PHARMACY TECHNOLOGY PROGRAM HANDBOOK

Accredited by the American Society of Health-System Pharmacists and the Accreditation Council for Pharmacy Education

For more information concerning accreditation, please visit the ASHP website at www.ashp.org
Welcome
Welcome to prospective and incoming Pharmacy Technology students. The faculty and staff wish you success in the pursuit of your educational goals.

We hope to assist you in becoming highly competent in the field. It will take your commitment and hard work to successfully complete the 2-semester program and to pass the PTCE.

Read this handbook in its entirety. You are expected to be aware and abide by all of the regulations and guidelines that are contained within this document. You will sign a statement (Memorandum agreement) verifying that you understand the contents of the Handbook, and that you do agree to abide by the guidelines set forth within it. The Handbook is constructed to be used as a supplement to the University of Montana Academic Policies as well as the Student Code of Conduct:

http://www.umt.edu/vpsa/policies/default.php

http://www.umt.edu/vpsa/policies/student_conduct.php

The Pharmacy Technology Training Program is committed to providing quality education. During your Pharmacy education, the program faculty will strive to prepare you to become a professional pharmacy technician and to sit for the national certification examination. Also, let us offer our assistance in helping
you make this upcoming year a fulfilling one. We believe that your graduation from the Pharmacy Technology Program and your successful career in the field will be the reward for all of your efforts.

Program Philosophy and Student Success Statistics
The mission of the Pharmacy Technology Program is to be an exemplary program graduating highly qualified individuals to fill the employment needs of local pharmacies. Our goal is to provide you with the necessary skills and knowledge to sit for the national Pharmacy Technician Certification Board exam, which would grant the title of Certified Pharmacy Technician (CPHT). One of the requirements of successful completion of the Pharmacy Technology Program is that you must sit for the PTCE. Completion of all program classwork does not guarantee passage of the exam. This health care career program is one which takes much time and dedication on your part. Realizing this, we would like to wish you all success as you make a commitment to yourselves, and this course of study, for the next year. The Program is committed to serving you and the pharmaceutical community through guidance, excellent academic instruction and professional training utilizing traditional and innovative means while understanding the cultural diversity of individuals. We will strive to maintain a student-centered philosophy, make wise use of community and educational resources, with continual improvement through self-evaluation and self-renewal. The faculty of the Pharmacy Technician Program is committed to assisting you toward the greatest academic, personal, and professional potential through quality courses and instruction.

Our students’ success over the years is depicted in the following chart:

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</thead>
<tbody>
<tr>
<td>students starting program</td>
<td>6 15%</td>
<td>15 21%</td>
<td>21 20%</td>
<td>12 12%</td>
<td>10 12%</td>
<td>10 12%</td>
<td>10 12%</td>
<td>10 12%</td>
<td>8 12%</td>
<td>82%</td>
</tr>
<tr>
<td>students graduating</td>
<td>5 83%</td>
<td>12 80%</td>
<td>13 77%</td>
<td>13 62%</td>
<td>17 85%</td>
<td>10 83%</td>
<td>10 83%</td>
<td>8 80%</td>
<td>11 92%</td>
<td>82%</td>
</tr>
<tr>
<td>graduates passing ptce</td>
<td>5 100%</td>
<td>12 100%</td>
<td>13 100%</td>
<td>13 100%</td>
<td>17 100%</td>
<td>8 80%</td>
<td>10 100%</td>
<td>5 50%</td>
<td>11 100%</td>
<td>92%</td>
</tr>
<tr>
<td>graduates employed in field</td>
<td>2 40%</td>
<td>8 67%</td>
<td>6 46%</td>
<td>9 69%</td>
<td>11 65%</td>
<td>6 60%</td>
<td>4 40%</td>
<td>8 80%</td>
<td>10 83%</td>
<td>61%</td>
</tr>
<tr>
<td>graduates in pharmacy school</td>
<td>2 17%</td>
<td></td>
<td>1 8%</td>
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</table>

Approximate Costs of Program
Please reference the latest schedule of student fees for current tuition information. Fees are subject to change. Fees related to registration, tuition and other charges are payable in full immediately upon completion of registration, unless prior arrangements have been made with the student Financial Aid office. Up-to-date fee information is available at: [http://admissions.umt.edu/cost-and-financial-aid](http://admissions.umt.edu/cost-and-financial-aid)

The following is a list describing those additional materials for which additional approximate expenses can be expected:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Lab Fees (covers lab supplies and the PTCE cost-1st test only)</td>
<td>~$230</td>
</tr>
<tr>
<td>Tuition (12-15 credits)/semester</td>
<td>~$1,800</td>
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<tr>
<td>Books and supplies</td>
<td>~$475</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>~$30</td>
</tr>
<tr>
<td>Registration with State Board of Pharmacy</td>
<td>~$60</td>
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<tr>
<td>Background Check</td>
<td>~$70</td>
</tr>
<tr>
<td>Some institutions may require drug screens prior to internships. Any associated costs will be the student’s responsibility.</td>
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</tr>
</tbody>
</table>
Pharmacy Technician Curriculum
The Pharmacy Technician Program is designed to be a two semester program.

<table>
<thead>
<tr>
<th>Fall Semester:</th>
<th>Credits:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHAR 100   Introduction to Pharmacy Practice for Technicians</td>
<td>3</td>
</tr>
<tr>
<td>PHAR 101   Pharmacy Calculations</td>
<td>3</td>
</tr>
<tr>
<td>PHAR 102   Pharmacology for Technicians</td>
<td>6</td>
</tr>
<tr>
<td>PHAR 104   Pharmacy Dispensing Lab</td>
<td>3</td>
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<tr>
<td></td>
<td><strong>15</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester:</th>
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</thead>
<tbody>
<tr>
<td>PHAR 120   Medication Safety</td>
<td>3</td>
</tr>
<tr>
<td>PHAR 121   Prep for PTCE</td>
<td>1</td>
</tr>
<tr>
<td>PHAR 198   Internship: Pharmacy Technology Retail</td>
<td>4 (v)</td>
</tr>
<tr>
<td>PHAR 198   Internship: Pharmacy Technology Alternative</td>
<td>4 (v)</td>
</tr>
<tr>
<td>AHMS 144   Medical Terminology*</td>
<td>3</td>
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<tr>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

*may be completed before entry into the program

You must complete fall semester course work with a C or better to progress to spring semester classes. You must pass all spring semester courses with a C or better to complete the program.

Internships consist of 2 four week sessions, 40 hours per week, for a total of 320 internship hours. The internship sites should represent different two types of practice such as hospital, retail, or compounding pharmacies.

GRADUATION REQUIREMENTS
To become a candidate for a degree, you must file a formal application with the Missoula College’s Registrar’s office, including the list of status of completion for the entire requirements specific to the Pharmacy Technology Program. This includes having completed all semester pharmacy courses with a grade of “C” or higher, completed all required hours in internships, and be proven competent of the expectations set forth by the American Society of Health-system Pharmacists. Additionally, you must sit for the national certification exam given by the Pharmacy Technician Certification Board (PTCB). You must have at least 30 college credits to obtain a Certificate of Applied Science in Pharmacy Technology.

ASHP Accreditation Standard
The Pharmacy Technology Training Program is accredited by the American Society of Health System Pharmacists (ASHP) and the Accreditation Council for Pharmacy Education (ACPE). The Program filed for accreditation in 1996. Accreditation was granted in 1997. In May 2006 and again, in September 2013, a site visit team from ASHP visited the Missoula College to evaluate the Pharmacy Technology Training Program. During these site visits, students and graduates were interviewed to provide information to the surveyors regarding their experiences in the Program. The ASHP Commission on Credentialing granted full accreditation each time. Currently, the program is accredited by ASHP/ACPE through 2019.
The Pharmacy Technology Training Program undergoes continuous reevaluation, which includes written reports at least every three years and reexamination by site visit at least every six years. To remain accredited, the Program must follow “ASHP Accreditation Standard for Pharmacy Technician Training Programs.” This can be found at: http://www.ashp.org/accreditation-technician.

The Standards include:
- Standard 1 – Administrative Responsibility for the Training Program
- Standard 2 – Program Faculty
- Standard 3 – Education and Training Program
- Standard 4 – Students
- Standard 5 – Evaluations and Assessments
- Standard 6 – Graduation and Certificate

The purpose of gaining accreditation is to demonstrate that the Training Program meets or exceeds the requirements of the Standard. As a student and graduate of a training program, accreditation is important for several reasons. First, accreditation ensures that you are receiving training and skills that reflect the national standard. Second, employers will know that the education and training you received meets the Standard’s criteria. Finally, accredited programs must constantly work to remain up-to-date on pharmacy practice trends. Because of this continuous evaluation process, students can be sure that they are learning the most current information available relating to pharmacy.

Pharmacy Technician Program Goals

The Pharmacy Technician Program goals are based on the objectives found in the “ASHP Accreditation Standard for Pharmacy Technician Training Programs, Standard 3. You should use the following worksheets to track your weekly progress on the 46 Leaning Goals as you proceed through the 2-semester program. Feel free to notify the instructor if you feel you have not covered these goals.
ASHP Learning Goals Tracking Tool

Track your progress throughout the 2 semester program

<table>
<thead>
<tr>
<th>Pharmacy Technician Program Goals</th>
<th>Online class/dates/notes</th>
<th>Lab/dates/notes</th>
<th>Internship/dates/notes</th>
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<tbody>
<tr>
<td><strong>Personal/Interpersonal Knowledge and Skills</strong></td>
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<tr>
<td>1. Demonstrate ethical conduct in all job-related activities.</td>
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<tr>
<td>2. Present an image appropriate for the profession of pharmacy in appearance and behavior.</td>
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<tr>
<td>3. Communicate clearly when speaking and in writing.</td>
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<tr>
<td>4. Demonstrate a respectful attitude when interacting with diverse patient populations.</td>
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<tr>
<td>5. Apply self-management skills, including time management, stress management, and adapting to change.</td>
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<tr>
<td>6. Apply interpersonal skills, including negotiation skills, conflict resolution, and teamwork.</td>
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<tr>
<td>7. Apply critical thinking skills, creativity, and innovation to solve problems.</td>
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<tr>
<td><strong>Foundational Professional Knowledge and Skills</strong></td>
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<tr>
<td>8. Demonstrate understanding of healthcare occupations and the health care delivery system.</td>
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<tr>
<td>9. Demonstrate understanding of wellness promotion and disease prevention concepts, such as use of health screenings; health practices and environmental factors that impact health; and adverse effects of alcohol, tobacco, and legal and illegal drugs.</td>
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<tr>
<td>10. Demonstrate commitment to excellence in the pharmacy profession and to continuing education and training.</td>
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<tr>
<td>11. Demonstrate knowledge and skills in areas of science relevant to the pharmacy technician’s role, including anatomy/physiology and pharmacology.</td>
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</tbody>
</table>

Notes:
<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>12 Perform mathematical calculations essential to the duties of pharmacy technicians in a variety of contemporary settings.</td>
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<tr>
<td>13 Demonstrate understanding of the pharmacy technician’s role in the medication-use process.</td>
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<tr>
<td>14 Demonstrate understanding of major trends, issues, goals, and initiatives taking place in the pharmacy profession.</td>
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<tr>
<td>15 Demonstrate understanding of non-traditional roles of pharmacy technicians.</td>
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<tr>
<td>16 Identify and describe emerging therapies.</td>
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<tr>
<td>17 Demonstrate understanding of the</td>
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<tr>
<td>Processing and Handling of Medications and Medication Orders</td>
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<tr>
<td>18 Assist pharmacists in collecting, organizing, and recording demographic and clinical information for direct patient care and medication-use review.</td>
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<tr>
<td>19 Receive and screen prescriptions/medication orders for completeness, accuracy, and authenticity.</td>
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<tr>
<td>20 Assist pharmacists in the identification of patients who desire/require counseling to optimize the use of medications, equipment, and devices.</td>
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<tr>
<td>21 Prepare non-patient specific medications for distribution (e.g., batch, stock medications).</td>
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<tr>
<td>22 Distribute medications in a manner that follows specified procedures.</td>
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<tr>
<td>Notes:</td>
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<tr>
<td>23 Practice effective infection control procedures, including preventing transmission of blood borne and airborne diseases.</td>
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<tr>
<td>24 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)].</td>
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<tr>
<td>25 Assist pharmacists in the monitoring of medication therapy.</td>
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<tr>
<td>26 Prepare patient-specific medications for distribution.</td>
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<tr>
<td>27 Maintain pharmacy facilities and equipment, including automated dispensing equipment.</td>
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<tr>
<td>28 Use material safety data sheets (MSDS) to identify, handle, and safely dispose of hazardous materials.</td>
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<tr>
<td><strong>Sterile and Non-Sterile Compounding</strong></td>
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<tr>
<td>29 Prepare medications requiring compounding of sterile products [if selected].</td>
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<tr>
<td>30 Prepare medications requiring procurement, Billing, Reimbursement and Inventory Management</td>
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<td></td>
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</tr>
<tr>
<td>31 Prepare medications requiring</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>32 Initiate, verify, and assist in the adjudication of billing for pharmacy services and goods, and collect payment for these services.</td>
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<tr>
<td>33 Apply accepted procedures in purchasing pharmaceuticals, devices, and supplies.</td>
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</table>

Notes:
<table>
<thead>
<tr>
<th>Pharmacy Technician Program Goals</th>
<th>My Tracking Tool</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Online class/dates/notes</td>
</tr>
<tr>
<td>34 Apply accepted procedures in inventory control of medications, equipment, and devices.</td>
<td></td>
</tr>
<tr>
<td>35 Explain pharmacy reimbursement plans for covering pharmacy services.</td>
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</table>

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<thead>
<tr>
<th>Patient and Medication Safety</th>
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<tbody>
<tr>
<td>36 Apply patient and medication safety practices in all aspects of the pharmacy technician’s roles.</td>
</tr>
<tr>
<td>37 Verify measurements, preparation, and/or packaging of medications produced by other healthcare professionals (e.g., tech-check-tech).</td>
</tr>
<tr>
<td>38 Explain pharmacists’ roles when they are responding to emergency situations and how pharmacy technicians can assist pharmacists by being certified as a Basic Life Support (BLS) Healthcare Provider.</td>
</tr>
<tr>
<td>39 Demonstrate skills required for effective emergency preparedness.</td>
</tr>
<tr>
<td>40 Assist pharmacists in medication reconciliation.</td>
</tr>
<tr>
<td>41 Assist pharmacists in medication therapy management.</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Technology and Informatics</th>
</tr>
</thead>
<tbody>
<tr>
<td>42 Describe the use of current technology in the healthcare environment to ensure the safety and accuracy of medication dispensing.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Regulatory Issues</th>
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<tbody>
<tr>
<td>43 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.</td>
</tr>
<tr>
<td>44 Maintain confidentiality of patient information.</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Quality Assurance</th>
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</thead>
<tbody>
<tr>
<td>45 Apply quality assurance practices to pharmaceuticals, durable and non-durable medical equipment, devices, and supplies.</td>
</tr>
<tr>
<td>46 Explain procedures and communication channels to use in the event of a product recall or shortage, a medication error, or identification of another problem.</td>
</tr>
</tbody>
</table>

Notes:
ADVISORY COMMITTEE
An advisory committee comprising a broad-based group of pharmacists, faculty, current and past students, and pharmacy technicians has been established, and meets at least twice a year. This committee has specific authority for the following:

1. Determining that the curriculum makes possible the attainment of all educational goals and objectives set forth in Part VII;
2. Approving experiential training sites;
3. Validating admission criteria;
4. Validating criteria for successful completion of the program; and,
5. Approval of the training program’s strategic plan.

Technical Standards for Pharmacy Technology Admission and Graduation

Purpose of Technical Standards
Technical standards for pharmacy are the physical, intellectual, behavioral, and emotional characteristics required to be a competent pharmacy technician. These standards are based on the characteristics identified as necessary in the practice environment. These characteristics contribute to the overall ability of a person to perform successfully in both the academic setting as a pharmacy technician student and in the profession as a registered pharmacy technician. Patient safety is a major factor in establishing these requirements.

How Technical Standards are used at the Missoula College
1. Request for accommodation

The Missoula College is committed to enabling students by reasonable means or accommodations to complete the course of study leading to the Associate of Science Certificate. However, all applicants are held to the same academic and technical standards of admission and training, with reasonable accommodations as needed for students with disabilities.

2. Expectation to maintain and demonstrate technical standards

Throughout the pharmacy program, you will be expected to maintain the technical standards and demonstrate them through their coursework, interaction with peers and faculty, and in their professional experiences. Students who fail to demonstrate the technical standards while in the program will be evaluated and appropriate action (e.g., remediation, counseling, or dismissal) will be taken. Because this expectation is separate from academic achievement, simply maintaining a passing GPA is not sufficient.

3. Admission and progression towards graduation
Admission and retention decisions are based not only on satisfactory academic factors but also on non-academic factors such as professional development, mature decision making, and responsible actions. Graduation also requires successful performance of the academic requirements.

Technical Standards
Candidates for the Pharmacy Technology program must be able to perform the essential functions in each of the following categories: Observation, Communication, Motor, Intellectual, and Behavioral/Social. It is recognized that degrees of ability vary among individuals.

All candidates must be able to perform these essential functions:

Observation:
- Observe lectures, demonstrations, experiments, and practice-based activities, while simultaneously and progressively demonstrating the ability to acquire and improve skills associated with patient care.
- Observe classroom and laboratory demonstrations.
- Observe a person or situation accurately at a distance and close at hand, noting nonverbal as well as verbal signals.
- Read information on a computer screen and small print on packages or package inserts.
- Use not only visual, but also auditory and somatic cues, to perform the above when these other senses are necessary for full observation of a situation.
- Distinguish and interpret shapes, colors, markings, and other characteristics of small objects.

Communication:
- Communicate effectively, sensitively and in a timely, efficient manner with a variety of individuals about technical or complex topics.
- Promote collaboration with others through effective communication to optimize shared goals.
- Speak, listen, read and write fluently, effectively and efficiently in the English language.
- Effectively communicate with instructors, staff, and peers while in school; with superiors, support staff, subordinates, and patients while working.
- Elicit and verify information from others through questions and active listening skills
- Interpret nonverbal communication cues including changes in mood, activity, or posture and respond appropriately.
- Adjust spoken or written communication approach to match the needs of the recipient (person or audience)
- Infer implicit information and be able to distinguish it from explicitly stated information.

Motor Skills:
- Have the sufficient fine and gross motor function and coordination needed to manipulate small objects, perform complex tasks, and manipulate large or heavy objects safely.
- Reproduce the actions or steps in a technique as described or demonstrated by others.
- Engage in tasks in a manner that maintains personal safety as well as the safety of others.
• Safely and effectively operate equipment commonly found in laboratories, offices, and clinical sites including pharmacies (e.g., computer keyboard and mouse, unit-dose machinery, balances, and compounding equipment).
• Exhibit physical and mental stamina to withstand sometimes taxing workloads while maintaining a high level of function. (Pharmacy technicians may stand for 8-10 hours shifts)

**Intelect:**
• Comprehend three-dimensional relationships and understand the spatial relationships of structures.
• Solve problems involving measurement, calculation, reasoning, analysis, synthesis, and evaluation rapidly in a multi-tasking setting.
• Memorize and recall facts.
• Synthesize knowledge and integrate the relevant aspects of a specific topic.
• Acquire, comprehend, assimilate, and transform knowledge in order to apply it to a specific problem or issue.
• Have effective and efficient learning techniques and habits that allow mastery of the pharmacy technology curriculum.
• Learn through a variety of modalities including classroom instruction, small group activities, individual study, preparation and presentation of reports, and use of computer technology.
• Remain fully alert and attentive at all times in educational and clinical settings.

**Behavioral and Social Attributes:**
• Possess the emotional health required for full use of their intellectual abilities, the exercise of good judgment, and the prompt and safe completion of all responsibilities.
• Adapt to change, display flexibility and learn to function in the face of uncertainties and stressful situations.
• Possess courtesy, compassion, integrity, interpersonal skills, motivation, empathy, and concern for others.
• Demonstrate ethical and professional behavior and function within regulatory and institutional limits
• Function effectively in situations of physical and emotional stress.
• Accept appropriate suggestions and criticism and, if necessary, respond by modification.
• Provide constructive suggestions for the improvement of a specific task or endeavor.
• Exercise good judgment and prompt completion of all assigned responsibilities or tasks.
• Have the capacity to develop mature, sensitive, and effective relationships with others, including respect for their dignity.
• Perform self-examination of personal attitudes, perceptions, and stereotypes in order to avoid potential negative impacts on professional relationships with others.
• Recognize multiple points of view and integrate these appropriately into clinical decision making.
• When placed in a position of power, understand and use the inherent power, special privileges, and trust to the benefit of those with less power and avoid misuse of power.

Date implemented: 5-2009
Registration with the state as a Tech-in-Training: Montana Rules and Regulations

The Montana State Board of Pharmacy requires registration of pharmacy technicians. Before or during the fall semester, you must become registered with the State Board as a “technician in training”. Once you pass the national certification exam, you send a copy of your certification to the State Board and your status will change from a registered Technician in Training to a registered Certified Technician at no additional cost. The rules regarding pharmacy technicians may be found in subchapter 7 of the State Board Rules:

You may register with the Montana State Board of Pharmacy electronically at this website:
https://ebiz.mt.gov/pol/

Forms for registration may be found at:

To become a certified pharmacy technician in Montana, you must pass a national certification test approved by the State Board of Pharmacy. The PTCB website offers more information regarding testing:
http://www.ptcb.org

Pharmacy Technician Certification Exam (PTCE)
You must sit for this test prior to graduation (May 13, 2017)

Eligibility Requirements
(Effective January 2009 and subject to change)

The Pharmacy Technician Certification Board’s (PTCB) eligibility requirements for a candidate to take the Pharmacy Technician Certification Board Examination are as follows:

Requirements
- High school diploma or its equivalent (e.g., a GED or foreign diploma).
- No felony conviction.
- No drug or pharmacy related convictions, including misdemeanors. These violations must be disclosed to PTCB.
- No denial, suspension, revocation, or restriction of registration or licensure, consent order or other restriction by any State Board of Pharmacy.
- No admission of misconduct or violation of regulations of any State Board of Pharmacy.

NOTE:
PTCB will review denial of eligibility upon request on a case-by-case basis. If eligibility requirements are not met, a candidate may request a review in special circumstances, e.g. if the non-drug related misconduct occurred longer than five (5) years ago or the individual is currently working under the Board of Pharmacy authority.
PTCB reserves the right to investigate criminal background, verify candidate eligibility and deny certification to any individual. It is the responsibility of the CPhT to report any felony conviction, drug or pharmacy-related violations, or Board of Pharmacy action taken against their license or registration at the occurrence and at the time of recertification, for review by PTCB.

Employment Information

For up to date information on the Pharmacy Technician Profession including:
Professional Ethics and Confidentiality

You must remember at all times that the information in a pharmacy is confidential. You shall not tell patients, parents, friends, relatives, or non-pharmacy employees any information regarding the prescription(s) dispensed or the pharmacy patients/customers. Refer to the regulations in the Health Insurance Portability Accountability Act (HIPAA). Failure to comply with HIPAA or any applicable laws may carry serious penalties, including, but not limited to, dismissal from the program and legal action.

A Pharmacy Technician works under the supervision of a licensed pharmacist, and is responsible for performing activities that do not require the professional judgment of the pharmacist or can be evaluated by a pharmacist for accuracy. Since Pharmacy Technicians assist pharmacists in providing patient care, student Pharmacy Technicians should comply with the following Code of Ethics:

Code of Ethics for Pharmacy Technicians
(source: American Association of Pharmacy Technicians)

You should become familiar with the following and implement the principles in your daily practice as a pharmacy technician:

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 all settings, are based on the application and support of the moral obligations that guide all in the pharmacy profession in relationships with patients, healthcare professionals, and society.

Principles

1. A pharmacy technician’s first consideration is to ensure the health and safety of the patient, and to use knowledge and skills most capably in serving others.
2. 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.
3. A pharmacy technician assists and supports the pharmacist in the safe, efficacious, and cost-effective distribution of health services, and healthcare resources.
4. A pharmacy technician respects and values the abilities of pharmacists, colleagues, and other healthcare professionals.
5. A pharmacy technician maintains competency in practice, and continually enhances professional knowledge and expertise.
6. A pharmacy technician respects and supports the patient’s individuality, dignity, and confidentiality.
7. A pharmacy technician respects the confidentiality of a patient’s records and discloses pertinent information only with proper authorization.
8. A pharmacy technician never assists in the dispensing, promoting, or distributing of medications or medical devices that are not of good quality or do not meet the standards required by law.
9. 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.
10. A pharmacy technician associates and engages in the support of organizations that promote the profession of pharmacy through the use and enhancement of pharmacy technicians.

Failure to comply with these codes of ethics is cause for immediate dismissal from the program.

Email Accounts and Student Contact Information
You are required to maintain an active UM e-mail account throughout the pharmacy technician program. **You are required to check your email at least three (3) times per week for communication from course instructors and the department.** You are also required to maintain updated contact information (email, telephone, and address) with the department as well as College.

Attendance Policy

Attendance to online courses is evaluated by the instructor. You are expected to log into class often and come to lab prepared. This includes bringing the correct textbook, and assignments which are due, materials for note taking, calculators and accessories to be used in lab.

1. **Online Classes**
   a. You need a computer, reliable access to internet, and the ability to use Moodle.
   b. You should have a daily calendar devoted to keeping track of assignments, quizzes and tests that can be updated as you read the syllabus and course materials.
   c. Understand your strengths and weaknesses. If flash cards work for you, use them. If you need to create “practice tests” for yourself, try it. You will have “face-to-face” quizzes in lab each week over the online material.
   d. Set attainable goals. Online schools require you to practice self-discipline when it comes to studying and completing course work on time. College professors have never been known to hold their students’ hands, especially in the online college atmosphere where they serve more as a guide than a teacher in the traditional sense.
   e. Complete assignments before their due date. This is the ideal online college workflow because it will leave you greater chunks of free time that can be spend on other parts of your life. Maintaining a steady pace with your online coursework ensures that you will pass in your assignments on time. Additionally, if you turn in your assignment a day or two before the final due date, your teacher will most likely review it before the due date and you will have the time to revise and earn a higher grade.
   f. Participate and ask questions! To make sure you keep up your participation levels, log on to your course at least 5 to 6 times a week, but ideally once every day. Your classmates will be adding to the discussion each day, and missing several days in a row will make it difficult to adequately
participate. Asking questions shows that you are taking an active role in your education by trying to understand each concept fully.

g. Have a clean and organized study environment. There should be a specific area of your house dedicated to completing your coursework and studying. A peaceful study environment leads to a more productive workflow.

h. Schedule enough time for studying. Reducing your leisure time may seem like a big sacrifice, but remember it is only temporary. Take the time usually spent surfing the internet, watching television or talking on the phone and instead, spend it studying for an upcoming quiz or test.

i. Contact the instructor for help before you are “in trouble.” Feel free to use the “forum” areas in Moodle in each class each week to ask questions, share your problems or challenges with other students, develop study-buddies, and discuss concepts.

j. Stay motivated! Remain up-to-date by reading magazine articles and books related pharmacy. In addition, talking to people already working in the field can give you an idea of industry trends and remind you why you are choosing to pursue your online degree.

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2. Laboratories
Absences from student laboratory sessions are strongly discouraged due to the difficulty in planning and scheduling make-up sessions. Repeating the lab is virtually impossible. Unless prior arrangements have been made, a grade of zero will be assessed for each lab exercise missed.

3. Practicum Sites
Regular and punctual attendance on all practicum days is required. Absences or tardies from the internships for reasons other than health or other documented emergencies will not be tolerated, and you may be subject to withdrawal from the program. You must make up all absences, regardless of excuse. You must coordinate the make-up day with the course instructor and the preceptor at the pharmacy. You must notify your preceptor at the pharmacy and your course instructor of all absences or tardies as far in advance as possible or at least within the first half-hour they are scheduled. Failure to notify the practicum site within the appropriate amount of time will result in a one-letter grade drop for the first offense and an additional one-letter grade drop for a second offense.

You must supply the course instructor with your practicum schedule two weeks prior to implementation. The course instructor should be kept up to date on all changes made to the schedule once it has been turned in. Failure to provide the course instructor with the appropriate schedule in a timely manner and on a consistent basis will result in a one-letter grade drop for the course.

If you are late by 15 minutes or more, you will be considered officially tardy. Three official tardies will constitute one absence.

If there are excessive absences or tardies you may be requested by the Pharmacy Technician faculty to withdraw from the Program. You may request in writing re-entry when able to attend on a regular basis. Excessive absences (or combination of absences and tardies) are defined as three (3).

Grading and Academic Requirements
It is expected that you will successfully demonstrate competency in online work and in laboratory clinical skills. If you are unsuccessful in attaining the required grades in Pharmacy Courses, you may not continue with the program, and will be required to repeat any courses for which you did not earn a grade of “C” or better.
If you drop out of the program after completing one or more courses and are in good standing, you may return to finish the rest of the Program if the courses and practicum sites are available. You may be required to audit all courses previously completed. Request for this re-entry into the Program must be made in writing to the Program Director at least one full semester prior to the requested date of re-entry. If you drop out after entering the Program a second time, you will not be considered for re-admission. The Program Director can approve students to re-enter or continue in the program without retaking classes in certain cases.

Testing
Testing will take place in the pharmacy laboratory setting and online. If you have a problem with a test question and would like to challenge it, please feel free to contact the instructor with the question, the possible answers and your rationale to engage in a meaningful conversation.

If you miss tests, you may need to schedule with the Academic Support Center for make-up tests. Make-up tests may be different than the tests given at the designated time.

Pharmacy Technician Internships
Pharmacy Technician internship sites are not easily acquired. The Program usually has sufficient clinical slots for 12 students in the Missoula area. Availability of sites may vary from year to year. All students may request sites, but there is no guarantee that the student will receive their desired internship site.

The Pharmacy Internship occurs during the second semester of the program. The student must have successfully completed all first semester courses before they are eligible to enroll in the Pharmacy Internship.

Pharmacy Technician-In Training Registration is a requirement that must occur once admitted to the Pharmacy Technician Program. Denial or revocation of registration from the State Board constitutes ineligibility to participate in the internship, which is cause for dismissal from the Program.

You are required to obtain a particular Criminal Background Check prior to internships. Internship sites may deny the student access to the clinical facility if the background check is unsatisfactory. If a student cannot attend an internship, the student will be unable to complete course and program requirements necessary for graduation.

Cell Phone and Computer Use
Although many of you may use personal cell phones, computers, and tablets/iPads for looking up appropriate medical information, they will be prohibited if found to be distracting in pharmacy technology lab. You should not use these at all in internship sites.

Dress Code for Internships
During clinical rotation, the student must adhere to the dress code of the facility to which he/she is assigned. In addition to the facility’s dress code, or if there is no dress code policy, the following rules apply:

- Students are expected to shower or bathe regularly prior to Internships.
- The use of deodorant /antiperspirant is expected.
Perfume, cologne, and heavily scented hair products should not be worn during Internships.
Nails should be kept short, neat, and clean. Acrylic, false, or press-on nails may not be worn. Clear nail polish is acceptable.
All tattoos that would be visible while dressed in the required clinical uniform must be kept covered during scheduled rotation hours.
Facial jewelry, unless worn for religious or cultural reasons, and found not to interfere with work performance, is not permitted in clinical settings.
All other jewelry is limited to a wedding ring, an engagement ring, a watch, and one small stud earring per ear. No jewelry for IV lab or IV Internships.
Cosmetics should be moderately applied and appropriate for daytime wear. Cosmetics are not allowed in the IV room.
Hair must be clean, and appear to be dry. If it is longer than chin length, it must be pulled back, or put up in a conservative fashion, so that it is kept contained, and off the face at all times. This applies to male and female students alike. Proper and regular grooming is expected in order to maintain a professional appearance.
While attending practicum rotations, student’s hair must be clean, neat and of a normal hair color. Male students must either shave regularly, or if they choose to wear a mustache and/or beard, they must keep them clean and well groomed.
Faces must be cleanly shaven. Stubble is not acceptable. Beards and mustaches are allowed if kept neatly groomed. Male students may claim that they are growing beards/mustaches a maximum of two times a year.
Gum is not to be chewed in clinical areas.
Uniform pants should be worn high enough on the hips so that under garments are not visible when the student bends over, and so that excessive fabric does not fall below the heel of the shoe.
Uniform tops should fall 3-4 inches below the waist, and should not be worn in a form fitting manner.
Cell phones/pagers are not allowed to be carried during Internships or labs.
Students must not wear clothing made of denim material of any color. (No jeans or JEAN skirts, etc.)
Students must not wear t-shirts, unless they are of one color with no words, letters, slogans, graphics, etc., of any kind.
Students must wear closed-toe shoes (no sandals or canvas shoes) with socks or hosiery.
Capri pants are allowed if professional appearing (Cargo pants are not allowed).
Cleavage should not be visible.
No hats of any kind.

Hospital Visitation using your Internship Nametag
Students are prohibited from entering a hospital or any other pharmacy or health care setting while wearing a scrub uniform, and/or Missoula College student nametag at any time other than when required to be there for a class or practicum rotation. Any student found to be out of compliance may be withdrawn from the Program.

Professional Behavior during Internship
The Pharmacy Technology Training Program has certain expectations of behavior. You, while on campus or while representing the College at any clinical agency, must conduct yourself in a professional manner as to reflect favorably upon you and the Program you represent. You are expected to assume responsibility for your actions and will be held accountable for them. If at any time you behave in a manner which is inappropriate, unprofessional, disrespectful, argumentative, or endangers the health or safety of fellow students, instructors, patients, health care team, you will be referred to the “Student Conduct Code” as
outlined in the catalog. You will abide by facility policies during each clinical experience.
http://www.umt.edu/vpsa/policies/student_conduct.php

You will also be disciplined for academic dishonesty and unprofessional conduct. Unprofessional conduct includes, but is not limited to:

- Verbal or non-verbal language, actions, or voice inflections, or insubordination which compromise rapport or working relations with peers, faculty, patients and their family or healthcare team members.
- Any behavior that may compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal or ethical standards.
- Using or being under the influence of any drug (OTC, prescription, and/or illegal) or alcohol that may alter judgment and/or interfere with safe performance.

Violations of the professional behavior standards can result in immediate removal from the clinical site, probation, or withdrawal from the program.

LIABILITY COVERAGE during Internship
Malpractice insurance or liability coverage for you is purchased by The University of Montana. Payment is collected through fees paid when enrolling in Pharmacy Technology courses. This insurance covers incidents involving litigation resulting from possible negligence in patient care. If you are involved in an accident during your internship that results in patient, site personnel, or personal injury, and/or damage to equipment, you must be report immediately to your preceptor and the Program Coordinator. An incident report must be written to document circumstances involved. In the case of accidents or illnesses which occur during school hours, the following policies will apply:

HEALTH and ACCIDENT INSURANCE/Internships
- if a you become ill or injured while in clinical, you should report directly to the preceptor
- you will follow the facility’s policy on reporting incidents
- you will send a copy of the report to the Program Director
- You are financially responsible for your own treatment. You always have the right to refuse treatment.

WORK RELATED POLICIES/INTERNSHIPS
It is possible to be employed by your internship site, but this must be approved by the program director to ensure that all required program training goals are covered.

COMMUNICABLE DISEASES/INTERNSHIPS
Pharmacy personnel may be exposed to a wide variety of microorganisms through the blood and other body fluids of patients. However, during your internship, you may possibly come in contact with diseases, equipment, and treatments that may be hazardous to the individual and/or to an unborn fetus. Infections may be
transmitted in the clinical environment by blood, saliva, or other body fluids. This may occur through direct contact, droplets, or aerosols. There is also the potential for transmission of infection through indirect contact. Because of the number of people using the clinical facilities, it is critical that you practice effective infection control procedures. It is expected that you will use common sense, and good patient care procedures, related to blood borne pathogens that minimize risks. Therefore, you shall follow the precautions recommended by the Occupational Safety and Health Administration (OSHA), and the policies for exposure control at the affiliate site. These universal precautions guidelines are recommended:

1. Hands should always be washed before and after contact with patients.
2. Hands should be washed even when gloves have been used. If hands come into contact with blood, body fluids, or human tissue, they should be washed immediately with soap and water.
3. Gloves should be worn when contact with blood, body fluids, tissues, or a contaminated surface is anticipated.
4. Gowns are indicated if blood splattering is anticipated.
5. Masks and protective goggles should be worn if aerosolization or splattering is likely to occur.
6. Emergency mouth-to-mouth resuscitation, mouth pieces, resuscitation bags, or other ventilation devices should be strategically located and available to use in areas where the need for resuscitation is predictable.
7. Sharp objects should be handled in such a manner as to prevent accidental cuts or punctures. Used needles should not be bent, broken, reinserted into their original sheath, or unnecessarily handled. They should be discarded intact immediately after use into an impervious needle disposal box, which should be readily accessible. All needle stick accidents, mucosal splashes, or contamination of open wounds with blood or body fluids, should be reported to the preceptor immediately.
8. Blood spills should be cleaned up promptly with a disinfectant solution.
9. All blood and body fluid specimens should be considered biohazardous.
10. If a student has an incident occur involving contact with blood borne pathogens, it is expected that the student will immediately see their own physician to establish baseline testing. They should then seek any required follow-up. Tuberculosis exposure should be immediately followed with another Mantoux test and a three (3) month follow-up after that.

There is also the chance that you may transmit diseases to patients. As a result, it is expected that you will follow the policies in effect at the clinical site where you are assigned, in addition to the following guidelines:

1. If you have a communicable disease that is transferred by air or contact, and is of short duration, you may not attend clinical courses. You must inform the preceptor and Missoula College instructor of your absence. Make-up time must be arranged with the preceptor and communicated to the Missoula College Instructor.
2. If you have any of the following conditions, notify the preceptor prior to internship assignment:
   a. chicken pox, shingles
   b. scabies, lice
   c. hepatitis
   d. eye infection
   e. tuberculosis
   f. measles, mumps, or rubella
   g. cold sores (herpes simplex infection)
   h. influenza
   i. strep throat
3. If you have a communicable disease with a long duration, you must present a written diagnosis to the preceptor and communicated to the Missoula College Instructor.
4. Dependent upon the diagnosis, you may be able to perform internships or you may be asked to discontinue clinical activities until the illness is resolved. Each reported incident will be handled on a case-by-case basis, with respect of your right to privacy, and with consideration for protecting your welfare, as well as the welfare of others. All information will remain confidential and will not be released unless mandated by law.

5. Persons having AIDS, or a positive antibody test for AIDS, shall be treated as any other student or employee on campus.

6. Services are available at the Curry Health Center for students who have AIDS, AIDS related illnesses, other communicable diseases, and/or concerns regarding AIDS and communicable diseases.

FREQUENTLY ASKED QUESTIONS

1. How difficult is it to be accepted into the Program?
   The increased interest in pharmacy technology over the past few years has indeed resulted in an increased number of applicants applying for a limited number of positions in the program and has therefore made the application process more competitive. Given this fact, for you to be considered for acceptance, you will need to demonstrate knowledge of math, writing and computer skills. The selection panel evaluates many factors when selecting candidates for the program and has found that there is no “model” for the ideal student. There is no one factor or attribute that can guarantee acceptance into the program.

2. What is considered when applications are evaluated?
   Applications are evaluated for math, writing, and computer skills and may include an interview. If you do not score high enough on these assessments, please work with your advisor to take courses to develop these skills.

3. How can I enhance my chances of being accepted?
   Given the tremendous interest in our program, we cannot guarantee that any candidate will be accepted. You should introspectively evaluate your strengths and weaknesses and develop a plan. Should you be accepted, we are always happy to discuss with your perceived strengths and weaknesses. A strong candidate will possess a healthy balance of characteristics and skills deemed desirable by the faculty. A strong candidate:
   1. Has attained skills in writing, math, and computers
   2. Possesses a strong work ethic, positive attitude, and caring demeanor desirable of a health care giver
   3. Communicates well verbally and in writing
   4. Is able to think critically and come up with solutions to problems outside of the ordinary
   5. Can work well independently, as well as play a vital part as a member of a health care team.

4. If there is such a large demand for pharmacy technicians why do you limit the number of students in the program?
   We have a limited number of internship sites affiliated with the program. We must limit the number of students assigned to each facility in order to ensure that each student receives enough opportunities for hands-on experience to master the skills required of a pharmacy technician. We believe it is better to produce a more qualified technician, rather than just more technicians.

5. Do all program participants have to travel to clinical facilities outside of Missoula?
   The program faculty is sensitive to the inconveniences of traveling for internships and makes every reasonable effort to minimize the travel expectations. However, traveling is necessary and a reasonable expectation given
the learning opportunities that result. We encourage you to inquire of all programs regarding travel expectations and to weigh the costs of travel (ie: gasoline and child care) with tuition, text books, and additional program fees and expenses.

6. Are college programs better than on-the-job training or internet courses?
Accredited programs are required to comply with standards in teaching specific topics and “hands-on” skills prior to internships. There are no sets of standards or guidelines for non-accredited programs. You may find both accredited and non-accredited programs at colleges. Some accredited programs are able to deliver some content online. Beginning in 2020, graduation from an accredited program will be required in order to sit for the PTCE.

7. What are starting salaries for Pharmacy Technicians?
Starting salaries vary around the country. Entry level salaries in Montana average around $12.00-$15.00 per hour. The best data can be found at the Bureau of Labor and Statistics: http://www.bls.gov/ooh/healthcare/pharmacy-technicians.htm

8. Can I work full-time while participating in the program?
This is a very common and poignant question and an issue we cannot emphasize enough to be seriously considered by each individual applying to the program. Although we cannot dictate what you do outside of the program, past experiences have demonstrated that it is extremely difficult to successfully meet the requirements of the program while working a fulltime job. Some factors to consider beyond an individual’s personal stamina and abilities are:

- physical and mental demands of the job
- flexibility of schedule – weekend vs after program hours
- ability to reduce/switch hours to accommodate program demands
- additional personal/family responsibilities
- study time requirements outside of program hours
- your learning style – are you a quick learner?

Many students do work part-time while in the program. The program faculty, while sympathetic and understanding of financial situations cannot lower performance expectations based on a need to work outside of the program. Ultimately, it is for you to honestly evaluate your abilities, both physical and academic, and determine if after the commitment to the program hours, and the hours spent at a job, that there will still be enough time left to eat, sleep, study, travel, and fulfill family responsibilities while meeting the requirements of the Pharmacy Technology program for its entire duration.

9. Do you allow students to attend the program part-time, or only on evenings or weekends?
The program is full-time and two (2) consecutive semesters length, beginning with fall semester. You will spend forty (40) hours per week for 8 weeks in internships (spring semester) and these are usually on weekdays but may include some weekends and some evenings. The program is unable to accommodate applicants seeking any form of part-time education.
Signature Pages

MEMORANDUM OF AGREEMENT

Please read each statement below. Initial each statement in the space indicated and provide your name, signature, and date below.

1. ____ I have read and agree to, and will comply with the student policies as outlined in this Program Handbook. Furthermore, I will agree to and will comply with the course requirements as listed in the Syllabus.

2. ____ I understand the immunization requirements as outlined on the Curry Health Center website. I understand that failure to provide proof of the necessary immunizations and TB skin test may result in my being dropped from the pharmacy technician program.

3. ____ I have acquired CPR training and hold a certification current card that will not expire until after I have completed my internships.

4. ____ I will complete all clinical educational training modules and submit signed documentation to the Program as required.

5. ____ I have read, understand, and acknowledge that I am capable of performing to the Technical Standards as presented or with reasonable accommodation as documented by the Office of Students with Disabilities. (If accommodation is required, please confer with the Department Chair of the Program immediately.)

6. ____ I agree to read the Pharmacy Technician Program Student Handbook in its entirety. I will inform my instructor via email if I have any questions or concerns about anything contained in the handbook. I agree to email my instructor within 10 days of the start of the first semester of the pharmacy program if I have any questions or concerns.

7. ____ I agree to read the University of Montana Academic Policies and Procedures and Code of Conduct and abide by all of the policies outlined therein.

8. ____ I understand that I am required to maintain a current UM Connect student email account. I understand that college, campus, program and course information will be distributed by this medium and that I am responsible for reading, understanding and complying with that information.

9. ____ If removed from an internship, or unable to complete an internship due to unacceptable behavior or other problems encountered with the preceptor/facility, I understand that I may not be entitled to work in another internship site and may be dropped from the program.

10. ____ If I have a problem, or concern with an instructor or other course related issue, I will first address it with that instructor. If that fails to bring resolution, I will contact the Pharmacy Program Director, in writing, for further assistance in resolving the matter.

Printed Name ___________________________ Date __________

Signature ___________________________________ Date __________

Instructor Signature ________________________ Date __________
Student Confidentiality Statement
As a condition of my clinical experience, I agree NOT to divulge to unauthorized persons, any confidential information obtained from observations, conversations, correspondence, personal records, clinical materials, and/or any other sources. I will not publish or otherwise make public any confidential information such that the person involved will be identifiable or harmed, except as I may be legally required to do so.
I understand that any violation of this confidentiality agreement is very serious and warrants disciplinary action.

__________________________________
Name (printed)

__________________________________
Signature

__________________________________
Date

Oath of a Pharmacy Technician

At this time, I vow to devote my professional life to the service of all humankind through the profession of pharmacy. I will consider the welfare of humanity and relief of human suffering my primary concerns. I will apply my knowledge, experience, and skills to the best of my ability to assure optimal drug therapy outcomes for the patients I serve. I will keep abreast of developments and maintain professional competency in my profession of pharmacy. I will maintain the highest principles of moral, ethical, and legal conduct. I will embrace and advocate change in the profession of pharmacy that improves patient care. I will maintain appropriate professional boundaries as described in the pharmacy technician code of ethics, and will work closely with Pharmacists and other health care professionals to ensure optimal medication therapy is dispensed without error. I will actively support my colleagues by fostering a sense of loyalty and duty to the profession of pharmacy. I take these vows voluntarily with the full realization of the responsibility with which I am entrusted by the public.

Signed______________________________________________

Printed Name________________________________________

Date________________________________________________

Adapted from the Code of Ethics developed by the American Pharmaceutical Association Academy of Students of Pharmacy/American Association of Colleges of Pharmacy/USAF

LATEX SENSITIVITY STATEMENT

As the use of latex gloves and other latex items became more frequent in the 1980’s, so did the number of repeated health problems related to latex. Hundreds of items in the health care field contain latex, and latex sensitivity often becomes worse with more frequent exposure to latex.

Plan 1: If you think you may have a latex allergy, see a physician called an allergist, and request a blood test to determine your sensitivity.
Plan 2: If it is determined you are sensitive to latex, minimize or avoid contact with latex. Check package labels, avoid powdered gloves, select nitrite or vinyl gloves if appropriate/available and wash hands immediately after wearing gloves.

Plan 3: Notify your preceptor if you develop a skin rash or if you have difficulty breathing after using/wearing latex products.

Plan 4: Follow any physician-recommended treatment and precautions.

I have read the above information and had an opportunity to ask questions. I agree to abide by the four step plan to reduce my risk of latex exposure.

__________________________________  ______________________________
Signature                        Date

__________________________________  ______________________________
Instructor                      Date
Pharmacy Technician Training Program Broad Training Plan:
Student: ___________________________ Adviser _________________ Date ________________

Curriculum Plan:

<table>
<thead>
<tr>
<th>Fall Semester:</th>
<th>CREDITS</th>
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<tbody>
<tr>
<td>PHAR 100</td>
<td>Introduction to Pharmacy Practice for Technicians</td>
</tr>
<tr>
<td>PHAR 101</td>
<td>Pharmacy Calculations</td>
</tr>
<tr>
<td>PHAR 102</td>
<td>Pharmacology for Technicians</td>
</tr>
<tr>
<td>PHAR 104</td>
<td>Pharmacy Dispensing Lab</td>
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Other Courses you are taking Fall Semester:

<table>
<thead>
<tr>
<th>Spring Semester PLAN:</th>
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<tbody>
<tr>
<td>PHAR 120</td>
<td>Medication Safety</td>
</tr>
<tr>
<td>PHAR 121</td>
<td>Prep for PTCE</td>
</tr>
<tr>
<td>PHAR 198</td>
<td>Internship: Pharmacy Technology Retail</td>
</tr>
<tr>
<td>PHAR 198</td>
<td>Internship: Pharmacy Technology Alternative</td>
</tr>
<tr>
<td>AHMS 144</td>
<td>Medical Terminology*</td>
</tr>
</tbody>
</table>

Other Courses you are taking Spring Semester: (you may need 12 credits for financial aid)

1. List your Expectations of Program

2. What are your Employment Goals?

3. What are your Educational Goals

Comments:

Student Signature: ____________________________________ Date ____________

Instructor Signature: _________________________________ Date___________