

Advisory Committee Minutes Fall 2019

Pharmacy

Vernon College – CCC Room 2309
Thursday, November 7, 2019 at 7:15am

Coby Gamer – Chair
Kristin Basler – Vice Chair
Nicky Clay – Recorder

Members Present:

Kristin Basler, United Supermarket Pharmacy
Nicky Clay, Walgreens Pharmacy
Coby Gamer, Walmart Pharmacy
Dawn Mackin, Walgreens Pharmacy
Gary Schultz, United Supermarket Pharmacy
Jessica Scott, Walmart Pharmacy
Chuck Weaver, Trotts Drug
Nathan Wooten, URHCS Pharmacy

Faculty and Staff Present:

Shana Drury
Katrina Gundling
Aubri Forbes
Holly Scheller
Mollie Williams

Members Not Present:

Brittany Burris
April Nixon

Review program outcomes, assessment methods/results, and workplace competency

Coby Gamer asked the committee to review the program outcomes, assessment methods/results, and workplace competency. Katrina Gundling reviewed the following program outcomes that went into effect beginning in January.

Approve 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.

Coby Gamer asked the committee for a motion to approve the program outcomes as presented.

Chuck Weaver made a motion to approve the program outcomes as presented.

Gary Schultz seconded the motion.

The motion passed and the committee approve the program outcomes as presented.

Assessment methods and results

Assessment method is using the results from the Pharmacy Technician Certification Exam for each individual student, using the detailed scores from each section of the exam (currently 9 knowledge domains, with an update January 2020 changing to 4 knowledge domains and changing to entry level test)

Dawn Mackin asked why the acuplacer exam was no longer required and Katrina Gundling explained the rules sent down from the PTCB. Shana Drury stated that the TSI was required in the past and that the committee could decide to use an acuplacer exam just to see where the students are in their education level. This will be discussed in the next section.

Coby Gamer asked the committee for a motion to approve the assessment methods as presented.

Gary Schultz made a motion to approve the assessment methods as presented.

Aubri Forbis seconded the motion.

The motion passed and the committee approved the assessment methods as presented.

Workplace competency (Pharmacy Technician Certification Exam)

Coby Gamer asked the faculty member, Katrina Gundling, to tell the committee more about the competency and how the students have performed on the competency.

Program Outcome	Number of students who took course or licensure exam	Results per student	Use of results
1. Demonstrate Personal/Interpersonal Knowledge and Skills	4	4 students@ 100%	Continue current practices
2. Demonstrate Foundation Professional Knowledge and Skills	4	4 students@ 100%	Continue current practices
3. Demonstrate Processing and Handling of Medications and Medication Orders	4	1 students@>90% 1 students @ >60% 2 student @>50%	Adding more time in lab to learn these skills
4. Prepare Sterile and Non-Sterile Compounding	4	2 student @ 100% 1 students @>90% 1 student @>40%	Continue current practices
5. Demonstrate Procurement, billing, reimbursement and inventory management	4	2 student @ 100% 1 students @>80% 1 student @>40%	Continue current practices
6. Demonstrate Patient and Medication Safety	4	1 student @ 100% 2 students@>90% 1 students @>70%	Continue current practices
7. Describe and Apply Technology and Information	4	2 student @ 100% 2 students @>70%	Continue current practices
8. Identify Regulatory Issues	4	1 student @ 100% 1 students @>80% 2 students @>70%	Continue current practices
9. Describe Quality Assurance	4	1 student @ 100% 1 students @>80% 1 students @ >60% 1 student @>50%	Continue current practices

Coby Gamer asked the committee for a motion to approve the workplace competency as presented.

Nicky Clay made a motion to approve the workplace competency as presented.

Chuck Weaver seconded the motion.

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

Coby Gamer asked the committee for a motion to place an acuplacer benchmark as an entrance requirement.

Chuck Weaver made a motion to place an acuplacer benchmark as an entrance requirement.

Dawn Mackin seconded the motion

The motion passed and the committee approved adding an acuplacer benchmark as an entrance requirement.

Review program curriculum/courses/degree plans

Coby Gamer asked the faculty, Katrina Gundling, to explain the following information regarding the program curriculum and degree plans.

Pharmacy Technician, Level 1 Certificate, Day Program

CIP 51.0805

Level 1 Certificate

Instructional Locations - Century City Center

DAY PROGRAM

Fall Start Date

CERTIFICATE OF COMPLETION (Probable Completion Time – 32 weeks)

Major Requirements (30 SH)

Fall Block

<u>PHRA 1102</u>	Pharmacy Law	1
<u>PHRA 1201</u>	Introduction to Pharmacy (A)	2
<u>PHRA 1205</u>	Drug Classification	2
<u>PHRA 1209</u>	Pharmaceutical Mathematics I	2
<u>PHRA 1247</u>	Pharmaceutical Mathematics II	2
<u>PHRA 1313</u>	Community Pharmacy Practice	3
<u>PHRA 1449</u>	Institutional Pharmacy Practice	4

Spring Block

<u>PHRA 1441</u>	Pharmacy Drug Therapy and Treatment	4
<u>PHRA 1445</u>	Compounding Sterile Preparations	4
<u>PHRA 1240</u>	Pharmacy Third Party Payment	2
<u>PHRA 1243</u>	Pharmacy Technician Certification Review	2
<u>PHRA 2265</u>	Practicum (or Field Experience) - Pharmacy Technician/Assistant	2
Total Credit Hours:		30

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

Verification of Workplace Competencies:

Credentialing Examination - PTCB Certification Exam for CPhT

Pharmacy Technician, Level 1 Certificate, Evening Program
CIP 51.0805

Level 1 Certificate

Instructional Locations - Century City Center

EVENING PROGRAM

Spring 2019 Start Date

CERTIFICATE OF COMPLETION (Probable Completion Time – 43 weeks)

Major Requirements (30 SH)

Spring Block

<u>PHRA 1102</u>	Pharmacy Law	1
<u>PHRA 1201</u>	Introduction to Pharmacy (A)	2
<u>PHRA 1205</u>	Drug Classification	2
<u>PHRA 1209</u>	Pharmaceutical Mathematics I	2
<u>PHRA 1247</u>	Pharmaceutical Mathematics II	2
<u>PHRA 1313</u>	Community Pharmacy Practice	3

Summer Block

<u>PHRA 1240</u>	Pharmacy Third Party Payment	2
<u>PHRA 1449</u>	Institutional Pharmacy Practice	4

Fall Block

<u>PHRA 1243</u>	Pharmacy Technician Certification Review	2
<u>PHRA 1441</u>	Pharmacy Drug Therapy and Treatment	4
<u>PHRA 1445</u>	Compounding Sterile Preparations	4
<u>PHRA 2265</u>	Practicum (or Field Experience) - Pharmacy Technician/Assistant	2
	Total Credit Hours:	30

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

(A) Course included on the State's Advanced Technical Credit list. (See **Advanced Technical Credit.**)

Verification of Workplace Competencies:

Credentialing Examination - PTCB Certification Exam for CPhT

PHRA 1102 Pharmacy Law - Overview of federal and state laws governing the practice of pharmacy. The role of the pharmacy technician and the pharmacist and their associated responsibilities. Includes Code of Ethics, patient confidentiality, and a comparison of legal and ethical aspects.

Distinguish between the responsibilities of pharmacy technicians and pharmacists in pharmacy settings; and explain federal and state laws that govern pharmacy practice and the Code of Ethics guiding the practice of the pharmacy.

PHRA 1201 Introduction to Pharmacy - An overview of the qualifications, operational guidelines, and job duties of a pharmacy technician.

Outline the history of the pharmacy profession; describe the role of the pharmacy technician in a variety of settings; list the qualifications required for obtaining certification and registration; identify standards of law and ethics governing pharmacy practice; define key medical terms and abbreviations related to pharmacy practice; explain the importance of utilizing pharmacy resource materials; and summarize safety standards.

PHRA 1205 Drug Classification - A study of pharmaceutical drugs, abbreviations, classifications, dosages, side effects, and routes of administration.

Identify drug dosages, routes of administration, and dosage forms; distinguish between brand, generic, and their drug classifications.

PHRA 1209 Pharmaceutical Mathematics I - Solving pharmaceutical calculation problems encountered in the preparation and distribution of drugs.

Solve basic math problems and demonstrate conversion between various systems of measurement including household, metric, and apothecary; and perform adult and pediatric dosage calculations.

PHRA 1247 Pharmaceutical Mathematics II - Advanced concepts of Pharmaceutical Mathematics.

Perform advanced dosage calculations including alligations, body surface area, ratio strengths, percentage strengths, dilutions, and IV flow rate calculations.

PHRA 1313 Community Pharmacy Practice - 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.

Translate medical and pharmaceutical abbreviations and symbols used in processing prescriptions in a community pharmacy; utilize information technology; demonstrate the procedures and work flow operations relating to processing prescriptions and preparing medications in a community pharmacy setting.

PHRA 1240 Pharmacy Third Party Payment - 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.

Discuss and compare the benefits of managed care; identify the needs of individuals who are not insurance-eligible; describe pricing schedules and demonstrate effective problem solving skills and communication with third-party administrators related to coverage and eligibility.

PHRA 1449 Institutional Pharmacy Practice - Fundamentals of the diverse roles and practice of pharmacy technicians in an institutional pharmacy setting. In-depth coverage of hospital pharmacy organization, work flow and personnel, safety techniques, data entry, packaging and labeling operations, inpatient drug distribution systems including investigational drugs, continuous quality improvement and inventory control.

Identify the organization and communication across the multi-disciplinary health care-team; utilize pharmacy reference materials; demonstrate the procedures and work flow operations relating to processing and preparing medication orders in an institutional setting; and explain patient safety as it relates to the national patient safety goals.

PHRA 1243 Pharmacy Technician Certification Review - A review of major topics covered on the national Pharmacy Technician Certification Examination (PTCE).

Illustrate major principles of the following domain of PTCE: Pharmacology for Technicians, Pharmacy Law and Regulations, Sterile and Non-Sterile Compounding, Medication Safety, Quality Assurance, Medication Order Entry and Fill Process, Inventory Management, Billing and Reimbursement, and Information Systems Usage and Application.

PHRA 1441 Pharmacy Drug Therapy and Treatment - Study of therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of disease.

Categorize the major therapeutic classifications of drugs; differentiate the generic and trade names of drugs; describe the therapeutic use of drugs; and recognize appropriate dosing intervals for drugs, in consideration of side effects, toxicity, incompatibility and interactions.

PHRA 1445 Compounding Sterile Preparations - The process of compounding sterile preparations and aseptic technique within legal and regulatory guidelines specified by USP <797> standards.

Demonstrate procedures and techniques consistent with USP <797> standards; perform dosage calculations required for sterile product preparation; and demonstrate safe handling and preparation of compound sterile preparations.

20-21

Certificate Level 1, CIP 51.0805, 32 wks

CIP	Course	Title	Sem	Contact		
				SCH	Lec	Hrs
51.0805	PHRA 1202		F	2	2	0
51.0805	PHRA 1201		F	2	2	0
51.0805	PHRA 1305		F	3	2	3
51.0805	PHRA 1209		F	2	2	1
51.0805	PHRA 1247		S	2	2	1
51.0805	PHRA 1313		F	3	2	4
51.0805	PHRA 1449		F	4	3	4
51.0805	PHRA 1441		S	4	3	2
51.0805	PHRA 1445		S	4	2	6
51.0805	PHRA 1240		-	-	1	3
51.0805	PHRA 1243		S	2	1	2
51.0805	PHRA 2265		S	2	0	14
				30		928

Coby Gamer asked if anything was being completely taken out that was not offered in another class and Katrina Gundling assured him that everything that was being removed was still being taught in other classes it just would not have a designated class. Following the discussion Coby asked the committee for a motion to approve the program revisions as presented.

Dawn Mackin made a motion to approve the program revisions be approved as presented.

Gary Schultz seconded that motion

The motion passed and the committee approved the motion to approve the program revisions as presented.

Review Secretary's Commission on Achieving Necessary Skills (SCANS), General Education, and Program Outcomes Matrices

Coby Gamer asked if the faculty member would discuss the matrices with the committee. Shana Drury explained the matrices and requirements.

SCANS Matrix: The SCANS (Secretary's Commission on Achieving Necessary Skills) Matrix represents the 8 Federal requirements that must be taught. The matrix shows how we are mapping them back to each of the courses in the program.

Program: Pharmacy Technician								Credential: Certificate of Completion		
Award: Pharmacy Technician Certificate of Completion										
Cip: 51.0805										
LIST OF ALL COURSES REQUIRED AND IDENTIFIED COMPETENCIES										
SCANS COMPETENCIES								Course Number	Course Title	
1	2	3	4	5	6	7	8			
X	X			X	X	X	X	PHRA 1102	Pharmacy Law	
X	X		X	X	X	X	X	PHRA 1201	Introduction to Pharmacy	
X	X		X	X		X	X	PHRA 1205	Drug Classification	
X	X	X		X		X	X	PHRA 1209	Pharmaceutical Mathematics I	
X	X	X		X		X	X	PHRA 1247	Pharmaceutical Mathematics II	
X	X	X	X	X	X	X	X	PHRA 1313	Community Pharmacy Practice	
X	X	X	X	X	X	X	X	PHRA 1449	Institutional Pharmacy Practice	
X	X	X	X	X		X	X	PHRA 1441	Pharmacy Drug Therapy and Treatment	
X	X	X	X	X		X	X	PHRA 1445	Compounding Sterile Preparations and Aseptic Technique	
X	X	X		X		X	X	PHRA 1240	Pharmacy Third Party Payment	
X	X	X	X	X	X	X	X	PHRA 1243	Pharmacy Technician Certification Review	
X	X	X	X	X	X	X	X	PHRA 2265	Practicum (or Field Experience) - Pharmacy Technician/Assistant	
								8. BASIC USE OF COMPUTERS		
								7. WORKPLACE COMPETENCIES		
								6. PERSONAL QUALITIES		
								5. THINKING SKILLS		
								4. SPEAKING AND LISTENING		
								3. ARITHMETIC OR MATHEMATICS		
								2. WRITING		
								1. READING		

General Education Matrix: The General Education Matrix is state mandated. You will see the 6 requirements that the college is tasked with teaching and how they map back to the courses.

Program: Pharmacy Technician							Credential: Certificate of Completion	
Award: Certificate of Completion								
Cip: 51.0805								
LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES								
GENERAL EDUCATION CORE OBJECTIVES						Course Number	Course Title	
1	2	3	4	5	6			
X	X			X	X	PHRA 1102	Pharmacy Law	
X	X		X	X	X	PHRA 1201	Introduction to Pharmacy	
X	X	X				PHRA 1205	Drug Classification	
X		X				PHRA 1209	Pharmaceutical Mathematics I	
X		X				PHRA 1247	Pharmaceutical Mathematics II	
X	X	X	X	X	X	PHRA 1313	Community Pharmacy Practice	
X	X	X	X	X	X	PHRA 1449	Institutional Pharmacy Practice	
X	X	X				PHRA 1441	Pharmacy Drug Therapy and Treatment	
X	X	X	X			PHRA 1445	Compounding Sterile Preparations and Aseptic Technique	
X	X	X	X			PHRA 1240	Pharmacy Third Party Payment	
X	X	X	X	X	X	PHRA 1243	Pharmacy Technician Certification Review	
X	X	X	X	X	X	PHRA 2265	Practicum (or Field Experience) - Pharmacy Technician/Assistant	
				6. Personal Responsibility				
				5. Social Responsibility				
				4. Teamwork				
				3. Empirical and Quantitative Skills				
				2. Communication Skills				
1. Critical Thinking Skills								

Program Outcomes Matrix: The Outcomes Matrix represents the Vernon College mandated requirements. They are the Program outcomes just approved and how they map back to the 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	PHRA 1102	Pharmacy Law	
X	X	X			X	X	X	X	PHRA 1201	Introduction to Pharmacy	
	X	X							PHRA 1205	Drug Classification	
	X	X	X	X					PHRA 1209	Pharmaceutical Mathematics I	
	X	X	X						PHRA 1247	Pharmaceutical Mathematics II	
X	X	X		X	X	X	X	X	PHRA 1313	Community Pharmacy Practice	
X	X	X		X	X	X	X	X	PHRA 1449	Institutional Pharmacy Practice	
	X	X			X		X	X	PHRA 1441	Pharmacy Drug Therapy and Treatment	
	X	X	X	X	X	X	X	X	PHRA 1445	Compounding Sterile Preparations and Aseptic Technique	
X	X	X		X		X	X	X	PHRA 1240	Pharmacy Third Party Payment	
	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	
									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		

Institutional Outcomes Matrix: The Institutional Outcomes Matrix represents the Vernon College mandated requirements. This matrix represents how the program outcomes map back to the institutional outcomes/general education outcomes.

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	X	X	1. Critical Thinking Skills		
X	X	X	X	X	X	X	X	X	2. Communication Skills		
	X	X	X	X	X	X			3. Empirical and Quantitative Skills		
X	X	X	X	X	X				4. Teamwork		
X	X	X	X	X	X	X		X	5. Social Responsibility		
X	X	X	X	X	X	X	X	X	6. Personal Responsibility		
									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											

Coby Gamer opened the floor for discussion. Hearing none Coby asked for a motion to approve the matrices as presented.

Nathan Wooten made a motion to approve the matrices as presented.

Chuck Weaver seconded the motion.

The motion passed and the committee approved the matrices as presented.

Program statistics: Graduates (from previous year/semester), current majors, current enrollment

Katrina Gundling reviewed the following information with the committee.

- Program Statistics:
 - Graduates 2018-2019: 5 Students (3 girls, 2 boys)
 - Enrollment Summer 2019: 9 Students (8 girls, 1 boy)
 - Majors Fall 2018-2019: 20
 - Enrollment Fall 2019: 11-day class (9 girls, 2 boys), 9-night class (all girls)

Review of Pharmacy Technician Strategic Plan

Coby Gamer asked the committee to please review the attached documents. The pharmacy technician strategic plan will be updated during the Spring Advisory meeting to fulfill the requirements of our accreditation agency. This was an area that we were cited for and now will have a plan to discuss strategic plan in the spring and vote for implantation in fall. Coby asked the faculty member, Katrina Gundling, to review the strategic plan with the committee.

Vernon College - Pharmacy Technician Program

Strategic Plan

Program Director: Katrina Gundling

Vernon College Mission

The Philosophy, Vision, Values, and Mission permeates all facets of Vernon College. They are annually reviewed and updated as needed by the College Effectiveness Committee prior to being presented to the Board of Trustees for review and adoption.

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 will promote a culture of success for our students and communities through learner-centered quality instructional programs and exemplary services.

Values

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

Vernon College promotes a culture of success through our shared values and commitment to:

Accessibility
Accountability
Building Relationships
Diversity
Innovation
Leadership
Quality
Student Success
Teamwork

Vernon College Mission 2018-2022

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 new core and field of study 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 student's 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 (THECB), such as 60x30TX, or local governing boards in the best interest of postsecondary education in Texas.

Pharmacy Technician Program Strategic Plan

Updated: October 2019

Goal/Objectives	Plan/Strategies	Who	Schedule	Current Progress	Completion
Maintain 100% Pass Rate on PTCE	Continue to update curriculum to stay current with new standards and trends	Program Coordinator and Instructors	Continuous	Class of 2019 = 100% Pass rate	Never
Maintain 90% Placement Rate	Work with pharmacies in the area to post job openings available in classroom.	Program Coordinator	Continuous	Class of 2019- 67% placement rate	Never
Maintain graduation/completion rate at 90%	Work individually with students making a student plan during advisement and during program	Program Coordinator and Instructors	Continuous	Class of 2019- 60% completion rate	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	Students participated in Preview Day 2019 Gary Schults spoke to students on diversion and pharmacy errors	Never
Explore offering 3 dual credit courses to local high schools using Zoom video conferencing or another format	Begin offering 3 entry level courses to the area high schools that can be used if they choose to enter the program. Introduction to Pharmacy, Pharmacy Law and Drug Classification	Program Coordinator	1 to 2 year s	Currently in process of notifying counselors to gauge interest	Implementation Fall 2020
Evaluate and implement new accreditation standards for pharmacy technician education and training program (new standard to be implemented in January 2019)	Review the revisions for the new accreditation standards for pharmacy technician education and training program and change curriculum as needed	Program Coordinator and Instructors	1 to 5 years	Program Coordinator is working with Dean of Instruction to change curriculum	End of 2023-24 school year, when new standards will be issued or updated
Implement new curriculum for PHRA 1243- PTCE Review Course for the new map for January 2020	The PTCE test will be updated for January 2020, changing from 9 domains to 4 domains. We will need to adjust the course to ensure success on the new test.	Program Coordinator and Instructors	1 to 2 years	To be implemented for January 2020 and for the 2020-21 school year	End of 2020-21 school year and then re-evaluated
Evaluate and Implement new program outcomes and goals thru the ASHP/ACPE Accreditation Council for Pharmacy Technician Programs	The program outcomes and goals were introduced in January 2019 and we have been ensuring that they are covered in our program, mapping out each goal	Program Coordinator	1 to 5 years	To be implemented for 2019-20 school year and continuously monitored	End of 2023-24 school year, when new standards will be issued or updated

Work with Advisory Committee to explore ideas to increase number of graduates	Look at ways to shorten length of program to increase interest of prospective students but maintain quality outcomes	Program Coordinator, Instructors and Advisory Board Members	Continuous	Program Coordinator is working with Dean of Instruction to change curriculum	Never
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Katrina Gundling explained the table above to the committee.

Coby Gamer asked the committee for a motion to approve the strategic plan as presented.

Gary Schultz made a motion to approve the strategic plan as presented.

Nicky Clay seconded the motion.

The motion passed and the committee approved the strategic plan as presented.

Review the practicum sites for the Pharmacy Technician Program

Coby Gamer asked the committee to please review the attached documents and asked Katrina Gundling to briefly review the practicum site list.

Practicum Sites for Pharmacy Technician Students

2019-2020

Pharmacy	Address	City, State	Zip	Phone
Cubb Drug	116 East Main Street	Olney, TX	76374	564-5551
CVS Pharmacy	3601 Jacksboro	Wichita Falls, TX	76302	766-0174
CVS Pharmacy	3201 Seymour	Wichita Falls, TX	76309	766-1939
English Pharmacy	2600 10th St	Wichita Falls, TX	76309	723-6060
Family Pharmacy	1720 Hillcrest Dr	Vernon, TX	76384	552-2999
Ferguson Drug and Gift	101 North Washington	Seymour, TX	76380	689-3871
Goldsmith's Pharmacy	111 West Cleveland	Electra, TX	76360	495-2335
Graham Regional Hospital	1301 Montgomery	Graham, TX	76450	549-3400
Guffey's Drug Store	1610 9th Street	Wichita Falls, TX	76302	322-8626
Henrietta Pharmacy	126 N Bridge St	Henrietta, TX	76365	538-4361
Hughes Pharmacy	120 West Park Avenue	Iowa Park, TX	76367	592-4191
Hillcrest Pharmacy	1015 Hillcrest Dr. #B	Vernon, TX	76384	592-4361
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
Promise Healthcare	1103 Grace Street	Wichita Falls, TX	76301	763-7908
Trotts 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	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

Coby Gamer asked the committee for a motion to approve the practicum sites as presented

Dawn Mackin made a motion to approve the practicum sites as presented.

Chuck Weaver seconded the motion.

The motion passed and the committee approved the list of practicum sites.

Review admission requirements and successful completion of program for the Pharmacy Technician Program

Admission Requirements Vernon College Pharmacy Technician Program

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. Deadline is June 30 for the day program beginning in August of each year and November 30 for the night program beginning in January of each year. Packets are available from the program coordinator and on the Vernon College website.
3. The applicant must register with Texas State Board of Pharmacy as a **pharmacy technician trainee** at 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 applicant will not be able to enter the program without this registration.
4. 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.

5. 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.
6. The Pharmacy Technician Program Review Committee will rank students to determine acceptance based upon completion of the pharmacy technician program packet, completion of the technician trainee registration process, and interview.
7. In the event the application is rejected by the Pharmacy Technician Program Review Committee, the applicant 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.
8. Information regarding program standards and policies is printed in the *Pharmacy Technician Handbook*, located on our website at www.vernoncollege.edu/pharmacytech

Katrina discussed the acuplacer and the orientation to the program.

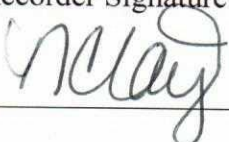
Coby Gamer asked for a motion to approve admission requirements and successful completion of program requirements with updates to acuplacer and orientation as discussed.

Dawn Mackin made a motion to approve admission requirements and successful completion of the program requirements with updates to acuplacer and orientation as discussed.

Gary Schultz seconded the motion.

The motion passed and the committee approved the admission requirements and successful completion of program requirements with updates to acuplacer and orientation as discussed.

Coby Gamer opened the meeting to any further discussion, with none heard the meeting was adjourned at 8:07am.

Recorder Signature 	Date 7/9/20	Next Meeting: Fall 2020
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