

WASHINGTON STATE BOARD OF PHARMACY
Review Form
PHARMACY TECHNICIAN TRAINING PROGRAMS

Type of approval: New Program Re-approval/Renewal: Date program expired: _____

Program Type: On-the-Job (OJT): Formal/Academic: Online:

Facility/ Institution name: Yakima Valley College Credential # (if applicable): 60859656

Location Address : South 16th and Nob Hill Blvd, Yakima WA 98907

Mailing Address (if different): _____

Name of Program Director : Kristina Eliason Phone Number: 509-834-4545

Email Address for Director: jnkeliason@gmail.com

Corporate /institution Contact Information: _____

Staff Recommendation: **Approved**

	YES	NO	
Requirements for all program types:			
<i>Multicultural health awareness and education effective July 1, 2008 -New requirement RCW 43.70.615</i>			<i>See page 5 of this form for complete info.</i>
1. The training program must adequately prepare the trainee to pass an approved national pharmacy technician certification examination, such that the trainee successfully passes prior to license application.	x		WAC 246-901-060 states proof of passing an NCCA-accredited national certification exam is required for licensure (effective 1/1/09).
2. Prior to starting an OJT training program in Washington, the trainee is required to show proof of high school graduation or a high school equivalency certificate, such as a GED.	x		
3. Minimum of 8 hours of instruction is designated for review of relevant Washington state pharmacy law. This must include access to and use of the WA Pharmacy Commission's website to obtain the most current information. This is in addition to a review of all other applicable state and federal laws.	x		Out-of-state applicants must submit a completed 'Verification of Law' form that is signed off by a pharmacist who is licensed in WA (but does not have to reside here & can have licenses in more than one state).
4. Trainee is registered with the Pharmacy Commission as a pharmacy assistant <i>prior</i> to starting an OJT program or an externship through an academic program in Washington state.	x		This does not apply to trainees who are in or have completed out-of-state technician training programs that are not physically located in WA.

5. Director of the program is a registered pharmacist. For WA state – the director must also be a licensed preceptor. WAC 246-901-050 states that the “director shall be a pharmacist.” Pharmacists directing or supervising the training of pharmacy technicians must meet the same requirements as those of pharmacy intern preceptors. The program direction or delegates must sign off on an applicant’s application verifying successful completion of the program.	x		Program directors of WA state programs must also be licensed as preceptors. [WAC 246-858] The Board must be notified immediately of any changes in program director or delegates and must have an updated list at all times.
6. Specify the names, license numbers, and training experience of the Director and all program instructors. Describe training responsibilities and functions	x		
7. Length of the program is 12 months or less for whatever is sufficient to meet the requirements in hours and/or credits for either OJT or academic programs. Note that there are 3 types of programs that are recognized: (1) OJT programs at licensed pharmacies; (2) academic programs; & (3) online programs. NOTE: Anyone who works in a pharmacy in WA must be licensed in WA. Trainees are licensed as pharmacy assistants and can only work as technicians	x		Eg, 520 hours for OJT programs to include didactic training & supervised work experience training at the pharmacy. 30 credits for academic, vocational, technical, online, and similar types of programs.
8. The training and resource materials are current, relevant and are listed by title and publication date, with a description of how they will be used.	x		
9. The minimum passing score for a final exam <i>other</i> than the PTCE or ExCPT is 75%. However, an option is to use proof of passing an NCCA-accredited national technician exam as your program’s final examination.	x		The passing scores for the PTCE and ExCPT are each calculated in different ways and not by percentage.
10. The Pharmacy Commission must be notified in writing or email prior to any significant changes to the program, including change in the Director, course content, and time frames.	x		Changes in director and/or other training personnel do not require resubmission of the entire program for approval.
11. All student-specific records must either be retained on-site and kept for a minimum of 2 years, as well as be made available within 72 hours upon request.	x		These records must be readily retrievable.
Additional requirements for OTJ programs:	Yes	No	
1. The program consists of 520 total hours of supervised work experience which includes: didactic instruction and 12 hours of individualized instruction provided when the trainer is not working ‘on-line’. All work experience within this time frame must be supervised by pharmacists and be part of the training program requirements.	n/a		The requirement for 12 hours of individualized instruction is specific for pharmacies licensed in WA.
2. The program must also include training on job functions that are unique to a particular practice setting (eg, preparing parenteral products; extemporaneous compounding; providing long term care services; etc.). These job functions must be documented on the ancillary utilization plans submitted for review.	n/a		Ancillary personnel utilization plans are required of all pharmacies licensed in WA. [RCWs - 18.54.011, 18.64A; & WACs – 246-863, -869, -901]. http://www.doh.wa.gov/hsga

			/Professions/Pharmacy/default.htm
3. The utilization plans for ancillary personnel are included, namely, pharmacy assistants and technicians. [See the web document on 'Developing a Pharmacy Technician Training Program' for resources.]	n/a		These plans must describe the manner in which ancillary personnel will be utilized. This requirement only applies to pharmacies licensed in WA.
Additional requirements for academic programs:			
	Yes	No	
1. The academic program consists of a minimum of 2 quarters equal to 30 quarter credits (or equivalent in semester hours) and includes a mandatory externship of a minimum of 160 hours.	x		
2. The vocational program consists of a minimum of 800 hours of instruction and includes a mandatory externship of a minimum of 160 hours.	x		
3. A comprehensive training manual is provided and includes the following: list of faculty (names, licenses, training experience, & program responsibilities); institutional policies & procedures; description of the Advisory Committee functions & list of members; complete curriculum description & goals; training and testing methods; description of facilities (eg, drug preparation labs, computer labs, etc.) & equipment used; description of the quality assurance program; and anything else relevant to the program and its administration and operations.	x		
4. The externship is described by practice site and number of hours spent at each site, as well as description of tasks, expectations and required outcomes. Students in externships are evaluated by their externship site supervisor and their academic program instructor (based on a midterm and final clinical evaluation form, as well as the student's work reports, attendance and performance). Students evaluate their externship experience and include a self-evaluation of each experience. The program's policy and procedure for dealing with negative evaluations of students and by students is included.	x		
5. Program requirements and expectations are included with a description of what constitutes misconduct and how it is handled. One example would be the criteria for expulsion from the program.	x		
6. If the vocational or academic institution is accredited by an accreditation organization and/or licensed in a state, provide this information.	x		
Additional requirements for online programs:			
	Yes	No	
1. Online programs must meet the same requirements as academic programs.	n/a		
2. Program staff must be available to students on a 24-hour basis daily, with a policy & procedure in places for this.	n/a		INCLUDE THE POLICY & PROCEDURE FOR THIS.

ADDITIONAL REQUIREMENTS

1. All programs are approved for a 5-year period and must be submitted for renewal before their expiration date. Typically programs that are submitted for renewal do not have to be presented at a board meeting for re-approval. However, if such a program is completely revamped, a determination will be made if formal board approval will be necessary, at which time your program would be notified.
2. For OJT programs offered through pharmacies that are licensed in Washington and for academic/vocational programs based in Washington, the documented director (or delegates) of a training program must sign the 'Director's Certification'. The director may designate delegates who can sign this section of the application on his or her behalf, but a letter must be submitted to the board by the director of the program stating who these delegates are and the effective dates. Any changes to this document must be submitted in writing. If either a director's or delegate's names are not on record with the board, this will cause delays in the processing of applications.
3. For pharmacies licensed in Washington, you must maintain an on-site file containing all documentation related to your approved technician training program, including your most current approved ancillary utilization plans. This documentation will be requested as part of the inspection process.
4. Anyone who works in a pharmacy in WA must be licensed in WA. Trainees must first be licensed as pharmacy assistants and can only work as technicians-in-training when they are being trained! Trainees cannot 'fill in' as technicians 'as needed'. Their work experience must be part of the approved training program. And, since proof of passing one of the NCCA-accredited national certification exams is a requirement for licensure, trainees should be preparing for an exam while they're in training. The training program should be preparing them to take an exam. The national exam should be taken sooner rather than later, meaning that your trainee can't be a tech-in-training indefinitely, especially after they have completed the training program. At the latest, trainees should be ready to take a national exam when they have just completed a training program.
5. Always remember to access the Board of Pharmacy website for the most current pharmacy technician or assistant applications, as the applications are periodically updated. The same applies for the most current information on Board of Pharmacy laws, rules, policies, guidelines, and the like.
6. Training programs that are reviewed as part of a specific applicant's application process will only be approved for that applicant. Out-of-state training programs that are interested in obtaining board approval must submit all the documentation requirements listed in the review form above.

Note: 'Formal' academic programs include the following settings: universities; community colleges; technical colleges; technical/community colleges; vocational/technical schools. These are institutional-based programs, whereas OJT programs are employer-based.

NEW REQUIREMENT FOR ALL TRAINING PROGRAMS APPROVED in WASHINGTON

Cultural Competency Resources

The legislature finds that it shall be a priority for the state to develop the knowledge, attitudes, and practice skills of health professionals and those working with diverse populations to achieve a greater understanding of the relationship between culture and health and gender and health. By July 1, 2008, each program with a curriculum to train health professionals for employment in a profession credentialed by a disciplining authority under chapter 18.130 RCW shall integrate into the curriculum instruction in multicultural health as part of its basic education preparation curriculum.

The Washington State Department of Health (department) is pleased to announce a new resource to help health care providers serving diverse populations of patients. A law passed in 2006 requiring all health care providers licensed by the department to receive multicultural health awareness education and training. The Cultural Competency in Health Services and Care – A Guide for Health Care Providers is a tool in that effort. The law did not mandate anything more specific than this. There are no requirements for how the training is conducted, what resources should be used, and number of contact hours or credits. There are many resources for this. A sampling of resources is listed on the review form.

This guide is intended to increase the knowledge, understanding, and skills of those who provide health care in cross-cultural situations. The guide is available on our Web page. We hope it will broaden your awareness of health disparities, provide a better understanding of why cultural competency is important, and illustrate some of the resources available to you. There are several online resources that offer continuing education credits. There are also resources with important information and statistics on the populations you serve.

Pharmacy Technician Education and Training Program Approval Form

The complete program of study including resource materials, content of instruction, and detailed program administration must accompany this application as well as a description of the criteria for admission or selection into the training program, and details on how the program will measure the student's proficiency.

Application Type

Original
 Renewal

Check One

- | | | |
|--|---|---|
| <input type="checkbox"/> Association | <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Public Hospital District |
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Municipality (City) | <input type="checkbox"/> Sole Proprietor |
| <input type="checkbox"/> Federal Government Agency | <input type="checkbox"/> Municipality (County) | <input checked="" type="checkbox"/> State Government Agency |
| <input type="checkbox"/> Limited Liability Company | <input type="checkbox"/> Non-Profit Corporation | <input type="checkbox"/> Tribal Government Agency |
| <input type="checkbox"/> Limited Liability Partnership | <input type="checkbox"/> Partnership | <input type="checkbox"/> Trust |

1. Demographic Information

UBI # 397-001-776	Federal Tax ID (FEIN) # 91-0671107
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Legal Owner/Operator Name
 YAKIMA VALLEY COLLEGE

Mailing Address
 PO BOX 22520

City YAKIMA	State WA	Zip Code 98907	County YAKIMA
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Phone (enter 10 digit #) 509-574-4847	Cell (enter 10 digit #)	Fax (enter 10 digit #) 509-574-6811
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Legal Name of Institution or Employer-based Program
 YAKIMA VALLEY COLLEGE

Physical Address
 South 16th and Nob Hill Blvd.

City Yakima	State WA	Zip Code 98907	County Yakima
-----------------------	--------------------	--------------------------	-------------------------

Facility Phone (enter 10 digit #) 509-574-4847	Cell (enter 10 digit #)	Fax (enter 10 digit #)
--	--------------------------------	-------------------------------

Mailing Address
 PO box 22520

City Yakima	State WA	Zip Code 98907	County Yakima
-----------------------	--------------------	--------------------------	-------------------------

Email address alliedhealth@yvcc.edu	Web Address www.yvcc.edu
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Yakima Valley College
South 16th and Nob Hill Blvd
Yakima, WA 98907
TRNG.TG.60859656-PTEC-A

2. Type of Program

Please check which type of pharmacy technician education and training program or school.

- Formal/Academic Training
 On-the-job Training at a licensed pharmacy
 Vocational Training
 Military Training
 Other, explain _____

3. Contact Information

Name of Contact Person Stephanie O'Brine	Title Pharmacy Technician Program Chair
---	--

Physical Address
213 N 27th Ave

City Yakima	State WA	Zip Code 98902	County Yakima
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Email Address sobrine@yvcc.edu	Phone (enter 10 digit #) 509-834-4545
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4. Program Director Information

Attached additional pages if the training program uses multiple directors.

Name of Program Director
Kristina Eliason

Title
Pharmacy Program Director

Pharmacist Credential Number PH60087289	Preceptor Certification Number PH60342021
--	--

Physical Address
2470 SPEYERS RD

City SELAH	State WA	Zip Code 98942	County YAKIMA
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Email Address jnkellason@gmail.com & keliason@yvcc.edu	Phone (enter 10 digit #) 509-654-0152
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5. Additional Pharmacies and Program Directors

List all pharmacies associated with this training program.

Pharmacy Name and Address	Pharmacy License #	Program Director	Pharmacist's License #
see appendix 2 for complete list			

RECEIVED
MAY 10 2018
DOH/HSQA/OCS

6. Signature

I certify that I have received, read, understood, and agree to comply with state laws and rules regulating education and training programs. I also certify that the information herein submitted is true to the best of my knowledge and belief.

Kristina Eliason

Program Director/authorized representative

4/30/18

Date

Kristina Eliason

Print Name

Doctor of Pharmacy

Print Title

Additional Forms and Resources

Pharmacy Webpage

Guidelines to Implementation

RECEIVED

MAY 10 2018

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**Yakima Valley College
Pharmacy Technician Program**

SECTION 1

Program Director and Instructors

Program Director

Director: Dr. Kristina Eliason, Pharm D. (Please see Appendix I, *Curriculum Vitae*)

Duties: The duties of the YVC Pharmacy Technician Program Director are as follows:

- Attend and participate in all Community Advisory Board meetings.
- Oversee development of program curriculum to ensure course content meets or exceeds Washington State Board requirements.
- Review individual Allied Health Pharmacy Technician (AHPT) course outlines for appropriate material and teaching methods.
- Advise the college, along with other members of the community advisory board, of the equipment needed for a campus practice laboratory.
- Act as a liaison with the community to develop contacts between YVC and appropriate community professional resources as needed.
- Update the college, along with other members of the community advisory board, of any changes in industry standards or new materials/procedures to be included in the curriculum.

Pharmacy Faculty

Faculty (Please see Appendix I, *Curriculum Vitae*)

Dr. Kristina Eliason, Pharm D (Director)
Amy Brown, CPhT (Adjunct Instructor)
Stephanie O'Brine, CPhT (Program Chair)

The above faculty, professionals actively working in the field of pharmacy, will teach or assist in all of the following courses:

Course Number	Course Name	Instructor
AHPT 125	Pharmacy Technician Skills I	Stephanie O'Brine, CPhT
AHPT 140	Pharmacy Law	Dr. Kristina Eliason, PharmD
AHPT 170	Pharmacy Technician Skills II	Stephanie O'Brine, CPhT
AHPT 175	Pharmacy Technician Skills III	Amy Brown, CPhT
AHPT 201	Pharmacy Externship	Stephanie O'Brine, CPhT
AHPT 203	Pharmacy Technician Review	Stephanie O'Brine, CPhT
AHPT 115	Advanced Pharmacology	Stephanie O'Brine, CPhT

Externship Preceptors

During the externship course, AHPT 201, only pharmacists at Class A pharmacies will be used as preceptor sites. The extern pharmacist preceptors may delegate the supervision of tasks to appropriate personnel but shall retain the responsibility for overall supervision of the student. The externship facilitator, a YVC faculty

member, will contact each preceptor weekly to assess student progress and assist with training needs. Students will meet weekly with the facilitator to evaluate training progress.

Professional records are kept of preceptors as required by ASHP program accreditation. Site visits are documented and performed annually for sites used in the spring during the externship seminar.

See appendix 2 for an externship related documents.

YVC Allied Health Technology Programs Faculty Members for Core Courses

Full-time Faculty:

Libby McRae, A.A., CST
Cami Pangrazi, MA-C, CMA (AAMA)
Lisa Dominguez, CMA (AAMA), M.Ed.
Sandra Erlewine, CMA (AAMA), CPC

Adjunct Faculty:

Shawnie Haas, R.N., M.B.A.
Pete Orgill Jr., M.A. Ed.
Shirley Mohsenian, R.N., B.S.N
Stephanie O'Brine, B.A., CPhT

The above YVC faculty meets the standards and educational requirements to teach courses in the Allied Health Technician Programs at Yakima Valley College, and will teach the following Pharmacy Technician Program core courses:

AH 104	Math for Health Professions
AH 105	Introduction to Pharmacology
AH 108	Communication and Legal Concepts in Health Care
AH 140	Medical Law and Ethics
AH 110	Human Body in Health and Disease I
AH 119	Medical Terminology
AH 120	Human Body in Health and Disease II
AH 155	First Aid/CPR/Blood Borne Pathogens
PTECH 120	Professional Technical Writing OR English Composition I
Or ENG& 101	

Testing into MATH 075 or completing this course is a program prerequisite.

YVC Pharmacy Technician Program Advisory Board

The YVC Pharmacy Technician Program has an active advisory committee consisting of pharmacists and pharmacy technicians. The committee meets two times a year at a minimum. The committee functions to advise YVC faculty regarding overall curriculum and equipment needs, update faculty with changes in industry standards, assist the faculty to meet community needs, and serve as advisors for specific course content and admissions criteria. Minutes of meetings are kept on file in the program office and in the office of the Dean of the Workforce Education Department.

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**Yakima Valley College
Pharmacy Technician Program**

SECTION 2

Facilities and Resources

Facilities

Campus Facilities

Yakima Valley College has a mock pharmacy drug preparation room with equipment such as IV hoods, counting trays, mock drugs, and both non-sterile and sterile compounding supplies. An area with computers and a counter is available in the classroom to be used as a simulated billing/retail pharmacy counter. Classroom space for lectures contains adequate student space, as well as teaching equipment.

A new Allied Health building and Pharmacy Lab is planned to be built starting this 2018 year. It's projected date for occupancy is fall of 2020. An Ante room adjoined to a mock sterile compounding area and separate retail space is planned to be part of the new lab space.

Laboratory Equipment:

- NuAire 3ft. Horizontal Hood
- 15 Individual student mock horizontal hoods
- 2 Deluxe Model Reconstitute Units
- Electronic and balance beam scales and weight set
- Various sizes of mortars and pestles
- Various sizes and shapes of spatulas
- Hispac II Tablet and Capsule Counter
- Various manual pill trays and spatulas
- Double Lock Narcotics Cabinet
- Various vials, bottles, dropper bottles, and medication bags
- IV and IV admixture supplies
- Placebo Drugs
- Pamphlets
- Amber Glassware
- Glassware- cylinders (10cc and 50cc), funnels
- Thermometer, hydrometer, hygrometer
- Ointment supplies-tubes, slab, containers, filling bags, stirring rods
- Suppository supplies- molds, boxes, inserters, syringes
- Capsule supplies
- Simulated Compounding Chemicals
- Oral/IV syringes
- Filter/mixing papers
- Prescription pads
- Pharmacy Records materials- narcotics count book
- Sterile Technique PPE
- Repeater pump
- Various labeled medication vials, containers, bottles for practice.

- Refrigerator, thermometer, and temp log
- Pioneer Rx software with printer, scanner, and bar coder
- Rx Labels
- Biological Safety Cabinet
- 2 sinks (1 with eye wash center)
- Unit dose materials
- Gowns, foot covers, gloves, and mouth coverings
- 10 laptop computers
- 5 additional desktop computers and 2 printers for student use

Externship Facilities

The YVC Pharmacy Technician Program places students in a variety of, hospital, retail, compounding and pharmacies that prepare medications for long term care, for a varied and comprehensive experience. Professional records are kept for preceptors and pharmacy sites and are updated during spring externship site visits by the coordinator. Only Class A pharmacies are used for experiences. See appendix 2 (site list) and 4 (externship manual).

Bartons Pharmacy	3/31 R	Jeanine Pederson		117 S Toppenish Ave (PO box 1189	Toppenish	865-2722
Gibbons Pharmacy	3/31 R	Jeanine Pederson	Jeanine Pederson	PO box 1189	Toppenish	
Horizon Pharmacy	3/31 R	Deepak Dhruva	Reeya Dhruva	633 W 1st St.	Wapato	584-0188
Howard's Pharmacy	4/6 R&BP	Kristina Ellason, Pha	Joel Thome, PharmC	119 East 3rd Ave	Selah	697-6125
Kittitas Valley Hospital	H	Nasser Basmen	Karen Schock	603 S. Chestnut St.	Ellensburg	962-7420
Memorial Hospital	10/16 H	Christopher Cook	Rose Shelton, CPhT	2811 Tieton Dr.	Yakima	575-8036
Prosser Memorial Hospital		pending agreement		723 Memorial St.	Prosser	786-2222
River Village	3/31 BP	Phil Luther	961-2103(cell)	3708 Tieton Dr.	Yakima	469-3198
Sunnyside Community	4/3 H	Andre Gouws		PO BOX 719/6th and Tacoma Ave.	Sunnyside	837-1360
Terrace Village	3/23 R	Phil Luther		4040 Terrace Heights Dr.	Yakima	248-3311
Tieton Village Drugs	3/31 R	Wyatt Wood, PhD		3708 Tieton Dr.	Yakima	966-6850
Toppenish Community	3/31 H	Patrick O'Connor, RF	Sandy Irion, tech	502 W 4th Ave.	Toppenish	865-1570
Walgreens: Yak Ave	R	UPDATE CONTACT?		610 W Yakima Ave.	Yakima	469-0246
Walgreens West Valley	42825	Jeremiah	Jeremiah	6400 W Nob Hill	Yakima	965-0541
Wray's (Chalet)	4/7 R	Larry Haas, RPh	Larry Haas	5605 Summitview Ave.	Yakima	966-0530
Yakima Regional	3/31 H	Lani Steltz, PharmD	Michelle Hall, tech	1105 9th Ave	Yakima	575-5015
Yakima Valley Farmworkers	R	Yakima Farmworker: Elaine Briggs		307 S 12th Ave., Suite 4B	Yakima	469-1784

Resources

Pharmacy Software

Pioneer Rx software and Pioneer Rx University is now used for students to work through online modules and facilitate classroom practice regarding pharmacy software use. A bar code scanner and document scanner are available to use in conjunction with the software. Real prescription labels are printed and used in the simulated dispensing process practiced during labs.

Required Textbooks

The following textbooks are required for all students in the YVC Pharmacy Technician Program during the various courses. (Please see Appendix 3, *Pharmacy Technician Program Course Outlines*):

- Gauwitz, *Administering Medications, 8th Edition*, McGraw Hill, 2015
- Lewis & Tamparo, *Medical Law, Ethics and Bioethics for Health Profession, 7th Edition*, Davis, 2012
- D'Avanzo, C., *Cultural Health Assessment, 4th Edition*, Mosby, 2008
- *Heartsaver First Aid/ CPR Student Workbook, 3rd Edition*, American Heart Association, 2011
- *Bloodborne and Airborne Pathogens*, National Safety Council, , 2011
- Bullock and Roiger, *Anatomy Physiology and Disease, Foundation for the Health Professions*, McGraw-Hill, 2014
- Cavanaugh and Jones, *Acquiring Medical Language*, McGraw-Hill, 2015
- Gerson, *Technical Communication, Process and Product , 7th Edition*, Longman, Company, 2011.
- Johnston, Mike, *The Pharmacy Technician, Foundation and Practices, 2nd Edition* Pearson, 2014
- Stuhan, *Understanding Pharmacology for Pharmacy Technicians*, ASHP, 2013
- *Pharmacy Lawbook*, Washington State Board of Pharmacy or Quality Assurance Commission
- Booth & Whaley, *Math and Dosage for Healthcare Professionals, 5th edition*, McGraw Hill, 2016
- Bachenheime, Bonnie, *Manual for Pharmacy Technicians, 4th Edition*, American Society of Health-Systems Pharmacists, 2010
- Johnston, Mike, *Certification Review for Pharmacy Technician*, 3rd Edition, Pearson, 2015
- Johnston, Mike, *Lab Manual and Workbook*, Pearson, 2014

Resource Books

The following is a listing of books available for reference in the campus Allied Health Technology Programs classroom library. This list is not all inclusive; several related books, such as Anatomy and Physiology references, are also available.

- Pharmacy Technician Certified Training Manual, 12th Edition, Michigan Pharmacists Association, (13th Edition, 2015, has been ordered)
- Fulcher, Eugenia, Soto, Cathy, and Fulcher, Robert, *Pharmacology: Principles and Applications, 2nd Edition*, W. B. Saunders, 2009.
- *Taber's Cyclopedic Medical Dictionary*, F.A. Davis, 2013
- Hitner, and Nagle, *Pharmacology an introduction 6th Edition*, McGraw-Hill, 2012
- Johnston, Mike, The Pharmacy Technician Series, *Sterile Products and Aseptic Techniques for the Pharmacy Technician, 2nd Edition* Prentice Hall, 2011
- Acosta, W. Renee, *LWW's Foundations in Pharmacology for Pharmacy Technicians*, Wolters Kluwer Health/Lippincott Williams & Wilkins, 2010
- Sakai, Joy Bellis, LWW Pharmacy Technician Education Series, *Practical Pharmacology for the Pharmacy Technician*, Wolters Kluwer/Lippincott Williams & Wilkins, 2009

**Yakima Valley College
Pharmacy Technician Program**

SECTION 3

Instruction and Program Administration

See appendix 1 for Curriculum Vitae

See appendix 2 for the externship site list and preceptor information

See appendix 3 for course outlines and supporting course content.

See appendix 4 for the externship manual used as the guidebook for the externship seminar.

See appendix 5 for the Pharmacy Technician Program Handbook and Application Packet

Appendix 5
Program Handbook
Application

YAKIMA VALLEY COLLEGE PHARMACY TECHNICIAN PROGRAM



Handbook



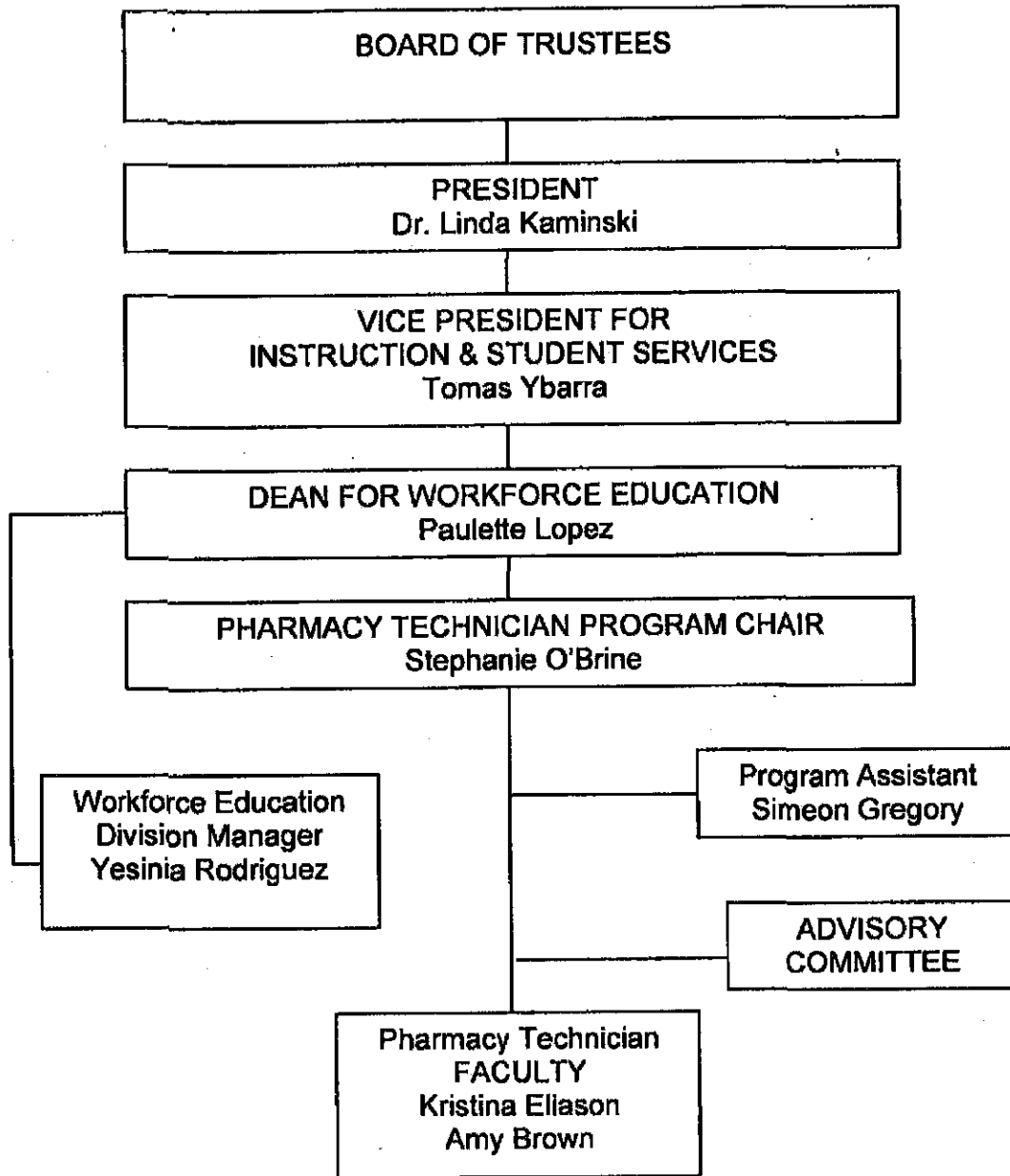
Yakima Valley College does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All inquiries regarding compliance should be directed to the Director of Human Resource Services, YVC, South 16th Ave. & Nob Hill Blvd., Yakima, WA 98902; or call 509.574.4670.

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YAKIMA VALLEY COLLEGE

PHARMACY TECHNICIAN ORGANIZATIONAL CHART



Yakima Valley College

Pharmacy Technician Program

Introduction

Combining convenient on-line instruction, laboratory simulations, and supervised clinical practice, the YVC Pharmacy Technician Program prepares students for a career as a Pharmacy Technician. Instruction includes core courses essential to health care professionals as well as specialty courses in pharmacy technology. A simulation of a pharmacy drug preparation area in the Allied Health Laboratory allows for hands-on practice of essential psycho-motor skills. Clinical practice in hospitals and retail pharmacies provide actual experiences to prepare students for entry level positions in a variety of pharmacy settings.

The YVC Pharmacy Technician Program is 64 credits in length. Students may complete the course of study in four quarters of full time attendance. Limited part-time study is also available. A program application is required and up to twenty students are accepted annually. Upon successful completion of all program courses, the externships, and passage of a final comprehensive examination, the graduate will receive a Certificate in Pharmacy Technician Studies.

The externship is the final program requirement. Students must complete all required coursework at the C level or above to be eligible for the pharmacy experiential site experience. During the externship, the students are placed in a variety of hospital and retail pharmacy settings throughout the region. The students must complete at least 240 hours of practice under the preceptorship of pharmacists certified to precept pharmacy technician students. Scheduled hours may vary to accommodate externship site and/or student needs. YVC provides no salary or stipend to students during this rotation.

Finally, students must take and pass (75% or better) a final comprehensive examination. Students who have completed all required coursework, including the externships, and pass the final comprehensive examination, will be awarded a certificate of completion.

The curriculum of the pharmacy technician program is designed to provide instruction to ensure students meet entry-level competencies for pharmacy technicians as well as prepare them for the Pharmacy Technician Certification Exam (PTCE). After successful completion of this national exam, graduates will earn the credentials of a nationally recognized Certified Pharmacy Technician (CPhT).

Yakima Valley College Mission Statement

YVC enriches and enhances individuals and communities by delivering accessible, student-centered education. YVC addresses the needs of its diverse communities by providing learning opportunities in *basic literacy; academic, professional, and technical education; and lifelong learning.*

Pharmacy Technician Program Mission Statement

The mission of the Yakima Valley College Pharmacy Technician Program is to provide educational experiences that instill the professional values of ethics and responsibility while students learn entry-level pharmacy technician competencies that adhere to current standards.

The faculty is dedicated to fostering a learning environment that encourages trust and interaction to achieve the overall goal of providing a diverse community with well-prepared pharmacy technicians who are capable of providing quality health care.

Educational Goals

The curriculum is designed to provide those interested in becoming pharmacy technicians with professional skills to assist the pharmacist while competently performing duties such as inventory management, processing prescriptions and medication orders, compounding and preparing drugs, data entry, filing, customer service, maintaining equipment, and billing for medication, services, and equipment.

Program activities are planned to achieve graduate competencies as set forth by the Washington State Department of Health, the Pharmacy Quality Assurance Commission, and the American Society of Health-System Pharmacists (ASHP). The program is in accordance with the Washington State Laws, rules and regulations relating to the training of pharmacy technicians.

Advisory Board Members

The Pharmacy Technician Advisory Board consists of faculty and community members who are knowledgeable in the practice of pharmacy technician skills. The members are dedicated to the promotion of the profession and to working together as a community to provide quality pharmacy technician education.

Program Director

Stephanie O'Brine, CPhT Program Chair
Kristian Eliason, PharmD Pharmacist Program Director

Advisory Committee Members

Kristian Eliason, PharmD
Rose Shelton, CPhT
Amy Brown, CPhT
Stephanie O'Brine, BA, CPhT
Tyler Varnum, PharmD
Wyatt Wood, RPh
Alvaro Sanchez, CPhT
Heather Gamache, PharmD
Damiane Brand, PharmD

Dean and Program Faculty

Paulette Lopez, Dean Workforce Education Division
Stephanie O'Brine, BA, CPhT Program Chair, Faculty
Kristian Eliason, PharmD Faculty
Amy Brown, CPhT Faculty

Pharmacy Technician Abilities and Characteristics

Pharmacy Technician is a physically and mentally demanding profession. Students must be physically capable of accurately and safely performing the tasks within the program and within the profession. Pharmacy Technician duties require absolute accuracy & precision in both the technical & clerical aspects of the job in order to ensure patient safety. Therefore, an essential characteristic of a Pharmacy Technician is the ability to sustain attention to detail and maintain accuracy even in stressful or emergency situations. For precision, many Pharmacy Technician duties require good manual dexterity. Because Pharmacy Technicians work under the supervision of a licensed pharmacist, willingness to take direction is essential, while maintaining the ability to work competently without constant supervision after instruction has been given. Good communication and interpersonal skills are also critical for a Pharmacy Technician, who must interact with other health care professionals on a daily basis. Finally, the professional characteristics of dependability, ability to work within legal and ethical boundaries, and critical thinking skills are fundamental. It is the student's responsibility to identify limitations and recognize where special assistance may be needed. Students who need adaptations or accommodations because of disability or medical condition may contact the Disabled Student Services at 574-4961.

Guidelines for physical abilities and cognitive characteristics are as follows:

1. **Physical Abilities** – Pharmacy Technicians should be able to lift and/or carry a minimum of 25 pounds. He or she must possess adequate range of motion of the joints to stand, sit, bend over, squat, walk, and to safely and competently perform all duties required. Sufficient manual dexterity to perform keyboarding skills or drug preparation procedures is critical. Pharmacy Technicians may be required to stand or walk for prolonged periods of time.
2. **Vision and Hearing** - The senses of vision and hearing affect the ability to collect information safely and accurately. These senses should be within normal ranges, or the use of corrective devices should be utilized as needed for the safe and competent performance of duties.
3. **Communication Skills** - The Pharmacy Technician must be able to read, write, and clearly speak English. Throughout the curriculum methods to improve the ability to communicate with people who do not speak English, are from diverse cultures, have compromised abilities to communicate, and are developmentally delayed and/or disabled are taught and developed.
4. **Cognitive Abilities** – Pharmacy Technicians must be able to multi-task and prioritize. The ability to organize, accomplish multiple tasks simultaneously, and manage time is critical. The Pharmacy Technician must have a flexible attitude, demonstrate the ability to adapt to change, and be willing to take direction. Pharmacy Technicians must have the ability to understand the rationale for the procedures being performed in order to apply theoretical concepts to practical use. The cognitive skills of applying mastered skills or concepts to new procedures, making decisions quickly, and creatively adapting when solving problems are important.
5. **Honesty and Integrity** – Honesty and integrity are critical personal attributes for Pharmacy Technicians. Pharmacy Technicians are responsible for handling sensitive personal and business information, money, and medications. Students must recognize that the inability to maintain these standards of ethical behavior may result in dismissal from the program and/or employment, and may even have legal consequences. These qualities are reinforced continually within the program courses.

Ethical Guidelines

Code of Ethics for Pharmacy Technicians

See the American Association of Pharmacy Technicians (AAPT) website for their Code of Ethics for Pharmacy Technicians.

<http://www.pharmacytechnician.com/?page=CodeofEthics>

10/1/2018

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ADMISSION CRITERIA

Admission Criteria

In accordance with the mission of the Pharmacy Technician Program, *providing a diverse community with well-prepared pharmacy technicians who are capable of providing quality health care*, the pharmacy technician program endeavors to select applicants who have the ability to become competent pharmacy technicians. YVC has the freedom, and ultimate responsibility for the selection of students. This includes the responsibility to assure the community that graduates of the Pharmacy Technician Program have the intelligence, ethical values, maturity, compassion, and physical and emotional capabilities necessary to practice as a pharmacy technician.

The Pharmacy Technician Program is committed to the principles of equal opportunity. The program does not discriminate on the basis of race, color, creed, religion, national origin, gender, sexual orientation, age, marital status, disability, and disabled veteran or Vietnam era veteran status.

The following lists the requirements to begin the allied health core classes required to begin the Pharmacy Technician Program.

Getting Started

Yakima Valley College offers a unique approach to obtain a variety of health profession certificates or degrees. Students complete classes delivered in a modular format, providing a distinctive learning environment which fits a variety of learning styles and individualized student schedules.

WHAT YOU NEED TO DO TO GET INTO THE ALLIED HEALTH CORE COURSES:

1. Take the YVC placement test. Exams are approximately 2-1/2 hours in length, test for readiness, and assist in placement in English and Mathematics classes. There is a small testing fee. A photo ID and your social security number is required. More information and dates/times/locations can be obtained by contacting the Counseling Center at (509) 574-4956.

For entry into the program, you must have the following test placements:

- **Writing-** The student must have received a score to place in ENGL& 101 or have completed English 095 with a C or better.
 - **Reading-** The student must have received a placement score above English 081T or have completed English 081T with a C or better.
 - **Math-** *For eligibility into the Pharmacy Technician Program, students must test into MATH 085 or have completed MATH 075 with a C or better.*
 - Students receiving placement scores lower than those listed above must complete developmental courses prior to admission into the program.
2. If not already admitted to YVC, a completed application for admission to the college must be submitted.
 3. *If already in college, or have attended in the past, you must have a cumulative Grade Point Average (GPA) of 2.0 or better.*

Prerequisites for Allied Health Courses: English 101 or English or Math placement scores may be required as prerequisites for allied health courses.

IMPORTANT: *Please note- The above process admits you to the beginning core courses for the Allied Health Programs. An additional and separate APPLICATION must be submitted for acceptance into the Pharmacy Technician Program after satisfactory completion of specified coursework. Acceptance to individual programs will be competitive and is not guaranteed. Please see the program advisor for assistance with this process.*

Students who fall short of the required entrance scores, should obtain an appointment with a Pharmacy Technician Program Advisor, who will assist the student to register for the appropriate reading, writing, or math courses to improve basic academic skills prior to beginning the allied health core courses.

Allied Health Core Courses

After Writing, Reading, Math and prerequisite requirements have been completed, students are eligible to begin the Allied Health Core courses.

Step 1: Register for the following courses. These courses may be taken on a part time basis depending on the student's individual schedule. If you are completing these courses on a part-time basis, it is desirable to complete them in the order listed. A registration/advising appointment with the Pharmacy Technician Program advisor is recommended to get this process started, as some courses must be completed in a specific sequence.

- | | | |
|--------------|--|-----------|
| 1. PTECH 120 | Technical Writing OR | |
| ENGL& 101 | English Composition I | 5 credits |
| 2. AH 119 | Medical Terminology | 5 credits |
| 3. AH 110 | Human Body in Health and Disease I | 5 credits |
| 4. AH 105 | Introduction to Pharmacology | 3 credits |
| 5. AH 108 | Communication and Cultural Concepts in Health Care | 3 credits |
| 6. AH 120 | Human Body in Health and Disease II | 5 credits |
| 7. AH 140 | Medical Law and Ethics | 2 credits |
| 8. AH 155 | First Aid/CPR/Blood Borne Pathogens | 2 credits |

Step 2: Immunization Requirement

IMMUNIZATION REQUIREMENTS

Documentation of all required immunizations must be submitted with the Allied Health Surgical Technology Program application form to be considered for acceptance into the program. If immunizations expire, or new requirements are added while the student is in the program, the students must obtain the necessary immunizations and provide documentation at his or her own expense.

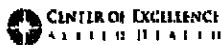
Acceptable documentation of proof of immunization may include:

- A signed letter from your physician or physician's office
 - A signed immunization record
 - A copy of laboratory results demonstrating proof of immunity
-
- **Tuberculosis (TB) PPD Testing:** A one-time two step negative PPD test is required. Or student can show proof of current negative PPD's for three consecutive years. Students with a positive PPD must have a chest x-ray and provide documentation to the Allied Health Program office that demonstrates no active Tuberculosis.
 - **Tetanus, Diphtheria, Pertussis (Tdap):** Within the last 8 years. Td is not acceptable as this vaccine does not contain Pertussis.
 - **Measles, Mumps & Rubella (MMR):** Documentation of 2 doses MMR vaccine or record of laboratory serology (titers) results.
 - **Varicella (Chicken Pox):** Student will be required to provide documentation of inoculation series (2 shots) or record of positive serology (titer) results.
 - **Hepatitis B (Hep B):** Three injections are required over a six month period. A titer may be done if the student believes they have had Hepatitis B, but cannot find documentation. Documentation proving the first two injections have been completed must be in student's file prior to acceptance into a program. Documentation of completion of the third injection must be on file prior to externship rotation, or acceptance will be nullified. Students must have documentation of all three injections in the application packet to be considered for acceptance. Any conditions to this rule will be evaluated on a case by case basis.
 - **Hepatitis A (Hep A):** Currently not required, but strongly recommended for all health care professionals. Two injections are required. The second one must be at least 6 months after the first one.
 - **Current Year Seasonal Flu immunization:** Many of the drug stores currently administer flu shots. Seasonal flu shots are usually administered from late September to May for the current seasonal flu season.

IF IMMUNIZATION STATUS IS NOT KEPT CURRENT AND DOCUMENTED IN THE STUDENT'S FILE, STUDENT WILL NOT BE ALLOWED TO PARTICIPATE IN THE EXTERNSHIP PRACTICUM OR CLINICAL COURSES.

You may choose to check with or visit your family doctor for immunizations or check with local drug stores for immunizations. Below is a list of some clinics that are private pay only-cash, check or credit card - NO insurance. There fees and hours may have changed, so it is advised to call the clinic in advance for the most recent information.

Locations	Availability
<p>Tieton Village Drug 3708 Tieton Drive Yakima, WA 98902 509.966-6850</p>	<p>Offers vaccines through Yakima County's Vaccine for Adults Program. Adults who are 400% federal poverty level or below, MMR, Hepatitis B, Tdap, Varicella, Pneumococcal, HPV and shingles vaccines are free of charge. There will be a small administration fee of \$15.00. For adults who are 200% federal poverty level or below, the Tdap vaccine will also be provided free with no administration fee. Tuberculosis (TB) PPD testing \$40.00</p>
<p>Central Washington Occupational Medicine 206 So. 11th Ave Suite 45 Yakima, WA 98902 509.575.5058</p>	<p>Walk-in hours Monday-Friday 7:30-5:00 (NO TB SKIN TESTS ON THURSDAYS) No one under the age of 18 years. Tuberculosis (TB) PPD testing \$15.00</p>
<p>Central Washington Occupational Medicine 516 W Fourth Ave Toppenish, WA 98948 509.865.1555</p>	<p>Walk-in hours Mon, Wed, Fri 8:00-5:00, Tuesdays 8:00-noon (NO TB SKIN TESTS ON THURSDAYS) Located next to the hospital No one under the age of 18 years. Tuberculosis (TB) PPD testing \$15.00</p>
<p>The Healthy Worker 210 S. 11th Ave. # 41 Yakima, WA 98902 509.895-7340</p>	<p>Walk-in hours Monday-Friday 8:00-5:00 (NO TB SKIN TESTS ON THURSDAYS) No one under the age of 18 without parent or legal guardian present to give consent. Tuberculosis (TB) PPD testing \$15.00</p>
<p>Yakima Worker Care 409 South 12th Avenue Yakima, WA 98902 509.575.2949 http://www.yakimaworkercare.com</p>	<p>Walk-in 7am-5pm MTWF (NO TB SKIN TESTS ON THURSDAYS) No one under the age of 18 years. Tuberculosis (TB) PPD testing \$18.00</p>
<p>Sunnyside Worker Care 1614 E Edison, Suite E Sunnyside, WA 98944 509.836.0075 http://www.yakimaworkercare.com</p>	<p>Walk-in 8am-5pm MTWF (NO TB SKIN TESTS ON THURSDAYS) No one under the age of 18 years. Tuberculosis (TB) PPD testing \$18.00</p>



Yakima Valley College does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All inquiries regarding compliance should be directed to the Director of Human Resource Services, YVCC, South 16th Ave. & Nob Hill Blvd., Yakima, WA 98902; or call 509.574.4670.


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Step 3: First Aid/CPR/Blood-Pathogen Training
Cardiopulmonary Resuscitation/ First Aid for the Health Care Provider

Prior to starting the externship rotation all students are required to obtain, and maintain CPR/First Aid certification. The CPR training/certification must be obtained from the American Heart Association (AHA) and be a Health Care Provider (HCP) Basic Life Support (BLS) certification card. Students may meet this requirement by satisfactorily completing AH 155 within two years of the externship rotation, or by completing and providing documentation from a community course. If the student chooses to attend a community course, the student is responsible for the scheduling and expense of the course. The course must include one and two-person adult CPR, child and infant CPR, Basic Life Support (BLS), obstructed airway management, use of an automated external defibrillator (AED), and first aid. The student must provide the Allied Health Technology Program office (Q101) with signed documentation demonstrating proof of certification valid through the end of the externship rotation (the duration of the program).

THE STUDENT WILL NOT BE ALLOWED TO PARTICIPATE IN THE EXTERNSHIP ROTATION UNLESS CPR/ FIRST AID CERTIFICATION IS CURRENT AND DOCUMENTATION IS IN HIS OR HER FILE IN THE ALLIED TECHNOLOGY PROGRAM OFFICE.

BASIC LIFE SUPPORT

BLS Provider  American Heart Association.


Example

The above individual has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Basic Life Support (CPR and AED) Program.

VOID VOID

Issue Date Recommended Renewal Date

HEARTSAVER FIRST AID

Heartsaver® First Aid  American Heart Association.

Example

The above individual has successfully completed the objectives and skills evaluations in accordance with the curriculum of the AHA Heartsaver First Aid Program.

Optional module completed if NOT marked null Exam

VOID VOID

Issue Date Recommended Renewal Date

AIDS/ Blood Borne Pathogen Prevention and Information Education Requirements

Washington State law requires all pharmacy assistants and technicians to complete seven clock hours of AIDS/ Blood Borne Pathogen education. All students will be required to provide documentation and have on file in the Allied Health Technology building office (Q101), evidence of completion of seven hours of AIDS/ Blood Borne Pathogen education. Students may meet this requirement by satisfactorily completing AH 155, or by completing and providing documentation from a community course. If the student chooses to attend a community course, the student is responsible for the scheduling and expense of the course.

An online Blood Borne Pathogen course specifically to meet the WA state law for various professions:
<http://blxtraining.com/washington-state-licensing-bloodborne-pathogens-training/>

THE STUDENT WILL NOT BE ALLOWED TO PARTICIPATE IN THE EXTERNSHIP ROTATION UNLESS DOCUMENTATION DEMONSTRATING COMPLETION OF SEVEN HOURS OF AIDS/ BLOOD BORNE PATHOGEN EDUCATION IS IN HIS OR HER FILE IN THE ALLIED HEALTH TECHNOLOGY BUILDING OFFICE

Educational Goals

Step 4: Washington State Pharmacy Assistant License

All prospective Pharmacy Technician students must apply for a Pharmacy Assistant license to be submitted with the program application. The Pharmacy Assistant license is required by Washington law for all Pharmacy Technician students.

The Pharmacy Assistant license application is on the Washington Department of Health website. The following is a direct link provided to access and print the Pharmacy Assistant license application:

<http://www.doh.wa.gov/Portals/1/Documents/Pubs/690133.pdf> or apply online through the link below:

<https://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/PharmacyAssistant/ApplyOnline> apply online:

The Pharmacy Assistant license application and license has a \$25 fee, however it may change so students are encouraged to check the Department of Health website for the most current information. Students are responsible for application mailing costs. Prospective YVC Pharmacy Technician Program students are responsible to apply for the Pharmacy Assistant license prior to application to the Pharmacy Technician Program, and to maintain an active Pharmacy Assistant license valid throughout the Pharmacy Technician Program in order to proceed to the externship or experiential site rotations.

THE STUDENT WILL NOT BE ALLOWED TO PARTICIPATE IN THE EXTERNSHIP ROTATION UNLESS HE OR SHE HOLDS AN ACTIVE WASHINGTON STATE PHARMACY ASSISTANT LICENSE AND DOCUMENTATION IS ON FILE IN THE PHARMACY TECHNICIAN PROGRAM OFFICE.

APPLICATION PROCESS

Step 1: Students must meet with their program advisor while completing the Core Courses in order to receive an application packet for their specific program. Students must have completed the following courses, with a C or better, prior to application: MATH 075 (or successful test waiver), PTECH 120 or ENGL& 101. Students are responsible to open and read application packet materials in a timely fashion in order to complete requirements and meet application deadlines. No incomplete applications will be accepted. Please Note: It is the student's responsibility to provide a current mailing address to the college registration office in order to receive mail notification. Acceptance status will not be given over the telephone. Current and active email address must also be maintained on file.

Step 2: After the completion of the quarter, transcripts for students applying for programs will be run. Applications will be evaluated and acceptances given based on the point system provided in the application packet. Students will be notified of acceptance status by mail.

- a. Admission to all Programs is tentative upon a Criminal History Background check and Drug screen. Documentation must be on file at the Allied Health Technology Department
- b. If the student has been accepted into his or her desired program, an acceptance packet will be provided. The material in the packet must be returned by the specified deadline or the acceptance will be given to an alternate candidate. Consent forms found in the back of this handbook are for review, they are not required to be submitted. Only consent forms sent to you in an acceptance packet need to be submitted. Students will then be scheduled to meet with a faculty advisor to discuss their remaining coursework for the program into which they have been accepted.

Please Note: The Pharmacy Technician Program requires full time coursework after acceptance, and may include day and evening hours.

- c. If the student has not been accepted into his or her desired program, the student may elect to continue to take Allied Health Core courses and resubmit a program application for the next program acceptance.

Step 3: Students who are accepted after a second application follow step 2b to obtain a schedule for the remainder of their program. Students who are not accepted into their desired program after completion of all Allied Health Core courses may elect to apply again for the same or a differing program. As students will not be allowed to register for program specific courses prior to acceptance, it is advisable to schedule an appointment with a Pharmacy Technician Program faculty advisor to discuss options.

Number of Annual Acceptances by Program and Quarter

Medical Assisting	30 acceptances annually: 15 each Fall and Spring Quarter
Medical Billing and Coding	20 acceptances annually: 20 each Winter Quarter
Pharmacy Technician	20 acceptances annually: 20 each Fall Quarter
Surgical Technology	8-12 acceptances annually: each Fall Quarter

Course Substitutions: The following course substitutions are acceptable:

PTECH 120 Technical Writing

- ENGL& 101 English Composition I
- BA 138 Written Business Communication

AH 110 Human Body in Health and Disease I

- BIOL 230 Human Anatomy and Physiology I

AH 120 Human Body in Health and Disease II

- BIOL 231 Human Anatomy and Physiology II

MATH 075 Pre-Algebra

- YVC test placement into MATH 085

Get Credit for What You Know!

Course Challenge exam available for those already working in pharmacy for AHPT 125 Pharmacy Tech Skills 1

*Any and all substitute courses applied must be completed within 5 years of beginning the YVC Pharmacy Technician Program.

AH 155 First Aid/CPR/Blood-Borne Pathogen Training: Proof of completion via a community source is acceptable. The certifications must be valid through the completion of the Pharmacy Technician Program externship rotation.

YAKIMA VALLEY COLLEGE ALLIED HEALTH PROGRAMS

Candidate Selection Criteria - SAMPLE

Students are evaluated within the following categories and points assigned. **FINAL SELECTION IS BASED UPON THE TOTAL NUMBER OF POINTS RECEIVED IN ALL OF THE AREAS OF CONSIDERATION.**

CATEGORY	MAXIMUM POSSIBLE POINTS	POINTS RECEIVED
I. a. High School Transcript or GED Submitted b. Pharmacy Assistant License (Applicant will not be considered for acceptance without this documentation)	<u>Yes / No</u> HS Transcript Pharm Assist License	
II. Documentation of Required Immunizations Submitted (Applicant will not be considered for acceptance without this documentation)	<u>Yes / No</u> Hep B -- 1 2 3 Tdap -- MMR -- 1 2 or MMR titer TB -- 1 2 Varicella 1 2 or Varicella titer Influenza	
III. Completion of the following courses with a C Grade or better: This section is rated by letter grade as follows: A = 5 points, A- = 4 points, B+ = 3 points, B = 2.5 points, B- = 2 points, C+ = 1.5 points, C = 1 point		
1. Professional/ Technical Writing (PTECH 120)	5	
2. Pre-Algebra (MATH 075) OR YVC test placement into MATH 085	5	
3. Medical Terminology (AH 119)	5	
4. Human Body in Health and Disease I (AH 110)	5	
5. Human Body in Health and Disease II (AH 120)	5	
6. Intro to Pharmacology (AH 105)	5	
7. Communications and Cultural Concepts in Hlth Care (AH 108)	5	
8. Medical Law and Ethics (AH 140)	5	
9. CPR/HIV/First Aid (Copy of Documentation)	5	
IV. Cumulative College GPA (minimum acceptable level 2.0) Points awarded are equivalent to GPA.	4.0	
VI. Previous Work and/or Volunteer Experience in the health care field.	3	
VII. Letter of Recommendation attesting to your professional characteristics.	2	
VIII. Multilingual	2	
Intro to Keyboard or test	Yes/No	
Computer Literacy or test	Yes/No	
TOTAL POSSIBLE POINTS	56	

THIS FORM TO BE COMPLETED BY PROGRAM STAFF UPON RECEIPT OF APPLICATION

10/1/2019 10:10:10 AM
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PROGRAM COURSES

Pharmacy Technician Program

The YVC Pharmacy Technician Program is 64 credits in length. Students may complete the course of study in four quarters of full time attendance. Limited part-time study is also available. However, students must complete all one-year certificate curriculum requirements within three years (12 quarters) of beginning the program. Students who do not meet this requirement may be required to repeat all or part of the curriculum to update academic theories and psychomotor skills. Re-entry after exiting mid-program is not guaranteed, and will be based on Washington State requirements and space availability.

Pharmacy Technician Program Courses

Core Courses

ENGL& 101 or	English Composition I OR	5
PTECH 120	Professional Technical Writing	
AH 105	Introduction to Pharmacology	3
AH 119	Medical Terminology	5
AH 110	Human Body in Health and Disease I	5
AH 120	Human Body in Health and Disease II	5
AH 108	Communications and Cultural Concepts In Health Care	3
AH 140	Medical Law and Ethics	2
AH 155	First Aid/CPR/Blood-Borne Pathogen Training	2
Total		30

Pharmacy Technician Program Specific Courses

AHPT 115	Advanced Pharmacology	3
AHPT 120	Pharmaceutical Calculations	3
AHPT 125	Pharmacy Tech Skills I	4
AHPT 140	Pharmacy Law	1
AHPT 170	Pharmacy Tech Skills 2	5
AHPT 175	Pharmacy Tech Skills 3	6
Practicum		
AHPT 201	Pharmacy Externship	8
AHPT 203	Pharmacy Technician Review	4
Total		34

Course Descriptions

AH 105: Introduction to Pharmacology

3 credits

Prerequisite: Eligible for MATH 085, or completion of PTECH 115 or BA 115 with a grade of C or better, or permission by the instructor

Introduction to Pharmacology presents beginning description of topics pertaining to the understanding of the medication order, terminology used in prescribing medications, legislation relating to drugs, drug references, drug classifications, and forms of drugs.

AH 108: Communications and Cultural Concepts in Health Care

3 credits

Prerequisite: Placement into English 101, or permission of instructor

This course is designed to assist healthcare professionals to understand and meet the needs and expectations of culturally diverse patient populations. Topics discussed will include communication in the medical setting and culturally appropriate healthcare strategies. Students will be introduced to factors that affect health care interactions, such as cultural background, developmental stage, grief, and therapeutic communication skills.

AH 140: Medical Law and Ethics

2 credits

Prerequisite: none

This course introduces legal and ethical issues common in medical settings to aid the student in developing the critical thinking skills needed to resolve dilemmas faced by health care professionals in daily practice. Topics include standard of care, criminal and civil law, contracts, negligence, confidentiality, Health Insurance Portability and Accountability Act (HIPAA), scope of practice, and ethical considerations.

AH 110: Human Body in Health and Disease I

5 credits

Prerequisite: none

This course is an integration of basic structure and functions of the human body with disease processes that can affect body systems. This is the first of two Human Body in Health and Disease classes and includes an introduction to cellular function, as well as the anatomy and physiology of the integumentary, skeletal, muscular, sensory, and digestive systems. Included are the diagnostic tests, treatments and possible prognoses for common disease processes that can affect each of these systems.

AH 120: Human Body in Health and Disease II

5 credits

Prerequisite: AH 110 with a C or better

This course is an integration of basic structure and functions of the human body with disease processes that can affect body systems. This is the second of two Human Body in Health and Disease classes and includes a discussion of the anatomy and physiology of the endocrine system, hemodynamics, the heart, circulation and blood vessels, immunity and the lymphatic system, respiratory system, urinary system, and reproductive system. Included are common diagnostic tests, treatments, pharmacological agents and possible prognoses for common disease processes that can affect each of these systems.

AH 119: Medical Terminology

5 credits

Prerequisite: none

This online course is designed to teach the language of medicine to those who are pursuing an administrative office or clinical career in a medical-related or legal profession. Pronunciation, spelling, and meaning of the most commonly used medical terms will be covered. Basic anatomy and physiology medical terminology is covered for each body system. Practical application of words and abbreviations will be addressed.

MATH 075: Pre-Algebra

5 credits

Prerequisite: MATH 050 with a grade of C or better, MATH 050C with a grade of S, or YVC placement into MATH 075

A transition course from arithmetic to beginning algebra. Content includes ratios, proportions, percents and their applications, measurements in the metric and English systems with applications, basic algebraic manipulations, and an introduction to geometry.

PTECH 120: Professional Technical Writing**5 credits***Prerequisite: Eligibility for ENGL& 101*

Students in this course will learn the definition, distinct features, and diverse applications of technical writing. Students will practice and learn the specific characteristics of technical writing: subject, audience, organization, style, tone, and other special features. Various technical writing formats like business communications, informative reports, analytical and persuasive briefs, and research proposals will be practiced and learned.

ENGL& 101 English Composition I**5 credits***Prerequisite: YVC placement into ENGL& 101 or ENGL 095 with a grade of S*

In the first of two college-level courses, ENGL&101 students will learn to write clear, unified, coherent, and well-developed essays of increasing complexity. Through reading, writing and discussion, students will learn to critically examine their own assumptions and opinions and to consider the facts and reasoning of others. Students will learn to use Modern Language Association conventions of language, format, and documentation accurately. Students must earn a C or better in ENGL& 101 to enroll in the second college-level composition course, ENGL 102.

AH 155: First Aid/ CPR/Blood-Borne Pathogen Training**2 credits**

This course will meet all Washington State requirements for First Aid, CPR, and Blood-Borne Pathogen training. The course is intended for any individual who desires certification at the Health Care Provider level in the above topics.

AHPT 120: Pharmaceutical Calculations**3 credits***Prerequisite: Completion of MATH 075 with a C or better and acceptance into the Pharmacy Technician Program.*

This course teaches mathematical calculations a pharmacy technician will need to perform accurately in the workplace. Included are dosages, ratio and proportions, conversions, dilutions and concentrations, alligation, flow rates, and percent strength calculations. When and why a pharmacy technician will calculate these in various pharmacy workplaces will be explored.

AHPT 115: Advanced Pharmacology**3 credits***Prerequisite: Acceptance into the Pharmacy Technician Program*

This course teaches the knowledge and skills in areas of pharmacology specific to the pharmacy technician's role. Included are the study of the top 100 drugs, how medications effect the body, medication therapy and reconciliation, and medication orders.

AHPT 125: Pharmacy Tech Skills I**4 credits***Prerequisite: Acceptance into the Pharmacy Technician Program*

This course introduces the pharmacy technician to pharmacy practice. The student will explore both historic and current events affecting pharmacy work. Knowledge will be built by studying traditional and non-traditional pharmacy settings and roles, abbreviations and terminology, pharmaceutical references, prescription dispensing, drug orders, and emerging therapies. Students will be introduced to the most common over-the-counter (OTC) medications and the top 100 most commonly prescribed medications.

AHPT 140: Pharmacy Law**1 credit***Prerequisite: Acceptance into the Pharmacy Technician Program*

This course provides an overview of pharmacy law and how it relates to the pharmacy technician. Some of the more influential laws regulating the practice of pharmacy will be discussed as well as the requirements for filling prescriptions and medication orders. Eight hours of this will be devoted to Washington State pharmacy law, with the remainder of the course to cover federal laws.

AHPT 170: Pharmacy Tech Skills II**5 credits**

Prerequisite: Continued enrollment in the Pharmacy Technician program and successful completion of AHPT 125 and AHPT 140 with a C or better.

This course supports the development of knowledge and skills in pharmacy technician work including medication evaluation and processing, billing, procurement and inventory management, patient and medication safety, pharmacy software practice, and personal and interpersonal skills.

AHPT 175: Pharmacy Tech Skills III**6 credits**

Prerequisite: Continued enrollment in the Pharmacy Technician program and successful completion of AHPT 125 and AHPT 140 with a C or better.

This course prepares the pharmacy technician for sterile and non-sterile compounding skills in the pharmacy by developing knowledge and practice in quality assurance, aseptic technique, pharmaceutical calculations, special handling, infection control, and packaging and distribution of medications.

AHPT 201: Pharmacy Externship**8 credits**

Prerequisites: Acceptance into the Pharmacy Technician Program, completion of all required Allied Health core courses and Allied Health Pharmacy Technician courses with a "C" or better. Concurrent enrollment in AHPT 203.

The goal of the Pharmacy Externship course is to provide student exposure to community-based practice to develop competence as a pharmacy technician. Students will be assigned to a retail and/or hospital pharmacy to practice pharmacy technician skills under the supervision of a facility-designated preceptor.

AHPT 203: Pharmacy Technician Review**4 credits**

Prerequisites: Acceptance into the Pharmacy Technician Program, completion of all required Allied Health core courses and Allied Health Pharmacy Technician courses with a "C" or better. Concurrent enrollment in AHPT 201.

This course is designed as a capstone to the Pharmacy Technician student's program of study. It will systematically lead the student through a review of the program topics, and impart updated information on topics that may be included in the Pharmacy Technician Certification Exam (PTCE). Strategies to prepare for the exam, including test-taking techniques, will be emphasized

Program Locations

The pharmacy technician program is currently offered only through Yakima campus. However, all didactic material is taught via the internet, making courses accessible for the entire YVC service area. It is NOT required that the student own a computer with Internet access to complete distance learning courses. Computers with Internet access are readily available to students on campus as well as in all community public libraries.

Limited trips to the Yakima YVC campus will be required for proctored exams and to learn and demonstrate hands on skills in labs. The student is responsible for his or her own transportation to the campus and to take exams within the assigned times and dates.

Externship sites are utilized throughout the Yakima Valley area. The student is responsible for transportation to the assigned externship sites.

Re-Admission Criteria

Students who have been admitted to the Pharmacy Technician Program, leave the program, and subsequently seek re-admission, will re-enter on a space available basis using the criteria listed under admission criteria. Students who leave the program for one quarter or more must meet current curriculum and state law requirements upon re-entry. This may necessitate additional coursework if the curriculum has changed while they are out of the program.

If a student who is no longer eligible for the Pharmacy Technician Program due to low course grades, or any other violation, desires to be considered for re-admission, that student must submit a petition. See the Petition for Re-Admission process.

Students who proceed continuously through the program maintain a priority for each quarter. No priority is made for either part-time or full-time status.

Transfer of Pharmacy Technician Courses

Transfer of pharmacy technician course credits from other schools is evaluated on an individual basis to determine program placement. While YVC policy sets no maximum amount of credits acceptable from other colleges for the certificate program, the Pharmacy Technician Program requires that the student must complete the Externship (AHPT 201) through YVC. Admission is dependent on space availability.

YVC policy requires that transfer students complete a minimum of 24 credits at YVC to be eligible for an associate degree from Yakima Valley College.

Pharmacy Technician Certificate Program Expenses

The following costs are estimates of the expenses students can expect during the program. These costs do not include coursework taken prior to entry.

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Tuition*	\$ 1309.38	\$ 1309.38	\$ 1309.38	\$ 1309.38
Books/Supplies	250.00	250.00	250.00	250.00
Campus Lab			75.00	
Liability Insurance**				18.00
Lab Coat/Name pin				60.00
Immunizations	500.00			
	(estimate if no Immunizations)			
TOTAL	\$ 2,059.38	\$ 1,559.38	\$ 1,634.38	\$ 1,637.38

Total approximate costs for the one-year certificate program are \$6,890.52

***Tuition is based on full-time (at least 12 Credits per quarter)**

***Tuition and lab fees are subject to change.**

****Rate subject to change; please see current rate listed in the Business Office (Deccio Higher Education Center).**

The estimated costs do not include transportation, room and board, or other personal needs. The above costs are based on full-time status and may vary for part-time students.

Additional Costs: Students may expect additional costs for these items if they are not already owned. These costs are approximate only and may vary widely.

Shoes that protect the feet from injury (for externship) \$ 50.00

POLICIES

Honesty and Integrity

Pharmacy Technician is a profession that requires a high degree of honesty and integrity. Students are expected to conduct themselves in the classroom as they would in the place of employment. Because knowledge gained in the classroom, lab, or externship directly impacts the student's future ability to safely provide patient care, all breaches of ethical behavior are considered extremely serious. **Violations of ethical standards may result in immediate dismissal from the program whether a student has been formally accepted or has not been accepted and is taking classes toward their program of choice. Any evidence of unethical behavior may result in the student being withdrawn from their classes with the inability to take any further Allied Health Technology Program classes.** Students are also required to report unethical behavior on the part of others to the appropriate instructor. Students who have knowledge of others unethical behaviors or actions and choose not to report them will also be considered in violation of these policies and may be subject to immediate dismissal from the Pharmacy Technician Program.

Students shall:

1. Complete all examinations/quizzes using only their own knowledge. Students shall not refer to others' answers, old examinations, class notes, or other references while completing the examination unless specifically permitted by the instructor.
2. Use their own knowledge to write papers or compile research information. They shall not plagiarize, quote, or copy other work without giving proper recognition as stated in a standard manual on style.
3. Be accurate and truthful in all verbal communications, both in the classroom and in the externship sites.
4. Respect the opinions of faculty and other students, even when they are not in agreement. Students shall demonstrate self-control and speak professionally at all times. They shall not degrade, slur or insult instructors, students, other health professionals, or patients. (The students maintain the right to question and request clarification, but this statement sets limits on the manner in which information may be requested.)
5. Use language that is respectful to others. The student shall not use profanity.
6. Observe safety precautions, including personal protective equipment (PPE) and proper procedures in the practice laboratory and externship, so as not to endanger the faculty, facility staff, self, other students, or patients.
7. Protect the equipment and property of the college or externship facility to which they are assigned. The students shall not use supplies wastefully. Students shall not steal, alter, deface, or otherwise intentionally damage college, externship facility, or other students' personal property.
8. Provide factual information on all skills competency assessment forms.

9. Perform only those procedures for which they are competent and for which they have been trained. If uncertain of a procedure or policy, read the facility procedure manual or policy and request assistance from the preceptor before acting.
10. Maintain confidentiality when communicating both oral and written information about patients. Information about patients may be shared only in the classroom or private areas of the externship site, for learning purposes only, using no names. Patients must be referred to by initials only on written reports taken outside of the facility, and/or when discussing patients in the classroom.
11. Document all necessary items accurately and without fabrications while at the externship site. Students shall refrain from altering records in any way.

These standards are not all-inclusive and may not cover every ethical dilemma. Students will be held accountable for any breach of ethical behavior and following such a breach may be subject to immediate dismissal from the Pharmacy Technician Program. Further reference regarding these issues may be found in the YVC *Code of Student Rights and Responsibilities* booklet.

Academic Evaluation and Testing

Evaluation:

Evaluation criteria for all courses included in the Pharmacy Technician curriculum can be found in each course syllabus. It is the responsibility of the student to read and become familiar with the content in each syllabus. If you have questions regarding evaluation methods utilized for a particular course, direct questions to the instructor for that course.

Testing:

Learning will be evaluated utilizing a variety of types of testing. Specific rules for examinations will be provided by the instructors of the course, as appropriate. The testing policies for all Allied Health (AH) Core Course and Allied Health Pharmacy Technician (AHPT) courses include:

1. It is expected that the student will complete the examination during the time frame scheduled.
2. If it is impossible for the student to complete the exam during the time frame scheduled, the student must call or email the instructor prior to the scheduled test time and request a change in date or time, providing an explanation for the requested change. This must be done at least 1 week prior to the scheduled exam close date. This will allow time for the instructor to respond, approving or denying the change in scheduled exam date or time, and allow the student to plan accordingly. The instructor retains the right to deny approval for the student to complete the exam at a time other than when it has been scheduled.
3. Make up examinations without prior approval will be allowed only in extreme extenuating circumstances at the discretion of the instructor. However, the instructor retains the right to deny approval for the student to complete the exam at a time other than when it has been scheduled.
4. Refrain from talking with other students during the tests.

Test Review

Students are entitled to review the results of all examinations. The date, time, and method of review are at the discretion of the instructor of the course. Review is usually not scheduled until all students have completed the test.

Grading

The grading criteria for each course utilized in the Pharmacy Technician Program curriculum are included in the syllabus for each course.

Students must earn a minimum of a C in each course to be eligible for the Externship (AHPT 201) In all AH, PTECH and elective courses, the grade of C is a minimum of 72%. In AHPT courses, the grade of C is a minimum of 75%. If the cumulative grade point average in any course falls below C level, it is the responsibility of the student to *contact the instructor to discuss strategies to improve the chances for success in the course.* The student must recognize that he or she is in danger of failing the course if the cumulative grade is not raised.

If a student receives less than a C in any AH, PTECH or elective course, that course may be repeated to improve the grade, depending on space availability. AH, or PTECH classes may only be repeated one time for the student to remain eligible to continue in an Allied Health Technology Program. Attempts to complete a course that result in a "W" or "V" grade count as a chance at passing the course.

All Allied Health Pharmacy Technician (AHPT) courses must be completed with a 75% (C) or better. If the student does not earn a 75% as a final grade in any AHPT course, the student will no longer be eligible for the YVC Pharmacy Technician Program. The student may petition for readmission. See Petition for Re-Admission on page 20.

Students must maintain a quarterly grade point average of 2.0 to progress in the medical assisting program, and must have a minimum cumulative grade point average of 2.0 to receive a Certificate of Completion..

Notification of Deficiencies

Allied Health Core Courses:

If a student receives a grade less than C in any of the allied health core courses, (includes AH and PTECH courses) the student must notify the program advisor to meet and plan scheduling of subsequent courses. Some courses may require the mastery of skills in a preceding course, and those subsequent courses may not be taken until the student has satisfactorily completed (C or better) the preceding course.

The student will also receive a letter from the program advisor regarding the unacceptable course grade. However, the letter may not arrive in time to reschedule courses for the subsequent quarter, so the student is responsible to review the grades he or she has earned for the quarter and contact their program advisor to revise the subsequent quarter schedule as needed.

Externship:

Refer to the Externship Manual for the method of notification of deficiencies utilized for the externships (AHPT 201.) The preceptor at the externship sites may also be notified of any academic or previous externship deficiencies in order to provide the student with additional supervision or assistance with areas of difficulty. If this occurs, the student will be provided with a copy of the shared information.

Professional Considerations

The professional behaviors of personal hygiene, timeliness, professional judgment, interpersonal skills, and teamwork may be as important in determining whether a student will be a good pharmacy technician as academic and clinical abilities. Pharmacy Technicians must have the ability to interact well with other members of the health care team, and even personal hygiene may have an effect on work performance. Students who are unable to satisfactorily address these basic professional issues, either in the classroom or the externship site, may be unable to complete their program of study.

Maximum Time for Completion of the Program

The Pharmacy Technician Program courses may be completed in 4 quarters of full time study (June through June of the following year). There is limited opportunity to complete the program on a part-time basis, and any student desiring to do so, must schedule an appointment with a Pharmacy Technician Program advisor to develop a plan for completion of coursework. Any student who pursues the Certificate in Pharmacy Technician Studies on a part time schedule, or delays progression for any reason, must complete all program specific curriculum requirements within one year of beginning the program. Students who do not meet this Washington

State requirement may be required to repeat all or part of the curriculum to update academic theories and psychomotor skills.

Students who leave the program for one quarter or more must meet current curriculum and state requirements upon re-entry. This may necessitate additional coursework if the curriculum has changed while they are out of the program.

Review Process

Faculty and instructors use their professional judgment to evaluate students' academic, clinical, and professional skills. When a student displays inadequate performance, he or she will be notified and a plan developed with the appropriate faculty member to allow and assist the student to improve performance levels. Failing grades, as well as communication between the student and instructor, provide notification of problems. If the student is unable to improve his or her performance, an informal meeting may be required with the instructor, student, and academic program director/coordinator to discuss the student's progress in the program. If further assistance is needed, the problem/s may be taken to the Dean for Workforce Education (WED). It is always assumed the faculty's professional judgment is correct unless the student can provide proof to the contrary.

See the Externship Manual for the procedures to be followed for unsatisfactory progress during the externship.

If the student problem has to do with allegations of misconduct and violation of rules, there will be an investigation to determine the facts and a formal hearing. The student will be notified in writing of the charges prior to the hearing and he or she is entitled to defend him or herself. The school has the burden of proof that wrongdoing has actually occurred. If the student admits to the wrongdoing, then the problem reverts to the academic realm and the informal process described above. In this case, the wrongdoing bears upon academic performance in the area of integrity on the basis "Essential Elements" and the ethical guidelines that apply to student behavior in the Code of Students Rights and Responsibilities. A copy of this booklet may be obtained from the Office of Student Life.

Communication and Conduct Review

If the performance standard not being met in any AHPT course is related to a professional or ethical behavior which is impacting the student's ability to meet the course objective/s addressing professional standards, a meeting will be required with the instructor, student, and program coordinator to discuss the student's progress in the program. After the meeting the student will either be placed on programmatic probation or will receive a failing grade for the course in which the standard is not being met and dismissed from the pharmacy technician and all other allied health technology programs.

Programmatic Probation: In the case of communication or conduct issues where it is deemed the student takes responsibility and identifies a willingness to conform to expected standards, probationary status will be assigned and documented. The documentation will include a description of the problem, the student's response to the identification of the problems, a statement of the behavioral change/s expected in order for the student to continue in the YVC Pharmacy Technician Program, and the notice that the student will be dismissed from the program and all other Allied Health Technology Department programs in the event the changes are not made. A written notification of probationary status will be placed in the student file and a copy provided to the student.

Once the student has been placed on programmatic probation, the student may not attend class until the following is met: Within 48 hours of receipt of the programmatic probationary documentation, the student must submit a written plan detailing the change/s that must be made and identifying the steps he or she will take to bring about the desired change/s. The plan must be signed by both the course instructor and student prior to re-admittance to the course for which the standard is not being met. As inability to attend class may impact the student's success, it is the student's responsibility to submit the plan as quickly as possible. Course material and assignments missed during inability to attend class may or may not be made up at the discretion of the instructor.

Please refer to the last section in this handbook for more information on Pharmacy Technician Program probation policy and forms.

Programmatic and Department Dismissal: In addition to failure of the AHPT course in which the unacceptable communication or conduct occurs, the student will be immediately dismissed from the Pharmacy Technician Program, and will not be eligible for any other Allied Health Technology courses or programs, if the communication or conduct issues within a class are deemed to be: dangerous or violent; a violation of confidentiality; a willingness to falsify documents; cheating or dishonesty; an illegal activity; demonstration of willingness to disregard the safety of others by performing procedures in a way that endangers others due to carelessness or lack of preparation; a demonstration of lack of self-control in verbal or written communications with staff, faculty or patients (yelling, screaming, threatening, profanity, disparaging, disrespect, etc.); a repetitive behavior despite a plan to change the behavior; unacceptable communication or conduct breach after a student has already been placed on programmatic probation, even if the breach is different than that for which the student had been placed on probation. A written notification of programmatic and department dismissal will be placed in the student file and a copy provided to the student.

Communication and Conduct Not Related to Academic Grading: Allegations of student misconduct and violation of rules which occur on campus or during school sanctioned events, but where the activity is not related to a course grade, the Dean of Students will be notified to determine if the student is eligible to continue as a YVC student. There will be an investigation by the office of the Dean of Students to determine the facts and a meeting may be scheduled with the office of the Dean of Students. The student will be notified in writing of the charges and any decision rendered, and he or she is entitled to defend him or herself. The ethical guidelines to be applied to YVC student behavior may be found in the *Code of Students Rights and Responsibilities*. A copy of this booklet may be obtained from the Office of Student Life. Please note: The *Code of Student Rights and Responsibilities* processes do not apply to academic grading or programmatic status.

Communication and Conduct in Clinical Facilities: Students are expected to conduct themselves as if they were employees of the externship site facility. All of the agency's rules and regulations apply to YVC Pharmacy Technician students. Refer to the Externship Manual for additional communication and conduct standards required at the experiential site.

The Code

The document, *Code of Students Rights and Responsibilities*, is available in the Enrollment Services Office on the Yakima Campus and in the Student Services Office at the Grandview Campus. It describes student rights and responsibilities and the policies and procedures which govern students at YVC, including any disputes involving the college, its faculty or staff, and the student. The code also describes violators, procedures, and sanctions. The most current document is available at <http://apps.Leg.wa.gov/WAC>

Complaints

The dean of Student Services is available to help students determine where best to file a complaint when a concern arises. The Dean of Student Services or designee can determine the appropriate supervisor(s) and/or applicable collective bargaining agreement. Submit complaints in writing within 30 calendar days of the alleged act or events. Complaints made by a recognized student group need to include a copy of the written minutes from the meeting in which the student group voted to file a formal complaint and signed by the president of the student group. More information is available at yvcc.edu/codeofconduct.

Petition for Re-Admission

If a student has been dismissed from the Pharmacy Technician Program due to low course grades, or any other violation, and desires to be considered for re-admission, that student must submit a petition. The petition for re-

admission must be submitted at least one month prior to the application due date for the quarter for which the student would like to be considered. The petition will consist of a written essay, describing:

- The problem or barrier that the student would like to have considered as an extenuating circumstance contributing to the student's lack of success.
- What steps the student has taken to remedy the problem or barrier.
- Plan to increase the chance for success should the student be re-admitted.

Following receipt of the student petition, the Allied Health Department Re-Admission Committee members will review the petition independently to write a decision as to eligibility for re-admission. The Allied Health Department Re-Admission Committee consists of three Allied Health Department faculty chosen yearly prior to each fall quarter. This committee will review all petitions for re-admission for the following fall through summer quarters. The student cannot request changes or additions to the committee.

The student will be deemed eligible for consideration for re-admission if at least two of the three department faculty reviewing the petition agrees the student is eligible to return. The decision will be sent in a formal letter to the student, and will include the rationale for the decision. This decision will be considered final.

If the decision is to allow the student to be considered for re-admission the same process to be followed by students who stop out will be required. Please see Re-Admission Criteria on page 20. Re-admitted students must adhere to the maximum time for completion requirements.

Protection of Patients and Co-Workers

Students who have infectious conditions that may be transferred to others MUST notify their instructor and preceptor at the facility site prior to entering the externship facility in order that arrangements can be made.

Scheduling of Class and Externship Hours

Although some of the courses required for the Pharmacy Technician Program are offered via the internet, a student will be required to take courses that are offered only during the daytime or evening hours in order to complete program requirements. The Pharmacy Technician Program reserves the right to schedule students between the hours of 6:00AM and midnight seven days a week in order to ensure adequate opportunity to complete the program.

The Externships (AHPT 201) will be available only during the hours the assigned facility is open and properly staffed for pharmacy technician student training. Students are expected to arrange their schedules to match the schedule of the preceptor.

The Pharmacy Technician Program faculty will try to provide advance notice about required class hours so that students can plan for their outside responsibilities. It is not advisable to work full time due to the demands of the program.

Attendance

The attendance policy for all required courses may be found in the course syllabus. Due to the amount of equipment involved in the pharmacy laboratory classes, there is limited opportunity to make up these lab experiences. The instructor reserves the right to determine the student's eligibility to make up the laboratory classes.

Although on-line mode of delivery for didactic courses allows the student maximum flexibility to complete courses around individual schedules, it is expected the student will adhere to course timelines. Outside employment or appointments must be scheduled around the Pharmacy Technician Program course requirements. It is advised NOT to plan to be gone for extended periods of time during the courses as proctored tests are part of the learning and course evaluation process.

See the Externship Manual for attendance requirements and procedures to follow when you cannot be present for a scheduled experiential site appointment.

Class Cancellation: Classes will be cancelled when either the Yakima or Grandview campus announces closure due to inclement weather. Faculty will endeavor to notify the students as soon as possible by an announcement on Canvas of the cancellation and may leave voicemail or text on students' phones.

Medical/Dental Appointments: You will **NOT** be excused from course requirements for routine medical or dental appointments. Please make your appointments for times when you do not have classroom or externship obligations. Dependability and courtesy in these matters will be reflected in evaluations and references for future employment.

Children in Clinical Laboratory and Classrooms

Children are not allowed in classrooms, campus labs, or externship sites. It is extremely dangerous and there is no one to watch them when you are busy. Only persons officially registered for a course may attend classes, labs, or externship experiences.

Dress

The uniform for the externship experience will consist of casual business and professional attire. The clothing must be **modest** that is **clean and in good repair**.

In order to present a professional appearance, utilize the following guidelines:

- The clothing must be clean, free of wrinkles, rips or tears.
- Under clothing must not be visible through the clothing.
- Socks or stockings must be a solid color, either white, neutral, or a color matching the clothing.
- Shoes must be comfortable with a closed toe. Shoes must be clean, including the laces.
- Wear *minimal jewelry*. No dangling earrings, long necklaces, or large rings will be allowed.
- Long hair must be pulled back, off the collar, and well secured.
- The student must be clean: hair shampooed and brushed, fingernails clean, no body odor, teeth clean.
- No fragrances may be worn.
- Make-up should be minimal and professional.
- Nails should be cut short. If polish is worn, it should be clear or a light color.
- No visible body piercing. Pierced ears are acceptable for women. Visible tattoos may be unacceptable by some externship or clinical facility dress codes, limiting the student's ability to complete externship or clinical rotations. Students will be required to meet facility dress code policies.

It is important to note that different experiential sites may have different dress policies. Please adhere to their professional dress guidelines if different from above while training at their facility.

Name Pins:

A name pin must be worn when at the externship site, with no exceptions. This is requirement of Washington State law. The pins are to be blue with white lettering, and will read:

**First Name Only
YVC Pharmacy Technician Student**

Some of the other items you will need at the externship site will be:

- A pen with black ink.
- A small writing tablet to take notes.

When attending the externship site for meetings, interviews, or research related to school work at other than scheduled externship hours, the student must wear clean neat clothing (not jeans, shorts or tight stretch pants) and their Pharmacy Technician Student nametag.

Electronic Communication

Students who have desire or are required to use computer equipment, software, and/or the Internet for course must abide by the YVC Electronic Communication Policy. For computer terminals located on campus, that policy is clearly posted in the computer resource areas and library. Students are responsible to read and comply with this policy.

Students, who utilize computers, software, and/or the Internet at off-campus externship sites, must read and sign the Electronic Communication Policy found in the Externship Manual and below. Violations of this policy may result in the inability to complete the educational program requirements.

YAKIMA VALLEY COLLEGE WORKFORCE EDUCATION DIVISION

ELECTRONIC COMMUNICATION POLICY FOR YVC STUDENTS At Off-Campus Lab/Clinical/Practicum/Fieldwork/Externship Sites

This policy is not meant to supersede the YVC Electronic Communication Policy, but to provide further policy for YVC students working at off-campus sites.

Standards of Use:

- Computer equipment, software, and the Internet are to be used in support of the mission of the college and/or affiliated site.
- YVC students are expected to limit the use of computers, software, and the Internet to work-related functions.
- YVC students must follow the Internet and computer-use policies of the affiliated organization(s) in which they are placed.
- YVC students shall use standard Internet etiquette.

Restrictions on Use:

- Recreational use of the equipment, software, and the Internet is expressly forbidden.
- No YVC student will transmit or make accessible any material that is prohibited by law.
- Unauthorized installation of software or changing/altering of software is strictly forbidden.

Disciplinary Action:

- Violations of this policy will result in immediate dismissal from the affiliated site.
- Violation of this policy will result in suspension from the lab and referral to the Program Director and/or YVC Dean of Students for possible disciplinary action, which may include probation, suspension, and/or termination from the program.
- Violations may result in the inability to complete educational program requirements.
- Legal violations will be reported to the appropriate enforcement agency.
- Violators are subject to: disciplinary actions, civil proceedings and/or criminal prosecution.

The following types of activities are examples of unacceptable behaviors, which may violate state or federal law:

1. Altering system software or hardware configurations,

2. Misrepresenting one's identity in educationally-related electronic communication or any other non-permitted electronic communication,
3. Violating copyright and/or software agreements,
4. Using YVC or affiliated site computing resources for the viewing, transmitting, or storing of material that is prohibited by law..
5. Using YVC or affiliated site computing resources for commercial or profit-making purposes, and
6. Violating YVC or affiliated site system policies, procedures, or protocol.

YVC Student User Agreement:

I have received copies of the: (1)YVC Electronic Communication Policy; (2)YVC Workforce Education Division Electronic Communication Policy for YVC Students at Off-Campus Lab/Clinical/Practicum/Fieldwork Sites(this document); and (3)Electronic Communication policies for the affiliated sites to which I may be assigned. I understand that these policies apply to me. I have read the documents and agree to follow all policies and procedures contain therein. I agree to abide by the standards and restrictions in the documents for the duration of my affiliation with YVC. I am aware that violations of these policies may subject me to disciplinary action, up to and including, discharge from the college and/or civil and/or criminal proceedings.

Student Signature

Date

Print Student Name

Student ID#

YVC Program (Nursing, Dental Hygiene, etc.)

***Retain one copy in YVC program's student file.
Provide a copy to each student for his/her personal files.***

Approved 5/15/2000

Student Exposure-Injury Policy for Course Laboratory or Externship Setting

Students participating in laboratory courses or the externship may be at risk for exposure or injury to communicable diseases. The goal of the faculty is to preserve the health and safety of students, patients, and faculty in any curriculum related setting. The purpose of this policy is to provide guidance to both the student and the Pharmacy Technician faculty regarding procedures, rights, and responsibilities in the event of student exposure/injury.

Prevention of Transmission of Communicable Disease with Accidental Exposure

An exposure is an occurrence in which a person is subjected to an infectious agent in such a way that could lead to acquisition of a disease. Should exposure to infectious disease (such as TB) occur, the AHPT faculty and/or externship preceptor will supply information regarding the appropriate facility protocol. Should a puncture wound or other bloody body fluid exposure to mucous membrane/open skin area occur, the student should implement the following procedures.

ALL needle sticks, blood or body fluid splashes to mucous membrane or open skin should be treated as if there is a potential risk of pathogen exposure.

1. If the student sustains a puncture wound:
 - A. Withdraw needle or other object immediately.
 - B. Immediately wash hands/area of puncture wound using soap and water.
 - C. Encourage increased bleeding for a few seconds, then use gentle pressure at the site of the puncture.
 - D. Wipe away any blood and follow up with application of povidone iodine and/or equivalent medication.
2. If the student receives a spray or splash of body fluids:
 - A. To eyes, nose or mouth – irrigate with a large amount of water.
 - B. To a break in the skin, follow procedure for puncture wound (#1 above).
3. The student will report the incident immediately to the laboratory course or externship instructor, faculty externship preceptor, and to the facility infection control Practitioner/Safety Office/Employee Health Services. The student must complete an exposure form according to the policy of the externship facility, if applicable.
4. The student will follow the externship facilities procedures for reporting and follow-up of the exposure. Any required incident report should be completed before leaving the facility.
5. The student will seek a risk assessment and determination of recommended screening, treatment and/or follow up from the Infection Control Practitioner, or other health care provider (if there is no infection control person/clinical supervisor in the externship facility). Information regarding the need for serum globulin (HBIG-hepatitis B immune globulin), Hepatitis B Vaccine, HIV testing, and tetanus immunization or other recommended treatment should be discussed.
6. The student should seek assistance from a health care provider of their choice within 2 hours of the exposure.
7. Copies of the risk assessment findings and/or physician's report with recommendations for the future follow up, if applicable, should be maintained in student's program file at YVC.

MOST AGENCIES WILL CHARGE A FEE FOR ANY TESTING OR HEALTH CARE. IF THERE IS A FEE FOR ANY SERVICES, THE STUDENT WILL BE RESPONSIBLE FOR THE COST.

Faculty Responsibility

- ❖ Assist the student in completion of required reports and evaluation as required by the externship facility policy.
- ❖ Assist the student accessing risk assessment.
- ❖ Inform the student of his/her rights and responsibilities and the required procedures.
- ❖ Assist the student to analyze the occurrence regarding implications, if any, for future practice.

STUDENT EXPOSURE-INJURY REPORT

Student Name: _____

Date of Incident: _____ **Time of Incident:** _____

Externship Facility: _____

YVC Laboratory Course: _____

Description of Exposure-Injury:

Student Signature

Date

Faculty Signature

Date

BACKGROUND CHECKS/DRUG TESTING

Admission to the Allied Health Technology Programs is tentative until results of the Criminal History Background check and drug screen are received in the Allied Health Technology Department and reviewed by potential experiential sites for placement opportunities. Instructions on registering for the background check will be provided in an acceptance letter.

The background check and drug screen must be completed through VERIFIED CREDENTIALS. No previous drug screens or background checks are accepted. The current cost to the student to complete this requirement is \$88.00 and is paid directly to VERIFIED CREDENTIALS. Failure to comply within the specified time line will result in the acceptance being passed to an alternate candidate.

While information gained from the background checks may not stop a student from being admitted to and successfully completing the program, the information may prevent a student from being eligible for placement into an externship opportunity, and potentially certification/licensure in the profession. When experiential sites refuse to place a student for this reason, the student will be notified during a confidential appointment with the program advisor and a consultation form completed.

Information gained from drug screens may prevent a student from being accepted to or able to complete this program. Denial of admission to/Dismissal from the program based upon the outcome of a drug screen will occur within a confidential appointment with an Allied Health academic advisor/Program Chair. Students dismissed from the program for this reason may appeal the decision in writing, submit to the academic advisor/Program Chair within 30 days from the confidential appointment.

A positive drug screen will require the student to present prescriptive proof for the substance(s) in question. Proof must be provided to the Allied Health office within 48 hours of notification. Student will be notified by an Allied Health Advisor in the event of a positive drug screen.

If you have any questions or concerns about your ability to pass a background/drug screen test, pursue your education, or practice the profession, please make arrangements for a confidential appointment with your academic advisor/Program Chair. You have the opportunity to voluntarily disclose information related to the above topics when completing your acceptance packet to the program.

DRUG POLICY IN THE LAB/CLINICAL SETTING

Yakima Valley College has a **drug-free campus policy (Board Policy 4.31)**. The purpose of this policy is to protect the welfare of clients, students, instructors, Yakima Valley College and affiliating agencies. All students are expected to perform clinical activities efficiently and safely, whether in the agency or the campus lab setting, without the influence of drugs or alcohol.

The following actions/conditions are prohibited:

1. Deficient lab/clinical performance due to use of drugs and/or alcohol
2. Reporting for a lab/clinical session with the odor of alcohol or illegal chemicals on the breath.
3. Possessing any illegal narcotic, hallucinogen, stimulant, sedative or similar drug while on lab/clinical time.
4. Removing any drug from the institution or patient supply for any reason.
5. Falsifying specimen collection for required drug screen in clinical.

All students have a responsibility to notify their instructor(s) if they are taking any medications which may impact student's ability to provide safe, competent care.

All questionable student behavior will be dealt with through the following procedure:

1. In the judgment of the lab/clinical instructor, if the student's clinical performance could be or is adversely affected by a prescribed medication the student will be sent home and considered ill for make-up purposes.
2. Should an incident or an occasion in lab/clinical occur when the instructor or staff has a reasonable suspicion of use or being under "the influence", the student may choose to submit immediately to a Substance Abuse Assessment at a facility approved by the College. The expense of such testing will be borne by the student. Student agrees that results of the test will be made known to his/her Academic Advisor/Program Chair. If the student refuses testing, he/she will be dismissed from the program on the grounds of implied admission of substance use/abuse.
3. Any student dismissed from the program for substance use/misuse may apply for re-entry with evidence of having successfully completed an approved treatment program. Other aspects of the re-entry process will be handled under the standard procedures for re-entry.

Program Policy Changes

The Pharmacy Technician Student Handbook is not considered as a binding contract between the Pharmacy Technician Program and the students. The Pharmacy Technician Program may, at any time, make changes to the regulations or requirements governing instruction in and completion from the Pharmacy Technician Program. Changes will take effect whenever the proper authorities determine and shall apply not only to prospective students but also to those already enrolled in the Pharmacy Technician Program. Unless other conditions fail to permit it, the program will make every reasonable effort to ensure that students currently enrolled and making normal progress will have the opportunity to complete any program that is to be discontinued.

Every effort has been made to assure the accuracy of the information contained in the Pharmacy Technician Student Handbook. Students are advised, however, that such information is subject to change without notice, and the program coordinator should therefore be consulted on a regular basis for current information.

SUPPORTING SERVICES

Library

Students should become familiar with the wide variety of medical and related literature. In addition to physical campus libraries, YVC offers a wide array of resources via the internet. Students are encouraged to use the available resources that may be found on the YVC Library Home Page, <http://www.yakima.cc.wa.us/library/>. The medical libraries at Yakima Valley Memorial Hospital and Regional Medical Center are also available for student use.

Computer Lab

Located in the Yakima Campus Library and L116 in Grandview are drop-in, internet accessible, computer labs. Hours of availability can be found on the YVC website, at the following link-
<http://www.yvcc.edu/FutureStudents/currentstudents/StudentResources/Pages/TechnologyCenter.aspx>

In addition, the Allied Health Technology Department has a designated computer laboratory with four computers for use by Allied Health Technology Program students, located in classroom 101.

Financial Aid

Application packets for Financial Aid are available through the Financial Aid Office located in the Deccio Higher Education Center (574-6855). Applications for financial aid may be submitted after January 1st for the coming fall quarter. Although completed financial aid files usually take approximately six to eight weeks to process, it is recommended that you submit your application as early as possible for the coming academic year. Additional information about other student financial assistance programs, such as WorkFirst, Worker Retraining, Displaced Homemakers, etc., is available through the Career Connection Center located in the YVC Skills enter.. Contact 574-4743 for information.

Counseling Center

Counseling services are available to registered YVC students at no cost. For appointments, call 587-4956. Faculty may refer a student to the center if they do not feel qualified to assist the students with a problem or if they feel the care required could jeopardize the student-teacher relationship. A formal pharmacy technician program counseling referral may be issued if a faculty member identifies repetitive concerns or maladaptive coping strategies that impede successful progress through the pharmacy technician program. You may also self-refer. It is best to seek assistance at the first sign of difficulty.

Student Health Services

Routine and urgent medical services are not available for students on campus. Emergency medical care is available through our city EMS 911 services. The faculty of the medical assisting and nursing programs hold certificates in CPR. Yakima Valley College is located within two miles of two full service hospitals and many medical facilities and services.

Disability Support Services

Disability Support Services (DSS) is committed to providing appropriate accommodations to individual students, access to adaptive technology, and barrier-free facilities. Pharmacy Technician Program students who need adaptations or accommodations to successfully complete coursework because of disability and/or medical condition must provide notification from DSS to each and every course instructor. The student will be accommodated to the extent that the accommodation requested does not impede the ability to demonstrate mastery of pharmacy technician competencies. If special arrangements are needed in case a building must be evacuated, students should notify the instructor of the course. More information is available through Disability Support Services (574-4961.)

Other Academic and Personal Assistance

Yakima Valley College offers many services to students who need assistance with study habits, reading, test taking, and other concerns. These services are offered through the Disability Support Services, The Counseling and Advising Center, and the Career Connection Center.

Further information on these services may be found in the YVC College Catalog.

Personal References

The faculty members of the Pharmacy Technician Program are glad to provide letters of reference for pharmacy technician students, as each faculty member sees fit. Students need to make personal arrangements with the faculty member, allowing at least two weeks prior to the date the letter is needed.

Insurance

Liability Insurance

Liability insurance is required for all pharmacy technician students participating in laboratory courses and the externship. The cost for liability insurance is added to the AHPT lab course fees. Students must be registered for at least one credit of coursework at YVC to be covered by the YVC policy.

Health Insurance

Students are strongly encouraged to acquire comprehensive health and accident insurance that will provide continuous coverage during his or her tenure in the program. Students are responsible for their own health care costs, health insurance coverage, and their own health care needs, including the costs of treating injuries that may occur in the laboratory courses and externship settings.

Pharmacy Tech Program

CONSENT FORMS

Informed Acknowledgment of Hazards and Risks

Pharmacy Technician is a profession that involves health risks. The following discussion of potential hazards and risks will assist the student to make an informed decision regarding participation in the YVC Pharmacy Technician Program. You must read and sign the *Informed Acknowledgment Consent to Hazards and Risks* form prior to beginning the pharmacy technician program. Safety issues and concerns when dealing with occupational exposures are a major focus in the pharmacy technician curriculum.

Occupational/Student Hazards and Risks

The pharmacy technician may be exposed to various chemicals used in disinfecting and sterilization, laboratory testing, biohazard waste and blood borne pathogens, and communicable diseases. Participation in the practice of pharmacy technology and the YVC Pharmacy Technician Program may involve injury, illness, or death to one's self or others. Injury or illness can include, but is not limited to, improper use of equipment or substances by one's self or another, or exposure to infectious diseases and hazardous materials. Accidental injury may also occur in the externship setting, or enroute to or from the externship site. Any injury or illness may affect one's personal health or the health of an unborn child. An injury or illness may impair one's general physical and/or mental health and may affect one's future ability to earn a living, engage in other business, social, or recreation activities, or generally impair one's ability to enjoy life. One might become paralyzed, meaning the inability to move the body part that has been affected by injury or illness.

In addition to acknowledging hazards and risks, the student must be aware of personal responsibility regarding matters of safety involving self and others. He or she must ask questions and learn as much as possible from faculty, staff, facility/ agencies, preceptors, physicians and or other knowledgeable persons. Students must inform appropriate faculty of any relevant medical conditions that might potentially pose hazards or risks to self or others. A student may be required to submit permission from his or her personal physician to participate in pharmacy technician education activities.

Informed Acknowledgment and Consent to Hazards and Risks

I, _____, want to participate in the Pharmacy Technician Program at Yakima Valley College. I have read the preceding description of hazards and risks and understand that pharmacy technology is a profession involving the RISKS OF INJURY, ILLNESS, PARALYSIS, AND/OR DEATH. I also understand that by participating in the YVC Pharmacy Technician Program, I am subject to the possibility of injury, illness, paralysis, or death as outlined in the previous discussion. By signing this *Informed Acknowledgment and Consent to Hazards and Risks*, I acknowledge that:

1. I have read the discussion regarding hazards and risks and understand its contents and agree to its terms.
2. I have had a chance to ask questions and seek advice.
3. I have informed pharmacy technician faculty of my relevant physical and emotional conditions that might pose risk to others or myself. If my physical or emotional status should change during the course of my pharmacy technician education and the new status might affect my safety or the safety of others, I will inform the appropriate faculty.
4. I am age 18 or over, or if not, my parents or guardian hereby make these promises on my behalf.
5. I voluntarily choose to participate in the Pharmacy Technician Program at Yakima Valley College.

Signature (if under 18 years of age, signature of custodial parent or legal guardian)

Date

Witness/ College Official

Signature

Date

COMPLETE DISCLOSURE OF ACADEMIC PERFORMANCE

I hereby give permission to the YVC Pharmacy Technician Program to request relevant academic information from previous schools I have attended.

Student Signature

Date

PERMISSION FOR RELEASE OF INFORMATION

I hereby give permission to the YVC Pharmacy Technician Program to release such academic information, as they deem advisable to facilities where I may be assigned for my externship experience. I understand that if this information is provided to a facility, I will be given a copy of the shared documents(s).

In addition, we proudly hold accreditation from the American Society of Health-System Pharmacists. Records of your work and advising forms may be used as documentation for accreditation purposes.

I, _____ (Print name) _____, give permission to include the Pharmacy Technician Program advising and coursework information that may contain my name and student ID number in the documents to be submitted for Pharmacy Technician Program accreditation process.

Signature _____

Date _____

PHARMACY TECHNICIAN HEALTH ASSESSMENT

Pharmacy Technician is a physically and mentally demanding profession. Students must be physically capable of accurately and safely performing the tasks within the program and within the profession. Students should assess these abilities prior to entering the Pharmacy Technician Program. It is important for students to understand that limitations may directly affect their ability to provide safe patient care and thus affect success in the program and the profession. It is the student's responsibility to identify limitations and recognize where special assistance may be needed.

Please answer the following questions as accurately as possible.

1) Physical Abilities:

Do you have any physical abilities that would keep you from the following?

If so, please explain:

A. Lifting and/or carrying a minimum of 25 pounds?

B. Standing for prolonged times, or being on the telephone for prolonged periods?

C. Able to stand, bend over, squat, walk, and to safely and competently perform all duties required in the clinical setting?

D. Do you have any medical problems we need to be aware of? (physical limitations, epilepsy, diabetes, etc).

2) Vision, Hearing and Smell

A. Do you wear corrective lenses? If so, what is your visual acuity with the corrective lenses?

B. Is your hearing and sense of smell within normal ranges to perform your duties safely and competently? If not, do you use corrective devices?

3) Cognitive Abilities

A. Do you have the ability to prioritize and multi-task your duties?

B. Do you have a flexible attitude, and demonstrate the ability to adapt to change readily?

C. Are you able to understand the rationale for the procedures being performed by pharmacy technicians in order to apply theoretical concepts to practical use?

D. Do you know how you best learn?

4) Stress levels

A. Do you recognize early, and prepare for, events or situations likely to be stressful for yourself?

B. Do you have regular exercise habits that might help you deal with stressful situations?

(I verify that the above information is true.)

Name: (please print) _____

Signature _____

Date _____

YVC PHARMACY TECHNICIAN PROGRAM

SCHEDULING OF CLASSES AND EXTERNSHIP EXPERIENCES

The YVC Pharmacy Technician is a fast-paced, intense program. Due to the time commitment involved, students are advised NOT to work full time while completing the YVC Pharmacy Technician. All allied health pharmacy technician (AHPT) courses are taught by experienced professionals, offering up-to-date educational opportunities. While the theory or didactic portion of the AHPT courses will be offered via the internet, the course work also includes a laboratory component to practice hands-on competencies. These lab activities will be scheduled during daytime or evening hours, and students are required to arrange their schedules to attend. Class absence or tardiness due to work or other events will not be excused and may result in failure of the course/s at the discretion of the individual instructor.

The externship experiences required to complete the Pharmacy Technician Program will possibly be offered at more than one site. Students may be required to travel up to an hour one way to the site assigned, and may be rotated through sites to take advantage of educational opportunities. Students may be required to complete entire shifts at the assigned facility, and must arrive at the site in time to be involved in the preparation for the day. Students must attend the externship rotations assigned and should make plans in advance to ensure availability during assigned hours. No pay, salary or stipend may be earned for the externship.

By signing this I am verifying I have read the above information and the additional information regarding scheduling/ make-up policies in the YVC Pharmacy Technician Program Handbook. I understand it is my responsibility to arrange my schedule to attend classes and externship experiences.

Student Signature _____

Date _____

**YAKIMA VALLEY COLLEGE
Pharmacy Technician Program**

Probation Report

A student may be put on probation when violations of honesty, integrity, attendance, or lack of professionalism are violated as outlined in the AHPT _____ course syllabus. See the program handbook for additional information on pgs. 23-24, 26-29.

This form must be completed and shared with the student immediately following a conference between the instructor and student.

1. Identify the reason for placing the student on probation. Use dates and examples as necessary. Use a separate piece of paper as needed.

2. Describe the student reaction to the problem/s or violations.

3. Identify and explain the student's attitude regarding the dismissal.

_____ Responsive to constructive criticism _____ Defensive

_____ Indifferent _____ Negative

Document the perceived reason for the student's attitude.

4. Document the action or plan in place in order to continue in the course.

5. To disregard this plan and/or action(s) will result in failure of the course and therefore dismissal from the Pharmacy Technician Program. Students initials: _____

Student Signature _____ Date _____

Faculty signature _____ Date _____

Professional and Ethical Standards of the Pharmacy Technician Student

Honesty and Integrity

Pharmacy Technician is a profession that requires a high degree of honesty and integrity. Students are expected to conduct themselves in the classroom as they would in the place of employment. Because knowledge gained in the classroom, lab, or externship directly impacts the student's future ability to safely provide patient care, all breaches of ethical behavior are considered extremely serious. **Violations of ethical standards may result in immediate dismissal from the program whether a student has been formally accepted or has not been accepted and is taking classes toward their program of choice. Any evidence of unethical behavior may result in the student being withdrawn from their classes with the inability to take any further Allied Health Technology Program classes.** Students are also required to report unethical behavior on the part of others to the appropriate instructor. Students who have knowledge of others unethical behaviors or actions and choose not to report them will also be considered in violation of these policies and may be subject to immediate dismissal from the pharmacy technician program.

Students shall:

1. Complete all examinations/quizzes using only their own knowledge. Students shall not refer to others' answers, old examinations, class notes, or other references while completing the examination unless specifically permitted by the instructor.
2. Use their own knowledge to write papers or compile research information. They shall not plagiarize, quote, or copy other work without giving proper recognition as stated in a standard manual on style.
3. Be accurate and truthful in all verbal communications, both in the classroom and in the externship sites.
4. Respect the opinions of faculty and other students, even when they are not in agreement. Students shall demonstrate self-control and speak professionally at all times. They shall not degrade, slur or insult instructors, students, other health professionals, or patients. (The students maintain the right to question and request clarification, but this statement sets limits on the manner in which information may be requested.)
5. Use language that is respectful to others. The student shall not use profanity.
6. Observe safety precautions, including personal protective equipment (PPE) and proper procedures in the practice laboratory and externship, so as not to endanger the faculty, facility staff, self, other students, or patients.
7. Perform only those procedures for which they are competent and for which they have been trained. If uncertain of a procedure or policy, read the facility procedure manual or policy and request assistance from the preceptor before acting.
8. Protect the equipment and property of the college or externship facility to which they are assigned. The students shall not use supplies wastefully. Students shall not steal, alter, deface, or otherwise intentionally damage college, externship facility, or other students' personal property.
9. Maintain confidentiality when communicating both oral and written information about patients. Information about patients may be shared only in the classroom or private areas of the externship site, for learning purposes only, using no names. Patients must be referred to by initials only on written reports taken outside of the facility, and/or when discussing patients in the classroom.
10. Document all necessary items accurately and without fabrications while at the externship site. Students shall refrain from altering records in any way.

Professionalism

The professional behaviors of personal hygiene, timeliness, professional judgment, interpersonal skills, and teamwork may be as important in determining whether a student will be a good pharmacy technician as academic and clinical abilities. Pharmacy Technicians must have the ability to interact well with other members of the health care team, and even personal hygiene may have an effect on work performance. Students who are unable to satisfactorily address these basic professional issues, either in the classroom or the externship site, may be unable to complete their program of study.

Probation

In the case of communication or conduct issues where it is deemed the student takes responsibility and identifies a willingness to conform to expected standards, probationary status will be assigned and documented. The documentation will include a description of the problem, the student's response to the identification of the problems, a statement of the behavioral change/s expected in order for the student to continue in the YVC Pharmacy Technician Program, and the notice that the student will be dismissed from the program and all other

Allied Health Technology Department programs in the event the changes are not made. A written notification of probationary status will be placed in the student file and a copy provided to the student.

Once the student has been placed on programmatic probation, the student may not attend class until the following is met: Within 48 hours of receipt of the programmatic probationary documentation, the student must submit a written plan detailing the change/s that must be made and identifying the steps he or she will take to bring about the desired change/s. The plan must be signed by both the course instructor and student prior to re-admittance to the course for which the standard is not being met. As inability to attend class may impact the student's success, it is the student's responsibility to submit the plan as quickly as possible. Course material and assignments missed during inability to attend class may or may not be made up at the discretion of the instructor.

I have read and agree to the above terms:

Pharmacy Technician Student _____ Date _____

Class Progression Policy

Allied Health Core Courses:

If a student receives a grade less than C in any of the allied health core courses, (includes AH and PTECH courses) the student must notify the program advisor to meet and plan scheduling of subsequent courses.

Some courses may require the mastery of skills in a preceding course, and those subsequent courses may not be taken until the student has satisfactorily completed (C or better) the preceding course.

A common example of such courses includes AH 110 (Human Body I) and AH 120 (Human Body II), which are taken in succession.

The student will also receive a letter from the program advisor regarding the unacceptable course grade. However, the letter may not arrive in time to reschedule courses for the subsequent quarter, so the student is responsible to review the grades he or she has earned for the quarter and contact their program advisor to revise the subsequent quarter schedule as needed.

This signed form indicates that students will take it upon themselves to drop any class they are not eligible to take and retake the course they were not successful in.

Date: _____

Student Signature: _____

**CRIMINAL HISTORY BACKGROUND CHECKS
DRUG SCREEN**

Pursuant to RCW 43.43.830.842, employees and volunteers who provide service to developmentally disabled persons, vulnerable adults, and/or children under the age of 16, must successfully pass Criminal history background checks as a condition for licensing or certification. You may be ineligible to pursue certification or licensure in your profession based on the results of the Criminal history background checks and/or drug screens.

Further, students who are enrolled in an educational program that requires field work experience, clinical training, laboratory experience, or an externship wherein the student will be required to provide service to developmentally disabled persons, vulnerable adults and/or children under the age of 16, will be required to pass Criminal history background checks prior to clearance for entry to that field work experience, clinical training, laboratory experience, or externship. Inability to participate due to information obtained from the Criminal history background checks and Verified Credentials drug screen may result in a student's ineligibility to complete the program requirements.

The student will be notified as soon as possible if problems are identified by the clinical site(s) in which you may be placed for externship rotation. Because certain convictions may prevent you from being eligible for certification/licensure in the profession, it is possible that you could be admitted to, and successfully complete, the program and still be denied certification/licensure. A background check/drug screen may be required more than once during your tenure in the Allied Health Program, at clinical site request. If you have any questions or concerns about your ability to pass a Criminal history background check, pursue your education, or practice in the profession, please make arrangements for a confidential appointment with the Program Chair/Advisor.

I have been notified by YAKIMA VALLEY COLLEGE that Criminal History and Verified Credential Background checks and Drug Screen will be conducted on me.

I give permission to YAKIMA VALLEY COLLEGE to release the results of my Criminal History Background Checks and Drug Screen Results to the clinical site(s) to which I may be assigned.

SIGNATURE _____

NAME (Print) _____
(First) (MI) (Last)

Student ID# (SID) _____

TODAY'S DATE _____
(mm/dd/yyyy)

RETURN THIS FORM TO THE YVC ALLIED HEALTH DEPARTMENT

Failure to complete this application in its entirety could result in the ineligibility of your application

**APPLICANT DISCLOSURE
PURSUANT TO RCW 43.43.834
CHILD AND ADULT INFORMATION ACT**

Answer YES or NO to each listed item. If the answer is YES to any item, explain in the area provided, indicating the charge or finding, the date, and the court(s) involved.

1. Have you ever been convicted of any crimes against children or other persons, as follows: aggravated murder; first or second degree murder; first or second degree kidnapping; first, second, or third degree assault; first, second, or third degree rape; first, second, or third degree rape of a child; first or second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with a minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment; child abuse or neglect as defined in RCW 26.44.020; first or second degree custodial interference; malicious harassment; first, second, or third degree child molestation; first or second degree sexual misconduct with a minor; patronizing a juvenile prostitute; child abandonment; promoting pornography; selling or distributing erotic material to a minor; custodial assault; violation of child abuse restraining order; child buying or selling; prostitution?

ANSWER _____ IF YES, EXPLAIN BELOW:

2. Have you ever been convicted of crimes relating to the financial exploitation if the victim was a vulnerable adult, as follows: first, second, or third degree extortion; first second, or third degree theft; first, second, or third degree robbery; forgery?

ANSWER _____ IF YES, EXPLAIN BELOW:

3. Have you ever been found in any dependency action under RCW 13.34.030 (2) (b) to have sexually assaulted or exploited any minor or to have physically abused any minor?

ANSWER _____ IF YES, EXPLAIN BELOW:

4. Have you ever been found in any domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor?

ANSWER _____ IF YES, EXPLAIN BELOW:

5. Have you ever been found in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person or to have abused or financially exploited any vulnerable adult?

ANSWER _____ IF YES, EXPLAIN BELOW:



Classroom Use of
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by any means, electronic, mechanical,
photocopying, recording, or by
any information storage and
retrieval system, without
permission in writing from
the copyright owner.

I, the undersigned, hereby authorize the staff of Yakima Valley College to use my name, likeness, course work, or design work for publication on the college's website, in print, video, or in television or radio advertisements. I also agree that presentations of my work can be recorded, and then used for ITV or traditional classroom use for educational purposes. By signing this document, I understand that my name, likeness, course work or design work will be used solely for the purpose of education or promoting awareness of the college. I also understand that signing this form I am consenting to the above conditions.

If I am under the age of 18, my undersigned parent or legal guardian is executing this release on my behalf and agrees to be bound by its terms.

Printed Name: _____

Signature: _____

Date: _____

This section will be completed by YVC staff

Project: Pharmacy Technician Program

Department: Allied Health

Date:

6. Have you ever been found in any protection proceeding under chapter 74.24 RCW, to have abused or financially exploited a vulnerable adult?

ANSWER _____

IF YES, EXPLAIN BELOW:

Pursuant to RCW 9A.72.085, I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Applicant Signature _____

Date _____

* If you have concerns about your ability to pursue your education and practice in the profession based on your answers to questions in the Applicant Disclosure form, please make arrangements for a confidential appointment with the Program Coordinator/Advisor.

YAKIMA VALLEY COLLEGE PHARMACY TECHNICIAN PROGRAM



Application Packet

Application Due Date: Fall Quarter (August 1st by 1pm)

Enclosed are the materials needed to complete the application packet to the YVC Allied Health Pharmacy Technician Program. There is an included checklist to aid you in turning in all required documentation. Please read it carefully and mark off items as you gather them. Submit your application and all required documentation to the program office by the above due date for consideration of acceptance.

Please Note: All required documentation must be submitted as a packet. Late or incomplete application packets will not be considered for acceptance.

Admission to all Programs is tentative until results of the Criminal History Background check and Drug screen are received in the Allied Health Technology Department. There is a cost to the student to complete this requirement.

See the Pharmacy Technician Program Handbook for additional information.

**If you have questions, please contact: Allied Health Program Assistant at 574-4913
Stephanie O'Brine the Pharmacy Tech Program Coordinator at sobrine@yvcc.edu**



Yakima Valley College does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All inquiries regarding compliance should be directed to the Director of Human Resource Services, YVC, South 16th Ave. & Nob Hill Blvd., Yakima, WA 98902; or call 509.574.4670.

Program Application Completion Checklist

**YOUR APPLICATION WILL BE RETURNED IF NOT COMPLETE
provide copies and/or documentation**

<input type="checkbox"/> High School diploma or GED
<input type="checkbox"/> College transcript (unofficial transcript acceptable)
<input type="checkbox"/> Current college quarter class schedule (required of all students who are currently enrolled in college)
<input type="checkbox"/> TB Skin Test (PPD) if no record of PPD for 3 (three) consecutive years, a two-step baseline is required. *Positive TB results - provide proof of negative chest x-ray & sign form yearly that have not had symptoms of tuberculosis
<input type="checkbox"/> 3 doses (shots) of Hepatitis B or proof of immunity by titer
<input type="checkbox"/> 2 doses MMR (Measles (Rubeola), Mumps, Rubella) or proof of immunity by titer
<input type="checkbox"/> Varicella - 2 doses Varicella (chicken pox) or physician documentation of disease or proof of immunity by titer
<input type="checkbox"/> Tetanus Diphtheria & Pertussis (Tdap) *must have been within the last 8 years
<input type="checkbox"/> Current Year Seasonal Flu Immunization (required by October 31 st)
<input type="checkbox"/> First Aid/CPR - For The Healthcare Provider Level/American Heart Association
<input type="checkbox"/> Blood-Borne Pathogens Training (HIV) - 7 hours
<input type="checkbox"/> Washington State Pharmacy Assistant License http://www.doh.wa.gov/Portals/1/Documents/Pubs/690133.pdf
<input type="checkbox"/> Letter of Recommendation (The letter should be written by someone who can attest to your work ethics and professional characteristics, such as honesty, dependability, attitude, initiative, desire to learn, and/or ability to work as a team member.)

The following item is not required but recommended and will earn the student additional points:

Documentation of health care related employment or volunteer work
This documentation could be a signed certificate or statement signed by a supervisor or employer verifying work or volunteer history.

YAKIMA VALLEY COLLEGE PHARMACY TECHNICIAN PROGRAM

APPLICATION FOR ADMISSION

Date of Application: _____ Student ID Number _____

Name: _____
 Last First Middle Maiden Name

Birthdate: ____/____/____ Sex: _____ Home Telephone: (____) _____

Work Telephone: (____) _____

Email Address: _____

Address: _____
 Number/Street or P.O. Box City State Zip Code

Person to Contact in Emergency: _____
 Name Telephone

Are you bilingual? Yes _____ No _____ If yes, languages in which you are fluent: _____

Please complete the following information:

High School Last Attended	City/State	Dates From/To	Last Grade Completed	Diploma Year	GPA
Colleges/Universities Attended	City/State	Dates From/To	Degree/Date	Field	GPA
Health Care Related Work/Volunteer History (Last ten years)					
Employer	Address/ Phone Number		Supervisor	Position	Dates From/ To

_____ Date Signature of Applicant

An acceptance fee of \$45 is required upon acceptance into the program.

YAKIMA VALLEY COLLEGE ALLIED HEALTH PROGRAMS

PHARMACY TECHNICIAN PROGRAM

Candidate Selection Criteria - SAMPLE

Students are evaluated within the following categories and points assigned. **FINAL SELECTION IS BASED UPON THE TOTAL NUMBER OF POINTS RECEIVED IN ALL OF THE AREAS OF CONSIDERATION.**

CATEGORY	MAXIMUM POSSIBLE POINTS	POINTS RECEIVED
I. a. High School Transcript or GED Submitted b. Pharmacy Assistant License (Applicant will not be considered for acceptance without this documentation)	<u>Yes / No</u> HS Transcript Pharm Assist License	
II. Documentation of Required Immunizations Submitted (Applicant will not be considered for acceptance without this documentation)	<u>Yes / No</u> Hep B -- 1 2 3 Tdap -- MMR -- 1 2 or MMR titer TB -- 1 2 Varicella 1 2 or Varicella titer Influenza	
III. Completion of the following courses with a C Grade or better: This section is rated by letter grade as follows: A = 5 points, A- = 4 points, B+ = 3 points, B = 2.5 points, B- = 2 points, C+ = 1.5 points, C = 1 point		
1. Professional/ Technical Writing (PTECH 120)	5	
2. Pre-Algebra (MATH 075) OR YVC test placement into MATH 085	5	
3. Medical Terminology (AH 119)	5	
4. Human Body in Health and Disease I (AH 110)	5	
5. Human Body in Health and Disease II (AH 120)	5	
6. Intro to Pharmacology (AH 105)	5	
7. Communications and Cultural Concepts in Hlth Care (AH 108)	5	
8. Medical Law and Ethics (AH 140)	5	
9. CPR/HIV/First Aid (Copy of Documentation)	5	
IV. Cumulative College GPA (minimum acceptable level 2.0) Points awarded are equivalent to GPA.	4.0	
VI. Previous Work and/or Volunteer Experience in the health care field.	3	
VII. Letter of Recommendation attesting to your professional characteristics.	2	
VIII. Multilingual	2	
Intro to Keyboard or test	Yes/No	
Computer Literacy or test	Yes/No	
TOTAL POSSIBLE POINTS	56	

THIS FORM TO BE COMPLETED BY PROGRAM STAFF UPON RECEIPT OF APPLICATION



Yakima Campus

S. 16th Avenue & Nob Hill Boulevard, PO Box 22520, Yakima, WA 98907-2520
P: 509.574.6800 • www.yvcc.edu

RECEIVED
MAY 10 2018
DOH/HSQA/OCS

April 30th, 2018

Washington State Department of Health
PO BOX 47877
Olympia WA 98504-7877

Washington Department of Health:

The documents and application for re-approval of the Yakima Valley College Pharmacy Technician Program have been mailed. The main sections you'll find attached here, and are a repeat of what has been mailed. It is an update of the documents sent in 2013 and June 2015 as requested.

The materials previously sent in 2015 have been updated, with changes made in regard to:

- Textbook list
- Resource list
- Course list
- Program costs
- Program handbook
- Experiential site list and preceptor information

The core of our program has remained the same since our start over 13 years ago. However, we are always trying to evaluate and revise our program to the best of our ability. This last year we have aligned our program with the American Society of Health-System Pharmacists and are accredited as an ASHP Pharmacy Technician Approved Program as of September 2016. We are currently seeking State approval for an AAS degree option for our pharmacy technician certificate graduates. We now may accept up to 20 students a year instead of the previous 10. Our program also looks forward to a new lab classroom currently being designed and planned for projected completion by September of 2020.

Please feel free to contact me regarding any questions or concerns.

Thank you,

A handwritten signature in black ink, appearing to read 'Sobrine'.

Stephanie O'Brine, BA, CPhT
Pharmacy Technician Program Chair
sobrine@yvcc.edu
509.834.4545

cc. Libby McRae (Allied Health Program Chair)
Dianna Gadley (Workforce Dean Secretary)
Simeon Gregory (Allied Health Program Assistant)