

**Advisory Committee Fall 2015 Semi-Annual Meeting Minutes  
Pharmacy Technician Program  
Vernon College**

<b>CHAIRPERSON:</b> Matt Baker		
<b>MEETING DATE:</b> Wednesday November 11, 2015	<b>MEETING TIME:</b> 7:15 AM	<b>MEETING PLACE:</b> Century City Campus Room 115
<b>RECORDER:</b> Lisa Pickett		<b>PREVIOUS MEETING:</b> Wednesday February 11, 2015

<b>MEMBERS PRESENT:</b>	<b>MEMBERS ABSENT:</b>	<b>OTHERS PRESENT:</b>
Name, Title, Company	Name, Title, Company	Name, Title, Company
Doan Noe, Pharm D	Aubri Fortis, CPhT	Katrina Brasuell, CPhT, Pharmacy Technician Program Coordinator
Matt Baker, RPh URHCS	Jessica Scott, CPhT, CVS	LeAnn Scharbrough, Advancement Specialist- Recruiting
Stacey Esteves, CPhT, Texas Oncology	Sandra Michael, Pharm D, Texas Oncology Pharmacy	Dr. Gary Don Harkey, Dean of Instructional Services
Gary Schultz, Pharm D, United	Sherrie Reddick, CPhT	
Coby Gardner, Pharm D, Walmart	Jennifer Donley, Pharm D, Walgreens	
Lisa Pickett, CPhT, United Instructor, Vernon College	Chuck Weaver, RPh, Trotts Drug	
Kristin Hoskins, Pharm D United	Julie Van Pelt, CPhT, URHCS	
Missy Owen, CPhT, United, Adjunct, Vernon College	LaCher Ingram, CPhT, URHCS Instructor, Vernon College	
	Nicky Clay, CPhT/Manager, Walgreens	
	Tanya Thaho-Ha, CPhT, URHCS	
	Rebecca Alexander, RPh, North Texas State Hospital, Vernon	

**AGENDA**

<b>Agenda Item</b>	<b>Action, Discussion, or Information</b>	<b>Responsibility</b>
Welcome and Introductions	Information	Katrina Brasuell
Purpose of Advisory Committee	Information	Dr. Gary Don Harkey
Election of Officers	Action	Katrina Brasuell
Old Business:	Information/Discussion	Matt Baker
Continuing Business:		
Mandatory drug testing for pharmacy technician students prior to practicum	Information/Discussion/Action	Matt Baker/Katrina Brasuell
New Business:		
Program statistics: Graduates, majors, enrollment	Information/Discussion	Matt Baker
Review strategic plan, requirements for admission, successful completion	Information/Action	Matt Baker

Agenda Item	Action, Discussion, or Information	Responsibility
of program		
Review program outcomes, assessment methods, and results	Information/Discussion/Action	Matt Baker
Review program curriculum/courses/degree plans	Information/Discussion/Action	Matt Baker
Program revisions and curriculum/course review	Information	Matt Baker
Review SCANS and Gen Ed Outcomes matrices	Information/Action	Matt Baker
Experiential training sites	Information/Action	Matt Baker
Review verification course/exam of workplace competencies		
Adjourn	Action	

## MINUTES

Key Discussion Points	Action/Discussion/Information and Responsibility for Follow-up and Reporting
Welcome and Introductions	Katrina welcomed everyone to the meeting. She then showed the video made for the Pharmacy Technician program paid for by Perkins funding to promote the program.
Purpose of Advisory Committee	Katrina then asked Dr. Gary Don Harkey to state the purpose of the advisory board. He explained the purpose and importance of an advisory committee. Their input ensures the college is maintaining the most current practices and direction in the Pharmacy Technician field.
Election of Officers	Prior to the election of the chair and recorder, Katrina asked for each member present to introduce themselves, due to the number of new members. Lisa Pickett nominated Matt Baker to be chair and Stacey Esteves seconded the motion. All Approved. Coby Garner nominated Lisa Pickett to be the recorder, and Stacey Esteves seconded the motion. All approved.
Old Business:	Mandatory drug testing for pharmacy technician students prior to practicum
	Matt Baker, Chair, moved to Old Business, Mandatory drug testing for pharmacy technician students prior to practicum. Katrina handed out the policy for the mandatory drug testing found in the Pharmacy Technician Handbook. Prior to going to their clinical/practicum rotation, students must complete a 10-panel drug test thru Certified Background. The cost will be around \$30.00, which will be covered by the student. Gary Schultz asked if they have to have background checks. Katrina confirmed that the school runs a background check and also the Texas State Board does a more detailed background check with fingerprinting, which is required prior to enrollment into the program. Katrina state that this was needed to comply with the ASHP standards, our accrediting agency, but also for the industry standards. No action was needed.
Continuing Business:	Last vote on the curriculum change for the program
	The chair moved to continuing business, last vote on the curriculum change to the program. The pharmacy technician program will be going from a Cert 1 to Cert 2 in order to retain the testing standard and prerequisites that are required by our accrediting agency. There will be 3 classes added to enhance the program, focusing on areas of the national

Key Discussion Points	Action/Discussion/Information and Responsibility for Follow-up and Reporting
	certification exam that have had deficiencies from student's test. Gary Schultz asked if this would add to the cost of the program. Katrina and Gary Don both said yes, because of the increase in credit hours and fee associated with additional classes. Katrina explained that the majority of the students qualify for federal financial aid, and that this would not impact cost to students who receive this. Gary asked if this would affect enrolment. Katrina does not think it will, but cannot be sure until we start Fall of 2016. The chair moved to vote on the curriculum change. Gary motioned to approve and Coby seconded. All approved.
<p><b>New Business:</b></p> <p><b>Program statistics: Graduates, majors, enrollment</b></p>	<p>Prior to moving to new business, Matt Baker, the chair, asked fellow members if they were having issues with employee retention. Coby Gardner said that it was cyclic at his store, Walmart on Lawrence Road, having to do with a lot of students being students and graduating and moving on. Gary Schultz, stated that they had a problem with one position being replaced over 5 times, but finally found an employee with experience and work ethic. They all agreed that qualified employees is an issue as well as work ethic in younger applicants. Katrina stated that her new class had many potential employees and that their practicum/clinical begin in January.</p> <p>The Chair moved to new business. Program Statistics, Katrina went over the statistics. The program had 9 graduates, with 6 students being placed in pharmacy positions. Enrollment of Fall was with 12 students, 11 females and 1 male. One student has since dropped due to family issues. Katrina also stated that the night program may actually happen if all the students complete requirements prior to end of semester.</p>
<p><b>Review strategic plan, requirements for admission, successful completion of program</b></p>	<p>The Chair moved to review strategic plan, requirements for admission, and successful completion of program. Katrina explained that these must be reviewed each year as part of the accreditation standard of the ASHP. The Chair moved for vote to approve strategic plan, requirements for admission, and successful completion of program. Stacey motioned to approve and Gary seconded. All approved.</p>
<p><b>Review program outcomes, assessment methods, and results</b></p>	<p>The Chair moved to review program outcomes, assessment methods and results. Katrina stated that the program outcomes or goals are provided by the accrediting agency, the ASHP and that they follow the 9 sections of the certification exam, the PTCE. The assessment method is the clinical site evaluations of students. Katrina stated that the majority of the students received good or excellent and that a few received poor, but that a lot of the results seem uneven, as many students will get high marks from one site and poor marks from another. Doan Noe stated that some students might not like one setting compared to another. Katrina also commented that some students change their mind of which setting they plan to work based on their clinical/practicum rotation. Katrina also stated that sometimes the student performance may be negatively impacted by their realization that pharmacy is not the profession they want to be in, and during their rotation basically give up and do not care about the consequences. The Chair moved to approve program outcomes, assessment methods and results. Missy motioned to approve and Coby seconded. All approved.</p>
<p><b>Review program curriculum/courses/degree plans</b></p>	<p>The Chair moved to review program curriculum/courses/degree plans. Katrina explained that they were reviewing the current curriculum/courses/degree plan and that in the Fall of 2016, the new curriculum will begin and we would vote on that next Fall. She also stated</p>

Key Discussion Points	Action/Discussion/Information and Responsibility for Follow-up and Reporting
	<p>that the potential night class will follow the current curriculum as well. Matt asked if in the curriculum Katrina was addressing patient profiles or patient records or medication reconciliation. Katrina stated that she covers patient profiles in the Drug Therapy class, using critical thinking skills to view patient profiles. She also stated that during the current classes, Community and Institutional Pharmacy Practice students are made aware of medication reconciliation. She agrees we need to address the new roles of pharmacy technicians. Matt has explained that they will be employing workers to do this in the future. Coby also stated that many pharmacies will need students with topics skills in the future. Katrina said she will be reworking some of the classes to cover these topics and other topics like vaccinations and investigational drugs, adding a lot of this in the new classes for Fall. The Chair moved for vote to approve curriculum/courses/degree plan. Coby motioned to approve and Gary seconded. All approved.</p>
<p>Program revisions and curriculum/course review</p>	<p>The Chair moved to approve program revisions. Katrina stated that there are none for this year, but next year the new curriculum will begin. And the board had approved already in the continuing business, by voting to approve new changes to a Cert 2.</p>
<p>Review SCANS and Gen Ed Outcomes matrices</p>	<p>The Chair moved to review SCANS and Gen Ed outcomes matrices. Katrina asked Gary Don Harkey to explain the SCANS and Gen Ed outcomes. Gary Don gave definition, The Secretary's Commission on Achieving Necessary Skills (SCANS) and explained that Katrina placed all of the goals and classes to show where these skills are covered. The Chair moved for vote to approve SCANS and Gen Ed outcomes matrices. Gary motioned to approve and Coby seconded. All approved.</p>
<p>Experiential training sites</p>	<p>The Chair moved to review experiential training sites. Katrina stated that there were two new sites, Kell West Hospital Pharmacy and Guffey's Drug. Stacy stated that the phone numbers for Texas Oncology needed updating as well as Kell West Hospital phone number and hospital. Matt also stated that URHCS address needed updating. Katrina will make these changes. The Chair moved to vote to approve experiential training sites. Coby motioned to approve and Gary seconded. All approved.</p>
<p>Review verification course/exam of workplace competencies</p>	<p>The Chair moved to review course/exam of workplace competencies. Katrina stated that we use the certification exam for this, and that a review class for the certification exam, PTCB review, has helped to identify students who will need additional help prior to testing. Gary asked our pass rate for the PTCB exam. Katrina stated that last year it was 92%. She stated that she has identified the students who will not pass and has encouraged them to get extra tutoring help on the sections they are weak on. She gave an example of two students, one who was seeking help and utilizing the tutoring and the other not. Both had same prior scores on the practice PTCB tests, but the one who completed the tutoring passed and the other failed. Gary Don suggested we follow the model of the ADN program, by not allowing the student to test until they pass the PTCB practice exams. Katrina will contact the ADN program to consider the same policies. Doan asked if we knew what the areas that the students were weakest in. Katrina said yes and that the practice tests tell you which areas they need help on. And that she is available to help students address their weakest areas. She also stated that she has limited the time that their vouchers will be valid, giving them only 6 months to test. The Chair moved for vote to approve course/exam of workplace competencies. Coby motioned to approve and Gary seconded. All approved.</p>

Key Discussion Points	Action/Discussion/Information and Responsibility for Follow-up and Reporting
Adjourn	The Chair adjourned the meeting.
DATE:	RECORDER SIGNATURE: <i>Lisa Pickett</i>