



# Pharmacy Technology Program

**Student Handbook**

**2018 – 2019**

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## **WELCOME**

Welcome to the Pharmacy Technology Program! The staff and faculty of BCTC are very pleased you have joined us, and are excited at what the future holds for you as graduates. Here you will find the answers to some of your questions, as well as some practical advice from instructors. In addition, we have listed some valuable professional resources for you.

The need for Certified Pharmacy Technicians is great, and is only going to increase as the population ages and more drugs become available. Although there are many people working in pharmacies today, few technicians have any formal training. By making this career decision, you are on your way to become an invaluable member of a healthcare team!

If there are any questions regarding program policy or procedure, they will be addressed here and this document shall serve as the definitive source for answers specific to the program.

Sara Sauer, Program Director  
James Morgan, Experiential Site Coordinator

## **BCTC MISSION**

Bluegrass Community and Technical College (BCTC) transforms the Bluegrass Region—one student, one employer, and one community at a time. With students at the heart of our mission, BCTC supports student access, success, and completion of educational goals through comprehensive services, high-quality career and technical education for workforce skills, transfer education for baccalaureate degrees, and life skills development.

BCTC promotes cultural awareness and inclusion, critical thinking, and civic responsibility. Through excellence in teaching and learning and strong partnerships, BCTC supports regional economic vitality and quality of life as a member college of the Kentucky Community and Technical College System awarding associate degrees, diplomas, and certificates.

- Endorsed by BCTC Board of Directors - May 31, 2017
- Approved by KCTCS Board of Regents - September 14, 2017

## **BCTC'S GOALS**

- Student Access and Success
- Teaching and Learning
- Economic Development
- Community Outreach
- Diversity and Global Awareness
- Technology and Communication
- Assessment and Evaluation
- Student and Customer Service

## **BCTC VISION**

Bluegrass Community and Technical college aspires to teaching and learning excellence, student success, and creative solutions for educational, economic, and community challenges.

## **BCTC VALUES**

As an organization that serves and learns, made up of students, faculty, and staff, and supported by boards, councils, and advisors, BCTC is guided by these core values:

### **Building Respect**

- Authenticity - We act with integrity and uphold our commitments.
- Inclusion - We empower students, faculty, and staff to create an inclusive culture through open access, shared experience, and mutual respect.

### **Communicating**

- Meaningful Interaction - We value considerate and productive communication, empowered listening, and diversity of thought and expression.
- Focus on Learning - We support lifelong learning through teaching and service that nurture emotional and intellectual growth to foster meaningful lives.

### **Transforming**

- Innovation - We embrace challenges using new, creative, and flexible ideas and actions that seek improvements and support educational excellence.
- Responsiveness - We assess needs, create partnerships, and take initiative to support the economic and cultural development of the communities we serve.

### **Creating Community**

- Positive Environment - We embrace joy and celebration in our learning and working environment.
- Collaboration - We cooperate toward common goals, striving to create positive results by being helpful, courteous, and kind.

## **UNDERSTANDING OF PROGRAM POLICIES AND PROCEDURES**

In order to ensure effective education in the Pharmacy Technology Program, each individual participating in the program must have a full understanding of the responsibility involved. The Pharmacy Tech Student Handbook is designed to provide the student with the necessary information regarding policies, procedures, and expectations in the Pharmacy Technology Program. This handbook is meant to be a guide to assist the student in attaining their goal to become a competent Pharmacy Technician. Revision of the handbook is an ongoing process and every effort will be made to keep students advised of any changes to the handbook, as well as to minimize the inconvenience such

changes might create. The handbook will be posted on the program's webpage. Students are expected to read the handbook thoroughly. Students will be required to sign an acknowledgement form indicating his/her understanding of the program handbook. Policies and procedures included in the handbook will be reviewed during the program orientation and/or during the first week of classes. Any questions regarding the handbook should be directed to the program faculty.

## **PROGRAM PURPOSE**

The Pharmacy Technology Program at BCTC is a direct reflection of its goals to provide seamless education and provide workforce and economic development. It is a two semester program ending in the award of a certificate/diploma. Its purpose is to prepare the student for a successful career as a pharmacy technician in four ways:

1. Provides didactic and laboratory experience to allow the student entry into the job market at a higher level of competency than on-the-job training can provide;
2. It offers the student real pharmacy experience during the externship process;
3. It prepares the student for the PTCB exam;
4. It stresses the significance of comprehension, communication and skill based competency.

## **PROGRAM VISION**

To be a national leader in pharmacy technician education, practice and service with the ultimate goal of providing excellent, innovative patient care in a collaborative and diverse environment focused on improving the health and well-being of the community we serve.

## **PROGRAM MISSION**

The mission of the Bluegrass Community and Technical College Pharmacy Technology program is to prepare students to become pharmacy technicians and pharmaceutical workers who are leaders in education, practice and service. The program provides a quality education that effectively integrates critical thinking, problem-solving and leadership skills. We use best-practices and evidence-based education to enable our graduates to advance their professions. The program achieves its mission by striving for excellence in education and service, all directed toward enhancing the health and quality of life of the people of the State of Kentucky, the nation and the international community.

## **PROGRAM ACCREDITATION**

Our diploma program is accredited by the American Society of Health-Systems Pharmacists (ASHP) since December 2017. The Pharmacy Tech I Certificate, Pharmacy Tech II Diploma and General Occupation and Technical Studies (GOTS) degree meets the length requirements for ASHP.

Students are encouraged to review the ASHP Accreditation Standards located at [www.ASHP.org](http://www.ASHP.org).

## **PROGRAM LEARNING OUTCOMES**

Upon completion of this program, the graduate can:

1. Demonstrate basic skills in computer operations and/or software applications.
2. Demonstrate appropriate knowledge and understanding of pharmacy's role in the health-care industry, including quality improvement processes that may be used to monitor pharmacy's ability to fulfill its responsibilities within a given health-care system.
3. Demonstrate a thorough knowledge and understanding of the duties and responsibilities of a pharmacy technician, including standards of ethics governing pharmacy practice.
4. Demonstrate a working knowledge of the pharmaceutical and medical terms, abbreviations, and symbols commonly used in the prescribing, dispensing, administering, and charting of medications in a healthcare institution.
5. Demonstrate a working knowledge of the general chemical and physical properties of drugs handled in the manufacturing and packaging operations used in the delivery of pharmaceutical services.
6. Perform the arithmetical calculations required for the usual dosage determinations and solution preparation.
7. Perform the essential functions relating to drug purchasing and inventory control.
8. Demonstrate a working knowledge of drug dosages, routes of administration, and mechanical, automatic, or robotic drug delivery systems.
9. Demonstrate a working knowledge of the procedures and operations relating to the manufacturing, packaging, and labeling of drug products.
10. Exhibit the ability to perform the usual technician functions associated with contemporary drug distribution systems.
11. Perform the manipulative and recordkeeping functions associated with the dispensing of prescriptions for ambulatory patients, including the completion of universal insurance claim forms when necessary.
12. Be able to explain the value of joining and serving in professional organizations and the value of promoting technician education to others
13. Be able to explain and demonstrate best practices and leadership skills.
14. Demonstrate understanding of cultural competency and service to others.

**In addition, the program strives to meet the goals set forth by the American Society of Health-Systems Pharmacists goals for technician training.**

#### ASHP Goal Categories

1. Personal/Interpersonal knowledge and skills
2. Foundational Professional knowledge and Skills
3. Processing and Handling of Medication and Medication Orders
4. Sterile and nonsterile compounding
5. Procurement, Billing, Reimbursement, and Inventory Management
6. Patient and Medication Safety
7. Technology and Informatics
8. Regulatory Issues
9. Quality Assurance

Goal Category	Class in which content was covered	Major Areas of Job Responsibility/ Foundation, Skills, Abilities
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		<b>Goal Statement</b>
<b>1</b>	<b>All courses</b>	Demonstrates ethical conduct in all job-related activities
<b>1</b>	<b>All courses</b>	Present an image appropriate for the profession of pharmacy in appearance and behavior
<b>1</b>	<b>All courses</b>	Communicate clearly when speaking and in writing
<b>1</b>	<b>All courses</b>	Demonstrate respectful attitude when interacting with diverse patient populations
<b>1</b>	<b>All courses</b>	Apply self-management skills, including time management, stress management, and adapting to change.
<b>1</b>	<b>All courses</b>	Apply interpersonal skills, including negotiation skills, conflict resolution, and teamwork.
<b>1</b>	<b>All courses</b>	Apply Critical thinking skills, creativity and innovation to solve problems
<b>2</b>		Demonstrate an understanding of healthcare occupations and the healthcare delivery system.
<b>2</b>	<b>PHA 110, 136, 210</b>	Demonstrate understanding of health and wellness promotion and disease prevention concepts, such as the use of health screenings; health practices and environmental factors that impact health; adverse effects of alcohol, tobacco, and legal and illegal drugs.
<b>2</b>	<b>PHA 110</b>	Demonstrate commitment to excellence in pharmacy profession and to continue education and training.
<b>2</b>	<b>PHA 136, 210</b>	Demonstrate knowledge and skills in areas of science relevant to the pharmacy technician's role, including anatomy/physiology and pharmacology.
<b>2</b>	<b>PHA 145, 250</b>	Perform mathematical calculations essential to the duties of pharmacy technicians in a variety of contemporary settings.
<b>2</b>	<b>All courses</b>	Demonstrate understanding of the pharmacy technician's role in the medication-use process.
<b>2</b>	<b>PHA 110</b>	Demonstrate understanding of major trends, issues, goals, and initiatives taking place in the pharmacy profession.
<b>2</b>	<b>PHA 110</b>	Demonstrate understanding of nontraditional roles of pharmacy technicians.
<b>2</b>	<b>PHA 136, 210</b>	Identify and describe emerging therapies.
<b>3</b>	<b>PHA 110, 250</b>	Assist pharmacists in collecting, organizing, and recording demographic and clinical information for direct patient care and medication-use review.
<b>3</b>	<b>PHA 110, 200, 250</b>	Receive and screen prescriptions/medication orders for completeness, accuracy, and authenticity
<b>3</b>	<b>PHA 110</b>	Assist pharmacists in the identification of patients who desire/require counseling to optimize the use of medications, equipment, and devices.
<b>3</b>	<b>PHA 110, 250</b>	Prepare non-patient-specific medications for distribution (e.g., batch, stock medication).
<b>3</b>	<b>PHA 110, 250</b>	Distribute medications in a manner that follows specified

		procedures.
3	PHA 200, 205, 250	Practice effective infection control procedures, including transmission of blood borne and airborne diseases.
3	PHA 110, 200, 205, 250	Appreciate the value of obtaining technician certification.
3	PHA 110, 200, 205, 250	Assist pharmacists in preparing, storing, and distributing medication products' requiring special handling and documentation (e.g., controlled substances, immunizations, chemotherapy, investigational drugs, drugs with mandated Risk Evaluation and Mitigation Strategies [REMS]).
3	PHA 110, 200, 205, 250	Assist pharmacists in the monitoring of medication therapy.
3	PHA 110, 200, 205, 250	Prepare patient-specific medications for distribution.
3	PHA 110, 200, 205, 250	Maintain pharmacy facilities and equipment, including automated dispensing equipment.
3	All courses	Use material safety data sheets (MSDS) to identify, handle and safely dispose of hazardous materials.
4	PHA 200, 205, 250	Prepare medications require compounding of sterile products
4	PHA 110, 250	Prepare medications requiring the compounding of nonsterile products.
4	PHA 200, 205, 250	Prepare medications requiring compounding of chemotherapy/hazardous products.
5	PHA 110	Initiate, verify, and assist in the adjudication of billing for pharmacy service and goods, and collect payment for these services.
5	PHA 110	Apply accepted procedures in purchasing pharmaceuticals, devices, and supplies.
5	PHA 110	Apply accepted procedures in inventory control of medications, equipment, and devices.
5	PHA 110	Explain pharmacy reimbursement plans for covering pharmacy services.
6	All courses	Apply patient and medication safety practices in all aspects of the pharmacy technician's role.
6	PHA 110, 200, 205, 250 (where allowed)	Verify measurements, preparation, and/or packaging of medications produced by other healthcare professionals (e.g., tech-check-tech).
6	PHA 110, 200	Explain pharmacist's roles when they are responding to emergency situations and how pharmacy technicians can assist pharmacists by being certified as Basic Life Support (BLS) Healthcare providers.
6	PHA 110, 200, 250	Demonstrate skills required for emergency preparedness.
6	PHA 110, 200,	Assist pharmacists in medication reconciliation.



	<b>250</b>	
<b>6</b>		Assist pharmacists in medication therapy management.
<b>7</b>	<b>PHA 110, 250</b>	Describe the use of current technology in the healthcare environment to ensure the safety and accuracy of medication dispensing.
<b>8</b>	<b>PHA 110, 200, 205, 250</b>	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.
<b>8</b>	<b>All courses</b>	Maintain confidentiality of patients.
<b>9</b>	<b>PHA 110, 200</b>	Apply quality assurance practices to pharmaceuticals. Durable on nondurable medical equipment, devices and supplies.
<b>9</b>	<b>RE med errors: all courses. General issues PHA 110.</b>	Explain procedures and communication channels to use in the event of a product recall or shortage, medication errors, or identification of another problem.

## **PROGRAM FACULTY**

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## **PROGRAM ADMISSIONS POLICIES**

Enrollment in the Pharmacy Technology program may be restricted due to limited laboratory/clinical facilities, faculty, or financial resources.

### **Technical Standards**

The Pharmacy Technician performs technical functions under the direction of a Registered Licensed Pharmacist; including prescription preparation, inventory, repackaging, and compounding. The essential elements of this program include the history of pharmacy, pharmacy law, medical terminology, drug classification and prescription preparation. Laboratory experience and an externship under the supervision of a registered licensed pharmacist are required components of the program. In order to be considered for admission or to be retained in the program, all applicants should possess sufficient:

1. visual acuity, such as is needed to read written instructions, orders, and prescriptions; read fine print; acquire information from documents such as computer images, and other modes of delivery; enter, transcribe, and record information in written or electronic form; and be able to distinguish shades of color and viscosity;
2. auditory perception to receive and interpret verbal communication from individuals and groups;
3. gross and fine motor coordination to mix pharmaceutical preparations, manipulate a syringe and needle to prepare medications, operate and manipulate equipment repetitively; and weigh, measure, and count products;
4. communication skills (speech, reading, writing) to interact effectively with individuals and groups; and
5. intellectual and emotional functions to plan and implement Pharmacy Technician functions.

The college will, in compliance with KCTCS regulations and in the manner and to the extent permitted by law, endeavor to recruit students who add to the diversity of the student population in the Pharmacy Technology program.

Selection of students for the Pharmacy Technology program will be made by the Pharmacy Technology program coordinator and other program faculty members.

In order to be considered by program faculty members, each applicant must submit the following items before the published deadline (obtained from program coordinator admissions office):

1. application for admission to the college;
2. official high school transcripts, a passing GED official score report or evidence the student has completed a home school curriculum, subject both to the ability to benefit criteria for KCTCS financial aid purposes and to the KCTCS Assessment and Placement Policy;
3. official transcripts of all postsecondary education outside of KCTCS system;
4. ACT (or SAT) and/or, ASSET or COMPASS or WONDERLIC test results;
5. Agreement to submission of background check and drug screening;
6. Agreement to fulfill all immunization requirements by each clinical site;

Applications for admission to the Program may be accepted by the program coordinator later than the stated dates provided that:

1. positions are still unfilled; and

2. all the required documentation has been submitted.

In the event that the number of applicants exceeds the maximum capacity, preference may be given to:

1. applicants with an ACT composite score of 19 or above (or equivalent on the SAT, ASSET, or WONDERLIC);
2. applicants who have successfully completed medical terminology, oral communication, computer/digital literacy, anatomy and physiology, and workplace principles; and
3. applicants who have workplace experience
4. who are veterans, active duty personnel, their spouses, and also displaced workers who qualify under the Trade Adjustment Act

### **Readmission**

Readmission to the Pharmacy Technology program will be dependent upon available resources.

In order for a student to be considered for readmission to the Pharmacy Technology program, the applicant must repeat the Pharmacy Technology courses of the curriculum if three (3) or more years have elapsed since the initial enrollment in the Pharmacy Technology program.

A student may be readmitted to the Pharmacy Technology program no more than once.

Any readmission into the Pharmacy Technology program must meet the current admission policies.

### **Transfer**

Students wishing to transfer from one Pharmacy Technology program to another within KCTCS will be considered on an individual basis. Every effort will be made to prevent the student from duplicating classes. If there is some question as to whether or not the student has attained competency in a given area, a comprehensive test can be offered, similar to the final exam any other student would take in the same course.

Similarly, students who may have taken any portion of the program online through other KCTCS colleges must be aware this does not grant acceptance into the program. The program at BCTC is AHSP accredited, and as such has stricter requirements for admission. We strongly recommend all students interested in the program at BCTC begin the process at BCTC. There are a few reasons for this preference. First, there is no guarantee, without being accepted into the program as a whole that you will be accepted into any one class. Second, going through the class with the same cohort, or group of classmates, enhances your success.

Admission will be dependent upon available resources at the college.

Students must meet all program admission requirements set by the college to which transfer is sought.

## CRIMINAL BACKGROUND CHECK AND DRUG SCREENING

Upon entrance into the Pharmacy Technology program, students must agree to complete criminal background check and drug screening. The cost is borne by the student. Minimum requirements are listed below:

- Processed within the time frame announced by program coordinator
- Background check includes: criminal history, sex offender registry, healthcare sanctions
- Drug screen includes: Marijuana, Cocaine, PCP, Amphetamines, Opiate Metabolites, Barbiturates, Benzodiazepines, Methadone, and Propoxyphene

**In instances where a student is waiting for financial aid to help with cost, this deadline may be altered. Please understand why this is a critical issue with our profession and complete this in a timely matter. Student must agree to and pass random drug screenings throughout the program.**

Instructions on how to request this report will be provided by Program Director. Any positive report will be evaluated by the college administration. A drug conviction or any felony within the last five years precludes one from taking the Pharmacy Technician Certification exam and will therefore disqualify a student from continuing classes. If you are not sure whether or not your personal history is an issue, seek guidance from BOTH the Kentucky Board of Pharmacy and the Pharmacy Technician Certification Board.

As part of the education process, the student will be assigned to various pharmacy sites to fulfill requirements of PHA 250 Pharmacy Experience. Due to the nature of pharmacy, your trustworthiness and level of integrity must be high. When dealing with cash and controlled substances employers, coworkers, and instructors must have faith that you will obey all laws and be of good moral character. If at any time you think you may have problems in this area, please see the Program Director immediately. Also please be advised that although misappropriating pharmaceuticals or money may not have occurred to you, sometimes friends and family may put pressure on you to do so on their behalf.

Be advised that externship sites and employers can and will do background and drug checks, and will prosecute theft. Certain pharmacies may require the student to use their own testing facility. Every effort will be made to spare the student the expense of more than one drug test. However, there is no guarantee that if the student rotates through two different sites two separate drug tests won't be required. Due to the nature of the drug testing process, if there is a large gap in the dates of the drug testing, the student may be asked to repeat it. For example, if you were tested upon admission to the program prior to clinical placement or prior to placement at your first externship site and then eight weeks later rotate to a second site, the results of a second drug test could feasibly differ. It is also the professional standard for drug screens to be conducted anytime that there is a narcotic inventory discrepancy, suspicion of narcotic theft, and randomly to ensure employees are remaining drug free. Students should be prepared to complete a drug screen at any time during externship and while enrolled in the program. If you have any questions about the drug testing process, please see the Program Director.

Should a student be dismissed from a facility because of legal or drug/alcohol issues, or behavior, they will be dismissed from the program. **Program faculty and clinical site preceptors have the right to request random drug tests on any student at any time.** Failure to comply will be treated as a positive test and the student will be dismissed.

## IMMUNIZATIONS & RELATED DOCUMENTATION

The following immunization records are required for all students entering the Pharmacy Technology program or on specific date announced by Program Director and/or Experiential Site Coordinator. These requirements have been established to help protect healthcare providers and their patients during encounters in clinical settings. Students must have completed all immunizations prior to beginning the program. Your personal healthcare provider will provide you with appropriate documentation for the immunizations. **Students will not be able to enroll to PHA 250 Pharmacy Experience without providing all required immunization records.**

### 1. TUBERCULOSIS SCREENING

You must have a recent TB test. We accept TB tests from the health department, other hospitals' employee health programs, the military, and other clinics where TB testing is performed frequently (Occupational Medicine Clinics). The TB documentation **MUST** include the following information in order to be accepted:

- The date given, the date read, and the reading in millimeters.
- It must also be signed by the clinician who performed and read the test.
- If positive, include the physician documentation of the positive test and negative chest x-ray report.

If you have a history of a prior positive TB test, we will need all of the documentation about that test, any follow-up evaluations you had (including chest X-rays), and any treatment you received.

### 2. MMR

Proof of immunity to rubella, rubeola and mumps if born in 1957 or later. One of the following may be used as documentation:

- Documentation of two MMR vaccines with the first dose at 12 months of age or older
- Documentation by a physician of having had rubeola, rubella and mumps disease
- Documentation of protective rubeola, rubella and mumps titers

If there is a medical reason that you cannot receive an MMR vaccine, please bring physician documentation.

### 3. HEPATITIS B

As a student, you should not come into contact with patient bodily fluids. However, accidents happen. Hepatitis B vaccine is strongly recommended, but not required. If you have had the Hepatitis B vaccine in the past, please bring documentation of all three doses.

### 4. VARICELLA (Chicken Pox)

Proof of immunity to varicella by one of the following:

- Positive varicella antibody titer
- Immunization with varicella vaccine (Full immunization with the varicella vaccine requires a series of two injections)

If your varicella titer is negative, you will be required to receive two (2) doses of varicella vaccine at the recommended intervals.

5. Tdap (Tetanus, Diphtheria, and Pertussis)

This is different from the regular tetanus (Td) vaccine that is recommended every 10 years. It is also different than the childhood DTaP vaccine. The Tdap is only given once.

All who enter a health care facility for volunteering or observing are required to have one Tdap vaccine

6. INFLUENZA VACCINE

All students who will be located in the hospital or patient care facility between **October 1 and March 31** of the current year are required to have the seasonal influenza vaccination for that year.

7. Evidence of Medical Health Insurance (coverage must be in effect during any clinical rotation).

You must complete all requirements and upload your immunization record prior to your externship. The Program Director or Experiential Site Coordinator will review your file. You will be dropped from PHA 250 if requirements are not completed on or before deadline. Some clinical sites may have different/additional immunization requirements. It is student's responsibility to fulfill all requirements at each clinical site, or you will be asked to withdrawal from the course.

## ADVISING

Students who are interested in the Pharmacy Technology program and out of developmental classes must be advised by a Pharmacy Technology program faculty member, or students will not be considered as officially enroll to the program. A currently enrolled student may change his/her major by logging on to the Student Self Service to make your academic plan change request. This is also important for financial aid distribution.

At the end of each semester, students will need to contact the Program Director or a program faculty member to enroll in pharmacy technology courses for the next semester. Students can enroll themselves in courses that are not pharmacy technology courses, but special permission is required for enrollment in each pharmacy technology course. This is to ensure that students complete the courses in the proper sequence. Students should schedule an advising appointment with a program faculty member a minimum of one month prior to the end of the semester to ensure enrollment in future courses.

Starfish is the program used by students to schedule appointments with their academic advisors and instructors. To do so, log in either to Student Self Service or Blackboard and click the Starfish link. Currently enrolled students should schedule an advising appointment during advanced registration. During the advising session an advisor will make the student aware of important program information, check on the student's progress towards completion of the Pharmacy Technology program curriculum and determine the courses to be taken in the next semester.

## PROGRAM CURRICULUM AND CERTIFICATION

At the end of your studies here at BCTC, you will be awarded a certificate or diploma depending on the coursework that you have completed. We currently offer two certificates and one diploma at BCTC. You will also earn a certification from PTCB if you took and passed the national certification exam. All program courses will prepare you for the national certification exam, although it is a separate entity. Further information about PTCB exam, please go to PTCB website at <http://www.ptcb.org/>

### 1. Retail Pharmacy Technician Certificate

<b>Required Courses</b>	<b>Credit Hours</b>
AHS 115 Medical Terminology <b>OR</b>	3
CLA 131 Medical Terminology from Greek and Latin <b>OR</b>	(3)
MIT 103 Medical Office Terminology	(3)
PHA 110 Pharmacy Procedures and Skills	6
PHA 136 Pharmacology	3
PHA 145 Pharmaceutical Calculations	3
COM 181 Basic Public Speaking <b>OR</b>	3
COM 252 Introduction to Interpersonal Communication	(3)
Digital Literacy <sup>1</sup>	(0-3)
Total	17-20

### 2. Pharmacy Technician I Certificate

<b>Required Courses</b>	<b>Credit Hours</b>
AHS 115 Medical Terminology <b>OR</b>	3
CLA 131 Medical Terminology from Greek and Latin <b>OR</b>	(3)
MIT 103 Medical Office Terminology	(3)
PHA 110 Pharmacy Procedures and Skills	6
PHA 136 Pharmacology	3
PHA 145 Pharmaceutical Calculations	3
COM 181 Basic Public Speaking <b>OR</b>	3
COM252 Introduction to Interpersonal Communication	(3)
PHA 200 Admixtures for IV Therapy	3
PHA 205 Admixture Preparations	1
PHA 210 Drug Classifications	6
PHA 250 Pharmacy Experience	1-8
Digital Literacy <sup>1</sup>	(0-3)
Total	21-24

### 3. Pharmacy Technician II Diploma

#### Required Courses

	<b>Credit Hours</b>
BIO 130 Aspects of Human Biology <b>OR</b>	3
BIO 135 Basic Anatomy and Physiology with lab <b>OR</b>	(4)
BIO 137 Human Anatomy and Physiology I <b>AND</b>	(4)
BIO 139 Human Anatomy and Physiology II	(4)
AHS 115 Medical Terminology <b>OR</b>	3
CLA 131 Medical Terminology from Greek and Latin <b>OR</b>	(3)
MIT 103 Medical Office Terminology	(3)
PHA 110 Pharmacy Procedures and Skills	6
PHA 136 Pharmacology	3
PHA 145 Pharmaceutical Calculations	3
COM 181 Basic Public Speaking <b>OR</b>	3
COM252 Introduction to Interpersonal Communication	(3)
PHA 200 Admixtures for IV Therapy	3
PHA 205 Admixture Preparations	1
PHA 210 Drug Classifications	6
PHA 250 Pharmacy Experience	1-8
Digital Literacy <sup>1</sup>	(0-3)
BAS 120 Personal Finance <b>OR</b>	3
EFM 100 Personal Finance Management <b>OR</b>	(3)
WPP 200 Workplace Principles	(3)
Total	35-39

## **PHARMACY TECHNOLOGY COURSE DESCRIPTIONS**

Your courses have been designed with the input of local hospital, retail and long term care pharmacies. They are planned to give you all the tools you need for your end goal – taking and passing the Pharmacy Technician Certification Exam (PTCE) offered by the Pharmacy Technician Certification Board (PTCB). Textbooks have been chosen from a variety of sources to give you the broadest possible base for learning. In addition, the curriculum is reevaluated on a regular basis to take advantage of the newest information and technology.

PHA 110(6) Course ID: 004159  
Pharmacy Procedures and Skills



Introduces the field of pharmacy. Includes pharmacy technician responsibilities, legal requirements, safety issues, and basic skills of a pharmacy technician. Lecture: 4.0 credits (60 contact hours). Lab: 2.0 credits (90 contact hours).

Components: Laboratory, Lecture

Attributes: Technical

PHA 136(3) Course ID: 001930

Pharmacology

Introduces the study of drugs and their effect on the human body. Emphasis is placed on the most commonly used drugs, their dosage and common side effects as well as any adverse reactions that might occur. Lecture: 3.0 credits (45 contact hours).

Components: Lecture

Attributes: Technical

PHA 145(3) Course ID: 016998

Pharmaceutical Calculations

Covers basic math review, percentage strengths, ration and proportion, conversion between the apothecary and metric systems, and intravenous calculations. Focuses on equivalencies and calculation of drug dosages presented through lecture and student participation in lab activities.

Pre-requisite: MAT 065 or equivalent. Lecture: 2.0 credits (30 contact hours). Lab: 1.0 credit (45 contact hours).

Components: Laboratory, Lecture

Attributes: Technical

PHA 200(3) Course ID: 001931

Admixtures for IV Therapy

Provides a basic working knowledge for the pharmacy technician involved in the preparation of IV admixtures. Pre-requisite: (PHA 110 and PHA 136 and PHA 145). Co-requisite: PHA 205. Lecture: 3.0 credits (45 contact hours).

Components: Lecture

Attributes: Technical

PHA 205(1) Course ID: 001932

Admixture Preparations

Provides the opportunity to become proficient in the techniques of IV admixing and in the use of related equipment associated with sterile product preparation. Pre-requisite: (PHA 110 and 136) with a grade of C or greater). Co-requisite: PHA 200 or Consent of Instructor. Lab: 1.0 credit (45 contact hours).

Components: Laboratory

Attributes: Technical

PHA 210(6) Course ID: 001934

Drug Classifications

Provides a study of the principles and classifications, drug nomenclature, and dosage forms as related to conditions of the body. Pre-requisite: (PHA 110 and 136 with a grade of C or greater). Co-requisite: PHA 205 or Consent of Instructor. Lecture: 6.0 credits (90 contact hours).

Components: Lecture

Attributes: Technical

PHA 250(1 - 8) Course ID: 001936

**Instructor Consent Required**

Pharmacy Experience

Provides work experience in the pharmacy setting to enhance skills required to reach occupational goals for the pharmacy technician. Pre-requisite: Consent of Instructor.

Clinical: 1.0 - 8.0 credits (60-480 contact hours).

Components: Clinical

Attributes: Technical

## GRADING SCALE

90 - 100% = A

80 - 89.99% = B

70 - 79.99% = C

60 - 69.99% = D

Below 60.00% = E

Successful completion of a course is defined as the student earning a 70% composite average. **SUCCESSFUL COMPLETION OF ALL PHA 100 LEVEL COURSES ARE NECESSARY TO CONTINUE TAKING 200 LEVEL COURSES IN THE PHARMACY TECHNOLOGY PROGRAM.** Lab/Practical exercises are generally pass/fail. There will be no extra credit to “pull up” grades. The goal of this program is to prepare you for the PTCB exam. Therefore failing to demonstrate mastery of course material will not enhance your ability to pass the national exam. Grades will not be altered unless clear evidence of an error is provided.

Students who do not meet academic standards or withdraw from the program due to personal reasons may be readmitted no more than once.

A grade of "I" (Incomplete) means part of the work in a course remains undone. This grade will be given **ONLY** when students have met the requirements for make-up work and there is a reasonable possibility that a passing grade will result from the completion of this work. The instructor shall not give an "I" grade when the reason for incompleteness is unsatisfactory to that instructor.

- Various components, including grades, for each course will be determined by individual instructors and will be included in the syllabus for each course.
- Instructors will provide feedback on student progress through tests, assignments and clinical rotation grades. The student will receive final grades at the end of each semester. It is the responsibility of the student to track their academic progress in courses throughout the program.
- When a student experiences difficulty mastering competencies in any course, he/she is expected to seek help from the instructor of the course.

- A student obtaining less than a 70% on an examination is expected to schedule an appointment with the instructor to determine strategies for improvement.
- Each student is expected to submit his/her own work. See individual syllabi and KCTCS Student Code of Conduct for plagiarism/cheating policies.
- Late work may not be accepted by individual instructors based on his/her policies in each course. For those who do accept late work, a grade reduction penalty may occur at his/her discretion.

## **RETENTION AND PROGRESS IN THE PROGRAM**

Continued enrollment in courses is contingent upon seat availability and faculty consent. Additionally, students who find themselves unable to attend class for greater than two consecutive semesters may have to retake courses. If greater than one year has passed between acceptance to the program and reentry into the program, the student is subjected to admission policies as well as another background check and drug screen. Any student who does not reach their goal within the maximum time frame set forth by the Department of Education may find interruption in their financial aid and course trajectory.

1. An individual must earn a grade of “C” or better in PHA courses.
2. An individual who withdraws from or earns lower than a grade of ‘C’ in any Pharmacy Technology program course will not be permitted to continue in the program.
3. An individual who does not meet the Technical Standards of the program will not be permitted to continue.

## **SPECIAL ACCOMMODATIONS**

Students with documented disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Disability Support Services. Please do NOT request accommodations directly from the professor or instructor without having contacted the Disability Support Services.

**To schedule an appointment with a Disability Support Services staff member on any BCTC campus, call (859) 246-6728, (859) 246-6753 TTY or (866) 774-4872 extension 6728 (Toll Free).**

If, because of a diagnosed disability, you need and intend to ask for special considerations to complete the requirements of this course, please advise program coordinator of this as soon as possible. Faculty will be happy to work with you and a counselor to make any appropriate accommodations.

If you are taking medication that may influence your ability to operate equipment or function in class, please let faculty know. However, the use of alcohol and/or the illegal use of drugs **does not** constitute an acceptable reason for accommodation. If a student is observed in an impaired condition in class, he/she will be excused from class and a determination will be made of possible further action.

## **EQUITABLE APPLICATION OF PROGRAM POLICIES & PROCEDURES**

The Pharmacy Technology program at Bluegrass Community & Technical College can admit up to 20 students per year, based on admission committee recommendations and available resources. All didactic and laboratory coursework will take place on the Leestown campus of BCTC in Lexington, KY. Students will be rotated through clinical rotations at area clinical facilities. Hence, all policies and procedures will apply to students and faculty regardless of their location.

## **EQUAL OPPORTUNITY AND NON-DISCRIMINATION**

The Kentucky Community and Technical College System is committed to a policy of providing educational opportunities to all qualified students regardless of economic or social status. BCTC does not discriminate based on race, color, religion, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies:

James Chambers  
Room 110 C Building, Leestown Campus  
164 Opportunity Way  
Lexington, KY 40511  
859-246-6781  
[james.chambers@kctcs.edu](mailto:james.chambers@kctcs.edu)

## **CRITERIA FOR DISMISSAL**

A student will be dismissed from the Pharmacy Technology program in any one of the following circumstances:

1. Failure to meet academic requirements, including ability to perform clinical skills successfully as assessed by the instructor (s).
2. Infraction of College rules
3. Inability to pass background check or drug screening.
4. Possessing a physical or mental health problem, which after reasonable and appropriate accommodation still precludes academic progress of the student or interferes with the student's competence of patient safety in the practice of pharmacy.
5. Falsifying information (program application, transcripts, clinical documentation, etc.)
6. Failure to communicate with faculty.
7. Any behavior that results in dismissal from a clinical/extern site.

## **EXIT EXAMINATION**

The program has a requirement that all students must complete the Pharmacy Technician Certification Examination (PTCE). Toward the end of your studies, your instructors will work with you offering practice exams and/or seminars and workshops to deal with areas that you may still be struggling with. Specific exam info is not included here as technology and regulations change, so may the format and content of the test. You will be required to sit for the exam as a condition of PHA 250. The cost is \$129.

You must show proof that you have indeed taken the exam before you will be given a grade in that course, and subsequently, before you can graduate. You may feel confident enough to take the test prior to graduation, however it is wise to check with your instructors first. Some additional information regarding the PTCE is located on PTCB website at [www.ptcb.org](http://www.ptcb.org)

## GRADUATION

You must apply for graduation for each certificate/diploma/degree that you complete. The deadlines are announced via student email and on the website. Faculty will do their best to remind you of these dates, but the responsibility is ultimately yours.

### Program Graduation Requirements

1. Successful completion of all required coursework with a minimum of “C” in each course.
2. maintenance of a 2.0 cumulative GPA or above (on a 4.0 scale);
3. Successful completion of all clinical and program competencies.
4. Successful completion of all required clinical performance evaluations.
5. Successful completion of the Pharmacy Technician Certification Exam (PTCB) prior to or in the final week of completion of PHA 250

### Graduation Application Process

Program students must complete a graduation application by the deadline of the term in which he/she will graduate. Students must meet with their academic advisor to complete the application and confirm all degree requirements have been met. Return the completed graduation packet to the Associate Dean of Student Affairs by the date on the packet (mid-February for Spring term graduation and mid-September for Fall term graduation). All courses specifically state the required objectives, goals, and outcomes of each course, which will lead to all terminal objectives being met and the program’s mission accomplished.

### Credentials Offered in Pharmacy Technology

#### Certificate

- Retail Pharmacy Technician
- Pharmacy Technician I

#### Diploma

- Pharmacy Technician II

## POST GRADUATION FOLLOW UP

Students must fill out a graduation survey after the completion of the program. The survey includes information of program satisfaction, job placement, and recommendations for the program. Survey data will be analyzed and used for program improvement. This is also required for program accreditation.

## PROGRAM COSTS

Tuition and Fees are listed on BCTC website. Click [here](#) for more information. Additional cost information for Pharmacy Technology program is listed below (all \$ amounts are estimated).

Item	Estimated Cost	Comment
Textbook and supplies	\$650	Consider eText and rental services for cost saving
Attire suitable to externship environment	\$20-\$40	You must wear black scrubs to class. Extras may be required depending upon the clinical site
Basic calculator	Less than \$5	Dollar store one will be just fine
Student Name badge	\$7	You must purchase this from BCTC bookstore
Liability insurance	\$11	Charged to student's account as part of PHA 250
Kentucky Pharmacy Technician registration	\$25	Pay directly to Kentucky Board of Pharmacy
Background check and drug screening	\$100	Pay directly to third-party
PTCB certification test	\$129	As a condition of passing PHA 250. Pay directly to PTCB

## FINANCIAL AID

Financial aid and the WorkReady Scholarship are available for eligible Pharmacy Technology program students. Many companies also provide education benefits for qualified employees. Questions regarding financial aid should be directed to the Financial Aid office. Contact company HR department regarding employee benefits.

In order to receive financial aid, you must indicate Pharmacy Technology as your academic plan on your account. You may do so by completing the academic plan change form at the Record office or on Student Self Service.

### Financial Aid Office Locations

Cooper Campus	121 Oswald Bldg.
Leestown Campus	100 One Stop Bldg. C
Danville Campus	Room 03D
Lawrenceburg Campus	Room 148
Newtown Campus	Suite 103 Classroom Building
Winchester-Clark County Campus	Room 107

### BCTC Office of Financial Aid Office Hours:

#### Fall & Spring

- Monday, Wednesday, & Thursday: 8:00 a.m. - 5:00 p.m.
- Tuesday: 8:00 a.m. - 5:30 p.m.
- Friday: 8:00 a.m. - 4:00 p.m.

#### Summer

- Monday thru Thursday: 8:00 a.m. - 5:00 p.m.
- Friday: 8:00 a.m. - 4:00 p.m.

#### **BCTC School Code: 005244**

**SAP Statement:** If you receive grants and/or loans to pay for this class, you should be aware that withdrawing from or failing this class may affect your future financial aid eligibility. You should review the Financial Aid Satisfactory Academic Progress (SAP) policy for additional information. Contact the Financial Aid Office for a copy of the SAP policy. You are expected to attend class and have the required textbook(s) even though you have not received your financial aid or you may have an appeal in process.

### **PROGRAM ATTENDANCE POLICY**

Pharmacy Technology Program has a **mandatory** attendance policy. Classroom attendance is an integral part of the academic experience; therefore, students are expected to attend all class sessions. If an absence is unavoidable, the student, prior to class, should advise the instructor. Arrangements should be made at that time for additional assignments if appropriate. Students can have two absences (excused or unexcused) per semester. Missing each additional class session will drop your grade by one letter grade (for example if the student earned a grade of “B” in the course, the final grade would be a “C”). Missing four or more class sessions will result in a failing grade. It is also expected that students arrive on time and not leave until the class is dismissed. There is a reduction of 5% on the final grade for each occurrence of lateness or early leave. If you cannot attend every class session you should consider dropping the course.

**Attendance is recorded by time cards. If the student forgets to clock in for the day, it will count against the student as an absence.** Exceptions will be made based on general weather/traffic conditions that would effect MOST people. If the tardiness is habitual and continues, the student will be recommended for termination or suspension. The student is responsible for contacting the instructor regarding make up work immediately upon returning to class. If makeup work is allowed by the instructor, it must be completed to the satisfaction of, and within the time frame designated by, the instructor.

In addition – many reviews, quizzes, tests etc. will occur during class. If you arrive late or leave early, you will not be allowed to make up the work you missed without an excuse accepted by the instructor.

Excused absences include:

- Illness of self or immediate family member (parents, children, spouse)
- Bereavement
- Court
- Military service

- Severe weather
- Other excuses will be considered at the program director's discretion

In most cases, attendance and academic performance are directly linked to each other. Instructors are not obligated to come to you with the work that you missed – you are responsible for making an appointment with the instructor.

**Students MUST attend orientation at the beginning of each semester. It will be scheduled on the first week of class and will be announced through *BlackBoard* and/or program webpage. There will not be a makeup day for the orientation. If you do not attend the orientation, you will forfeit your spot in the program.**

## PROFESSIONAL PERFORMANCE STANDARDS

Pretend you are working at a pharmacy. Be very conscious of your language use and its implications at all time. After the first week of class, all students should be wearing scrubs to class. The desired color for the program is black. Students should also wear badge to class. Student badge can be purchased at BCTC bookstore.

All students will be evaluated on professional performance in classroom and clinical rotation. Student professional performance is graded using the criteria identified on the Professional Performance Standards (PPS) form. You can find this form on Blackboard or request a copy from the program director. The grade is based on a 100 point scale. Points are deducted from the student's overall grade for each instance in which the student does not meet professional expectations. 80% must be maintained for the semester or a grade drop will occur. Three major infractions result in failure of clinical course.

## LAB USE AND PRIVILEGE

We are excited to have a functioning mock pharmacy. Please be advised most of the drugs in our pharmacy are placebos – they are not actual medications. Some of the chemicals used for compounding, however, are completely real. The compounding exercises occur in the latter half of the courses. Once studying those concepts, you will be dealing with needles, glass, and electricity. You must be conscious of your environment and safe at all times. **NO HORSEPLAY.**

**Eating and drinking:** No food or drinks are permitted in the mock pharmacy lab. If you must bring in drinks, they must be closed with caps or secure lids or be stored away. If you need to consume a meal, please take advantage of the student lounge. You must always clean up after yourself, food or otherwise.

**Lab equipment:** Be extra cautious with glass beakers, rods, funnels, etc. and report to instructor(s) any breakage. Make sure hot plates are turned off when not in use. Do not use scales without permission/supervision. Never put anything in or on the hoods unless instructed to do so.

**Chemicals:** Do not directly inhale any substance. Report any spill to instructor(s) immediately. MSDS sheets are located in the instructor area.



**Syringes and needles:** Never use or uncap syringes and/or needles without instructor present. Do not leave the room with syringes/needles. Report any sticks to instructor(s) immediately. Disposes of needles in the sharps container.

**Daily cleanup:** After any lab or practical exercises, all equipment and counters should be cleaned with 70% isopropyl alcohol. Spray bottles are located along the counter. Cleaning up is everyone's job, not just one or two students and definitely not the instructors'.

## TECHNOLOGY POLICY

As a student in a technological field, you are encouraged to be comfortable with and make use of all forms of communication and technology. Technology is being invented and changed constantly.

It is student's responsibility to get familiar with commonly used college systems, such as Student Self Service, *BlackBoard* and student email. If you need help, please contact student services on campus or schedule an appointment with one of our program faculty members. You will receive lots of information via email. You may elect to join the program Facebook group to network with other students, faculty and graduates. Some instructors may allow communication by text. You may have to take part in an online discussion group for class credit. There are apps that are wonderful study tools if you have a smart phone. Student study groups have even been held using Skype. That said, there is a certain level of behavior that is expected when using these media. **Cell-phones should be turned off before entering class.** The student is expected to adhere to common courtesy and proper use of technology in the classroom. No inappropriate use, as determined by the instructor, of cell phones, laptops, tablets, internet, calculators, etc., is allowed. Inappropriate use includes, but is not limited to, sending/receiving text messages, sending/receiving phone calls, using an unapproved calculator or outside websites, or any use of social media, music or email during class time. If you have an ongoing personal emergency, discuss with your instructor, before class, the possibility of leaving your cellphone turned on temporarily. **The instructor reserves the right to classify any activity or behavior as inappropriate and request the student to leave the class.**

The official student code of conduct, nonacademic disciplinary policies and procedures, Article III, Section 3.2, lines 3,4,16, and 23 state the following as violations:

1. Verbal and psychological abuse or harassment
2. Encouraging or assisting others to commit any of the acts that are prohibited by the code of student conduct.
3. Threats and/or threatening behavior.

Although not meant to apply to electronic behavior originally, you can see how some of these codes could be violated through online and/or other technological communication.

Here are some common sense rules for using media responsibly:

1. If your instructor permits you to text them, respect their time and avoid abusing the privilege and texting late at night or on weekends, especially for minor things.
2. Check your email and grades regularly and respond accordingly. Make sure if using your home email, you must identify yourself. It is also helpful to include a subject line

3. Facebook – remember everything can be seen by your instructors and even other school administrators. This is not a place to share exceedingly personal information. This is not a place to air complaints. Complaints should be addressed to the instructor, program coordinator, and then division chair. There have been MANY instances where students and employees have been dismissed due to things posted on Facebook. Don't assume it is private!
4. Using inappropriate language or comments on a discussion board as part of a class may result in termination from the class and the program. Clear expectations of etiquette for online class content will be thoroughly explained.
5. Any online study activities should focus on the task at hand.

Please be aware that where there is technology there is the possibility it will fail. You will be responsible for several assignments requiring computer use. We are not computer faculty or repair persons. We can try to help you with software issues, etc. but it is your responsibility to assure that everything is working properly on your computer in sufficient time to become aware of potential incompatibilities and seek an alternate computer to access.

## **CLINICAL EXTERNSHIP**

Students are assigned to rotations at clinical affiliates equally to ensure equitable exposure to learning experiences. The Experiential Site Coordinator (ESC) shall be responsible for scheduling clinical experiences and assuring students are adequately supervised in all clinical locations. It is the responsibility of the ESC to maintain regular communication with the clinical preceptors/trainers to assure clinical objectives are met. The ESC shall communicate with all clinical sites on a regular basis to assure an adequate number and varieties of procedures are available at all clinical rotations. The student to clinical preceptor ratio will not exceed 5:1. Student or clinical preceptor's questions/concerns about the clinical rotations should be directed to the ESC. The concern will be investigated and follow up communication given to the individual within two weeks of reporting the concern.

To complete the program, you will spend 160 hours in at least two pharmacy settings. The exact dates and times will be discussed with you individually towards the end of your first semester. Generally, you should expect to be assigned to a site any time 8-5, Monday-Friday. That said, some sites do have night and weekend hours. At no time is any particular site or hours guaranteed. You may need to travel to get to your site. Reasonable effort to keep the distance to a minimum will be made. You may be at a site two or three days a week, but it is impossible to predict which day and at which time you may be assigned to a particular location. You may consult with the Program Director or ECS at the end of your first semester for clarification if needed.

At the clinical site, you will be evaluated by the pharmacist or senior technician in charge at your practice setting. This is the time for you to showcase what you have learned, gain valuable experience, and possibly gain employment. Your professionalism and communication skills must be at their best.

### **A. ACADEMIC REQUIREMENTS**

1. Students must have passed or be passing and physically attending the Pharmacy Technology courses which are concomitant with a clinical.

2. A student must document immunization or titers required by the clinical site(s).
3. Successful completion of criminal background check and drug screening.
4. Proof of medical insurance.

## B. ATTENDANCE

Pharmacy Technology Program has a **mandatory** attendance policy. **Any student who is absent from Week 1 Orientation will be immediately dismissed from the course.** Attendance will be recorded at each clinical site on each date of attendance, as well as in class for any on campus class or individual student/coordinator meetings. Unless specific days and times are dictated by the site or the ESC, it will be up to you to discuss with the clinical preceptor which days and times will suit you both.

You **must** have a set externship schedule. You should have an agreed upon day or days of the week with set arrival and departure times. Your Time Sheet at each clinical site must be submitted to instructor on or prior to the due date listed on Blackboard. You **must** complete 80 contact hours at each site within the assigned time frame with total of 160 contact hours at two clinical sites. Absences and tardiness at the clinical sites are unacceptable. Arriving at the clinical site more than 30 minutes late will be counted as an absence. **When a student has more than two absences or the equivalent number of tardiness, the student will be immediately dismissed from the clinical sites, receive a letter grade of E for the experience course, and be dismissed from the pharmacy technology program.**

Two absences during the course will be excused when the following procedure is followed:

- Contact the instructor 30 minutes prior to the scheduled time of arrival at the clinical site via phone 859-246-6981 (Andrew Morgan) or 859-246-6330 (Sara Sauer). Leave a message if the instructor is not available.
- Contact the clinical preceptor 30 minutes prior to the scheduled time of arrival at the clinical site.
- Make arrangement to make-up the hours with the clinical site when you call in absent.
- Notify the instructor with a date and time when the hours will be made up.
- Provide documentation within 72 hours of the absence.

## C. DRESS CODE

The program faculty recognizes that the dress a person chooses reflects his or her uniqueness and we value expressions of individuality which do not restrict the freedom of others. At the same time in the clinical setting we wish to present an image of cleanliness, neatness, and professionalism to our patients and to the hospital staff. In sum, the image we wish to present is one of seriousness and professionalism. With the above principles in mind we have formulated the following guidelines for clinical appearance:

1. Scrubs must be neatly kept

Scrubs are required on campus and at all externship sites. Each clinical site may have different requirements. A white lab coat may be needed at some extern sites. If the extern site is a retail facility, the dress of the facility is to be adopted, however the colors and combinations of scrubs suggested below is the most reasonable way to dress appropriately for either setting. Uniforms are to be purchased and worn within the first two weeks of class. **Please be advised if you are**

**not in uniform, you may be asked to leave the classroom and return when you are more suitably dressed.** This is a requirement for all students.

2. Student name badge must be clearly visible at all times.

Once students have their student identification number, they should go to the Leestown Campus Building C room 100 and have a student ID made. This ID is required by many departments in order for students to access their services. Students **MUST** also purchase name badges which are different from the Student ID. This name badge will clearly display their name and identifies them as a student Pharmacy Technician. Students are required to wear name badge on campus and at experiential sites. Failure to wear badge for the 3rd time will count as one unexcused absence.

3. Comfortable shoes for being on your feet all day
  - a. Must be clean and in good condition/appearance
  - b. Socks must be worn
  - c. No holes exposing socks (cros)
  - d. No excessive mesh
4. Hair
  - a. Must be neatly kept
  - b. Must be naturally colored
  - c. Long hair past shoulder length must be pulled back
  - d. Beards must be neatly trimmed
5. Fingernails
  - a. Should not extend beyond the end of the fingertip
  - b. No artificial nails
  - c. Natural colored polish only
6. Colognes/perfumes cannot be worn during clinical
7. Jewelry
  - a. Hands (wedding sets only)
  - b. Ears (studs only)
  - c. Face/neck (no jewelry)
8. Tattoos/body art must not be visible
9. Each clinical affiliate may have additional restrictions that must be observed.

#### D. SMOKING POLICY

All of the hospitals and agencies the program is affiliated have smoke-free and tobacco-free requirements for all employees, medical staff, students, volunteers, patients, and visitors - both inside and outside of the facilities (including cars in the parking areas). Therefore no smoking or use of

smokeless tobacco products is allowed while in uniform. The clinical preceptor, staff, and patients should not be able to detect the smell of tobacco products on a student while in the clinical setting. Students failing to follow the smoking policy will be sent home resulting in an absence for the day.

## E. CONDUCT

Through the affiliated hospitals in cooperation with BCTC, you will be given the opportunity to learn in institutions which are concerned with healing the sick. You are a guest of these hospitals during your clinical rotation. Your appearance, attitude and conduct will reflect not only on you personally, but also on other individuals of the Pharmacy Departments and the program. Your best behavior is mandatory. Misconduct in clinical rotation may result in:

1. Removal from that clinical rotation.
2. Discipline outlined by the KCTCS Code of Conduct.
3. Removal from the program.

Judgments of misconduct and disciplinary actions will be made by program faculty and administration. The following are examples of misconduct:

1. Abuse or inconsiderate treatment of patients.
2. Insubordination, refusing to accept a job assignment or refusing to or failing to obey the order of a superior.
3. Theft.
4. Intoxication on the premises or appearing on the premises or on a job assignment with alcohol on the breath or under the influence of an illicit drug.
5. Conviction of a felony.
6. Fighting during clinic hours or being engaged in a fight.
7. Unauthorized departure of hospital premises while on duty.
8. Unlawful possession of a weapon.
9. Gross neglect of duty in the opinion of an administrator, department head or supervisor.
10. Immoral conduct.
11. Willful neglect of duties.
12. Use of narcotics or drugs without proper medical authorization.

### **ALWAYS Follow HIPAA Guidelines:**

- Client information should only be discussed with other members of the healthcare team who have a “need to know”.
- Do not discuss client information with anyone else, including fellow students, employees, and your family members.
- Do not tell unauthorized persons that you saw or have knowledge of a client being admitted or being seen as an outpatient unless the client authorizes you to do so.
- Do not access any client information (i.e. looking up a neighbor’s medical record) unless authorized in your job duties.
- Speak quietly and discreetly so clients, visitors, and others will not overhear your telephone or other conversations with or about clients.
- Do not leave papers containing client information in open view of non-authorized persons.
- Do not leave a computer on the bright screen if you must be away for a moment.
- Do not discard papers containing client information in the trash can without first shredding them.

- Remember that when fellow students, friends, faculty members receive medical treatment, that person is a client and all measures should be taken to protect their confidentiality.
- Ask visitors to step out of a client's room when conversations take place regarding medical treatment, diagnosis, etc. unless the client authorizes the visitor to be present.
- When you are assigned to handle confidential information of your friends or acquaintances, if possible, ask to be reassigned to another client to protect that person's privacy.
- Do not discuss any confidential matters of anyone's assigned clients unless absolutely necessary to help in the performance of your assignment.
- Should client information be overheard, do not discuss any client information with others.
- Clinical information should NEVER be discussed on any social network (i.e. Facebook, etc.).

**Breaching confidentiality could result in prosecution and/or termination from the program.**

### **Personal Electronic Communications**

Students are not to engage in personal electronic communications while in patient care areas during clinical.

### **Challenge of Clinical Evaluation**

Should a student believe he/she has received an unfair clinical evaluation he/she should first contact the clinical preceptor to discuss the evaluation. If the matter is still unresolved the student should contact the Experiential Site Coordinator. The Experiential Site Coordinator will be responsible for investigating the allegation and serve as a mediator between the student and clinical instructor. If sufficient evidence of unfair evaluation is found the Experiential Site Coordinator may modify or nullify the clinical evaluation. The Coordinator will perform necessary follow-up education and monitoring of the clinical instructor as is deemed necessary for the situation. In the event the student believes the Coordinator has evaluated him/her unfairly, he/she may bring the issue to the Program Director, and further follow the college's chain of command for the grade appeal process.

Some things to consider:

- You must maintain an open line of communication with the Experiential Site Coordinator. Failing to make sure the Coordinator has the right contact info or failing to return phone calls could result in failure of the course and program.
- You must submit and pass a drug screen before details on your clinical site placement will be given to you.
- The assignment of clinical sites is based on the site's needs, not the student's. Efforts will be made to assure no undue stress on the part of the student when possible. Class performance and behavior also play a role in clinical assignment.
- It may be decided that there will be a weekly check- in during the clinical rotation. This time will not amount to more than one hour, and could be done via BlackBoard discussion if the class so chooses. The purpose of this meeting is to share with each other things learned on the clinical site, as well as to turn in timesheets, evaluations and journals.

- You will be visited by faculty at least once while on your externship. This will be scheduled in advanced. If faculty come to visit you and you are not there or are late, your grade will drop by one letter grade automatically.
- You must arrive at the site on time. If for some reason you are running behind (traffic, weather, etc) you are to call the site. If you are habitually tardy, the site may dismiss you and you will be dismissed from the program.
- If some truly extraordinary circumstance arises and you cannot make it to the site, you are to call BOTH the site and the Experiential Site Coordinator (number to be provided upon placement). If your situation will result in an absence of more than two days without proper documentation of reasonable absence, you will be dismissed from the site and the program.
- You must be appropriately dressed at the site. If other employees wear scrubs, you should wear scrubs. If there is another dress code, you must adopt that. In no circumstance are jeans, sweats, low cut jeans or low-cut shirts, t-shirts with slogans, tank tops appropriate. Hair should be clean and styled conservatively, makeup and jewelry should be moderate.
- You must keep track of your own time sheet and are responsible for getting that document as well as your skills check off sheet to your supervisor in a timely fashion. Any attempt to alter documents will be investigated and if found to be fraudulent, you will be dismissed from the program. In addition, time sheets and journals will be checked at weekly meetings as determined by the instructor.
- You are to remain professional at all times. No cursing, hostility, sleeping, or any other behavior deemed inappropriate will be tolerated by the site or the program. You can and will be replaced at the site and summarily dismissed from the program without the opportunity to complete it. any actions/activities which result in damage or embarrassment to the site or to the program may result in dismissal from the program.
- If you have any issue at the site, you are to first discuss with the site supervisor. If that fails to resolve the problem, then contact the Program Director or Experiential Site Coordinator.
- Participation in a discussion board, online articles and videos may also be part of the course.
- You will be required to sit for the PTCB exam as a condition of passing the course. This may not be covered by financial aid. Please budget accordingly.
- Remember, this could be an actual job opportunity, and at the very least can provide you with an excellent reference. You must put your best foot forward every day.

To be completely clear: you are expected to show up, on time, every day and act professionally each and every day and in each and every circumstance. This is YOUR chosen career, but this program belongs to all of us. You must treat this in every way like a paying job. You must communicate with the site and faculty. Failure to do that will result in dismissal. If you do not show at your site or you disappear for any reason, you will not be given another chance. Period. There have been students who, for one

reason or another could not start or finish their externship. We can work with that as long as you COMMUNICATE. If you have any question about this requirement, please talk to one of the program faculty.

## F. MEMORANDUM OF AGREEMENT

This is a legal document that serves as an understanding between the extern/clinical site and the school. If the student would like for a new site to be considered, then the Program Director should be notified as soon as possible to arrange for a meeting with the potential site.

## STUDENT GRIEVANCE POLICY

If a disagreement should arise between a student and program faculty member the student should bring this to the attention of the involved instructor. If the student is not satisfied with the outcome of this meeting she/he may bring the matter to the attention of the next higher “level of command” in the following order:

1. Involved Instructor
2. Experiential Site Coordinator (If the problem involves a clinical instructor.)
3. Program Director
4. BCTC Academic Ombud

## PROFESSIONAL LIABILITY INSURANCE

All students are required to carry professional liability insurance while in the program. The cost of the liability is part of the tuition/fees for the clinical courses.

### Medical Insurance

Students must provide evidence of Medical Health Insurance throughout the program.

## COMMUNICATION

Email is the preferred method of campus communication. Students should use their KCTCS email account for communication. Outside communication cannot be verified. Students are expected to check their campus email accounts regularly. **Any critical information regarding your grade or standing in the class will not be emailed to you.** When communicating by email, students should use proper grammar and punctuation, and clearly identify themselves. If an immediate response is requested, students should also include a working phone number. If you need assistance with setting up a KCTCS email account, please see one of our librarians.

It is student’s responsibility to provide current contact information on Student Self Service. This includes mailing address, physical address, phone number and emergency contacts Communication is critical. Not keeping in touch increase the likelihood of being dismissed from the program. If one method of communication does not work, try another. Calls get dropped, emails go to spam folders, texts never get received. It is YOUR responsibility to see that communication succeeds.



## **STUDENT SUPPORT AND RESOURCES**

### **Student Support**

Students enrolled in the Pharmacy Technology program at Bluegrass Community & Technical College (BCTC) have access to a variety of student support services. These include: Advising & Advisement services, Disability Support Services, Financial Aid, Library, Military & Veteran Services, and Tutoring. Contact information for these and other services can be found on the BCTC website under the current students tab.

### **Learning Resources**

The college computers provide students access to the following:

- Internet access
- Kentucky Commonwealth Virtual Library (KCVL)
- BCTC Library
- On-line data bases
- Respiratory Care clinical simulation practice and tutorials
- Practice CRT/WRRT examinations

### **Student Services available on the campus include:**

- Counseling for career/personal needs
- Financial aid
- Tutoring

### **Program Faculty and OPEN LAB**

Program faculty take pride in being available to help students outside of regularly scheduled class times. Faculty have scheduled office hours. In addition students are encouraged to stop by when encountering difficulty in understanding content discussed in class or need more practice performing a procedure in the lab.

### **Field Trips**

During the course of the students' training, field trips may be scheduled. All students are expected to participate in these trips. The trips will be announced in a timely manner to allow sufficient time to make any arrangements that need to be made.

## **PHARMACY TECH STUDENTS FACEBOOK GROUP**

1. The program uses a Facebook page to facilitate communication.
2. The name of the program Facebook is "BCTC Pharmacy Tech Students"
3. Request to be a member and we will give you access to the group.

## **ADVISORY COMMITTEE**

### **Role and Responsibilities of the Advisory Committee**

The program advisory committee is an advice-giving body assisting the program in meeting the needs of the community in a manner consistent with the college mission. In this context, the committee serves in an advisory capacity to the faculty and administration to ensure the program meets the needs of the community by providing graduates who have the necessary skills and knowledge for success in the workplace.

### **Composition of Advisory Committee**

The Advisory Committee shall be comprised of representatives from area employers, community members, former graduates of the Pharmacy Technology program, current students in the Pharmacy Technology program, college administrators and faculty members who support the curriculum of the Pharmacy Technology program.

Two students from each class will be selected to serve on the program's advisory committee. These representatives will be the liaisons between the class and the advisory committee during their tenure in the program.

## **PARKING**

Parking is free for students at Leestown Campus. Students can park at any Students Parking Areas.

## **ACCESS TO RECORDS**

The records maintained by the program are available only to the student and to college personnel with a legitimate educational need to know. Program related information is kept confidential. Students may schedule a time to view their records including past tests taken while in the program. More information regarding the handling of student records and the Family Educational Rights and Privacy Act (FERPA) can be found at the following website:

[https://bluegrass.kctcs.edu/en/kctcshome/Students/Admissions/Academic\\_Policies/FERPA](https://bluegrass.kctcs.edu/en/kctcshome/Students/Admissions/Academic_Policies/FERPA)

## **STUDENT ILLNESS & ATTENDANCE**

Students who are knowingly ill (those with a fever above 101 deg. F, vomiting, or with known microorganism such as strep throat or flu) should refrain from attending class, lab, and most certainly clinical rotations. The student should, whenever possible, or upon the request of the faculty, obtain a physician's 'excuse' for his/her absence.

## **PREGNANCY POLICY**

For the protection of the student and her unborn child, any student who is pregnant upon entry into the program or becomes pregnant during her time in the program, is required to obtain a 'safe practice' note from her physician indicating what is/is not acceptable for the student during the pregnancy. This is especially important in the clinical setting. The documentation must be updated EACH semester and as deemed necessary. The pregnant student is required to meet all class and course objectives the same as other students in her class.

## **SCHOOL RELATED ACCIDENT AND INJURY PROCEDURE**

- When an incident occurs in clinical, notify a clinical instructor as soon as possible and then notify program faculty.
- An incident report is written documentation of the facts concerning injury to patient or student.
- Fill out a form as soon as possible no matter how trivial the incident may appear to be at the time (within 24 hours).
- In addition to the incident form, submit a summary of the incident to be kept in the student's program file.
- Personal injuries and illness requiring medical treatment becomes the financial responsibility of the student.
- Student must maintain individual health insurance coverage while in the program.
- All program students are required to maintain current professional liability insurance through the KCTCS liability insurance provider.

### **Procedure for Responding to an Injury/Blood borne Pathogen Exposure in Clinical**

<b>Responsible Person</b>	<b>Action</b>
<b>Students</b>	<ul style="list-style-type: none"> <li>• Notifies clinical instructor or supervisor as soon as possible after incident</li> <li>• Student Injury-Exposure Report form is completed</li> <li>• Notifies DCE/program director as soon as possible. KCTCS incident form must be filled out within 24 hours of incident.</li> <li>• Clinical instructor or program faculty will direct student to seek treatment dependent upon severity of injury.</li> <li>• Gives fully completed incident form to appropriate person (facility form to respiratory/cardiopulmonary supervisor and school form to ESC/Program Director).</li> <li>• Arranges payment for personal injury or sickness</li> </ul>
<b>Clinical Preceptors or Program Faculty</b>	<ul style="list-style-type: none"> <li>• Assists student in filling out appropriate forms.</li> <li>• Advises the student to seek medical attention if injured.</li> <li>• Files summary in student program file.</li> <li>• Reports documentation to DCE/Program Director.</li> <li>• Provides student with school accident form.</li> </ul>
<b>ESC/Program Director</b>	<ul style="list-style-type: none"> <li>• Reviews all documentation.</li> </ul>

## **SAFETY AND SECURITY**

### **Security at BCTC**

Bluegrass Community & Technical College (BCTC) is concerned with the safety and security of students, faculty, staff and visitors to all of our locations.

The emergency number is 911 (if calling on a cell phone for Cooper Campus emergencies, dial 257-1616) for Police, Fire and Ambulance assistance. When giving emergency information please include:

Bluegrass Community & Technical College

Campus location

Building name or number

Type of emergency

If it is safe to do so, stay on the line with authorities until you have given all needed information.

For more information about campus safety and security students are directed to the BCTC Safety and Security web page [http://bluegrass.kctcs.edu/safety\\_and\\_security.aspx](http://bluegrass.kctcs.edu/safety_and_security.aspx)

### **Inclement Weather Policy**

In the event of inclement weather, please listen to local radio/TV stations, check the BCTC website, or dial any home campus number and choose selection as indicated per the voice prompt. Website may be accessed at: <http://www.bluegrass.kctcs.edu/>

All students are strongly encouraged to sign for the SNAP notification system. This system provides notification of any campus emergencies or schedule changes due to weather. You may sign up through the campus website or [www.kctcs.edu/snap](http://www.kctcs.edu/snap).

#### **Academic**

- If classes at Bluegrass Community & Technical College are canceled due to inclement weather conditions, coursework will be reassigned as necessary.

#### **Clinical**

- If classes at Bluegrass Community & Technical College are canceled due to inclement weather conditions, clinical rotations will be rescheduled whenever possible.
- Even if classes are not officially cancelled, do not come to class or clinical if you feel the conditions are hazardous to your safety. ALWAYS use your best judgment.
- Students not reporting to clinical due to bad weather are still required to follow the “call in” procedure as indicated in the clinical syllabus.

### **Liability Insurance**

All students are required to carry professional liability insurance. The cost of the liability is part of the tuition/fees for the clinical courses.

### **Medical Insurance**

Students must provide evidence of Medical Health Insurance throughout the program.

## **STUDENTS RIGHT TO KNOW**

Students should visit [https://bluegrass.kctcs.edu/sdem/students\\_right\\_to\\_know/index.aspx](https://bluegrass.kctcs.edu/sdem/students_right_to_know/index.aspx) on the web for information on the following:

- Academic Regulations (KCTCS)
- Academic Ombud

- BCTC Accreditation
- Campus Security Policy and Crime Statistics
- Constitution Day
- Drug Free Policy
- Family Education Rights and Privacy Act
- FSA Student Loan Ombudsman's Office
- HIV/AIDS Facts and Information
- Institutional Policy Regarding Copyright Infringement
- PeopleSoft
- Retention, Completion, and Graduation Rates
- Safety Notification Alert Process (SNAP)
- Student Code of Conduct
- Student Responsibilities
- Students in University of Kentucky Housing
- Textbooks
- Transfer Student Services
- Veterans Resource Center

## **CPR AND FIRST AID**

All students are recommended to have the training in CPR and first aid. This may be required at some clinical sites. There are several ways a student can accomplish this:

1. Enroll in a course at BCTC that contains CPR
2. Take a course on your own thought the Red Cross or American Heart Association.

## **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 others.

1. 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.
2. A pharmacy technician assists and supports the pharmacist in the safe, efficacious and cost effective distribution of health services and healthcare resources.

3. A pharmacy technician respects and values the abilities of pharmacists, colleagues and other healthcare professionals.
4. A pharmacy technician maintains competency in his/her practice, and continually enhances his/her professional knowledge and expertise.
5. A pharmacy technician respects and supports the patient's individuality, dignity and confidentiality.
6. A pharmacy technician respects the confidentiality of a patient's records and discloses pertinent information only with proper authorization.
7. A pharmacy technician never assists in the dispensing, promoting or distribution of medications or medical devices that are not of good quality or do not meet the standards required by law.
8. 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 in the profession.
9. 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 ORGANIZATIONS**

### **Kentucky Board of Pharmacy**

<https://pharmacy.ky.gov/Pages/default.aspx>

In Kentucky, one only has to be registered with the board of pharmacy to practice. Pursuant to KRS 315.191 hospitals and long term care pharmacies are hiring only technicians who are certified. At this time, those individuals working in other settings are not required to be certified. That will change in 2020 however. The 2020 initiative will require anyone who wishes to sit for the PTCB exam be a graduate of an ASHP accredited program.

### **315.135 Registration as pharmacy technician required to assist in the practice of pharmacy -- Exemptions.**

(1) Effective April 1, 2009, a person shall not assist in the practice of pharmacy unless he or she is duly registered as a pharmacy technician under the provisions of this chapter or is exempt under subsection (2) of this section.

(2) A person may assist in the practice of pharmacy without obtaining the registration required by this section if the person:

(a) Has filed an application with the board in accordance with KRS 315.136 and no more than thirty (30) days has elapsed since the date the applicant was first employed by the pharmacy. The exemption shall not apply if:

1. The application has been denied;
2. The person is less than sixteen (16) years of age; or
3. The person has previously been denied a registration or has had a registration revoked or suspended in any jurisdiction and the registration has not yet been issued or reinstated;

(b) Is in the employ of a son, daughter, spouse, parent, or legal guardian; or

(c) Is participating in a work-study program through an accredited secondary or postsecondary educational institution.

**Effective:** July 15, 2008

**History:** Created 2008 Ky. Acts ch. 148, sec. 1, effective July 15, 2008.

Other states have different regulations and these will be discussed with you if your site is outside the state of Kentucky.

**America Society of Health-System Pharmacists (ASHP)**

<https://summer.ashp.org/Home>

**Pharmacy Technician Educators Council (PTEC)**

<https://www.pharmacytecheducators.com/>

**Kentucky Pharmacists Association (KPhA)**

<http://www.kphanet.org/>

## **TOBACCO FREE CAMPUS INITIATIVE**

Effective August 12, 2013, the Bluegrass Community & Technical College (BCTC) Tobacco Policy is revised to create a tobacco-free campus that encompasses all BCTC campuses and sites, including all BCTC owned, operated, leased or controlled properties. These guidelines are intended to assist employees and students in the implementation of this change. The new college policy states:

**"BCTC Tobacco-Free Campus Policy:** The use of all tobacco products is prohibited on all property owned, operated, leased, occupied, or controlled by BCTC "Properties" for purposes of this paragraph includes college buildings and structures, grounds, parking lots, enclosed bridges, walkways and sidewalks, and vehicles."

Violation of the Policy is defined as using any tobacco products, including e-cigarettes and other non-combustible tobacco products, within the prohibited areas.

Successful implementation of the Policy will engage everyone in creating a culture of compliance. Employees and student leaders will be advised to provide clear, compassionate, courteous, yet firm messages to communicate the Policy to any employee, student, visitor, vendor or contractor violating the Policy that prohibits the use of all tobacco products on BCTC property. Administrators and supervisors are encouraged to create increased policy awareness and are responsible for responding to reported violations of the Policy.

## **DRUG FREE POLICY**

KCTCS colleges are committed to providing a safe environment for students, faculty, and staff. The KCTCS colleges have adopted the following drug-free policy:

Being under the influence of alcohol or other drugs or the use, possession, distribution, manufacture, or sale of illegal or unauthorized drugs is prohibited and is punishable as a felony offense on campus or within 1000 yards of campus. Conduct that violates this definition, poses unacceptable risks, and disregards the health, safety and welfare of members of the KCTCS college community shall result in disciplinary action up to and including suspension or termination. The KCTCS Colleges are in compliance with the Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act amendment of 1989. More Information: [KCTCS Catalog](#)



## STUDENT HANDBOOK ACKNOWLEDGE FORM

I, \_\_\_\_\_, have received the BCTC Pharmacy Technology Program Student Handbook and I assume responsibility for being knowledgeable of the content. I agree to be governed by the policies and procedures described within the handbook and to adhere to the rule/regulations of the Pharmacy Technology Program, Bluegrass Community and Technical College, and the clinical facilities I attend. I am aware that faculty/staff of the Pharmacy Technology Program are available to assist me with understanding the program and college policies, procedures, and practices.

Student Name: \_\_\_\_\_  
Print

\_\_\_\_\_  
Signature Date

**Please print this page out, sign and return to the program coordinator within the second week of classes.**