

**Vernon College Fall 2025 Advisory Meeting Minutes**  
**Pharmacy Technician Program**  
October 22, 2025 – Century City Center  
7:00AM  
Pharmacy Technician Lab Room 2309

**Members present:**

	<b>Vernon College Faculty/Staff</b>
Brittany Giddings – URHCS Pharmacy .....	Katrina Gundling
Lorena Alvarez – United Regional Health Care .....	Bettye Hutchins
Taylor Wilson – United Regional Health Care .....	Zachary Nguyen-Moore
Gary Schultz – United Supermarket Pharmacy .....	Karen McClure
Jessica Smith – Walgreens Kell West .....	Madison Kretzmer
Carly Lemons – Trott’s Drug .....	Delilah Fowler
Mandy Albers – Integrated Pharmacy	

**Members not Present:**

Coby Gardner – Walmart Pharmacy  
Tom Ostovich – Workforce Solutions  
Amy Perry – United Regional Health Care  
Jessica Scott – Walmart Greenbriar Pharmacy

*Katrina Gundling initiated the meeting by welcoming the committee and starting the introductions. Bettye Hutchins thanked the committee members for their service and attendance. She reviewed the purpose of the committee meeting, expressing the importance members provide with their expertise and service. The members ensure college programs remain relevant and consistent with the latest advancements in the fields of discipline. Bettye opened the floor for nominations or volunteers for vice-chair, and recorder. Jessica Smith volunteered for vice- chair and Brittany Giddings volunteered for recorder.*

*Chair: Gary Schultz  
Vice-Chair: Jessica Smith  
Recorder: Brittany Giddings*

New Business .....Gary Schultz

**A. Review program outcomes**

*No old or continuing business listed on the agenda. Gary Schultz continued to New Business. Gary asked the faculty member, Katrina Gundling, to review the program outcomes with the committee.*

*Katrina Gundling reviewed the following program outcomes.*

**Program outcomes**

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

**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.

#### **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**

#### **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.

#### **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**

#### **ENTRY-LEVEL**

- 3.1 Assist pharmacists in collecting, organizing, and recording demographic and clinical information for the *Pharmacists' Patient Care Process*.
- 3.2 Receive, process, and prepare prescriptions/medication orders for completeness, accuracy, and authenticity to ensure safety.

- 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.

#### **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**

##### **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.

##### **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**

##### **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").

## 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.

### Program Outcomes mapped to courses

Program: Pharmacy Technician										Credential: Certificate of Completion	
Award: Certificate of Completion											
Cip: 51.0805											
LIST OF ALL COURSES REQUIRED AND OUTCOMES											
OUTCOMES									Course Number	Course Title	
1	2	3	4	5	6	7	8	9			
X	X	X			X	X	X	X	PHRA 1301	Introduction to Pharmacy	
	X	X							PHRA 1305	Drug Classification	
	X	X	X	X					PHRA 1209	Pharmaceutical Mathematics I	
X	X	X		X	X	X	X	X	PHRA 1313	Community Pharmacy Practice	
X	X	X		X	X	X	X	X	PHRA 1349	Institutional Pharmacy Practice	
	X	X			X		X	X	PHRA 1441	Pharmacy Drug Therapy and Treatment	
	X	X	X	X	X	X	X	X	PHRA 1345	Compounding Sterile Preparations	
	X	X	X	X	X	X	X	X	PHRA 1243	Pharmacy Technician Certification Review	
X	X	X	X	X	X	X	X	X	PHRA 2265	Practicum (or Field Experience) - Pharmacy Technician/Assistant	
									LEAD 1100	Workforce Development with Critical Thinking	
									9. Describe Quality Assurance		
									8. Identify Regulatory Issues		
									7. Describe and Apply Technology and Information		
									6.Demonstrate Patient and Medication Safety		
									5. Demonstrate Procurement, billing, reimbursement and inventory management		
									4. Prepare Sterile and Non-Sterile Compounding		
									3. Demonstrate Processing and Handling of Medications and Medication Orders		
									2. Demonstrate Foundation Professional Knowledge and Skills		
1. Demonstrate Personal/Interpersonal Knowledge and Skills											

### 1. Approve program outcomes

*After review of the program outcomes, Gary Schultz asked the committee for a motion to approve the program outcomes and matrix as presented.*

*Brittany Giddings made a motion to approve the program outcomes and matrix as presented.*

*Taylor Wilson seconded the motion.*

*The motion passed and the committee approved the program outcomes and matrix as presented.*

## **B. Assessment methods and results**

*Gary Schultz asked the faculty member, Katrina Gundling, to explain in more detail the assessment methods and results. Katrina reviewed the information below.*

Assessment methods are the PTCE (Pharmacy Technician Certification Exam) and we also use the practicum/clinical evaluations of students for assessment as well. We had 12 students successfully complete the program and 10 students pass the PTCE (Pharmacy Technician Certification Exam), 1 student has not tested.

### **1. Approve assessment methods and results**

*Gary Schultz asked the committee for a motion to approve the assessment methods and results as presented.*

*Jessica Smith made a motion to approve the assessment methods and results as presented. Brittany Giddings seconded the motion.*

*The motion passed and the committee will approve the assessment methods and results as presented.*

## **C. Approval of workplace competency (course or exam)**

### **Verification of workplace competence:**

Certificate: Credentialing Examination – PTCB Certification Exam for CPhT

*Gary Schultz asked the faculty member, Katrina Gundling, to tell the committee about the workplace competency and how the students have performed on the competency.*

*Katrina reviewed the following information with the committee.*

Program Outcome	Number of students who took course or licensure exam	Results per student	Use of results
1. Demonstrate Personal/Interpersonal Knowledge and Skills	11	10 students@ 100% 1 student@65%	Continue current practices
2. Demonstrate Foundation Professional Knowledge and Skills	11	10 students@ 100% 1 student@65%	Continue current practices
3. Demonstrate Processing and Handling of Medications and Medication Orders	11	10 students@ 100% 1 student@65%	Continue current practices

4. Prepare Sterile and Non-Sterile Compounding	11	10 students@ 100% 1 student@65%	Continue current practices
5. Demonstrate Procurement, billing, reimbursement and inventory management	11	10 students@ 100% 1 student@65%	Continue current practices
6. Demonstrate Patient and Medication Safety	11	10 students@ 100% 1 student@65%	Continue current practices
7. Describe and Apply Technology and Information	11	10 students@ 100% 1 student@65%	Continue current practices
8. Identify Regulatory Issues	11	10 students@ 100% 1 student@65%	Continue current practices
9. Describe Quality Assurance	11	10 students@ 100% 1 student@65%	Continue current practices

#### 1. Approval of workplace competency

*Gary Schultz asked for information or recommendations from the committee, the committee articulated their satisfaction with Katrina and the student's performance.*

*Gary asked for a motion to approve the workplace competency as presented.*

*Brittany Giddings made a motion to approve the workplace competency as presented.*

*Taylor Wilson seconded the motion.*

*The motion passed and the committee approved the workplace competency as presented.*

#### **D. Program Specific Accreditation Information and Requirements (if applicable)**

*Gary Schultz asked the faculty member, Katrina Gundling, to tell the committee about the program specific accreditation information and requirements.*

*Katrina reviewed the following information about program accreditation with the committee.*

**ASHP/ACPE Accreditation Standards for Pharmacy Technician Education and Training Programs are being updated. Final revision date will be January 2026 and the implementation date is scheduled for January 2027. Katrina Gundling will address upcoming changes and potential changes to the curriculum due to the updates.**

#### **E. Review of Pharmacy Technician Strategic Plan**

*Gary Schultz asked the faculty member, Katrina Gundling, to review the strategic plan for the committee.*

*Katrina reviewed the Pharmacy Technician Strategic Plan with the committee.*

## **Vernon College Mission 2024-2028**

### **Philosophy**

**VERNON COLLEGE PHILOSOPHY:** Vernon College is a constantly evolving institution, dedicated primarily to effective teaching and regional enhancement. With this dedication to teaching and to the community, the College encourages open inquiry, personal and social responsibility, critical thinking, and life-long learning for students, faculty, and other individuals within its service area. The College takes as its guiding educational principle the proposition that, insofar as available resources permit, instruction should be adapted to student needs. This principle requires both flexibility in instructional strategies and maintenance of high academic standards. Strong programs of assessment and accountability complement this educational principle. VC accepts the charge of providing a college atmosphere free of bias, in which students can exercise initiative and personal judgment, leading to a greater awareness of personal self-worth. It strives to provide every student with opportunities to develop the tools necessary to become a contributing, productive member of society.

### **Vision**

**VERNON COLLEGE VISION:** Vernon College will promote a culture of success for our students and communities through learner-centered quality instructional programs and exemplary services.

### **Values**

**VERNON COLLEGE VALUES:** Vernon College promotes a culture of success through our shared values and commitment to:

- Accessibility
- Accountability
- Building Relationships
- Diversity
- Inclusion
- Innovation
- Leadership
- Quality
- Student Success
- Teamwork

Our values define who we are and guide us in conducting our business every day. Our values are our morals – what is important to us at our college.

### **Mission**

**VERNON COLLEGE MISSION** The mission of Vernon College is teaching, learning, and leading. Vernon College is a comprehensive community college that integrates education with opportunity through our instructional programs and student support services by means of traditional and distance learning modes. Therefore, to fulfill its mission, the College will provide access, within its available resources, to:



- Career technical/workforce programs up to two years in length leading to associate degrees or certificates;
- Career technical/workforce programs leading directly to employment in semi-skilled and skilled occupations;
- Freshman and sophomore courses in arts and sciences, including the curricula leading to associate and baccalaureate degrees;
- Ongoing adult education programs for occupational upgrading or personal enrichment;
- Compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;
- A continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
- Career technical/workforce development programs designed to meet local and statewide needs;
- Support services for educational programs and college-related activities;
- Adult literacy and other basic skills programs for adults; and
- Other programs as may be prescribed by the Texas Higher Education Coordinating Board , such as 60x30TX or local governing boards in the best interest of postsecondary education in Texas

# Pharmacy Technician Program Strategic Plan

Updated: October 2025

Goal/Objectives	Plan/Strategies	Who	Schedule	Current Progress	Completion
Obtain/Maintain 75% Pass Rate on PTCE	Continue to update curriculum to stay current with new standards and trends	Program Coordinator and Instructors	Continuous	Class of 2025 - 91% Pass rate	Never
Obtain/Maintain 85% Placement Rate	Work with pharmacies in the area to post job openings	Program Coordinator	Continuous	Class of 2024- 80% placement rate	Never
Obtain/Maintain graduation/completion rate at 80%	Work individually with students making a student plan during advisement and during program, giving minimum requirements to be successful in the program	Program Coordinator and Instructors	Continuous	Class of 2025- 83% completion rate	Never
Improve response rate on graduate surveys	Ask employers to encourage recent graduates to complete the survey	Program Coordinator and Advisory Board Members	Continuous	Ongoing, in the process of evaluating graduates for current class	Never
Increase Recruiting efforts for male students, to obtain 20% population	Work with the recruiting department and getting suggestions from advisory board on how to recruit more of the male population into our program.	Program Coordinator and Vernon College Recruitment	Continuous	Class of 2025 – We had 33% enrollment of male students	Never
Community Involvement	Activities that students may participate in: career fairs, pharmacy site visits, Preview Day, community service projects Activities that pharmacist and pharmacy staff can participate in: career fairs, site visits, speaking engagements	Program Coordinator, Instructors and Advisory Board Members	Continuous	Speakers for drug diversion, MTM, prescription errors, vaccinations	Never
Offering dual credit courses to local high schools using TEAMS video conferencing or another format	Begin offering 2 entry level courses to the area high schools that can be used if they choose to enter the program. Introduction to Pharmacy and Drug Classification	Program Coordinator	1 to 5 years	Currently in process of notifying counselors to gauge interest	Implemented for Fall 2022, have not had any students so far, re-evaluate each semester
Evaluate program outcomes and goals thru the ASHP/ACPE Accreditation Council for	The program outcomes and goals were introduced in January 2019. We had our 6-year onsite survey 2023 and was approved in Summer 2024 for 3 years.	Program Coordinator	1 to 10 years	Continuous monitoring and preparing for 3 year update in 2026.	When new ASHP standards will be issued or updated

Revised October 2025

Pharmacy Technician Programs					
Moving the night program to online or mostly online only meeting face to face for lab component	Making the night program classes online or hybrid, allowing students to customize their lab schedule	Program Coordinator and Instructors	1 to 10 years	To be implemented for 2025-26 school year and continuously monitored (did not have a cohort for 2024-25 school year)	When new ASHP standards will be issued or updated
Work with Advisory Committee to explore ideas to increase number of graduates	Advisory Board meetings (Fall and Spring) discuss current enrollment and recruitment, continually ask for suggestions	Program Coordinator and Advisory Board members	Continuous	Most recent recommendation is to use program materials to be given during job fairs	To be done every year

### 1. Approve Pharmacy Technician Strategic Plan

*Gary Schultz asked the committee for discussion or recommendations, hearing none the meeting moved forward.*

*Gary asked for a motion to approve the pharmacy technician strategic plan as presented.*

*Carly Lemons made a motion to approve the pharmacy technician strategic plan as presented.*

*Mandy Albers seconded the motion.*

### F. Review the practicum sites for the Pharmacy Technician Program

*Gary Schultz asked the faculty member, Katrina Gundling, to review the practicum site list for the pharmacy technician program with the committee.*

*Katrina Gundling reviewed the following practicum site list.*

#### Practicum Sites for Pharmacy Technician Students

2025-2026

Pharmacy	Address	City, State	Zip	Phone
CVS Pharmacy	3601 Jacksboro	Wichita Falls, TX	76302	766-0174
CVS Pharmacy	3201 Seymour	Wichita Falls, TX	76309	766-1939
Family Pharmacy	1720 Hillcrest Dr	Vernon, TX	76384	552-2999
Goldsmith's Pharmacy	111 W. Cleveland Ave	Electra, TX	76360	495-2335

Guffey's Drug Store	1610 9th Street	Wichita Falls, TX	76302	322-8626
Henrietta Pharmacy	126 N Bridge St	Henrietta, TX	76365	538-4361
Hillcrest Pharmacy	1015 Hillcrest Dr. #B	Vernon, TX	76384	592-4361
Integrated Pharmacy	516 Denver St STE 200	Wichita Falls, TX	76301	866-499-1138
Kell West Pharmacy	5420 Kell Blvd	Wichita Falls, TX	76310	692-5888
North Texas State Hospital	6515 Kemp Boulevard	Wichita Falls, TX	76308	692-1220
North Texas State Hospital	4730 College Dr	Vernon, TX	76384	552-9901
Park Plaza	1900 9th Street	Wichita Falls, TX	76301	322-5492
Seymour Hospital	200 Stadium Dr	Seymour, TX	76384	889-3755
Texoma Cancer Center	5400 Kell Blvd	Wichita Falls, TX	76308	691-8271
KPC Promise Healthcare	1103 Grace Street	Wichita Falls, TX	76301	763-7908
Trott's Call Field Drug	4122 Call Field Rd	Wichita Falls, TX	76308	692-1234
United Pharmacy	4590 Kell Blvd.	Wichita Falls, TX	76309	692-3443
United Pharmacy	4516 Jacksboro	Wichita Falls, TX	76302	767-3368
United Pharmacy	202 North Main	Seymour, TX	76384	889-3622
United Pharmacy	2522 Old Iowa Park Rd	Wichita Falls, TX	76306	322-1114
United Regional Health Care System	1600 11th St.	Wichita Falls, TX	76301	764-7000
Walgreen Pharmacy	1701 9th St.	Wichita Falls, TX	76301	723-7979
Walgreen Pharmacy	4600 Kell Blvd	Wichita Falls, TX	76308	692-4610
Walgreen Pharmacy	2800 Southwest Pkwy	Wichita Falls, TX	76308	692-3421
Wilbarger General Hospital	920 Hillcrest Dr.	Vernon, TX	76384	552-9351

### **1. Approve Practicum Sites**

*Members ask about a few sites closing, Katrina stated that a few sites have closed or changed, she will have the updated list in place for clinical. Gary Schultz asked if any one had recommendations from the committee, hearing none the meeting moved forward.*

*Gary asked for a motion to approve the practicum sites as presented with updates.*

*Jessica Smith made a motion to approve the practicum sites as presented with updates.*

*Brittany Giddings seconded the motion.*

*The motion passed and the committee approved the practicum sites as presented.*

### **G. Review admission requirements and successful completion of program**

*Gary Schultz asked the faculty member, Katrina Gundling, to review the admission requirements and successful completion of the pharmacy technician program with the committee.*

*Katrina Gundling reviewed the following admission requirements and successful completion of the pharmacy technician program below.*

## Pharmacy Technician Program Requirements

1. Complete the Vernon College admission procedure. A student must be first accepted by the College before being considered for the Pharmacy Technician Program. Admission to the college does not guarantee enrollment in the program.
2. Submit a Pharmacy Technician New Student Packet to the program. Deadline is July 31<sup>st</sup> for the day program beginning in August of each year and April 30<sup>th</sup> for the night program beginning in January of each year. Packets are available from the program coordinator and on the Vernon College website.
3. Take the Next Generation Arithmetic exam for benchmarking assessment. If student has taken other assessment tests, these will be reviewed in place of the Accuplacer.
4. Potential students must register with Texas State Board of Pharmacy as a **pharmacy technician trainee** at [www.tsbp.state.tx.us](http://www.tsbp.state.tx.us). There is a non-refundable on-line processing fee of \$52.00 (this fee can change). You will also have to have your fingerprints taken and this will cost approximately \$45 to 50. The Texas State Board of Pharmacy will complete a criminal background check and persons with felony convictions or drug and alcohol charges may be denied registration. The potential student will not be able to enter the program without this registration.
5. Provide evidence that the following immunization requirements have been met prior to enrollment in the pharmacy technician program: bacterial meningitis, tetanus/diphtheria toxoid (TD), measles (students born after January 1, 1957), rubella, mumps (students born after January 1, 1957), Tuberculosis test (TB), Varicella, and Hepatitis B (three shots). For immunization exclusions and waivers and acceptable documentation of immunizations contact the program coordinator. \*Some additional vaccinations may be required prior to practicum rotation.
6. Once all the forms have been sent to the Pharmacy Technician Program Coordinator and the student meets the requirements for the program, an interview will be scheduled with the Program Coordinator.
7. The Pharmacy Technician Program Review Committee will rank students to determine placement into the program based upon completion the pharmacy technician new student packet, completion of the technician trainee registration process, and interview.
8. In the event the potential student is rejected by the Pharmacy Technician Program Review Committee, the student may request a hearing before the College Admissions Committee. Such a request is to be submitted in writing and include reasons why the College Admissions Committee should review the petition.

For successful completion of the pharmacy technician program a minimum of 70 is required for all the courses in the pharmacy technician curriculum.

1. **Approve admission requirements and successful completion of program requirements**

*Gary Schultz asked for a motion to approve the admission requirements and successful completion of the pharmacy technician program as presented.*  
*Jessica Smith made a motion to approve the admission requirements and successful completion of the pharmacy technician program as presented.*  
*Brittany Giddings seconded the motion.*

*The motion passed and the committee approved the admission requirements and successful completion of the pharmacy technician program as presented.*

#### **H. Review program curriculum/courses/degree plans**

*Gary Schultz asked the faculty member, Katrina Gundling, to review the program curriculum/courses/degree plan with the committee.*  
*Katrina reviewed the following program curriculum/courses/degree plan. She stated that the curriculum is working very well and there are no other revisions for the 2026-2027 academic year.*

## **Pharmacy Technician, Level 1 Certificate,**

**CIP 51.0805**

Instructional Locations - Century City Center

DAY PROGRAM

Fall Start Date

CERTIFICATE OF COMPLETION (Probable Completion Time – 9 months or 32 weeks)

### **Major Requirements (26 SH)**

#### *Fall Block*

PHRA 1301	Introduction to Pharmacy (A)	3
PHRA 1209	Pharmaceutical Mathematics I	2
PHRA 1305	Drug Classification	3
LEAD 1100	Workforce Development with Critical Thinking	1
PHRA 1313	Community Pharmacy Practice	3

#### *Spring Block*

PHRA 1349	Institutional Pharmacy Practice	3
PHRA 1441	Pharmacy Drug Therapy and Treatment	4
PHRA 1345	Compounding Sterile Preparations	3
PHRA 1243	Pharmacy Technician Certification Review	2
PHRA 2265	Practicum (or Field Experience) - Pharmacy Technician/Assistant	2

**Total Credit Hours:** **26**

External certifying agency - American Society of Health - System Pharmacists/Accreditation Council for Pharmacy Education (ASHP/ACPE)

# Pharmacy Technician, OSA (Occupational Skills Award), CIP 51.0805

Instructional Locations - Century City Center

PHRA 1301	Introduction to Pharmacy (A)	3
PHRA 1209	Pharmaceutical Mathematics I	2
PHRA 1305	Drug Classification	3
LEAD 1100	Workforce Development with Critical Thinking	1
PHRA 1313	Community Pharmacy Practice	3
<b>Total Credit Hours:</b>		<b>12</b>

Course descriptions and learning outcomes provided as a separate document.

## 1. Approve program revisions (if applicable, if no revisions skip)

*Gary Schultz asked for a motion to approve the program curriculum/courses/degree plan as presented.*


*Brittany Giddings made a motion to approve the program curriculum/courses/degree plan as presented.*

*Taylor Wilson seconded the motion.*

*The motion passed and the committee approved the curriculum/courses/degree plan as presented.*

## Adjourn

*Gary Schultz adjourned the meeting at 7:37AM.*

Recorder Signature – Brittany Giddings 	Date 11/19/25	Next Meeting: Spring 2026
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