Department of PHARMACY TECHNICIAN
Dear Student:

Welcome to the San Jacinto College Pharmacy Technology Certificate Program. This Student Handbook was written especially for you. It is reviewed and revised annually and is designed to provide guidance and direction for your success in this program. This handbook, therefore, will be a valuable resource that can assist you in many ways. First, it contains policies of the college and of the Pharmacy Technician Program.

Second, it contains expectations for personal professionalism and academic achievement for the coming year. Lastly, it contains signature forms that you will be asked to sign and uphold. Keep it in a safe place, so that you may refer to it from time to time or as the need arises. The faculty and I wish you much success in the completion of this program and in the attainment of your career choice, to be a Certified Pharmacy Technician.

The Pharmacy Technician Program is accredited by the American Society of Health System Pharmacists (ASHP), an organization which works with other regulatory authorities to set the standard for pharmacy practice nationwide.

The San Jacinto College Pharmacy Technician Certificate Program will take a minimum of three semesters of continuous study to complete. Once the course work has been completed, students will be prepared and qualified to sit for the national board examination in order to be eligible to become a Certified Pharmacy Technician.

The Pharmacy Technician Program is presented using three learning methodologies: didactic, laboratory and internship. Success in the program will require that students attend a minimum of 90% of the class hours and achieve the competencies of the course work as outlined in this handbook. Students will be expected to study and prepare assignments in and outside the classroom.

The major skills that determine success in this program include abilities to perform the necessary tasks and responsibilities entailed in the practice of pharmacy as a technician—in both the Community and Institutional pharmacy practice settings. This program offers graded courses that are designed to equip students with the knowledge and skills to head directly into the pharmacy workforce and meet the needs of area employers.

The goal of San Jacinto College is student success. For this reason, students are encouraged to discuss any concerns regarding the program with instructors or myself. I look forward to working with you and assisting you in accomplishing your Pharmacy Technician Certificate completion goal and certification with the Pharmacy Technician Certification Board.

Sincerely,

Irene Banuelos-Villatoro BS, CPhT, RPhT
San Jacinto College North
Pharmacy Technician Program Director

Mario S. Garcia BS, RPhT
San Jacinto College South
Pharmacy Technician Program Director
SAN JACINTO COMMUNITY COLLEGE

STATEMENTS OF PURPOSE

This San Jacinto College (SJC) Pharmacy Technician Program was developed collaboratively by the pharmacists and Pharmacy Technicians in our service area and San Jacinto College faculty and administrators. The program was established in August 1999 with the primary purpose of providing a reliable formal education and training to students who desire to become pharmacy technicians. Since then, this program has been contributing to the collective role of SJC as a community college by providing the immediate community and the neighboring towns with highly competent technicians equipped with professional skills, knowledge, and ethics. Nevertheless, the increasing challenge in job responsibilities of the pharmacy technician and the continuous changes and innovations in the field of pharmacy demand that the program be constantly reviewed and evaluated to meet the needs of the evolving changes.

SAN JACINTO COLLEGE DISTRICT MISSION
The mission of San Jacinto Community College District is to deliver accessible, affordable, high-quality post-secondary education programs designed to meet the needs of the citizens of Harris County. The primary focus of the College is helping students to achieve their personal and professional goals, create seamless transitions among educational levels, and to prepare students to enter the job market or transfer to senior institutions. Through its programs and services, and partnerships with industry, the College supports the economic growth of the community and the region.

PHARMACY TECHNICIAN PROGRAM OBJECTIVE
The objective of the Pharmacy Technician Program at San Jacinto College is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions in pharmacies as well as prepare for national certification.
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.

I. 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.

II. 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.

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

IV. A pharmacy technician respects and values the abilities of pharmacists, colleagues and other health care professionals.

V. A pharmacy technician maintains competency in his/her practice, and continually enhances his/her knowledge and expertise.

VI. A pharmacy technician respects and supports the patient’s individuality, dignity and confidentiality.

VII. A pharmacy technician respects the confidentiality of patients’ records and discloses pertinent information only with proper authorization.

VIII. 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.

IX. 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.

X. A pharmacy technician associates with and engages in the support of organizations which promote the profession of pharmacy through utilization and enhancement of pharmacy technicians.

Approved by the AAPT Board of Directors
January 7, 1996
PHARMACY TECHNICIAN DESCRIPTION OF PROFESSION

Workforce Education Manual (WECM) Description

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

SCANS Competencies
In 1990, the U.S. Department of Labor established the Secretary’s Commission on Achieving Necessary Skills (SCANS) to examine the demands of the workplace and whether our nation’s students are capable of meeting those demands. The Commission determined that today’s jobs generally require competencies in the following areas:

A. Resources: Identifies, organizes, plans and allocates resources
B. Interpersonal: Works with others
C. Information: Acquires and uses information
D. Systems: Understands complex interrelationships
E. Technology: Works with a variety of technologies

The Texas Higher Education Coordinating Board requires that all degree plans in institutions of higher education incorporate these competencies and identify to the student how these competencies are achieve in course objectives. The specific competencies and objectives for each course will be included in the course syllabus.

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

- orientation
- review of job descriptions
- communication techniques
- laws and rules
- security and safety
- prescription drugs:
  - basic pharmaceutical nomenclature
  - dosage forms
- drug orders:
  - prescribers
  - directions for use
  - commonly-used abbreviations and symbols
  - number of dosage units
  - strengths and systems of measurement
- **drug order preparation:**
  - creating or updating patient medication records
  - entering drug order information into the computer or typing the label in a manual system
  - selecting the correct stock bottle
  - accurately counting or pouring the appropriate quantity of drug product
  - selecting the proper container
  - affixing the prescription label (technicians only, trainees not allowed)
  - affixing auxiliary labels, if indicated
  - preparing the finished product for inspection and final check by pharmacists

- **drug product prepackaging**

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

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

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

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

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

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

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

The purpose of this handbook is to navigate students through the process of preparing for courses and evaluations specific in the Pharmacy Technology Certificate Program. The program consists of nine courses with two clinical rotations totaling 832 contact hours. The curriculum includes foundational courses for Community Pharmacy Practice and courses specific to pharmacy practice within the Institutional (hospital) pharmacy practice setting. Upon completion of coursework for each track, the student will complete an unpaid 160 hour Community pharmacy experiential internship, and an unpaid 160 hour Institutional pharmacy internship. Successful students complete the program in three semesters.

The Pharmacy Technology Certificate Program focuses on preparing students to perform on-the-job duties of community or institutional pharmacy technician. Upon completion, students will be prepared to sit for the Pharmacy Technician Certification Board (PTCB) examination, which is administered electronically throughout the year.

Program Accreditation
The San Jacinto College Pharmacy Technology Program is accredited by the American Society of Health System Pharmacists. The accreditation is a critical component of the Pharmacy Technician program for a number of reasons and demands close attention as ASHP sets the national standards for Health System pharmacy practice. Additionally, the ASHP model curriculum provides guidelines for programs that will position our graduates for optimal success in the profession.

Program Requirements
To be admitted into the Pharmacy Technician Program, students must complete an information packet and meet the requirements listed in the “Program Requirements” section of this handbook. Please refer to www.sanjac.edu/pharmtech for additional information.

The following documentation is required to enter the Pharmacy Technician Program:

- High School Diploma or GED
- Program Application
- Clear Criminal Background Checks
- Negative Drug Screens
- Updated Immunization Record
- Social Security Number
Criminal Background Checks
It is the policy of The San Jacinto College Pharmacy Technician Program to require successful completion of a criminal background check prior to admission. The criminal background check will need to be completed again before placement in the clinical setting.

Disclaimer
Successful completion of a criminal background check from the Pharmacy Technician Program does not ensure eligibility for licensure or future employment. Clinical agencies can establish more stringent standards, if they so desire, to meet regulatory requirements for their facility. Clinical agencies can conduct additional background checks at their discretion. If a student is found to be ineligible for clinical placement any time during the program, the student is unable to meet clinical learning objectives and will be withdrawn pending resolution of the situation.

Drug Screen Check
It is the policy of The San Jacinto College Pharmacy Technician Program to require a negative 10-panel drug screening prior to admission and placement into a clinical setting.

Disclaimer
A negative drug screen for The Pharmacy Technician Program does not ensure eligibility for licensure or future employment. Clinical agencies can establish more stringent standards, if they so desire, to meet regulatory requirements for their facility. Clinical agencies can conduct additional drug screening checks at their discretion. If a student is found to be ineligible for clinical placement any time during the program, the student is unable to meet clinical learning objectives and will be withdrawn pending resolution of the situation.

Immunization Records
It is the policy of The San Jacinto College Pharmacy Technician Program to require immunizations that are mandatory by the college policy. In addition further immunizations may be required for clinical placements.

Disclaimer
Healthcare professions include inherent health and safety risks. Therefore, all Pharmacy Technician students are required to be compliant with Texas Administrative Code Rule 97.64 related to immunizations for the protection of themselves and patients. Submit proof of all required immunizations to Certified Background. Keep a copy of your immunization records for your personal records.
ASHP Accreditation Standard for Pharmacy Technician Training Programs

San Jacinto College’s Pharmacy Technology Program is based on the following goals that reflect current and future pharmacy technician functions and responsibilities:

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

**Foundational Professional Knowledge and Skills**
8. Demonstrate understanding of healthcare occupations and the health care delivery system.
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.
10. Demonstrate commitment to excellence in the pharmacy profession and to continuing education and training.
11. Demonstrate knowledge and skills in areas of science relevant to the pharmacy technician’s role, including anatomy/physiology and pharmacology.
12. Perform mathematical calculations essential to the duties of pharmacy technicians in a variety of contemporary settings.
13. Demonstrate understanding of the pharmacy technician’s role in the medication-use process.
14. Demonstrate understanding of major trends, issues, goals, and initiatives taking place in the pharmacy profession.
15. Demonstrate understanding of non-traditional roles of pharmacy technicians.
16. Identify and describe emerging therapies.

**Processing and Handling of Medications and Medication Orders**
17. Assist pharmacists in collecting, organizing, and recording demographic and clinical information for direct patient care and medication-use review.
18. Receive and screen prescriptions/medication orders for completeness, accuracy, and authenticity.
19. Assist pharmacists in the identification of patients who desire/require counseling to optimize the use of medications, equipment, and devices.
20. Prepare non-patient-specific medications for distribution (e.g., batch, stock medications).
21. Distribute medications in a manner that follows specified procedures.
22. Practice effective infection control procedures, including preventing transmission of blood borne and airborne diseases.
23. 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)].
26. Maintain pharmacy facilities and equipment, including automated dispensing equipment.
27. Use material safety data sheets (MSDS) to identify, handle, and safely dispose of hazardous materials.

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

**Procurement, Billing, Reimbursement and Inventory Management**
31. Initiate, verify, and assist in the adjudication of billing for pharmacy services and goods, and collect payment for these services.
32. Apply accepted procedures in purchasing pharmaceuticals, devices, and supplies.
33. Apply accepted procedures in inventory control of medications, equipment, and devices.
34. Explain pharmacy reimbursement plans for covering pharmacy services.

**Patient- and Medication-Safety**
35. Apply patient- and medication-safety practices in all aspects of the pharmacy technician’s roles.
36. Verify measurements, preparation, and/or packaging of medications produced by other healthcare professionals (e.g., tech-check-tech).
37. 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.
38. Demonstrate skills required for effective emergency preparedness.
39. Assist pharmacists in medication reconciliation.
40. Assist pharmacists in medication therapy management.

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

**Regulatory Issues**
42. 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.
43. Maintain confidentiality of patient information.

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

**Program Documentation**
Documentation demonstrates student achievement. Instructors will document student attendance, mastery of competencies and completion of course and lab assignments. Certificates of completion are issued at the conclusion of vocationally related courses to students who successfully complete the required course-work. Completion is based on a minimum of 90% attendance and performance evaluation. The documentation summaries will be maintained by the program and are accessible to students in the form of college transcripts. The student, therefore, is seen as having responsibility for his/her own learning, and must be a self-directed active adult learner.

**Clinical Prerequisites**
- Must have proper documentation, including but not limited to:
  - Driver’s license or ID card
  - TSBP Trainee Registration certificate
  - Updated immunization record
  - Student Handbook Acknowledgement form
- Must have a background check, drug screen, and any additional immunizations the clinical site may require prior to admission on site (additional charges apply).
  - **Note: Illicit drug use, criminal background checks, and immunization status may prevent future employment as a pharmacy technician**
- Must be physically able to perform the duties of a pharmacy technician, including but not limited to:
  - Standing up to 8 hours at a time
  - Lifting up to 40 pounds of weight
- Must be able to provide and/or obtain other information as deemed necessary by the site of the clinical rotation not detailed above
- Must have reliable transportation to and from the site
Requirements for Clinical Training
After completing all course work successfully with a grade of 70% or above, the student must enroll in and complete one unpaid 160-hour clinical retail internship and one unpaid 160-hour clinical institutional internship, totaling 320 unpaid hours. Students completing the program will have a working knowledge of all the major functions of the pharmacy technician’s duties.

The purpose of the internship is to provide the student with instruction and practice in the pharmacy environment. Because this is a learning experience, students will not be paid (or compensated) for the internship activities. Furthermore, the internship is not designed to be a job placement for students.

In order to enroll in the community & institutional pharmacy internships, students must:

- Background Check must be clear
- Drug Screen must be Negative
- Have documentation of a current TB test, Tetanus/Diphtheria injection, MMR and Varicella vaccinations or evidence of immunity, Flu shot and HepB series.
- Successfully complete all prerequisite course work scoring 70% or above
- Complete and sign the Code of Ethics and Guidelines, including attachments, provided in the “Pharmacy Technician Program Internship Packet”
- Attend a mandatory internship orientation session prior to each rotation.
- Successfully complete an online application for trainee registration with Texas State Board of Pharmacy, including criminal background check.*See Technician Trainee Registration
- Complete all documents for Certified Background at the mandatory due date provided by the Program Director.

*Technician Trainee Registration
The Texas State Board of Pharmacy has implemented requirements for Pharmacy Technician Trainees concerning registration with the Board prior to working or gaining experiential hours in any pharmacy setting. As a part of the registration process, Technician Trainees must pass a criminal background check and fingerprinting conducted by the State Board of Pharmacy. The fees incurred for the background check and fingerprinting are the sole responsibility of the student. The registration is a two-year, non-renewable registration.

Technician trainees must submit an online application to the Board through the following steps:
- Visit the Texas State Board of Pharmacy’s website: www.tsbp.state.tx.us
- Click on Pharmacy Technicians & Trainees,
- Click on Pharmacy Technician Trainee Registration Application.
- Students must fully disclose their entire criminal history and provide open and completely honest answers to each question. Failure to be as honest as possible may significantly delay your completion of the registration process. Students who do not provide proof of successful registration and completion of fingerprinting process will not be admitted to the Program.

Students must meet the competencies required for successful completion of the internship and attend 100% of the contact hours (to be documented on the time sheet by the Preceptor). Additionally, students will be evaluated on work place behaviors and technical performance designating areas of strength or improvements. Inappropriate behavior and unethical actions are grounds for dismissal from the externship. Additional information and details are available in the “Pharmacy Technician Program Internship Handbook”
Certification Credential
A person can become a Certified Pharmacy Technician (CPhT) by passing the national examination. The San Jacinto College Pharmacy Technician Certificate Program is designed to provide the successful candidates with the skills necessary to successfully pass the national examination that confers the title of Certified Pharmacy Technician.

All graduating Pharmacy Technician students are expected to sit for and pass the PTCB national credentialing examination to become a Certified Pharmacy Technician (CPhT). The examination is administered at will through one of the Pearson Vue Professional Testing Centers. Registration must be completed online, and an appointment scheduled for test date. The electronic examination will yield an automatic pass/fail result. Applicants must wait 60 days before retesting, if necessary. Convicted felons are prohibited from taking the PTCE. A fee is required by PTCB in order to sit for the examination, and is attached to PHRA 2360 as a $129 incidental fee. For more information on eligibility requirements, fees and test dates/locations, see the PTCB website at http://www.ptcb.org

Individuals who pass the PTCB examination must then register with Texas State Board of Pharmacy (TSBP) as Registered Pharmacy Technicians (RPhT). Those individuals who attend a formal training program that includes an internship in a pharmacy must also register with the TSBP as Pharmacy Technician Trainees prior to internship placement. For further information concerning registration process and fees, please see the state board website at http://www.tsbp.state.tx.us. Please provide the Director with a copy of your results.

REGISTRATION POLICIES

Cancelled Courses
San Jacinto reserves the right to cancel a course if minimum enrollment is not attained three (3) business days prior to the beginning of the class. Pre-enrolled students will be contacted by telephone if a class is cancelled. The student will automatically receive a 100% refund for the course or have the opportunity to enroll in another course.
**CREDIT STUDENT SCHEDULE AND REQUIREMENTS**

**Credit Schedule**

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>3rd Semester</th>
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</thead>
<tbody>
<tr>
<td>PHRA 1301 – Introduction to Pharmacy</td>
<td>PHRA 1345 – Compounding Sterile Preparations and Aseptic Technique</td>
<td>PHRA 1360 – Clinical (Community)</td>
</tr>
<tr>
<td>PHRA 1305 – Drug Classification I</td>
<td>PHRA 1349 – Institutional Pharmacy Practice</td>
<td>PHRA 2360 – Clinical (Institutional)</td>
</tr>
<tr>
<td>PHRA 1313 – Community Pharmacy Practice</td>
<td>PHRA 1441 – Pharmacy Drug Therapy and Treatment</td>
<td><strong>Transportation to Clinical Sites</strong></td>
</tr>
<tr>
<td>PHRA 1309 – Pharmaceutical Math I</td>
<td>PHRA 1347 – Pharmaceutical Math II</td>
<td>Students will provide their transportation to and from assigned clinical sites. Additional Drug Screen and Background check will be provide prior to the 3rd semester enrollment.</td>
</tr>
<tr>
<td>HPRS 1106 – Essentials of Medical Terminology</td>
<td></td>
<td><strong>Additional Background and Drug Test Information</strong></td>
</tr>
</tbody>
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| General Admission Requirements: | | North Student ONLY: |
|-------------------------------|--------------------------|
| ✦ Meet the college’s general admission requirements | Background code: SQ27BG | Background code: SQ27BG |
| ✦ Complete Certified Background requirements | Drug Test code: SQ27DT | Drug Test code: SQ27DT |
| ✦ Must have a valid Social Security Number | | South Students ONLY: |
| Immunization Record: | | Background code: SV21BG |
| Requirements must be submitted before beginning of first semester. | | Drug Test code: SV21DT |
| ✦ Tetanus/Diphtheria | | All student maybe required to retake flu shot and TB skin test to be current prior for clinical enrollments. |
| ✦ Measles, Mumps, Rubella | | |
| ✦ Varicella | | |
| ✦ Hepatitis B Vaccine Series (3) or Waiver | | |
| ✦ TB Skin Test (1 year) | | |
| ✦ Influenza Vaccine (1 year) | | |

**Background check:**

Must have a clear background

Drug test:

**Must have a negative drug screen**

Texas State Board of Pharmacy Trainee License

www.tsbp.state.tx.us License $ 62.00

Fast Fingerprint process $ 42.00

Process takes about one month to complete.

www.CertifiedBackground.com $86

**NORTH Students package code: SQ27**

**SOUTH Students package code: SV21**

*Credit Students – All program requirements must be completed and submitted to the Director prior to enrollment.*
PART-TIME STUDENT SCHEDULE AND REQUIREMENTS

Part-Time Schedule

*Credit Students – All program requirements must be completed and submitted to the Director prior to enrollment.

1\textsuperscript{st} Semester
PHRA 1301 – Introduction to Pharmacy
PHRA 1305 – Drug Classification I
PHRA 1313 – Community Pharmacy Practice

2\textsuperscript{nd} Semester
PHRA 1309 – Pharmaceutical Math I
HPRS 1106 – Essentials of Medical Terminology
PHRA 1349 – Institutional Pharmacy Practice

3\textsuperscript{rd} Semester
PHRA 1345 – Compounding Sterile Preparations and Aseptic Technique
PHRA 1441 – Pharmacy Drug Therapy and Treatment
PHRA 1347 – Pharmaceutical Math II

4\textsuperscript{th} Semester
PHRA 1360 – Clinical (Community)
PHRA 2360 – Clinical (Institutional)

Transportation to Clinical Sites
Students will provide their transportation to and from assigned clinical sites.
Additional Drug Screen and Background check will be provide prior to the 4\textsuperscript{th} semester enrollment

Additional Background and Drug Test Information
North Student ONLY:
Background code: SQ27BG
Drug Test code: SQ27DT

South Students ONLY:
Background code: SV21BG
Drug Test code: SV21DT

- All student maybe required to retake flu shot and TB skin test to be current prior for clinical enrollments.

General Admission Requirements:
- Meet the college’s general admission requirements
- Complete Certified Background requirements
- Must have a valid Social Security Number

Immunization Record:
Requirements must be submitted before beginning of first semester.
- Tetanus/Diphtheria
- Measles, Mumps, Rubella
- Varicella
- Hepatitis B Vaccine Series (3) or Waiver
- TB Skin Test (1 year)
- Influenza Vaccine (1 year)

Background check:
www.CertifiedBackground.com
Must have a clear background

Drug test:
www.CertifiedBackground.com
Must have a negative drug screen

Texas State Board of Pharmacy Trainee License
www.tsbp.state.tx.us License $ 62.00
Fast Fingerprint process $ 42.00
Process takes about one month to complete.

www.CertifiedBackground.com $86

NORTH Students package code: SQ27
SOUTH Students package code: SV21
STUDENT GUIDELINES

Absences and Attendance
Students must attend 90% of all scheduled classes to successfully complete each course unless formally excused by the instructor. Any waiver for criteria must be documented on the class roll. Failure to attend at least 90% of a class could result in a failing grade and the student having to re-take the class in order to receive the completion certificate for the program.

Completion Requirements
Students must complete all course work successfully with a grade of 70% or above and demonstrate minimum mastery of all program competencies with a grade of 70% or above. Students will receive a syllabus with course learning outcomes at the beginning of each course; instruction will be developed to train and evaluate students to achieve mastery of the course competencies and additional requirements defined by the instructor. Depending on the course prerequisite requirements, if a student scores lower than 70% (a “D” or “F”) in any Pharmacy Technician course but wishes to continue in the Program, the student must notify the Pharmacy Technician Program Director. The student may be allowed to continue the program and repeat the failed course, or the student may be required to reapply for admission after an extended absence. The student and the Program Director will determine the course of action required. Minimum final grades of “C”, in all courses, are necessary to progress to the next level.

Students must complete a Community pharmacy internship (PHRA 1360), as well as an Institutional pharmacy internship (PHRA 2360). The internships are unpaid and will consist of 160 hours for each internship rotation. The fee for the PTCB exam has been added to PHRA 2360. Students will receive a voucher two weeks after beginning in there last clinical rotation and should sign up to take the Pharmacy Technician Certificate Examination (PTCE) as soon as possible. Please visit www.ptcb.org for more information about the certification exam.

Dress Code
Students are required to wear scrubs, lab coats, and closed toed tennis shoes for the Pharmacy Technician Program and internships and also required in all PHRA classes. Students must also comply with any facility specific dress code requirements while at internship sites.

Dismissal Policy per Student Code of Conduct and Grievance Process
The purpose of the Pharmacy Technician Program is to help students achieve their career goals. For the program to be successful the student must demonstrate behavior conducive to the learning process and the college must create an environment for maximum learning. Guidelines and processes for this to happen are in place and available for the student in the San Jacinto College Catalog. All students are held accountable to policies, rules and regulations of the San Jacinto Community College District while on the premises and during the internship.

Electronic Communication
Students must claim their email address by visiting www.sanjac.edu/email and must check it along with each Blackboard site on a daily basis. This is the only email address your instructors have to communicate with you during your college experience her on San Jacinto College. Students experiencing any problems with email accounts should contact Tech Support at 281-998-6137

Tutoring
Your success is very important to us and tutoring will be mandatory for students scoring below a 75%
on any exam and for any absences, excused or otherwise. This will be done on an appointment basis only & it is the student’s responsibility to schedule this within a week of the occurrence. Students seeking general help can use office hours as listed on your instructor’s syllabus.

**Complaint Process**
If you feel any students, staff, or faculty of the San Jacinto College Pharmacy Technician Program have behaved in an unsafe or inappropriate manner, please provide the following information in writing (date, nature of the incident/complaint, name and contact information of the person who is issuing the complaint) to:

Irene Banuelos-Villatoro  
**San Jacinto College North Campus**  
Pharmacy Technician Program Director  
5800 Uvalde Rd, Houston TX 77044

Mario S. Garcia  
**San Jacinto College South Campus**  
Pharmacy Technician Program Director  
13735 Beamer Rd, Houston TX 77089

The program director will evaluate the complaint and work towards a resolution for all parties involved. If the program director is unable to make a resolution, the parties may seek advice from the Department Chair of Health Science.

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**SUSPENSION / DISMISSAL**

Professional behavior/conduct is a critical aspect of pharmacy. Professional behavior is mandated for all students while in class or clinical. Unprofessional behavior or conduct will **NOT** be tolerated in this program. Failure to abide by the professional conduct policy may result in suspension from class/clinical and/or dismissal from the program. Instructors will document student’s unprofessional behavior/conduct on a counseling form.

*Suspension* will follow documented evidence of:

1. Failure to submit written clinical requirements when due.
2. Unprofessional conduct. Unprofessional conduct may include but is not limited to the use of abusive or profane language or gesture; sexual, social, or ethnic slurs; loud boisterous or disruptive behavior.
3. Failure to adhere to and follow the student handbook policies and procedures

**The First Occurrence will result in:**

1. Placement of counseling form in the student folder and
2. Appointment with the Director for counseling and
3. Immediate suspension from class or clinical for the remainder of the day

*Should a student exceed the allotted class/clinical hours due to the suspension a faculty review committee will determine if any of the absent hours may be considered an “extenuating circumstance”. If the faculty review committee agree that the allowed hours of absence have been exceeded the student will be dropped from that course. A student may be dropped from a course upon the accumulation*
of 8.33% absences of the total number of course hours. See College Catalog (Class Attendance) for further clarification.

The Second Occurrence will result in:
1. Placement of counseling form in student folder and
2. Referral to the Department of Student Services for counseling and
3. Immediate suspension from class or clinical with a mandatory review of the incident by pharmacy faculty and student services, within 2 working days, that may terminate into immediate dismissal from the program.

*Suspension is defined as: removal from class or clinical for the remainder of the day.

**Immediate Dismissal** from the program will follow documented evidence of any one or more of the following infractions:

1. Willful lying or deceit.
2. Verbal or physical abuse of patients, faculty, peers, hospital staff.
3. Falsification of records.
4. Cheating, plagiarism, stealing.
5. Patient neglect of any kind.
6. Failure to acknowledge and honor the code of ethics.
7. Failure to successfully pass student learning outcome as outlined in the syllabus.
8. Misuse of drugs and/or alcoholic beverages and/or abusive substances.
9. Inability to render safe competent patient care.
10. Giving any form of medication without direct supervision of the pharmacist or designated preceptor.
11. Documentation of two medication errors at a clinical rotation, including any violation of the seven rights of drug administration. Students must show all work for drug calculation: Calculators will be permitted.

**The right patient**

**The right medication**

**The right dose**

**The right route**

**The right time**

**The right to refuse**

**The right documentation**

12. Failure to follow directives from the preceptor or any member of the management team.
13. Any fighting/physical or verbal confrontation with faculty, peers, or hospital staff.
15. Signing another student’s name to any document
16. Leaving the clinical setting without prior and proper notification to the faculty member and/or Director of the Program.

**IMMEDIATE DISMISSAL:** In addition to the sixteen (16) reasons for immediate dismissal listed above, REFER to the College Catalog under Class Attendance for further clarification of policies regarding this topic. Due process is offered through an appeals procedure.
Clinical Attendance Policies
Students are required to regularly attend all lecture, laboratory/clinical classes. An accurate record of each student’s attendance is kept by each instructor. The student is required to notify the clinical instructor if unable to attend as assigned. Additionally, students may be required to notify their clinical facility. Follow the procedure given by the instructor as it varies with each institution.

Arriving 5 minutes late will result in a tardy. Three tardies = 1 absence. Any student arriving 30 minutes after the shift begins will be counted absent for the entire clinical day, however, the instructor may elect to have the student remain at the clinical site and perform the patient care assigned to them.

Students who arrive tardy are required to contact their clinical instructor PRIOR to beginning work that day – NO EXCEPTIONS.

Should a student exceed the allotted clinical hours a faculty review committee will meet and determine if any of the absent hours may be considered an “extenuating circumstance”. If the faculty review committee agree that the allowed hours of absence have been exceeded the student will be dropped from that course. A student may be dropped from a course upon the accumulation of 8.33% absences of the total number of course hours. See the College Catalog for further clarification.

If a student arrives unprepared for clinical rotations (out of dress code in any way, lacking any portion of required paperwork, Clinical Evaluation Tool, etc.) that student will be dismissed from the clinical and counted absent.

Students that are unable to successfully demonstrate/perform any psychomotor skill, for which they have been previously trained in the lab, safely and competently, in the clinical setting, will be sent back to the college for remediation (without the loss of a clinical day) but will not be allowed to return to clinical until the clinical coordinator documents their successful remediation.

Students unable to return to clinical due to a lack of psychomotor skills will be counted absent. Should a student exceed the allotted clinical hours a faculty review committee will meet and determine if any of the absent hours may be considered an “extenuating circumstance”. If the faculty review committee agree that the allowed hours of absence have been exceeded the student will be dropped from that course. A student may be dropped from a course upon the accumulation of 8.33% absences of the total number of course hours. See College Catalog (Class Attendance) for further clarification.

Tardiness
A student is tardy when he/she enters a class and/or laboratory after the scheduled start time. A tardy will turn into an absence if a student is more than 15 minutes late for a class and/or laboratory, which is less than 2 hours in length. It is the student’s responsibility to make sure the instructor marks the student present within these guidelines, when he/she is tardy; the rolls are checked at the beginning of class and/or laboratory sessions.

Breaks in Enrollment
Students who are accepted into the Pharmacy Technician program are expected to complete the Pharmacy Technician certificate program within three semesters. Students who take longer than this time frame or who are not enrolled for two semesters (consecutive or not) may be required to repeat
the course and retake the background check, urinalysis, & submit an updated immunization record.

Students who wish to continue classes after a break in enrollment may be required to show that they meet current requirements for entrance into the program. Students who stop out of classes for more than a one year period will need to apply for readmission into the Pharmacy Technician Program and retake the background check, urinalysis, & submit an updated immunization record.

**Mobile Phones**

Mobile phones can be disruptive in the classroom and laboratory areas in a number of ways and their use should not be abused. All mobile phones must be placed on ‘silent’ mode and secured in assigned lockers whenever students are in the lab. While in the classroom, ringtones must be turned off in class and placed in ‘silent’ mode. If there is a need to check for and/or receive a call, the student must inform the instructor in advance for further instructions. Students, who create a disturbance by the use of a mobile phone, thus breaking this policy, may be asked to leave the class/lab session and counted absent.
Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.
STUDENT SERVICES

Counselor Services
Counselors are available to help current students with personal, career and academic concerns that affect academic success and quality of life. To make an appointment with a counselor, call the Counseling Office:

San Jacinto College North Welcome Center
Building 6 281-998-6150 ext. 2317

San Jacinto College South Welcome Center
Building 6 281-998-6150 ext. 3444.

The Student Success Center
To supplement traditional classroom learning, the Student Success Centers at all three San Jacinto College campuses provide a wide range of educational resources to help students to not only learn, but to also excel in college. Since the centers began operations in 2005, student usage at each site has steadily increased, and statistics indicate that the centers are indeed helping students to succeed. The College’s student success centers provide an innovative “one-stop-shop” concept that features tutoring, supplemental instruction, classroom presentations, mentoring, special events, advising, and counseling that augment and enhances what students learn in classrooms. The North campus Student Success Center is located at North Library Room 106, “Free Tutoring”. The South campus Student Success Center is located in the Welcome Center Building number 6.

Bookstores on Campus
The college bookstore (Barnes & Noble) stocks the required texts for current classes.

North
The Bookstore is located at the Student Center Slovacek building; the bookstore telephone number is 281-459-7111.

South
The Bookstore is located at the Student Center building S11; the bookstore telephone number is 281-922-3410

Computer Training Institute (CTI)
The Computer Lab is located in ILC Building on the North Campus. All software is protected by copyright and not to be reproduced.

Disability Services
The Disability Services Office, offers a variety of support services for students with disabilities. Services are coordinated to fit the individual needs of the student and may include sign interpreters, computer-aided real-time translation (CART) services, note-taking services, tutoring, text-taping, special testing arrangements and use of assistant technology. Academic counseling, priority requests and referral information are also available. Students requesting the services are responsible for providing educational or psychological/medical documentation from a qualified professional verifying the need for the services. New students are encouraged to contact the Disability Services Office prior to registration.
North: The Disability Services office is located at the Welcome Center N-6; and the telephone number is 281-998-6150 ext. 7364

South: The Disability Service office is located at the Welcome Center S-6.121R; and the telephone number is 281-998-6150 ext. 3900

Financial Aid
Texas Public Educational Grants (TPEG) are for students enrolled in credit and certain continuing education courses whose educational costs are not met in whole or in part from other sources. TPEG Grants may be used to assist students who have demonstrable financial need but may be ineligible for other aid programs. Students may also seek Federal Student loans, using the standard FAFSA forms. Please see an advisor in the Financial Aid office for assistance. Please call

North
The Financial Aid office is located at the Welcome Center N6; and telephone number is 281-998-6150 ext. 2321

South
The Financial Aid office is located at the SSTC 4216; and telephone number is 281-929-4654

Library
The college library has an information center where students can receive assistance in using print and non-print materials, electronic full-text resources, the Internet and database services to supplement classroom and distance learning. Electronic resources are available to students both on-campus and off-campus. The library has a growing collection of books and journals on a variety of subject areas to support academic transfer programs and technical/occupational programs. In addition, there are special collections available of career materials, pamphlets, newspapers, popular magazines and technical periodicals. Other resources provided may include slides, tapes, compact discs, computer software, videotapes, films, digital videodisks and electronic books. Willful damage to library materials (or property) or actions disturbing other library users may lead to loss of library privileges. Damage cases are referred to the appropriate authorities for further action. All books and other library materials must be returned before the end of each semester. No transcript may be issued until the student’s library record is cleared.

North
The library is located N13 Lehr Building; and telephone number is 281-998-6150 ext. 7116

South
The library is located S10 Parker Williams Building and telephone number is 281-929-3416

Inclement Weather and School Closure Policies
Providing a safe and secure environment for our students, faculty, and staff is a top priority at San Jacinto College. In light of the tragic situations in recent years at other colleges, the College has partnered with Blackboard Connect to create SJC ALERTME, which will contact members of the campus community through voice and text messages in the event of an emergency situation. SJC ALERTME will provide San Jacinto College with another communication tool to keep students, faculty, and staff informed during threatening situations and weather-related closings. In order to receive voice and text messages, you must provide your telephone and/or cell phone number to the College by logging into your account on SOS and clicking on the red SJC ALERTME tab. SJC ALERTME will be activated when the College determines a serious threat exists and the College
community must take immediate action to remain safe and secure. The system will also be used to announce an unscheduled College and / or campus closing, or cancellation of classes due to severe weather.

PROGRAM CONTACTS

Students should contact the following staff members for professional advisement and information regarding the Pharmacy Technician program:

**North Campus**

Irene Banuelos-Villatoro, B.S, CPhT, RPhT  
irene.banuelos-villatoro@sjcd.edu  
Pharmacy Technician Program Director

Sara Byars, B.S, CPhT, RPhT  
sara.byars@sjcd.edu  
Pharmacy Technician Faculty

Stephanie Murillo  
stephanie.murillo@sjcd.edu  
Senior Administrative Assistant

**South Campus**

Mario S. Garcia, B.S., RPhT  
mario.garcia2@sjcd.edu  
Pharmacy Technician Program Director

Regina Ram, MBA, RPhT  
regina.ram@sjcd.edu  
Pharmacy Technician Faculty

Anum Fatima  
anum.fatima@sjcd.edu  
Senior Administrative Assistant
I acknowledge by signing below that I have received the San Jacinto College Pharmacy Technician Program Student Handbook. I understand that the program curriculum is based upon the 45 Learning Goals of the ASHP Accreditation Standard, which I will learn about during my first course.

I also understand that I am responsible for reading and understanding all of the contents and policies related to the Pharmacy Technician Program and I may ask the Program Director or other representative any questions regarding the contents of this Handbook.

Furthermore, by signing below, I understand that I am responsible for abiding by the guidelines so stipulated in the “San Jacinto College Pharmacy Technician Program Student Handbook”.

__________________________________________
Student’s signature

__________________________________________
Student’s name (printed)

__________________________________________
Date