the appropriate instructor;
2. Practicum performance is satisfactory; and,
3. The minimum passing grade is achieved.

## Grading Scale

Pharmacy Technology education consists of both theory and practicum components. Students are required to maintain satisfactory grades in all co-requisite courses. An unsatisfactory grade (defined as below 750 pts) in **either** theory or practicum course results in failure to progress in the program.

The specific grade distribution for the pharmacy technology program is:

A = 900-1000
B = 830-899
C = 750-829
D = 600-749
F = <600

**The grading scale is not negotiable.**
**A passing grade of "C" must be 750-829 points.**

## Audit Status

A returning student may audit courses to update content by participating in classroom learning experiences. Course examinations must be taken for self-evaluation. Auditing of a course does not guarantee a space in the course in which readmission may be requested. See readmission policy this handbook.

## Due Process/Grievance Procedure

Students have the right to due process as outlined in the Angelina College Catalog. The following procedure outlines the steps of progression. If the grievance is not resolved at the first step, the student will proceed through the steps sequentially until resolution has been obtained. According to Angelina College policy as written in the Catalog, this process should be no longer than 10 days. The grievance must be filed in the semester in which it occurs.
 Procedure:
1. Student submits written grievance to faculty or staff member involved.
2. Faculty or staff member responds to the student grievance in writing. If student is satisfied with the written response, the grievance is resolved.
If dissatisfied with the response, the student submits written grievance to the Team leader the team leader responds to the student grievance in writing.
If student is satisfied with the written response, the grievance is resolved. If dissatisfied with the response, the student submits written grievance to the Pharmacy Technology Program Director. The Pharmacy Technology Program Director responds to the student grievance in writing. If student is satisfied with the written response, the grievance is resolved.
If dissatisfied with the response, the student submits written grievance to Vice President of Academic Affairs. The Vice President of Academic Affairs responds to the student grievance in writing. Student may request conference with faculty involved, Pharmacy Technology Program Director, and Vice President of Academic Affairs. If student is satisfied with response, the grievance is resolved.
If dissatisfied with the response, student submits grievance to the College President. The President responds to the student grievance in writing. The President's response and decision is final.

## Disabilities

A student with a physical or learning disability may ask for special accommodation during each course or testing period. A special needs committee determines, on an individual basis, whether or not the necessary accommodations or modifications can be reasonably made. (See Angelina College Catalog).

Procedure:
1. Four (4) weeks prior to the beginning of the initial semester of enrollment, the student:
   a. Obtains an **Application for Special Services** from the Office of Student Success and Inclusion.
   b. Completes an interview with a support services counselor.
   c. Provides current medical and/or psychological documentation which verifies the disability.
2. The student is responsible for notifying each instructor of any accommodations needed at the beginning of each course.
To report any complaints of discrimination related to disability, you should contact Dana Smithhart, Student Affairs, Student Center, Room 101, 936-633-5293 or by email dsmithhart@angelina.edu.

## Children/Guests

Children/guests are not permitted in the classroom. Young children should not be left unattended or unsupervised on the campus. The parent or guardian remains responsible for the well-being of the child at all times. Children/guests are not allowed in the practicum area.

## Health Requirements for Practicum Sites

Each student enrolled in a practicum course must upload updated documentation for required immunizations to CastleBranch prior to clinicals. Each enrolled student must provide proof of:
1. Current negative TB (tuberculosis) screening by PPD skin testing **annually** or chest x-ray **biennially**.
2. Tdap (Tetanus-Diphtheria-Pertussis) booster every 10 years
3. Positive titers for Hep B, if non-reactive: get booster and titer again or start series (3 shots in 6 months) must have 2 of the 3 shots completed by the first clinical day of the 1st semester.
4. Positive MMR and Varicella titers, if non-reactive: get booster, then titer again.
5. Bacterial meningitis vaccine (if under 22 years of age)
6. Annual flu vaccine
7. COVID vaccine, fully vaccinated
Failure to comply with the health requirements could result in ineligibility for admission, progression, or readmission to the program. The COVID-19 vaccination is not mandated by Angelina College; however, the college has no authority to dictate a site's requirements and no discretion to waive a clinical sites' requirements. Additionally, clinical sites are free to add, change, remove or

otherwise alter their requirements at any time and all students are required to adhere to the revised site's requirements. Failure to provide any documentation required by a clinical site will result in unexcused clinical absences and could result in dismissal from the program. For more information, please consult the clinical/practicum syllabus and health careers program student handbook for specific information on clinical absences and requirements. Students are required to upload their personal immunization record and test result information to a specified company database. This information must be maintained and updated throughout the program. Clinical facilities and accreditation standards require this information; therefore, students will be asked to provide their immunization record and test results upon request. Should a student be out of compliance with the required information, they will be dismissed from clinical and will not be allowed to return to clinical until the missing information is obtained and/or updated. This could result in clinical failure. Failure to comply with the health requirements could result in ineligibility for admission, progression, or readmission to the program.

CPR A current American Heart Association (AHA) Basic Life Support (BLS) Cardiopulmonary Resuscitation (CPR) card is required and must be maintained while in the pharmacy tech program. Proof of current CPR card must be on file/documented and accessible at all times. Students are required to upload a copy of their CPR card to Castle branch. Should a student let their CPR card expire, they will not be allowed to go to clinical. This could result in clinical failure.

## Background Checks

All applicants selected for a Health Careers Program at Angelina College will be required to have a successful (clear) certified background check and a negative drug test prior to starting clinical/practicum experiences. This will be paid through CastleBranch.

## Alcohol and Drug Policy

All students conditionally accepted into the Angelina College Pharmacy Technology Program are required to provide proof of a negative drug screen within a thirty (30) day time period prior to clinical participation. A positive drug screen will result in the student not being admitted into the program.

In accordance with the American Society of Health System Pharmacist and the requirements of its practicum affiliates, the Angelina College Pharmacy Technology Program requires a negative drug screening before starting practicum rotations. This policy also affirms the Federal Drug-Free Workplace Communities Act Amendments of 1989 and other applicable legislation that assures the safety and health of its students during their educational training experiences. Drug and alcohol abuse affect the responsible conduct of business, teaching, and learning and therefore will not be tolerated and the student will be dismissed from the program. Students are not allowed to attend practicum training without submitting the results of a negative drug screen. Students are responsible for the cost incurred for the drug screen. The due date for the negative drug screen will be announced by the program director. NO LATE DRUG SCREEN accepted. No retesting will be allowed. During the course of enrollment in the Pharmacy Technology Program, if a student has a medical/surgical condition that warrants the prescription of a "controlled substance" (schedules I-V of the Controlled Substance Act) by a licensed medical doctor, the student will incur a practicum absence.

Angelina College and the Pharmacy Technology Program **strictly prohibit** any student from being in a practicum education setting or on the campus under the influence of alcohol, drugs, or controlled substances. Students should be familiar with the institutional alcohol and drug policy as provided at www.angelina.edu/wp-content/uploads/2014/03/Drug_Alcohol.pdf. In the clinical setting, the assigned preceptor reserves the right to require a random drug test in accordance with its institutional policy.

## Liability Insurance

All students are required to purchase professional liability insurance prior to participation in a clinical/practicum education setting in order to participate in learning experiences.  Proof of liability will be verified on the first-class day. The insurance is purchased on an annual basis during registration for the fall semester. The insurance protects the student, college, and clinical education setting in case of any medical situation resulting in litigation.

## Texas State Board of Pharmacy Trainee Registration

All students must be registered with the Texas State Board of Pharmacy and have received the registration card prior to clinicals. Failure to receive the registration card by the deadline will result in the withdrawal of all PHRA courses in progress (PHRA 1102, 1266, 1301, 1305, 1309, and 1313) NO STUDENT IS ALLOWED TO START TRAINING IN A PHARMACY WITHOUT THE REGISTRATION CARD! All students were notified of this situation during mandatory orientation at AC as they began the process of registering with the Texas State Board of Pharmacy. All students were that day to begin the fingerprinting process within a week from orientation. Students were informed prior to registering with TSBP that their eligibility to register with TSBP would be delayed up to 4 months by the student's criminal history. Students were also informed at all information sessions that a felony would make them ineligible to take the Pharmacy Technician Certification Exam.

## Technical Standards/Essential Functions

The student must demonstrate common pharmacy technician functions and be able to apply knowledge/skills necessary to excel in a variety of classroom and clinical settings, including didactics, simulated labs, and experiential training. Below is a table of reasonable expectations of a student during these settings and are required for admission and continuation in the program.

| Essential Function and Definition | Technical Standards Example |
| --- | --- |

| | |
|---|---|
| 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 requires functional use of visual, auditory, and somatic sensations | Visual (Corrected as necessary):<br>▪ Able to visually discriminate increment readings on syringes<br>▪ Able to read instrument scales<br>▪ Able to enter and review data during use of computer equipment<br>▪ Able to visually discriminate different colored and shaped objects<br>▪ Recognize and interpret facial expressions and body language<br>▪ Assess the environment at a distance<br>Auditory (Corrected as necessary):<br>▪ Recognize and respond to soft voices or voices under protective garb<br>▪ Recognize and respond to voices over the telephone, via a speaker, or from microphone speaker in a drive-thru |
| Communication - Ability to communicate effectively and professionally, in English, using verbal, non-verbal, and written formats with faculty, other students, clients, families and all members of the healthcare team | ▪ Able to effectively elicit information<br>▪ Assess nonverbal communications<br>▪ Transmit information to clients, fellow students, faculty and staff, and members of the health care team<br>▪ Receive, write, and interpret verbal and written communication in both academic and clinical settings<br>▪ Ability to effectively communicate using available technology such as email, smart phone, text, etc. |
| Motor - Sufficient motor ability to execute the movement and skills required for safe and effective care and emergency treatment | ▪ 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)<br>▪ Lift up to 50 pounds<br>▪ Ability to perform intense, fine-motor skill manipulations while keeping arms extended inside of a laminar airflow hood for long periods of time<br>▪ Stand for long periods of time (8-12 hours) |
| Intellectual - 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<br>▪ Measure, calculate, reason, analyze and synthesize<br>▪ Utilize intellectual abilities, exercise good judgment and complete tasks, within required time limits<br>▪ Retain information<br>▪ Apply knowledge to new situations and problem-solving scenarios<br>▪ Utilize computer skills to effectively perform various tasks under intense timelines and in high-stress situations |
| Behavioral and Social Attributes -<br>1. 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.<br>2. 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.<br>3. Possess compassion, integrity, concern for others, and motivation. | ▪ Manage heavy academic schedules and deadlines<br>▪ Perform in fast paced clinical situations<br>▪ Display flexibility<br>▪ Sustain professional activities for protracted periods under conditions of physical and emotional stress<br>▪ Demonstrate emotional health required for full utilization of intellectual abilities and exercise of good judgment<br>▪ Demonstrate integrity, concern for others, interpersonal skills, interest and motivations<br>▪ Accepts responsibility and accountability for one's own actions<br>▪ Develop mature, sensitive and effective relationships with clients and others<br>▪ Comply with the professional standards of the pharmacy profession |

| | |
|---|---|
| 4. Possess the ability to demonstrate professional behaviors and a strong work ethic. | |

## Student Files

Active student records are stored in a locked cabinet, are up to date, and accessible to faculty and accrediting agencies' representatives. Graduate records and records of students who withdrew from the program are completed prior to permanent storage. Health forms are stored in a separate location from the student file and have limited access.

Students are encouraged to make personal copies of all information submitted to the pharmacy technology program for their files. All documents submitted become the property of program. A copying fee of 10 cents per page will be assessed for all student requests for copies of file documents.

## Student Conferences

1. All conferences between a faculty member and a student are documented and placed in the student's file. The conference may be recorded on an audio device if both participants agree. The recorded conference must include the date and time of the conference, name of the participants, a statement of agreement by both parties to record the discussion, the topic for discussion and the actual discussion.
2. A witness may be present during a conference if both parties are notified in advance. The witness cannot participate in the discussion and must be identified in the written or recorded documentation.
3. Documentation is maintained for a period of two (2) years at which time only those items required by the accreditation agency are maintained in a permanent file. All student conferences are documented and become part of the student file.

## Pharmacy Tech Program Cost for Tuition, Books, Additional Costs for Fall 2024 & Spring 2025 *prices subject to change* (This sheet was included in your packet when you came to the info session).

Pharmacy Tech Program **Estimated Cost** for 2024-2025

| Program: Pharmacy Technology | In-District | Out-of-District |
|---|---|---|
| Prerequisite Tuition-4 hrs BIOL 2404 STSU-if less than 24 college hours | $416 | $588 |
| Immunizations and Titers | varies | varies |
| Castle branch fee-includes loading immunization documents, drug screen, background check | $139 | $139 |
| Register with TSBP trainee | $55 | $55 |
| Fingerprinting | $40 | $40 |
| **Semester 1-Fall-15 hrs** | | |
| Tuition, general institution, hybrid, lab fees | $1810 | $2455 |
| Student Liability Insurance-Annual | $15 | $15 |
| Textbooks for fall (3) | $520 | $520 |
| **Semester 2-Spring-15 hrs** | | |
| Tuition, general institution, hybrid, lab fees | $1710 | $2355 |
| Textbooks for spring (3) | $500 | $500 |
| PTCB Practice Exam | $19 | $19 |
| PTCB Certification Examination | $129 | $129 |
| IV Certification | $145 | $135 |
| Graduation Cap & Gown | $50 | $50 |
| **Total Program Cost:** | **$5548** | **$7000** |

# Section III - General Information

### Student's Advising and Counseling
**Students having difficulty should seek counseling from program faculty. The program director will assist faculty in advising students and maintaining degree plans.**

### Certificates of Completion
Upon successful completion of the curriculum, students will apply for and receive a certificate of completion from Angelina College. Students must complete all course listed in the official degree plan with a C or better. Students will apply for graduation in early spring. Students completing the program will also have satisfied the Texas State Board of Pharmacy training requirements to compound sterile product and will receive an IV Certificate. This training is part of an ASHP/ACPE-Accredited program which allows it to be transferred to any Texas pharmacy. Students completing the program will also have satisfied the American Society of Health System Pharmacist/ACPE training requirements and will receive a certificate of completion from the Pharmacy Technology Program.

### Committee Membership
One student representative each year will be elected by their peers and/or appointed by the program director to serve on the Pharmacy Technology Advisory Board Committee at Angelina College.

### Course/Instructor Evaluation
Students are given opportunities to evaluate courses, theory and practicum instructors, and the pharmacy technology program. Constructive student feedback is important in improving the curriculum and instruction. Evaluation forms (learner surveys) are posted at the end of the semester on blackboard.

### Employment
Employment arrangements are between the student and their employer. Full-time employment during the program is discouraged due to the strenuous curriculum and requirements. Students employed in a healthcare institution are not allowed to wear the Program's uniform or name badge during employment hours. A pharmacy tech student cannot be paid while performing clinical practice hours.

### Financial Aid
Financial aid information is available from the Director of Financial Aid in Student Services. A number of scholarships are available, see the Angelina College General Bulletin. Students should be aware that additional scholarship information received during the academic year will be posted.

### Computer Policy
*Rules Regarding Angelina College and Health Careers Division:*
Listed below are the most important and most misunderstood rules about Angelina College computer systems. These rules apply to anyone using such resources: student, faculty, and staff. Learn these rules so that you don't get into trouble. Violations of these rules might result in losing your opportunity for free access to the World Wide Web, being expelled from the college, or criminal charges.
> **Note: If you have a question about whether a specific use of computing or networking resources is legal or appropriate, ask before you begin to use it.**

Please read these rules carefully. Some of them are also covered in Computer Crime Law.
1. Students may download information from the Internet with Instructor's approval.
2. Never try to circumvent login procedures on any computer system or otherwise gain access where you are not allowed. Exit to the desktop. If you encounter an error in the program, please notify the computer lab assistant or your instructor. Do not attempt to manipulate any software located on the computer.
3. You will also be held responsible for destructive or illegal activity done by someone to whom you provided access or instruction. (This rule applies even if the activity does not require a password).
4. Never use any college-provided computing resources to do something illegal, threatening, or deliberately destructive; even as a joke. All complaints will be investigated. Violations can result in disciplinary action, criminal charges, or both.
5. You may not be paid, or otherwise profit, from use of any college-provided computing resources or from any output from using it. You may not post advertisements for products that you sell nor promote any organization in which you may profit in any way.

6. Be civil and courteous of others wishing to use the computing resources. Do not send email, unless instructed by an Instructor. (In this instance, ask for assistance form a staff member.) Do not access chat room, MOO's, MUSH's, or other intercommunication with anyone on the Internet.
7. Be careful of copyright infringement. Copyright laws for online information are still evolving, but duplicating other people's text or graphics can get you into trouble, even if the work did not contain a written copyright notice.

## Concealed Carry of Handguns Policy

Refer to Angelina College's Policy and Procedure Manual under CHF (Site Management - Weapons) and CHFA (Concealed Carry of Handguns) found on the college website.

## Certification Examination

Upon completion of the program, the graduate will receive a certificate of completion from Angelina College. Students will be eligible to take the National Pharmacy Technician Certification Examination that is administered by the Pharmacy Technician Certification Board (PTCB) during the spring semester. Students enrolled in the program will also be eligible to become certified in the preparation of intravenous admixtures.

## PHARMACY TECHNOLOGY PROGRAM COMPETENCIES

The Pharmacy Technology Program curriculum incorporates skills and competencies mandated by these agencies:
> The Texas Higher Education Coordinating Board (SCANS)
> American Society of Health-Systems Pharmacists (ASHP)
> Accreditation Council of Pharmacy Education (ACPE)

The two sets of competencies are described below:
1. **SCANS** - In 1990, the secretary of the United States Department of Labor directed a commission to advise the secretary on the level of skills required for entry-level employment for American workers.
   The Secretary's Commission on Achieving Necessary Skills (SCANS) conducted extensive research and interviews with business owners, public employers, union leaders, supervisors, and laborers in a wide variety of work settings. In 1991, the Commission report *What Work Requires of Schools* and noted that "good jobs will increasingly depend on people who can put knowledge to work." Additionally, they estimated that less than half of the students currently exiting high school possess the ability to find and keep a good job.
   From its research, the Commission determined that "workplace know-how" consists of two elements: foundation skills and workplace competencies. The Foundation Skills are defined in three areas: basic skills, thinking skills, and personal qualities. The Workplace Competencies are defined in five areas: resources, interpersonal skills, information, systems, and technology.
2. **ASHP/ACPE** - The American Society of Health-Systems Pharmacists has developed a "Model Curriculum for Pharmacy Technician Training." The initial urge for the development of this model curriculum was the 1994 task analysis of pharmacy technicians conducted as part of the Scope of Pharmacy Practice Project. The model curriculum is created to guide the design and delivery of training of individuals as pharmacy technicians. The curriculum incorporates identified knowledge, responsibilities, skills, attitudes, and abilities of technicians in chain community practice. In addition, this curriculum model will guide the national discussion and intention of standardizing training of technicians and act as a starting point for identifying core competencies. The model curriculum identifies the essential competencies that graduates of a pharmacy technology program should possess.

**Verification** - The Angelina College Pharmacy Technology Program utilizes a matrix model to document that these SCANS skills are integrated into the curriculum. In addition, the essential competencies (ASHP) and (SCANS) skills are reflected in all course syllabi.

**ANGELINA COLLEGE PHARMACY TECHNOLOGY PROGRAM RELEASE FORMS**

### Posting of Grades

In keeping with the **Family Education Rights and Privacy Act of 1974**, I authorize the faculty of the Pharmacy Technology Program to post all course grades by the last four digits of my social security number or assigned ID number for the duration of this program. (Student initial _____ )

### Review of Records

I authorize the administrators of the Pharmacy Technology Program to permit access to my records by official survey or research teams for accreditation or research purposes. (Student initial_____)

### Release of Information

I authorize the Pharmacy Technology Program to furnish all academic, disciplinary, attendance, credit, address, and all other pertinent information regarding my enrollment in the Pharmacy Technology Program to prospective employers when requested. This release is effective until written notice is received by Angelina College to invalidate it. (Student initial_____)

### Release from Liability

I acknowledge and understand that I may encounter certain risks while a student in the Pharmacy Technology Program. I agree that I will in no way hold Angelina College or its faculty liable in the event of an accident or injury while I am on the grounds of practicum affiliates. (Student initial_____)

### Academic Dishonesty

I understand that academic dishonesty is a breach of the expected behavior of a health care professional and will not be tolerated in the Angelina College Pharmacy Technology Program. I agree that I will not divulge any examination question(s) or answer(s) to any individual or entity, falsify or plagiarize any assignments or examinations, nor participate in any behavior that can be construed as

misconduct. I understand that if I violate any rule, policy or procedure of the Angelina College Pharmacy Technology Program, I will be referred to the Pharmacy Technology Standards Committee for disciplinary action.
(Student initial_____)

<div align="center">

**Chemical Dependency Policy for Angelina College Pharmacy Technology Program**

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I acknowledge that I have received a written copy of the "Impaired Student" policy. I have read this policy and I understand that I am accountable for this information. (Student initial_____)

<div align="center">

**Pharmacy Technology Program Handbook Release**

</div>

I have obtained a copy of the *Angelina College Pharmacy Technology Program Handbook 2024-2025.* **I did ( ) did not ( )** participate in the Pharmacy Technology orientation. I have read and understand all the information contained in this handbook.

Student Signature _____ Date _____

# Angelina College Medical Care Required as a Result of Student Accidents

As a student enrolled at Angelina College, you will encounter certain risks while you are enrolled in a classroom or laboratory experience, or in a clinical or practicum setting. In the event that you sustain an injury and/or require any medical testing or care, all resulting medical expenses (hospital, ambulance, or physician fees) are your responsibility and not the responsibility of Angelina College or the clinical/practicum.

It is recommended that you purchase a student/personal health insurance plan (medical/hospitalization) if you are not covered by

a group health insurance plan.

Signature_____ Date:_____
_____

**Angelina College**
**Health Careers Division**
**STUDENT AND FACULTY AGREEMENT**

The Health Careers Division at Angelina College works diligently to provide quality educational opportunities for all students. Please read the following paragraphs to know what you should expect from your instructor, and what your instructor expects from you in your class(es) this semester. **To inform yourself of all policies, Angelina College and the Health Careers Division expects you to read the college catalogue, college handbook and program handbook.**

**You should expect the following from the instructor:**
- Inform you in the first week of class of course content, requirements and grading procedures, in writing, through the course syllabus. The course syllabus and handouts will contain information about dates of tests and assignments; make-up policies; attendance policies; the instructor's office hours; the instructor's telephone number; the method of determining the course grade and SCANS competencies.
- Be available to meet with you, either before or after class, or by appointment.
- Discuss with you any problems that you have that relate to the class.
- Treat you with courtesy, even when there is disagreement.
- Be on time and prepared for class.
- Conduct him/herself in a professional manner at all times.

**The instructor expects the following from you:**
- Be in class 100% of the time. If you are absent or late more than 12.5% of the course, you may be dropped from the class. (Distance Education and hybrid course students should see the course syllabus for specific attendance requirements.)
- Be on time and prepared for class.
- Find out about work you have missed. Arrange to make up missed work, if possible or if permitted. Keep a copy of the course syllabus; bring syllabus and text to class.
- Behave appropriately in class. This means the following:
  - o While the instructor is lecturing, there should be no talking to other students
  - o Leaving the classroom during class is not acceptable
  - o You are expected to be in class on time, except in emergencies, which should be discussed with faculty, prior to class.
  - o Working on other class work during class lecture or discussion time is not acceptable.

- Children are not allowed in class.
- <u>Phones or beepers must be turned off during class, if the phone is used during class, the student will be asked to leave the classroom to see the director of health careers. No phones are to be brought to class on test days.  Rev. 06/10</u>
- Bringing food or drink into classroom is not allowed unless prior approval for class events is obtained.
- Bringing weapons to class is not permitted.
- Sleeping and dozing in class is not permitted.
- Using derogatory or vulgar language is not permitted.
- Purchase required textbook and other equipment during the first week of class.
- Discuss with the instructor problems that you are having with the class before asking others for help in resolving the situation.
- Check on grades often and discuss concerns early. Do not wait until the last week of semester.
- Seek the assistance of available tutoring services.
- Treat the instructor with courtesy, even when there is a disagreement. Also, treat other students with courtesy.

If you experience any problems with your class, please discuss the problem with your instructor and/or advisor. If the problem is not resolved, please contact the program director, <u>Mrs. Elaine Young</u>, whose telephone number is <u>936-633-5433</u>.

Faculty Signature/Date: _____Student Signature/Date: _____

# HEALTH CAREERS DIVISION
## POLICY AND PROCEDURE
## CELL PHONE USAGE

Objective:  To create an uninterrupted learning environment for all students.

Purpose:  Prohibit the use of cell phones during all classes, campus laboratories, and clinical settings (i.e. hospitals, doctor's offices, community settings, and other facilities).

## **POLICY**

Health Careers Division faculty and staff will be consistent with the corrective actions taken to prohibit the use of cell phones during class, laboratory, and clinical settings.

During classroom/didactic and laboratory settings, cell phones are to be turned off and out of sight, eliminating disruptions.

Students are prohibited from carrying and/or using cell phones during clinical hours.
During clinical hours, cell phones are to be left in vehicle and not to be found on student.

During test, whether in classroom or computer lab, students are prohibited to carry and/or use cell phones.

## **PROCEDURE:  Classroom and Laboratory Setting**

- First consequence – verbal warning, with student being dismissed from class and may return at break (if student chooses to leave, then it will be counted as an absence).  *Absences will be documented and cumulative.*

- Second consequence – student will be dismissed from class with an absence. *Absences will be documented and cumulative.*

- Third and subsequent consequences – 5 points will be deducted for each incident from final average of that course(s).

## **PROCEDURE:  Clinical Setting**

- Student will be dismissed from clinical with an absence for each incident.  *Absences will be documented and cumulative.*

I fully understand this policy and procedure and will comply.


_____
         Student Printed Name

_____                _____
         Student Signature                                                          Date

# Angelina College
## Health Careers Division
## Pharmacy Technology Program
## Student Handbook Policy

I _____, have received and read the AC
Pharmacy Technology Program Student Handbook. I agree to follow all policies as stated
while enrolled in the Pharmacy Technology Program.


_____          _____
                    Signature                                              Date


_____          _____
                    Witness                                                Date




## Refund Regulations
Students who drop or who officially withdraw from Angelina College (or who are officially
dismissed from Angelina College) and who are enrolled in semester length courses shall receive
refunds of tuition and mandatory fees in excess of the minimum tuition as follows:

      A. Fall and Spring Semesters
      Prior to the first-class day ...............................................................................100%
      During the thirteenth through fifteenth class days........................................ 70%
      During the sixteenth through twentieth class days ....................................... 25%
      After the twentieth-class day......................................................................... none
      B. Summer Semesters Prior to the first-class day........................................... 100%
      The fifth-class day........................................................................................ 70%
      During the sixth and seventh class days ...................................................... 25%
      After the seventh-class day ........................................................................... none