

Advisory Committee Fall 2014 Semi-Annual Meeting Minutes
Pharmacy Technician Program
Vernon College

CHAIRPERSON: Coby Gardner		
MEETING DATE: November 12, 2014	MEETING TIME: 7:15AM	MEETING PLACE: Room 2309
RECORDER: Lisa Puckett		PREVIOUS MEETING: June 25, 2014

MEMBERS PRESENT:

OTHERS PRESENT:

Name, Title, Company	Name, Title, Company	Name, Title, Company
Aubri Fortis, CPhT, Walgreens	Kristin Hoskins, Pharm D, United	Katrina Brasuell, CPhT, Pharmacy Technician Program Coordinator
Christina Offield, CPhT, Walgreens	Matt Baker, RPh, URHCS	Dr. Gary Don Harkey, Dean of Instructional Services
Julie Van Pelt, CPhT, URHCS		Shana Munson, Associate Dean of Instructional Services
LaCher Ingram, CPhT, Instructor, URHCS, Vernon College		LeAnn Scharbrough, Advancement Specialist- Recruiting
Lisa Puckett, CPhT, Instructor, United, Vernon College		Melissa Moore, Early College Start Coordinator
Missy Owen, CPhT, Instructor, United, Vernon College		
Coby Gardner, Pharm D, Walmart		
MEMBERS ABSENT:		
Gary Schultz, Pharm D, United	Sherrie Reddick, CPhT	
Chuck Weaver, RPh, Trotts Drug	Sandra Michael, Pharm D, Texas Oncology Pharmacy	
Iris Pinchek, RPh, Wilbarger General Hospital	Rebecca Alexander, PharmD, North Texas State Hospital Vernon	
Tanya Thahn-Ha, CPhT, URHCS	Kendra Griffin, Pharm D, Walgreens	
Jennifer Donley, Pharm D, Walgreens	Nicky Clay, CPhT/Manager, Walgreens	

AGENDA

Agenda Item	Action, Discussion, or Information	Responsibility
Election of Chair and Recorder	Action	Katrina Brasuell
Approval of Minutes from the Last Meeting	Action	Coby Gardner
Old Business:		Coby Gardner
Continuing Business:		Coby Gardner
New Business:		
Program statistics: Graduates, majors, enrollment; list of graduates	Information	Coby Gardner/Katrina Brasuell
Workplace competencies	Information/Discussion/Action	Membership
Review strategic plan, requirements for admission, successful completion	Information/Discussion/Action	Membership

of the program		
Experiential training sites	Information/Discussion/Action	Membership
New Accreditation Standards for Pharmacy Technician Education & Training Programs	Information/Discussion	Coby Gardner/Katrina Brasuell
Evaluation of facilities, equipment, and technology	Information/Discussion	Membership
Advice on selection and acquisition of new equipment and technology	Information/Recommendations	Membership
Curriculum Decisions:		
Review goals and objectives	Information/Discussion/Action	Coby Gardner/Membership
Program revisions, curriculum/course review	Information/Discussion	Coby Gardner/Membership
Adjourn	Action	Coby Gardner

Key Points	Summary of Action, Discussion, Information/Responsibility and Plans for Follow-up and Reporting
Purpose of Advisory Committee	Shana Munson explained the purpose and importance of an advisory committee.
Election of Chair and Recorder	Katrina welcomed and thanked the advisory members. They introduced themselves, their positions and the agency they represented. Coby Gardner was elected chair; Missy made the nomination, and Coby seconded. Lisa Puckett was elected recorder; Julie made the nomination, and Coby seconded. All members approved.
Approval of Minutes from the Last Meeting	Coby requested that the committee review the minutes from the last meeting. He made the motion to approve the previous minutes and Lisa seconded. The membership agreed unanimously.
Old Business:	None
Continuing Business:	None
New Business:	
Program statistics: Graduates, majors, enrollment; list of graduates	Coby provided the committee with the Program Statistics data. There were 11 Program Graduates in May 2014. 8 of 11 are currently working in pharmacy technician positions. Combining the day and night programs, the number of students declaring Pharmacy Technician Majors in 2014 is 20. There are 19 students currently enrolled in the program. Coby inquired about the placement rate percentage that the college aimed for. Dr. Harkey replied that the rate was 85%; however, it did not count against the program if the student continued their education. The variations included put the pharmacy technician program job placement rate at 90%.
Workplace competencies	Coby moved to the next order of business: Workplace competencies. Shana explained how the SCANS, General Education and Outcomes matrices are used as a tool to align the course and program content with the workplace competencies. Coby called for a vote to approve the SCANS. Members voted and accepted them.
Review strategic plan, requirements for admission, successful completion of the program	Coby moved to the next order of business: Review strategic plan, requirements for admission, successful completion of the program. Katrina gave a brief explanation of each category. Coby called for a vote to approve; the plans and requirements were voted on and accepted.
Experiential training sites	Coby moved to the next order of business, experiential training sites. The

	<p>list of sites was given. Katrina stated that she only had one new site: Kell West Hospital. They want students each time she has a practicum. Coby enquired if she used all of the sites. Katrina explained that it depended on the number of students enrolled. She stated there are sites located out of town and when she has larger classes, she uses all of the sites. She added that sometimes she needed more sites in case she had to move students around in the rotation. Coby asked if that ever happened. It was stated that if students have issues at a clinical/practicum site they can be placed elsewhere. Moving students has happened almost every year. Coby called for a vote to approve; they voted and accepted.</p>
New Accreditation Standards for Pharmacy Technician Education & Training Programs	<p>Coby moved to the next order of business: New Accreditation Standards. Katrina explained that in January 2015, the ASHP (The American Society of Health-System Pharmacist) accrediting agency will be releasing the new Accreditation Standards for Pharmacy Technician Education and Training Programs. Under the new standards, drug testing is being mentioned as a requirement for admission or as part of the practicum. They are wanting to raise student's awareness of the standards set forth in the profession. Mandatory and random drug testing is and will be given, if they are employed and even in practicum. The committee positively agreed to add the new plan to the program. Katrina will contact other institutions to see how they are implementing the changes and write a proposal policy which will include cost of testing, type of testing and when the testing should occur. The committee will vote on the submitted policy in the Spring advisory meeting.</p>
Evaluation of facilities, equipment, and technology	<p>Coby moved to the next order of business: Evaluation of facilities, equipment and technology. Katrina gave a brief statement on the equipment that is currently being used. She mentioned the recruiting efforts that staff from Century City Center organized entitled Sophomore round-up where 188 sophomores toured the facilities. In addition, City View High School will be coming next week. LeAnn mentioned that she gives individual tours as well. Katrina stated that her professional development plan for 2014-2015 included attending the ASHP summer meeting and hopefully the PTEC conference in 2016.</p>
Advice on selection and acquisition of new equipment and technology	<p>Coby moved to the next order of business: Advice on selection and acquisition of new equipment and technology. Katrina gave a brief statement on the acquisition of new equipment, which included an automated medication dispensing system, Pyxis machine. Katrina asked for recommendations as well as donations. No recommendations were given from the committee. Coby asked how computers were used in the program. Katrina stated that they were used to generate labels and test the skills of prescription processing. Additionally she stated that she knew each pharmacy had their own computer program which consisted mainly of workflow systems.</p>
Curriculum Decisions:	
Review goals and objectives	<p>Coby moved to review the Goals and Objectives, program outcomes. Katrina reported that the goals had been revised in 2014, but just recently were revised once again to be more concise with the school outcomes. Coby called a motion to accept the goals, objectives and program outcomes; they were approved by everyone.</p>
Program revisions, curriculum/course review	<p>Coby moved to the last order of business: Program revisions and curriculum/course review. Katrina stated that the program will be moving from a 24 credit certificate program to 30 credits in 2016. Doing so will keep the standards high for our applicants and maintain testing requirements to ensure we maintain the same level of students needed for successful completion of the program. She stated that there will be an Associate degree coming the following year. The Associate Degree will be voted on in the Spring 2016 advisory meeting.</p>
Adjourn	<p>Coby called to adjourn.</p>

RECORDER SIGNATURE:

Lisa Pickett

DATE:

12-1-14

NEXT MEETING: Spring 2015