VERNON COLLEGE
2015-2016
PHARMACY TECHNICIAN
STUDENT HANDBOOK
Pharmacy program policies, guidelines, procedures, and expectations
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WELCOME

Welcome to the Vernon College Pharmacy Technician program. The Pharmacy Technician program prepares students to take the Pharmacy Technician Certification Exam upon completion of the program. The pharmacy technician faculty and staff hope that you find the profession of pharmacy technician a rewarding, challenging, and profitable career.

You will be given the best possible preparation during the didactic (classroom/internet), laboratory and clinical practicum sections of the program to achieve your education goals. It will be our goal to provide you the best opportunity possible for success in the program.

During the first few weeks and months in this training program, you will need to learn cooperation. Your first and closest associates will be your colleagues—those fellow students who occupy the chairs around you. As a member of the class, it is your immediate responsibility to work together. You will need to accept the attitudes and ideals of some class members that are very much different from your own. Whenever there is discontentment or disharmony within the class, the goals of the class cannot be reached successfully. A student who can discuss, demonstrate, and debate in the proper manner is an individual who will learn. In any profession, in order to be successful, a person must be able to listen, ask questions, express opinions, correct mistakes, and make use of his or her abilities. Try and keep your relationship with your colleagues on an equal level. Help each other. Discuss and solve your problems together. A competitive atmosphere is desirable because competitiveness propagates success. We hope that you will find the Program to be fun and exciting as you obtain the skills and knowledge needed to be a successful Pharmacy Technician. Again, welcome!

Sincerely,

Katrina Brasuell, CPhT
Pharmacy Technician Instructor/Program Coordinator
INTRODUCTION:

The purpose of this handbook is to detail policies and procedures specific to this program. The handbook is constructed to be used as a supplement to the Vernon College Student Handbook and serves to bridge the overriding policies of the College with the policies specific to this program. The policies and procedures set forth in this handbook are designed to support the success of the student. Students enrolled in allied health programs are expected to agree to and abide by the Student Discipline Policy and Student Rights and Responsibilities regulations as outlined in the Vernon College Student Handbook.

This handbook should be used as a supplement to the Vernon College Student Handbook. You should keep this handbook in an easily accessible location, as it contains valuable information you will need in the coming year.

A copy of the Vernon College Student Handbook is available at each campus’s administrative offices or may be downloaded from the Vernon College website at: http://www.vernoncollege.edu/Sites/VernonCollege/Resources/Publications/Catalog%202015-2016.pdf

Students must also abide and follow all policies and procedures of Vernon College. Policies are subject to change, and upon written notification of any change in policy; all students will be responsible to adhere to any policy change.

The Vernon College Pharmacy Technician program prohibits discrimination. Access to its programs or activities shall not be limited on the basis of race, color, religion, national origin, age, gender, sexual orientation, political affiliation, or disability.

PROGRAM CONTACT INFORMATION:

Program Coordinator: Katrina Brasuell, CPhT

Program E-Mail: kbrasuell@vernoncollege.edu

Program Phone Number: 940-696-8752 Extension 3231

Program Fax Number: 940-689-3822

Program Address: Pharmacy Technician Program
Vernon College, CCC
4105 Maplewood Avenue
Wichita Falls, TX  76308

Vernon Campus: 940-552-6291
THE PHARMACY TECHNICIAN

The primary role of any person within the profession of pharmacy is to ensure that patients receive the correct drug therapy for their medical condition. The Pharmacy Technician is responsible for assisting the pharmacist in providing this care by performing tasks that do not require the professional judgment of a pharmacist and can be reviewed by a pharmacist to ensure accuracy. The role of the pharmacy technician is vital to the future of pharmacy because the pharmacy technician can perform duties which will allow the pharmacist more time to spend delivering patient care.

As a means to ensure competency, all technicians in the State of Texas must pass a national certification exam. Pharmacy Technicians who pass the national exam earn the title Certified Pharmacy Technician (CPhT). Certification demonstrates to potential employers that you have mastered a specific body of knowledge and skills relating to pharmacy. The national Pharmacy Technician Certification Exam is administered by the Pharmacy Technician Certification Board (PTCB). Information about PTCB and PTCB testing can be found at www.ptcb.org. PTCB reserves the right to investigate criminal background, verify candidate eligibility and deny certification to any individual.

To achieve PTCB Certification, candidates must satisfy the following eligibility requirements:

- High school diploma or equivalent educational diploma (e.g., a GED or foreign diploma).
- Full disclosure of all criminal and State Board of Pharmacy registration or licensure actions.
- Compliance with all applicable PTCB Certification policies.
- Passing score on the Pharmacy Technician Certification Exam (PTCE).

A candidate may be disqualified for PTCB Certification upon the disclosure or discovery of:

- Criminal conduct involving the candidate;
- State Board of Pharmacy registration or licensure action involving the candidate;
- Violation of a PTCB Certification policy, including but not limited to the Code of Conduct.

Once certified, CPhTs must report any felony conviction, drug or pharmacy-related violations, or State Board of Pharmacy action taken against their license or registration at the occurrence and at the time of recertification, to PTCB for review. Disqualification determinations are made on a case-by-case basis.

All pharmacy technicians in Texas must register with the Texas State Board of Pharmacy. In order to become a registered pharmacy technician (PhTR), a pharmacy technician must first become certified. Information regarding certification and registration will be covered in PHRA 1102, Pharmacy Law. More information about the Texas State Board of Pharmacy is located at www.tsbp.state.tx.us.
PHARMACY TECHNICIAN CERTIFICATE

The Pharmacy Technician Program is a two semester program with 24 semester-credit hours for the day program and 3 semesters with 24 semester-credit hours for the night program. The student will be required to successfully complete all courses listed on the Course Schedule, which is given to the student at the time of advising with the Program Coordinator at Vernon College. Students graduate with a Certificate of Completion. The program is accredited by the American Society of Health-System Pharmacists. The classes are designed to prepare students to take the national certification exam, which is required for all Pharmacy Technician positions in Texas.

A minimum grade of “C” must be earned in each pharmacy technician course under the Pharmacy Technician Program. All students must register with the Texas State Board of Pharmacy as Pharmacy Technician Trainees. Felony background checks are required prior to enrolling in the Pharmacy Technician Program, as well as registering with the Texas State Board of Pharmacy. Any felony conviction may hinder a student from completing the Pharmacy Technician Certificate Program. No student will be allowed to start their clinical rotation without their trainee registration from the Texas State Board of Pharmacy.

CURRICULUM

PHARMACY TECHNICIAN
Instructional Location – Century City Center

CERTIFICATE OF COMPLETION (Probable Completion Time – 2 semesters)

Major Requirements (24 SH) Semester Hours

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<thead>
<tr>
<th>Fall Semester (Day Program)</th>
<th>Spring Semester (Night Program)</th>
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<tbody>
<tr>
<td>PHRA 1102+Pharmacy Law</td>
<td>PHRA 1102+Pharmacy Law</td>
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<tr>
<td>PHRA 1209+Pharmaceutical Mathematics I</td>
<td>PHRA 1209+Pharmaceutical Mathematics I</td>
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<tr>
<td>PHRA 1313+ Community Pharmacy Practice</td>
<td>PHRA 1247+Pharmaceutical Mathematics II</td>
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<tr>
<td>PHRA 1449+ Institutional Pharmacy Practice</td>
<td>PHRA 1313+ Community Pharmacy Practice</td>
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<tr>
<td>PHRA 1247+Pharmaceutical Mathematics II</td>
<td>Summer Semester</td>
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<td>PHRA 1445+ IV Admixture/Sterile Compounding</td>
<td>PHRA 1445+ Intravenous Admixture/Sterile Compounding</td>
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<td>PHRA 1441+ Pharmacy Drug Therapy</td>
<td>PHRA 1449+ Institutional Pharmacy Practice</td>
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<tr>
<td>PHRA 2265+Practicum-Pharmacy Technician</td>
<td>Fall Semester</td>
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<tr>
<td>PHRA 1243+Pharmacy Technician Certification Review</td>
<td>PHRA 1244+ Pharmacy Drug Therapy</td>
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<td>PHRA 2265+Practicum-Pharmacy Technician</td>
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<td>PHRA 1243+Pharmacy Technician Certification Review</td>
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+ See course description for prerequisite

External certifying agency – Pharmacy Technician Certification Board
Capstone Experience: Certification exam – PTCE
PHRA 1102 Pharmacy Law – Survey of federal and state laws governing the practice of pharmacy. Describes the legal and ethical constraints governing technician responsibilities and pharmacist responsibilities in various settings. Special Fee: $50.00 Prerequisites: Meet TSI requirement or appropriate scores on Accuplacer and acceptance into Pharmacy Technician Program.

PHRA 1209 Pharmaceutical Mathematics I – Pharmaceutical mathematics including reading, interpreting, and solving calculation problems encountered in the preparation and distribution of drugs. Conversion of measurements within the apothecary, avoirdupois, and metric systems with emphasis on the metric system of weight and volume. Topics include ratio and proportion, percentage, dilution and concentration, milliequivalents, units, intravenous flow rates, and solving dosage problems. Lab Fees: $24.00. Special Fee: $42.00 Prerequisites: Meet TSI requirement or appropriate scores on Accuplacer; acceptance into Pharmacy Technician Program.

PHRA 1247 Pharmaceutical Mathematics II – Advanced concepts of Pharmaceutical Mathematics. Topics to include ratio/proportion, conversion between pharmacy systems, aliquots, alligations, and percentages and dosage conversion. Lab Fee: $24.00; Special Fee: $42.00. Prerequisites: Meet TSI requirement or appropriate scores on Accuplacer; acceptance into Pharmacy Technician program.

PHRA 1313 Community Pharmacy Practice – Introduction to the skills necessary to process, prepare, label, and maintain records of physicians’ medication orders and prescriptions in a community pharmacy. Designed to train individuals in supply, inventory, and data entry. Includes customer service, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, record keeping, stock level adjustment, data input editing, and legal parameters. Lab Fees: $24.00. Special Fee: $50.00 Prerequisites: PHRA 1102, PHRA 1215 and PHRA 1209 or concurrent enrollment.

PHRA 1449 Institutional Pharmacy Practice – Exploration of the unique role and practice of pharmacy technicians in an institutional pharmacy with emphasis on daily pharmacy operation. Topics include hospital pharmacy organization, work flow and personnel, medical and pharmaceutical terminology, safety techniques, data entry, packaging and labeling operations, extemporaneous compounding, inpatient drug distribution systems, unit dose chart fills, quality assurance, drug storage, and inventory control. Lab Fees: $24.00. Special Fee: $50.00 Prerequisites: PHRA 1102, PHRA 1215 and PHRA 1209 or concurrent enrollment.

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. Provides detailed information regarding drug dosages, side effects, interactions, toxicities, and incompatibilities. Lab Fees: $24.00. Special Fee: $50.00 Prerequisites: PHRA 1301 and PHRA 1209.

PHRA 1445 Intravenous Admixture and Sterile Compounding – A study of sterile products, hand washing techniques, pharmaceutical calculations, references, safety techniques, aseptic techniques in parenteral compounding, proper use of equipment, preparation of sterile products, and safe handling of antineoplastic drugs. Lab Fees: $24.00. Special Fee: $50.00 Prerequisites: PHRA 1301 and PHRA 1209.

PHRA 2265 Clinical - Pharmacy Technician/Assistant – Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Liability insurance: $20.00 Special Fee: $50.00 Prerequisites: PHRA 1441 and PHRA 1445 or concurrent enrollment.

PHRA 1243 Pharmacy Technician Certification Review - A review of major topics covered on the National Pharmacy Technician Certification examination. Special Fee: $129.00. Prerequisites: PHRA 1441 and PHRA 1445 or concurrent enrollment.
Vernon College Pharmacy Technician Program Goals

The Pharmacy Technician Program Goals are based on the objectives found in the “ASHP Accreditation Standard for Pharmacy Technician Training Programs” published in the Practice Standards of ASHP. During the Pharmacy Technician Training Program, the following objectives will be covered:

**Personal/Interpersonal Knowledge and Skills**
- Demonstrate ethical conduct in all job-related activities.
- Present an image appropriate for the profession of pharmacy in appearance and behavior.
- Communicate clearly when speaking and in writing.
- Demonstrate a respectful attitude when interacting with diverse patient populations.
- Apply self-management skills, including time management, stress management, and adapting to change.
- Apply interpersonal skills, including negotiation skills, conflict resolution, and teamwork.
- Apply critical thinking skills, creativity, and innovation to solve problems.

**Foundation Professional Knowledge and Skills**
- Demonstrate understanding of healthcare occupations and the health care delivery system.
- Demonstrate understanding of wellness promotion and disease prevention concepts, such as use of health screenings, health practices and environmental factors that impact health, and adverse effects of alcohol, tobacco, and legal and illegal drugs.
- Demonstrate commitment to excellence in the pharmacy profession and to continuing education and training.
- Demonstrate knowledge and skills in areas of sciences relevant to the pharmacy technician’s role, including anatomy/physiology and pharmacology.
- Perform mathematical calculations essential to the duties of pharmacy technicians in a variety of contemporary settings.
- Demonstrate understanding of the pharmacy technician’s role in the medication-use process.
- Demonstrate understanding of major trends, issues, goals, and initiatives taking place in the pharmacy profession.
- Demonstrate understanding of non-traditional roles of pharmacy technicians.
- Identify and describe emerging therapies.

**Processing and Handling of Medications and Medication Orders**
- Assist pharmacist in collecting, organizing and recording demographic and clinical information for direct patient care and medication-use review.
- Receive and screen prescriptions/medication orders for completeness, accuracy, and authenticity.
- Assist pharmacists in the identification of patients who desire/require counseling to optimize the use of medication, equipment, and devices.
- Prepare non-patient-specific medications for distribution (e.g., batch, stock medications).
- Distribute medications in a manner that follows specified procedures.
- Practice effective infection control procedures, including preventing transmission of blood borne and airborne diseases.
Assistant pharmacists in preparing, storing, and distributing medication products requiring special handling and documentation (e.g., controlled substances, immunizations, chemotherapy, investigational drugs, REMS)
- Assist pharmacists in the monitoring of medication therapy.
- Prepare patient-specific medications for distribution.
- Maintain pharmacy facilities and equipment, including automated dispensing equipment.
- Use Material Safety Data Sheets to identify, handle, and safely dispose of hazardous materials.

**Sterile and Non-Sterile Compounding**
- Prepare medications requiring compounding of sterile products.
- Prepare medications requiring compounding of non-sterile products.
- Prepare medications requiring compounding of chemotherapy/hazardous products.

**Procurement, billing, reimbursement and inventory management**
- Initiate, verify, and assist in the adjudication of billing for pharmacy services and goods, and collect payment for these services.
- Apply accepted procedures in purchasing pharmaceuticals, devices, and supplies.
- Apply accepted procedures in inventory control of medications, equipment, and devices.
- Explain pharmacy reimbursement plans for covering pharmacy services.

**Patient and Medication Safety**
- Apply patient and medication safety practices in all aspects of pharmacy technician’s roles.
- Verify measurements, preparations, and/or packaging of medications produced by other healthcare professionals (tech-check-tech).
- Explain pharmacists’ roles when they are responding to emergency situations and how pharmacy technicians can assist pharmacist by being certified as a Basic Life Support Healthcare Provider.
- Demonstrate skills required for effective emergency preparedness.
- Assist pharmacist in medication reconciliation.
- Assist pharmacist in medication therapy management.

**Technology and Information**
- Describe the use of current technology in the healthcare environment to ensure the safety and accuracy of medication dispensing.

**Regulatory Issues**
- Compare and contrast the roles of pharmacists and pharmacy technicians in ensuring pharmacy department compliance with professional standards and relevant legal, regulatory, formulary, contractual, and safety requirements.
- Maintain confidentiality of patient information.

**Quality Assurance**
- Apply quality assurance practices to pharmaceuticals, durable and non-durable medical equipment, devices and supplies.
- Explain procedures and communication channels to use in the event of a product recall or shortage, a medication error, or identification of another problem.
PHARMACY TECHNICIAN DESCRIPTION OF PROFESSION

Workforce Education Manual (WECM) Description
Classification of Instructional Programs (C.I.P.) Pharmacy Technician/Technology 51.0805
An instructional program that teaches the skills necessary to process, prepare, label, and maintain records of physicians' medication orders and prescriptions in a community pharmacy. Designed to train individuals in supply, inventory, and data entry. Includes customer service, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, record keeping, stock level adjustment, data input, editing, and legal parameters. For institutional pharmacy practice, topics include hospital pharmacy organization, work flow and personnel, medical and pharmaceutical terminology, safety techniques, data entry, packaging and labeling operations, extemporaneous compounding, inpatient drug distribution systems, unit dose cart fills, quality assurance, drug storage, and inventory control.

Texas Administrative Code Description
Chapter 297 Rule 297.6
Pharmacy technicians must have completed a training program that has covered the following areas and additional areas appropriate to the duties of pharmacy technicians and pharmacy technician trainees in the pharmacy:

• orientation
• review of job descriptions
• communication techniques
• laws and rules
• security and safety
• prescription drugs:
  o basic pharmaceutical nomenclature
  o dosage forms
• drug orders:
  o prescribers
  o directions for use
  o commonly-used abbreviations and symbols
  o number of dosage units
  o strengths and systems of measurement
  o routes of administration o frequency of administration
  o interpreting directions for use
• drug order preparation:
  o creating or updating patient medication records
  o entering drug order information into the computer or typing the label in a manual system
  o selecting the correct stock bottle
  o accurately counting or pouring the appropriate quantity of drug product
  o selecting the proper container
  o affixing the prescription label
  o affixing auxiliary labels, if indicated
o preparing the finished product for inspection and final check by pharmacists

- drug product prepackaging
- Pharmacy technicians and pharmacy technician trainees compounding non-sterile pharmaceuticals shall meet the training & education requirements specified in the rules for the class of pharmacy in which the pharmacy technician or pharmacy technician trainee is working
- Pharmacy technicians and pharmacy technician trainees compounding sterile pharmaceuticals shall meet the training and education requirements specified in the rules for class of pharmacy in which the pharmacy technician or pharmacy technician trainee is working.

**Job Description Per Texas State Board of Pharmacy**

Pharmacy Technicians are defined by Texas State Board of Pharmacy as “those individuals utilized in pharmacies whose responsibility shall be to provide non-judgmental technical services concerned with the preparation and distribution of drugs under the direct supervision of and responsible to a pharmacist”. Pharmacy Technicians are multi-skilled allied health professionals whose practitioners work in either a community or institutional pharmacy practice setting. All pharmacy technicians must perform all duties under the supervision of a licensed, registered pharmacist.

Technicians’ duties within a community pharmacy practice setting will include: preparing prescription labels, entering prescription data into a computer system; taking a stock bottle from the shelf for a prescription; preparing and packaging of prescription drug orders (i.e. counting tablets/capsules, measuring liquids and placing in prescription container); reconstituting medication; initiating and receiving refill authorization requests; prepackaging and labeling prepackaged drugs; obtaining and recording information required to be maintained in patient medication records; compounding non-sterile pharmaceuticals.

Technicians’ duties within an institutional pharmacy setting may include: prepackaging and labeling unit and multiple dose packages; preparing, packaging, compounding or labeling prescription drugs pursuant to medication orders; bulk compounding; compounding sterile pharmaceuticals for inpatients only; distributing routine orders from stock supplies to patient care areas.

While enrolled in a training program, students are considered to be technician trainees. Per Texas State Board of Pharmacy, technician trainees must successfully register with TSBP prior to beginning training (externship) in a Texas licensed pharmacy. Furthermore, a person may be designated as a pharmacy technician trainee for no more than two years and the requirements for registration as a pharmacy technician must be completed within the two year period.
Code of Ethics for Pharmacy Technicians

Preamble

Pharmacy Technicians are healthcare professionals who assist pharmacists in providing the best possible care for patients. The principles of this code, which apply to pharmacy technicians working in any and all settings, are based on the application and support of the moral obligations that guide the pharmacy profession in relationships with patients, healthcare professionals and society.

Principles

- A pharmacy technician’s first consideration is to ensure the health and safety of the patient, and to use knowledge and skills to the best of his/her ability in serving patients.
- A pharmacy technician supports and promotes honesty and integrity in the profession, which includes a duty to observe the law, maintain the highest moral and ethical conduct at all times and uphold the ethical principles of the profession.
- A pharmacy technician assists and supports the pharmacists in the safe and efficacious and cost effective distribution of health services and healthcare resources.
- A pharmacy technician respects and values the abilities of pharmacists, colleagues and other healthcare professionals.
- A pharmacy technician maintains competency in his/her practice and continually enhances his/her professional knowledge and expertise.
- A pharmacy technician respects and supports the patient’s individuality, dignity, and confidentiality.
- A pharmacy technician respects the confidentiality of a patient’s records and discloses pertinent information only with proper authorization.
- A pharmacy technician never assists in dispensing, promoting or distribution of medication or medical devices that are not of good quality or do not meet the standards required by law.
- A pharmacy technician does not engage in any activity that will discredit the profession, and will expose, without fear or favor, illegal or unethical conduct of the profession.
- A pharmacy technician associates with and engages in the support of organizations, which promote the profession of pharmacy through the utilization and enhancement of pharmacy technicians.
PROFESSIONAL CONDUCT:

As a Pharmacy Technician program student at Vernon College you are expected to follow the Pharmacy Technician’s Code of Ethics and to act in a professional manner at all times. You will respect the confidentiality of any information that you might acquire while a student in any health care facility. **If a student should participate in any unethical, unprofessional or disruptive behavior, the student will be removed from the clinical site and be subject to dismissal from the program and/or the College.**

CONFIDENTIALTY: HIPAA Rules and Regulations

All information gained in the Pharmacy Technician Program relating to patients, physicians or private hospital business is considered confidential information. Disclosure of any confidential information is cause for immediate dismissal from the Pharmacy Technician Program and Vernon College. Improper Disclosure of protected health information (PHI) is a violation of federal law known as the (HIPAA) Health Information Portability and Accountability Act of 1996 and is ground for prosecution.

STUDENT CONFIDENTIALITY AGREEMENT:

I understand that confidential care and treatment is the right of all patients in all clinical agencies utilized for my clinical experience as a Pharmacy Technician student at Vernon College. The diagnosis, treatment and all other information concerning patients is confidential and may not be released to anyone, including family members, without the consent of the patient. I understand that even the presence of a patient in a clinical facility is considered confidential.

I understand that other information I may obtain as part of my student experiences is also confidential. I understand that the concept of confidentiality includes but is not limited to information concerning:

1. A patient
2. A patient’s family or significant other
3. An employee or job applicant
4. A physician or other practitioner
5. Peer review or quality of care with Vernon College.
6. The sensitive business plans or finances of a clinical facility
7. Computer passwords
8. Other students and instructors or any other persons who may make use of clinical facilities or services

I agree that, except as clearly directed by my instructor, I will not at any time during or after my student experiences, disclose or discuss confidential information or any part of my experience which is of a confidential nature to anyone who does not need that information to perform his/her duties. I also agree not to seek or obtain information regarding confidential matters not necessary to fulfill my responsibilities as a student.
I recognize that my disclosure of confidential information may cause irreparable injury to an individual, Vernon College, and/or the clinical facility, and may result in a civil lawsuit. I understand that any violation of this agreement or my disclosure of any confidential information in an unauthorized manner can result in my immediate dismissal from the Pharmacy Technician Program. If in any situation I am uncertain or unclear of my responsibilities in protecting confidential information, I will seek the guidance of my instructor or appropriate supervising personnel.

PROGRAM DRESS CODE POLICY:

- All students will abide by the Vernon College dress code standards for all classes attended on CCC campus.
- All clinical students will abide by the hosting facilities dress code standard for each clinical site, which may differ from the Vernon College dress code.
  - For URHCS, all students must wear navy blue scrubs, closed toe shoes and their name tag.
  - For all other clinical site you will wear scrubs, closed toe shoes and name tag. (If clinical site wants you to wear normal every day clothes, you cannot wear jeans or shorts, wear professional attire). Sandals or flip-flops are never acceptable attire.

GROOMING POLICY:

- Good personal hygiene must and will be maintained at all times by the students enrolled in the program.
- Use of deodorant is required.
- Special precautions should be taken to prevent halitosis (bad breath). Those students who smoke should take special measures in this area.
- Should poor hygiene be noted, the Program Coordinator will counsel the student.
- Perfumes and colognes may be used in moderation.
- Hair should be kept neat and clean.
- Facial hair must be trimmed according to clinical site policy.
- Tattoos must be covered during your clinical rotation.
- All visible piercings (except for normal ear piercings) must be removed or covered during clinical rotation.

ADMISSION POLICY:

Applicants accepted into the Program must meet the following special requirements:

- Math Assessment or equivalent college coursework (Accuplacer score of 49 or passing grade in Elementary Algebra) Coordinator can take other entrance exam scores as long as they qualify.
• Accuplacer for Reading (56) and Writing (66), Coordinator can take other entrance exam scores as long as they qualify.
• Immunizations
• Criminal background check
• Register as a Technician Trainee with the Texas State Board of Pharmacy. The registration is a two-year non-renewable registration (note: this will require an additional background check and fingerprinting).

Admission to the Pharmacy Technician Program follows the accepted practices of Vernon College as stated in the Vernon College General Catalog.

Vernon College maintains a policy of non-discrimination on the basis of minority status, sex, handicap or other impermissible grounds, in the provision of all related services provided to members of the public by facilities under control of the College.

The College commits itself to a continuing program to assure that unlawful discrimination does not occur in the services it renders to the public.

**DRUG SCREENING:**

Mandatory pre-placement (practicum site/clinical site) drug screening, along with for cause or random drug screening may be required of all pharmacy technician students.

**Drug Screening Rationale**

Health care providers are entrusted with the health, safety, and welfare of patients/clients. The safety and welfare of patients/clients cared for by our students is of primary concern of the pharmacy technician program and the clinical agencies that provide essential clinical experiences for the students. The clinical agencies require a drug screen prior to the first clinical course to ensure that their facility is in compliance with The Joint Commission (TJC) standards.

**Implementation**

Successful completion of the ten (10) panel drug screen is required within thirty days of beginning the first clinical course. Drug screens will be honored for the duration of the student's enrollment in the clinical program if the participating student has not had a break in the enrollment in the pharmacy technician program. A break in enrollment is defined as nonattendance of one full semester or more.

The Ten Panel Drug Screen includes testing for:
• Cocaine Metabolites
• Amphetamines
• Barbiturates
• Benzodiazepines
• Marijuana metabolites
• Opiates
• Phencyclidine
• Propoxyphene metabolite
• Methadone
• Methaqualone

Positive Drug Screen

• A positive drug screen is any instance in which a drug screening report shows a positive test for one or more of the drugs on the panel.

• Any student with a positive drug screen will be withdrawn from the program and will be ineligible for reapplication for a minimum of twelve months from the date of withdrawal.

• The health sciences Reasonable Suspicion-Based Substance Abuse Policy remains in effect for all students for the duration of enrollment. See program handbook.

Failure to undergo the drug test in the time period required will result in withdrawal from the program.

Disclaimers

• Successful completion of a drug screen for a Health Sciences Program does not ensure eligibility for licensure or future employment.
• Clinical agencies can require additional drug screens to be in compliance with their policies.
• If a student is found to be ineligible for clinical placement any time during the program, the student is unable to meet clinical learning objectives and will be withdrawn pending resolution of the situation.

Allocation of Cost

Cost of the drug screen is the responsibility of the student, estimated $30.00. Test will be administered via https://www.certifiedbackground.com/

Confidentiality of Records

Drug screening reports and all records pertaining to the results are considered confidential information with restricted access. The results and records are subject to the Family Educational Rights and Privacy Act (FERPA) regulations.
IMMUNIZATION POLICY:

The following immunizations are required by the law according to Section 2.09 of the Texas Education Code Revised effective May 16, 1999 for all students enrolled in higher education courses involved in direct patient care contact: Tetanus/Diphtheria, Measles, Mumps, Rubella, Varicella, Hepatitis B Series, & Bacterial Meningitis (students 29 years and under). The student must show proof of immunizations or documented immunity by either the Health Care Provider or a validated history or serologic confirmation. The hepatitis B series (3 injections) must be completed prior to any clinical assignment in the program, therefore the 4 - 6 month series should be begun by May 31st to ensure your eligibility for clinical assignment. Students must also be tested for Tuberculosis prior to clinicals. Failure to complete this requirement may impact your ability to attend clinicals.

READMISSION POLICY:

Students are considered for re-entry once. Students returning to the pharmacy technician program without consecutive learning and incurring a lapse of more than a year in the program of learning will not be considered for re-entry.

Students applying for readmission must provide the Pharmacy Technician Coordinator with the cause for course interruption specific and the justifications and/or actions taken to ensure course success if readmitted.

Qualified applicants will be readmitted to the appropriate pharmacy technician course(s), subject to space availability, according to these criteria:

- Applicants with a clinical failure will receive the lowest priority for readmission.
- Applicant with an expired technician trainee status will not be allowed into the program.
- An applicant on scholastic probation or enforced withdrawal is not eligible for readmission.
- An applicant may be reconsidered for readmission after two failures only if the applicant can justify readmission.
- An applicant who is readmitted will be allowed to enroll only if there is space available in the desired course and they reapply and meet the requirements of the program.
- Applicants with a GPA of less than 2.5 will be denied readmission.
- The Pharmacy Technician Coordinator will consider extenuating circumstances.
PROGRAM ATTENDANCE POLICY:

Students are expected to attend all class sessions for which they are registered, except in the case of illness or emergency. Classroom instructors have the responsibility of recording and submitting written records of absences. These records are frequently requested by employers and agencies that provide financial support.

Attendance requirements are equivalent to those imposed upon employees in business and industry. Prompt attendance in all classes, lectures, labs, and clinical assignments is expected of the student. The Program Coordinator will keep attendance and all absences and tardies will be recorded. An instructor may request the withdrawal of a student from a class when the total number of unexplained absences exceeds two weeks of class and lab meetings in a course. Failure to comply with the attendance policy may result in the student being withdrawn from the class and/or dismissal from the program.

Vernon College believes that learning cannot take place if the student is not in attendance. Therefore, the student must be in attendance.

THE RESPONSIBILITY OF ATTENDANCE LIES WITH THE STUDENT

CLINICAL ABSENCES:

No more than (1) clinical session can be missed per semester, this is an absence not a rescheduled session. Any absence that occurs beyond the maximum (1) allowed per semester will affect the final letter grade of the course.

If absent for more than two consecutive classroom or clinical days due to illness, the student must present a written statement from a physician before returning to class or clinical for physical clearance.

EXEMPTIONS:

Absences due to jury duty, military duty, school sanctioned activities, subpoena, job related exams, job interviews and job orientations (within reason and only for Pharmacy profession), bereavement leave, and professional conferences (school related) are exempt and do not count against attendance.

Written documentation may be required to receive an exemption and exemptions not listed will be awarded at the discretion of the Instructor and/or Program Coordinator.

Students who are absent during clinical must notify the clinical site and the Program Coordinator before clinical duty time.

Students should never leave the class or clinical site without notifying the Program Coordinator.
TARDIES:

The following infractions will constitute a tardy:

- Not being in class at the scheduled start time, leaving class early, or leaving clinical early.
- Three (3) tardies will count as an absence.
- If the student is more than 30 minutes late for class or clinical (unless class if 1 hour or less, then 10 minutes late), it will count as an absence.

The Instructor and/or Program Coordinator will document and record all tardies in the attendance record.

PROGRAM EVALUATION AND GRADING POLICY:

Students will be given a detailed course syllabus and course outline for all courses within the program. The grades for each course will be determined according to guidelines in the course outline. The instructor will verbally read the course outline and syllabus for each course, each semester, to reduce any misunderstanding or confusion about how grades are earned.

Written assignments and written examinations will be given to evaluate the student’s retention of the program curriculum. Courses may contain additional assignments such as term papers or projects to provide re-enforcement of course objectives.

Please do not wait until the last minute to try to complete required course work. Computers and computer networks are not always reliable.

Clinical grades are based on student performance, behavior, attendance and periodic site visits. The Program Coordinator determines the grade after observation of student performance.

The Program Coordinator will keep all grades and written tests on file. Students will be regularly informed of their grades and students are encouraged to meet with the Program Coordinator if grades are not meeting the program standards.

All grades are the final decision of the instructor; the student has the right to appeal any grade they feel is not fair through the academic grievance policy.

ACADEMIC INTEGRITY:

Academic integrity is expected of all students. Academic integrity means representing oneself and one’s work honestly; misrepresentation is cheating or stealing because it is as an attempt to claim credit for ideas or work that are not actually his/hers to ultimately receive a grade that has not actually been earned. The following definitions are examples of academic dishonesty:
1. Cheating on examination by:
   a. Using materials such as a book or notes when not authorized by the instructor.
   b. Taking advantage of prior information not authorized by the instructor regarding questions to be asked on the exam.
   c. Copying from someone else’s paper, disk, test, quiz, or other data.
   d. Helping or allowing someone else to copy work.
   e. Other forms of misrepresentation.
   f. Not following correct procedures.

2. Plagiarizing the work of others. When dealing with written sources a clear distinction should be made between quotation and paraphrases. Buying a paper and handing it in as one’s own work is plagiarism.

3. Cheating on lab reports, practice sets and class assignments by
   a. Falsifying data
   b. Submitting data not based on student’s own work

4. Misusing Vernon College software and hardware; students may not copy any Vernon College software. Also, students may not delete, alter, add or copy Vernon College files and/or data from the computers.

Academic dishonesty will result in a grade of zero (0) for the work involved and may result in dismissal from the Pharmacy Technician Program.

**CELL PHONE AND PAGER POLICY:**

Students will turn their cell phones and pagers to the off position while in class and clinical. These electronic devices are a disruption to the learning environment and will not be tolerated. Students may access their electronic devices on breaks and lunch, but not during class or clinical instruction.

**TELEPHONE AND EMERGENCY MESSAGES:**

Students have access to pay phones at the CCC campus should the need arise for their use. Program telephones are not for student use and are for official college business. In the event of an emergency, the switchboard operator will notify Student Services and the student will be notified immediately of the emergency.

Students should ensure the number given to contact them in case of an emergency is the main CCC campus number 940-696-8752. Although the student may be in class, lab or clinical, Student Services will access the student’s schedule each semester to aide in timely delivery of the urgent message.
STUDENT PARKING POLICY:

Parking is provided for students, staff, and faculty. However, if you park on Vernon College property, you do so at your own risk. Vernon College accepts no responsibility for damages occurring to an individual’s vehicle. For the general safety of the students, faculty and visitors of Vernon College, the following regulations are established:

1. All student vehicles parked on Vernon campus property must display a valid Vernon College parking permit. The permit is to be mounted on the bottom left rear window.
2. Unauthorized parking in areas marked “RESERVED” is prohibited.
3. Speed limit on campus is 10 MPH unless otherwise posted.
4. Parking is restricted to paved areas designated by vehicle marking lines. Vehicles must be parked so as not to extend over any marking line. Parking that blocks entranceways, loading docks or normal traffic flow is prohibited.
5. All posted traffic and parking signs must be observed.
6. Failure to abide by the above regulations will result in a ticket being issued or the violator’s vehicle being towed away at the violator’s expense. Additional violations may result in the violator being prohibited from operating any motor vehicle on the Vernon College campus.

While at clinical sites, students will park in public parking areas and will be responsible for any parking fees.

Students will be responsible for their own transportation during program hours.

SAFETY POLICY:

All students are encouraged to be actively enrolled in a health insurance plan and have a personal physician for treatment of illnesses, accidents or injuries.

Vernon College, the Pharmacy Technician Program, its’ faculty, and all clinical providers are NOT responsible for any accident or injury occurring while enrolled in this program. Any accident or injury incurred is the responsibility of the student.

The student will follow facility policy and provide necessary documentation in reporting accidents or injuries.

DRUG AND ALCOHOL POLICY:

Vernon College desires and will do everything possible to maintain a drug free learning environment. Students should refer to the Vernon College General Catalog/Student Handbook for the complete drug and alcohol policy.
The Pharmacy Technician Program will have a zero tolerance policy regarding drug and alcohol use during class and clinical, and each clinical site reserves the right to ask students to submit to a drug test if the situation warrants.

A refusal or a positive drug test will result in immediate administrative withdrawal from the program.

**SPECIAL SERVICES:**

Upon admission, a student who discloses a properly certified disability will receive reasonable accommodation but must be able to perform essential function of the curriculum and meet the standards described herein for the program in which the student is enrolled. Possible accommodations include opportunities for individual and group counseling, linkages to community services, faculty advisory committees whose members are aware of disabled students and their needs, career counseling. Students seeking accommodations should initiate their request to the Special Services Assistant at (940) 552-6291 ext. 2325 (Vernon Campus).

**PROGRAM LENGTH**

The Pharmacy Technician Program is designed to be a two semester (nine month) program. However, students may complete the program within three semesters. **Be advised that due to regulatory guidelines as established by the Texas State Board of Pharmacy, students have a maximum of two years from the date of Technician Trainee Registration to complete the experiential portions of the program. This includes any prerequisites needed to enroll in an experiential course.**

**PROGRAM DISCIPLINE POLICY:**

The program strives to provide a safe and comfortable learning environment free of abuse and distractions. When students violate standards of conduct or act in a manner that disrupts the learning process, it is not fair to the students who do act appropriately. Students who do not comply with the policies of the program, college, and/or clinical facilities will face disciplinary action to encourage compliance.

The Program Coordinator will initiate disciplinary measures to prevent the violations from becoming excessive or detrimental to the student’s progress in the program.

Individual counseling will occur with all violations; the student may be placed on probation from the program. All violations resulting in disciplinary action and/or dismissal will be documented in the student’s permanent record. The student will be provided an opportunity to document their account of the violation(s) and this documentation will be retained in the student’s record as well. The disciplinary measures implemented are at the discretion of the Program Coordinator and in accordance with written program policies described within this handbook.
The student has access through the academic grievance policy for an appeals process for any disciplinary action the student feels is unwarranted or unfair. The academic grievance policy is outlined in the Vernon College Student Handbook.

**PROGRAM PROBATION POLICY:**

Probation is a trial period in which the student must improve or be administratively withdrawn from the program. When the student reaches the probation stage, the violation or issue has reached a serious stage and the student should focus on correcting the area(s) of concern. If probation is ineffective and/or improvement does not occur, the student will be dismissed from the program.

The Program Coordinator may place a student on probation for, but not limited to, any of the following reasons:

1. Academic failure
2. Unsatisfactory performance in the clinical setting
3. Unsafe or unprofessional practice
4. Inability to maintain physical or mental health necessary to function in the program
5. Attendance policy violation
6. Continued interference or disruption to the learning process

The student being placed on probation will be counseled, provided written notification of probation, and the length of probation for the reason(s) listed. The student will have the opportunity to document their account of the issue and the probation form will be placed in the student’s permanent record.

Students have access to an appeals process through the academic grievance policy as outlined in the Vernon College Student Handbook.

**DISMISSAL FROM THE PROGRAM:**

Administrative withdrawal or dismissal from the program can occur for, but not limited to the following reasons:

- Attendance and/or tardy violations not resolved.
- Grades inconsistent with program standards.
- Falsifying or cheating on examinations.
- Falsifying admission information.
- Fighting on college property or in the clinical area.
- Abusing or destroying any property while on college or clinical premises.
- Sleeping in class or at the clinical site during assigned shift.
- Failure to abide by the program standards of conduct.
- Accepting gifts, gratuities, tips, or personal property from patients or visitors.
- Failure to maintain satisfactory performance in classroom, lab, and/or clinical areas.
- Smoking in a prohibited area.
- Smelling alcohol on student’s breath, signs of intoxication, drinking alcoholic beverages, and possessing or selling illegal drugs or controlled substances on college or clinical premises.
- Upon recommendation from clinical facility for behavior which may be considered unprofessional or for behavior which is deemed UNSAFE FOR PATIENT CARE.
- Unprofessional conduct: The term unprofessional conduct shall include but not be limited to:
  1. Use of profanity.
  2. Inaccurate recording, falsifying, or altering records.
  3. Leaving a clinical assignment without properly advising appropriate personnel.
  4. Violating the HIPAA confidentiality of information or knowledge concerning the patient.
  5. Discrimination in the rendering of patient care services as it relates to human rights and dignity of the individual.
  6. Possession of guns or other weapons in the college or clinical areas.
  7. Exhibiting unethical or immoral behavior.
  8. Insubordination, which is defined as “a willful or intentional disregard of the policies and reasonable instructions of the faculty.”
  9. Any activity that would JEOPARDIZE THE HEALTH AND WELFARE of a patient, the clinical staff, students, faculty and/or self.

The Program Coordinator will initiate administrative withdrawal procedures for the violation(s) if the student fails to meet the rules, policies, and/or standards of the program.

Students have the right to appeal the decision of administrative withdrawal through the academic grievance policy as outlined in the Vernon College Student Handbook.

**COLLEGE SECURITY**

Vernon College strives to maintain a safe and secure atmosphere for members of the student body, faculty, staff, and the general public so they are not unreasonably concerned for their personal safety. The College, as with any other public or private entity, cannot guarantee a crime-free living or working environment. Accordingly, it is the responsibility of members of the college community to act in a security-conscious
manner, and to avoid actions that jeopardize their security as well as the security of others.

Student Services provides information to students on crime prevention, a mass notification system, and safety awareness during orientation. This information as well as literature provided by the College, encourages the campus community to adopt safe behaviors.

All Vernon College locations may be subject to electronic surveillance. In case of emergency, a Vernon College Dean or campus site manager should be contacted as well as the campus switchboard operator.

Campus security policy and procedures are available via the Vernon College website at www.vernoncollege.edu or by contacting Student Services at (940) 552-6291 ext. 2203.

The Century City Center campus has installed security measures to provide a safe environment for the students and faculty. Video cameras are installed throughout the building at exits and in hallways, and the video feed is monitored during school hours. Faculty offices and classrooms are equipped with emergency alarms as well.

Entrance and exits are automatically locked and unlocked according to school hours. These doors should not be propped open at any time to avoid possibly setting off the security alarm. In the case of an emergency these doors may be automatically locked by security preventing entry but permitting students to exit the building.

Emergency exits are clearly marked and students should not use these exits unless an actual emergency exists.

**CAMPUS POLICE:**

Vernon College employs a full time campus police officer for your protection. The officer has an office in Student Services and is available for any safety or security problems you may have. Please feel free to report any unusual activities or persons you observe anytime while at Century City Campus. Private security agencies may be used to provide additional support to the campus police department.

Vernon College wants to provide the safest and most secure environment for your learning experience. It is highly recommended that students report any suspicious activity or persons to faculty or campus police. Any individual making threatening statements or demonstrating any type of stalking behavior should be reported immediately as well. Weapons are forbidden by state law and will not be allowed on campus.
GRADUATION:

Vernon College recognizes the successful completion of the program requirements by awarding a Certificate of Completion for Pharmacy Technician Programs. The student is eligible for graduation upon successful completion of entire program and once graduation fees have been paid.

INSTRUCTOR AND STUDENT CONFERENCES:

The Program Coordinator will conduct a one on one conference each semester, with all students enrolled in the Pharmacy Technician Program to assess the student’s performance in meeting the program’s standards. Students will be responsible for keeping scheduled conference appointments and should remember the conference is provided to aide the student in successful completion of the program requirements.

GUIDANCE AND COUNSELING:

The Program Coordinator is the academic advisor for students enrolled in the Pharmacy Technician Program.

Vernon College provides academic counseling and guidance in the Student Services Department, and students are encouraged to utilize these services as needed.

Students are encouraged to seek counseling for any issues affecting their educational goals. The Program Coordinator will refer students to Student Services for assistance in finding services needed to help the student overcome any issues affecting their academic progress.

The Program Coordinator may refer any student to counseling within the Vernon College system deemed necessary.

PASS CENTER AND LIBRARY:

Vernon College provides the Pass Center located at the CCC campus with a coordinator to assist students with academic skills or subjects requiring additional assistance.

The Pass Center provides an opportunity for additional one on one instruction for the student to achieve his or her educational goals. Computers with Internet access are provided for projects requiring Internet references and assistance in learning to search for information on the Internet. The student is encouraged to visit the Pass Center, meet the coordinator, and learn about the services available at no charge to the student.

Vernon College provides a modern library with a librarian to assist students in their educational goals. Reference texts, books, periodicals, and computers with Internet accessed databases are available to the student. Computer stations and printers are
provided for students who need to research and write assignments in the event the student does not have access to the Internet at home. The student is encouraged to visit the library, meet the librarian, and learn about the services available at no charge to the student.

STUDENT TECHNICAL STANDARDS:

The goal of Vernon College’s Pharmacy Technician Program is to prepare students for the practice of the profession of pharmacy technician. Modern allied health education requires that the accumulation of scientific knowledge be accompanied by the simultaneous acquisition of essential skills, functions and professional attitudes and behavior.

Students in the Pharmacy Technician Program must possess the following general qualities:
- Critical thinking
- Emotional stability
- Maturity
- Sound judgment
- Empathy
- Physical and mental stamina
- Ability to learn and function in a wide variety of didactic and clinical settings
- Graduates of the Pharmacy Technician Program must have the minimal skills, essentials, functions and knowledge to function in a broad variety of clinical settings.

Students in the Pharmacy Technician program must have the following minimum abilities:
- Ability to acquire and apply information from classroom instruction, laboratory experience, independent learning and team projects.
- Ability to communicate effectively in English in an oral and written form with colleagues, clerical employees, and with other health care professionals as part of a health care team.
- Ability to use computers and complete computer-based assignments.
- Ability to function (consult, negotiate, share) as part of a team.
- Ability to delegate.
- Ability to read materials used in pharmacy settings such as policies and procedures, patient medical records, doctor’s orders and prescriptions.
- Ability to calculate mathematical information such as dosage information and IV admixtures.
- Manual dexterity necessary to fill prescriptions and mix IV admixtures.
- Visual ability and manual dexterity necessary to prepare office layouts and to design forms and computer screens.
- Ability to operate equipment, word processors, IV supplies, electronic counting machines, copiers, fax machines, telephones etc.

**PRACTICUM SITE SEARCH AUTHORIZATION:**

Due to the sensitive nature of the pharmacy environment, your practicum site has the authority to search your belongings, including: your purse, backpack, person, and car. This authorization shall be in effect for the entire duration of your externship while on their property.

**NATIONAL CERTIFICATION EXAMINATION:**

Graduates of the Pharmacy Technician Certificate Program are eligible to sit for the Pharmacy Technician Certification Examination administered by the Pharmacy Technician Certification Board.

Certification provides proof to employers, peers, other health care professionals, and the public that the certified individual has met the national standards of knowledge and skill that underlies Health Information.

The Texas State Board of Pharmacy recognizes the PTCE as the standard measure for pharmacy technician competency and proficiency. To practice in the state of Texas, an individual must be a Certified Pharmacy Technician and become registered with the Texas State Board of Pharmacy.

The fee for the National Examination is $129.00. It is a computer based-test given every day of the year. For a complete list of location sites and schedules visit the Pharmacy Technician Certification Board website at [www.ptcb.org](http://www.ptcb.org).

It is strongly recommended that the graduate take the national certification examination within 90 days of graduation, as passing rates are higher immediately following graduation.
ORGANIZATIONS:

ASHP (Membership fee: $74.00)
American Society of Health-System Pharmacists
7272 Wisconsin Avenue
Bethesda, MD 20814
(866) 279-0681
www.ashp.org

NPTA (Membership fee: $69.00)
National Pharmacy Technician Association
PO Box 683148
Houston, TX 77268
(888)247-8700
www.pharmacytechnician.org

AAPT (Student Membership fee: $15.00)
American Association of Pharmacy Technicians
PO Box 1447
Greensboro, NC 27402
(877)368-4771
www.pharmacytechnician.com
Program Organizational Chart

Vernon College Board of Trustees

Vernon College President

Dean of Instructional Services

Associate Dean Career and Technical Education

Pharmacy Technician Program Coordinator

Pharmacy Technician Student
**Acknowledgement of Receipt of Student Handbook of the Vernon College Pharmacy Technician Program**

I, ________________________________, have received the handbook for the Vernon College Pharmacy Technician Program. I have been given the opportunity to ask questions and receive answers or additional clarifications about this program and the policies contained in this handbook.

I further agree to abide by all policies and rules in the handbook.

I will abide by any change(s) in the program’s policies and rules for Vernon College policies and procedures upon written notice of the change(s).

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