Pharmacy Technology
Student Handbook
Fall 2021

Welcome to the Pharmacy Technology Program

I want to extend my congratulations to you on your acceptance into the Pharmacy Technology Program at Wiregrass Georgia Technical College. You have chosen to dedicate the next several months of your life training to become a vital team member in one of the most trusted professions in the United States–Pharmacy.

The Pharmacy profession is diversified into different settings: retail pharmacy, hospitals, and home health care. You will be given an opportunity to learn and experience most, if not all, of these settings in the clinical phase of the Pharmacy Technology Program.

During your time of education and training, your actions will be viewed by the "eyes" of the general public. You will become an integral part of the healthcare team, and you will assist Pharmacists as a Pharmacy Technician Student. Although you will be a student in the clinical phase, you will be viewed by the public as part of the "pharmacy profession."

Your professional image is viewed in your dress, discipline, compassion, and dedication. In the profession of Pharmacy, you will work as a team. I encourage you to remember that, as a team member, you must possess communication and often other soft skills with other students, pharmacy personnel, health care providers, preceptors, and instructors.

I trust that you will be professional, punctual, and prepared for every scheduled class time and clinical day. As a former student of this program, I can attest that you will need to do a good deal of reading, studying, and questioning to be successful. I also understand the commitments to your family and others. However, I assure you there will be rewards for your success in the end.

Over the next several months, we will all become colleagues in the ever-changing profession of Pharmacy. I wish each of you the best and look forward to helping you achieve your professional goals at Wiregrass Georgia Technical College.

Best regards,

Frank Barnett; Med., CPhT
Pharmacy Technology Program Coordinator

Table of Contents

STATEMENT OF EQUAL OPPORTUNITY

Wiregrass Georgia Technical College (WGTC) abides by the **Technical College System of Georgia's Policy 2.1.1. Statement of Equal Opportunity**. The Technical College System of Georgia and its constituent technical colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all TCSG and technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life and athletics. It also applies to the recruitment and employment of personnel and the contracting for goods and services. To review in its entirety, please access the TCSG Policy Manual and reference the corresponding policy and subsequent procedures.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Innovation and Opportunity Act (WIOA) of 2014 and other related mandates under TCSG Policy, federal or state statutes.

TCSG and the technical colleges are expected to promote the full realization of equal opportunity through affirmative and continuing practices. TCSG and each technical college shall develop procedures for implementing this policy and for addressing employee and student complaints of unlawful discrimination for all work units and colleges, as mandated by federal compliance guidelines.

Any violation or questions may be directed to any member of the **Campus Equity & Compliance** Team as listed below:

Campus Equity and Compliance Team Contact Information

Shalonda Sanders, Title IX Coordinator (all campuses) Associate Vice President for Human Resources Valdosta Campus, Brooks Hall, Human Resources Suite (229) 333-5356 or shalonda.sanders@wiregrass.edu	**Katrina Royal, Student ADA & Section 504 Coordinator (all campuses)** Director of Testing and Special Populations Valdosta Campus, Berrien Hall, Room 107 (229) 333-2100 or katrina.royal@wiregrass.edu ***student ADA & student disability claims only**
Marc Dame, Title IX Designee/Investigator Special Populations and Disabilities Coordinator Ben Hill-Irwin Campus, Charles Harris Learning Ctr, Room 634 (229) 468-2242, or marc.dame@wiregrass.edu	**April McDuffie, Title IX Designee/Investigator** Associate Vice President for Institutional Effectiveness Ben Hill-Irwin Campus, Dorminy-Mixon Hall, Room 8102B (229) 468-2103 or april.mcduffie@wiregrass.edu
Meredith Moon, Title IX Designees/Investigator Director for Human Resources and Employer Services Valdosta Campus, Brooks Hall, Human Resources Suite (229) 333-5356 or meredith.moon@wiregrass.edu	**Keren Wynn, Title IX Designee/Investigator** Vice President for Administrative Services Valdosta Campus, Berrien Hall, Room 325 (229) 333-2103 or keren.wynn@wiregrass.edu
Yolanda Woodall, Title IX Designee/Investigator Assistant Director for Human Resources & Career Services Ben Hill-Irwin Campus, Charles Harris Learning Ctr, Room 630C (229) 333-5356 or yolanda.woodall@wiregrass.edu	

Telephone numbers are accessible to persons who are deaf or hard of hearing through the Georgia Relay by dialing 711 or 800-255-0056 from a TTY/TDD. You may email the team at campusequityandcompliance@wiregrass.edu or visit our webpage at Wiregrass Campus Equity and Compliance Web Page.

REV July 2020

Contact Information

Frank Barnett; MEd., CPhT
Pharmacy Technology Program Coordinator
frank.barnett@wiregrass.edu
(229) 259-5581

Stevan Van Hook
Dean of Allied Health
Stevan.vanhook@wiregrass.edu
(229) 333-2100 ext 6494

Wiregrass Georgia Technical College is accredited by the American Society of Health-System Pharmacists (ASHP) and the Accreditation Council for Pharmacy Education (ACPE).

To comply with ASHP accreditation standards, students must view/read the standards stated on the ASHP website. The standards may be accessed by going to www.ashp.org; Click on Technicians Heading located at the top of the web page; Click on Pharmacy Technician Accreditation Heading; select Accreditation Standards for Pharmacy Technician Education and Training Programs (Effective January 1, 2019).

If any student would like to review the Accreditation Standards for Pharmacy Technician Education and Training Programs (Effective January 1, 2019), a printed copy is provided and is located in the lab area of the classroom, each course on Blackboard, and on page 8 of this handbook.

WGTC Mission Statement

The mission of Wiregrass Georgia Technical College, a unit of the Technical College System of Georgia, is to promote community, educational, and economic development by providing a trained workforce in our 11-county service area and throughout the State of Georgia. The college fulfills the mission by providing technical and academic instruction, through traditional and distance education delivery methods, leading to associate degrees, diplomas, and technical certificates of credit; customized training for new and existing industries; professional and personal development through continuing education programs; and adult education services to meet the needs of citizens, business, and industry in the service area.

Vision

Wiregrass Georgia Technical College will be recognized as a leader in the Technical College System of Georgia exemplifying premier qualities that meet the vigorous life-long learning needs of the students, communities, businesses, and industries within the college's 11-county service area which includes Atkinson, Ben Hill, Berrien, Brooks, Coffee, Cook, Echols, Irwin, Lanier, Lowndes, and Wilcox counties.

Core Values

Core values are a set of principles that guide Wiregrass Georgia Technical College in creating its educational programs and environment and the foundation from which we perform work and conduct ourselves. These values are a part of our past and will continue to be a part of our future. We are convinced that the key to creating a truly great learning organization is an intense focus on the values that guide our actions.

 • Student Centeredness: We value and respect all students as unique individuals. We assist students in identifying and realizing their educational goals and work hard to create an accessible and dynamic learning environment. Providing students with a positive educational experience is of vital interest to each of us.

 • Commitment: Our actions reflect our dedication to the people we serve and to the college. The success of WGTC depends upon our skills and abilities to communicate, promote, and support our educational offerings, and meet the current and emerging needs of our students and other stakeholders. We invest the time and energy necessary to fulfill the mission of the college and provide a healthy and safe environment.

• Accountability: We understand and value our individual roles in the college. We take responsibility for processes, decisions, and outcomes within our scope of influence. We work hard to communicate effectively and apply our expertise to continuously improve our systems and strengthen organizational performance.

• Respect: We appreciate individual differences and diverse opinions and work together to create a mutually supportive environment. We treat each other with dignity and appreciate individual contributions of all employees.

• Integrity: Our actions and words signal the institutional integrity of our college. We embrace honesty and base our decision making on a combination of high ethical standards and practical considerations.

• Exceptional Service: We create and improve relationships through positive interactions with others. United by a common purpose to support and improve learning, we collaborate to provide lifelong learning opportunities that enhance the well-being of individuals, businesses, and communities.

Pharmacy Technology Program Mission

The Pharmacy Technology Diploma is designed to enable the student to acquire the knowledge, skills, and attitudes for employment within a pharmacy. Program graduates will be able to perform a variety of technical duties related to preparing and dispensing drugs in accordance with standard procedures and laws under the supervision of a registered pharmacist. A variety of clinical experiences are designed to integrate theory and practice. Graduates will be employable as an entry level pharmacy technician.

Pharmacy Technology Goals

1. Provide education which acknowledges individual differences and respects the right of individuals to seek fulfillment of education needs.
2. Provide an environment which encourages the individual to benefit and contribute as a partner in the economic progress, development, and stability of Georgia.
3. Provide education which develops the potential of each student to become a productive, responsible, and upwardly mobile member of society.
4. Provide quality pharmacy technology education in an atmosphere that fosters interest in and enthusiasm for learning.
5. Prepare graduates to function as accountable and responsible members within the pharmacy career field as an entry level pharmacy technician.
6. Prepare graduates to function as safe and competent practitioners in the pharmacy field.
7. Prepare graduates with the highest level of competence possible given the constraints of the interests and ability levels of the individual.
8. Provide educational and related services without regard to race, color, national origin, religion, sex, age, handicapping condition, academic disadvantage, or economic disadvantage.
9. Foster employer participation, understanding, and confidence in the instructional process and the competence of Wiregrass Georgia Technical College Pharmacy Technology Program graduates.

Pharmacy Technology Objectives

1. Provide current curriculum, instructional materials, and equipment (in accordance with available funding) which teach knowledge, skills, and attitudes appropriate to industry needs.
2. Provide educational facilities which foster learning and provide safe, healthy environments available and accessible to all students who can benefit from the program.
3. Provide academic instruction which supports effective learning within the program and which enhances professional performance on the job.
4. Provide employability skills which foster work attitudes and work habits that will enable graduates of the program to perform as good employees.
5. Nurture the desire for learning so that graduates will pursue their own continuing education as a lifelong endeavor.
6. Provide an educational atmosphere which promotes a positive self-image and a sense of personal well-being.
7. Provide education that fosters development of good safety habits.
8. Provide admissions, educational, and placement services without regard to race, color, national origin, religion, sex, age, handicapping condition, academic disadvantage, or economic disadvantage.
9. Provide information to the public regarding the program that will facilitate recruitment and enrollment of students.
10. Promote good public relations via contacts and regular communications with business, industry, and the public sector.
11. Promote faculty and student rapport and communications to enhance student success in the program.

Pharmacy Technology Technical Standards

Working Environment

Work indoors; environment should be clean, neat, organized and well lighted. Assist licensed pharmacist in dispensing and distributing medications, and in providing pharmaceutical care to patients. Using automated devices, computers, robots, and manual devices such as graduates, syringes with needles, and weighing devices.

Duties

Stock, inventory, and order medications; collect patient information; maintain patient profiles; compound pharmaceutical preparations; count or pour medications into dispensing containers; input information utilizing a computer or other equipment; repackaging medications; preparing sterile and biohazardous products; maintaining medication stock at designated locations within an institution; collect quality improvement data; delivering medications; and operating computerized dispensing and/or robotic technology.

Personal Qualities

Must be exact in all calculated work; read and understand work related materials; inspect and evaluate the quality of products; use math skills and scientific methods to solve problems; find and recognize important information; use effective communication and interpersonal skills; add, subtract, multiply, divide quickly and correctly; honesty and excellent work ethics are a must.

Note: Each clinical site affiliated with the College has the right to refuse student clinical privileges at their facility based on the results of the criminal background check. The inability to resolve denials could prevent the student from participating in clinical rotations and a grade of W (Withdrawal) or F will be assigned to the course. If the student is unable to attend clinical rotations, he/she will be unable to complete the clinical competencies of the course and will not be eligible to continue in the program.

Acceptance in a clinical rotation does not guarantee the student will be eligible to work in field or test for licensure within that field.

Also, see Legal Limitations for Licensure and Employment on page 22 of this handbook.

Physical Demands

Lift up to 25 pounds; make fast, simple, repeated movements of fingers, hands, and wrists; prolonged standing/sitting; use fingers or hands to grasp, move, or assemble small objects; ability to frequently reach and lift; handle mental and physical stress; think critically in a timely fashion, visual abilities to read medication labels and prescriptions.

Process for Students Accepted into the Program

Students selected for admission to the Pharmacy Technology Program must submit the following current official documentation after attending the program orientation session and by preset deadlines. This will be submitted through the agency, approved by Wiregrass Technical College. Specific directions will be provided at the beginning of the program.
□ Copy of basic cardiac life support certification
□ Physician's physical assessment of student
□ Record of immunization administration and titers
□ Record of required lab work
□ Criminal Background Check - has to be approved by all clinical agencies
□ Drug Screen - 10 panel + Oxycodone + Ethanol

Criminal background screening –Clinical approval

Students entering their program of study must have a national criminal background check completed through the agency, approved by Wiregrass Technical College, prior to the beginning of clinical rotations at the designated clinical facility. The clinical affiliates will make the decision to approve or deny the student for clinical privileges. Refusal of an affiliate to accept a student will prevent a student from completing the Allied Health program. The student will be responsible for clearing any denials reported from the clinical affiliate through the process established by the agency. Students who are unable to resolve denials may be withdrawn from the Allied health program. An unsatisfactory national criminal background check may prohibit the student's participation in clinical rotations. If the student is unable to attend clinical rotations, he/she will be unable to complete the clinical competencies of the course and will not be eligible to continue in the program.
Each clinical site affiliated with the College has the right to refuse student clinical privileges at their facility based on the results of the criminal background check. Should the student's clinical rotation be denied by any assigned clinical site, the student will be required to withdraw from the program of study and will receive a grade of W (withdrawal) or F for the course.
For students who are accepted into a rotation with a criminal background, completion of the Pharmacy Technology Program does not guarantee the student will be eligible to test for the National Certification Examination or receive a pharmacy technician registration. If the student has a criminal background, it is the student's responsibility to research his/her own eligibility for registration.

Drug Screen Policy

The following screen is mandatory: 10 panel + Oxycodone + Ethanol. The student will order the drug screen through the approved agency. Results of the drug screen will be made available to the Dean of Allied Health in a secure manner. A positive drug screen report may prevent the student from participating in clinical rotations and a grade of a W (withdrawal) or F will be assigned to the course. While positive results are being investigated, students will not be allowed to participate in clinical.

Withdrawal and Academic Failure Policy

A student is allowed two attempts in program in a 2 year period. A student is allowed withdrawal, for any reason, or failure of only one course (class or clinical) in the curriculum. Withdrawal and/or failure twice, either of a different course or a repeated one, will result in dismissal from the program. The student may not re-apply to the Pharmacy Technology Program for 24 months (2 years).
If the withdrawn or failed course (s) is in PHAR 1000, PHAR 1010, and/or PHAR 1020, the student must reapply into the program and undergo the current admission requirements. Any course withdrawn or failed other than PHAR 1000, PHAR 1010, or PHAR 1020 the student must enroll when that/those courses are offered. If the alternate plan is not completed, for any reason, or there is an enrollment break of 8 months or more, the student must re-apply into the program from the entry point and undergo the current competitive admission requirements.

An Overview of the Pharmacy Technician

What is a Pharmacy Technician and where do they work?
Pharmacy technicians assist licensed pharmacists in dispensing and distributing medications, and in providing pharmaceutical care to patients. As such, pharmacy technicians must have a broad knowledge of pharmacy practice, and be skilled in the techniques required to order, stock, package, and prepare medications. Although people have been assisting pharmacists for years, they have not always been recognized as skilled workers, nor have they always been called pharmacy technicians. However, the trend is toward formalized training or education, to prepare individuals to be competent pharmacy technicians.

Pharmacy technicians perform many of the same duties as pharmacists; however, in most places, a technician's work is checked by a pharmacist before being dispensed. Pharmacy technicians work everywhere pharmacists do; although some state laws may limit the duties they can perform. Pharmacy technicians work in hospital pharmacies, community (retail) pharmacies, home health care pharmacies, nursing home pharmacies, clinic pharmacies, correctional facility pharmacies, military pharmacies, HMO pharmacies, nuclear medicine pharmacies, and mail order pharmacies. In addition, some pharmacy technicians are employed in non-traditional settings, like insurance companies, pharmacy computer companies, government agencies, pharmaceutical manufacturing companies, drug wholesalers, and even as instructors in pharmacy technician training programs. Currently, the majority of formally educated pharmacy technicians are employed in institutional (hospital, nursing home, and correctional facilities) and community (retail and independent) pharmacy settings.

What are the duties of a Pharmacy Technician?
When working in a pharmacy, technicians work under the direction of a licensed pharmacist. Thus, in most settings pharmacy technicians perform whatever duties they are assigned by a pharmacist. In community pharmacies, technicians may stock, inventory, and order drugs; collect patient information; maintain computerized patient profiles; compound pharmaceutical preparations; count or pour medications into dispensing containers; input prescription information into a pharmacy computer system; prepare insurance claims; and manage sales transactions. In institutional pharmacy settings, technicians perform many of the same duties as in a community pharmacy, but with additional responsibilities like assembling a daily supply of medication for each patient; repackaging medications; preparing sterile and biohazardous products; maintaining nursing station medication stocks; collecting quality improvement data; delivering medications; and operating computerized dispensing and/or robotic machinery.

What personal qualities should a Pharmacy Technician have?

A pharmacy technician should possess personal qualities. Although technicians work under a pharmacist's supervision, and must be willing to take directions, they must also be able to work independently without constant oversight. In any pharmacy setting the patient is the most important person; therefore, technicians should find satisfaction in serving patients. In addition, honesty and ethics are essential, since a technician may handle addictive and/or very expensive drugs, or learn information about patients that should not be divulged. Because of the critical nature of many common pharmacy duties, a technician should enjoy performing detail work, upon which the life of a patient may depend. Even when repetitive or done under stressful conditions, a pharmacy technician must be able to complete tasks accurately each time. Many duties require good manual dexterity; thus, a pharmacy technician should enjoy working with their hands. Communication and interpersonal skills are also essential for a pharmacy technician, since they must interact with co-workers, patients, and other health professionals on a routine basis. Finally, all employers want dependable employees, but dependability is especially important for pharmacy technicians, since a patient's welfare may depend on their work.

What are the working conditions for a Pharmacy Technician?

- Always work indoors; environment should be clean, neat, organized, and well lighted.
- Provide a service to patients.
- May work part time or full time.
- Must be very exact in their work. Errors could cause serious health problems for patients.
- Sometimes wear a uniform or lab coat.
- Must be sure that all details of the job are done.
- May work evenings, nights, weekends, and some holidays.
- May work varying shifts.

What are the physical demands of a Pharmacy Technician?

- Lift up to 25 pounds.
- Make fast, simple, repeated movements of fingers, hands, and wrists.
- Stand while filling prescriptions.
- Sit while using computers.
- Use fingers or hands to grasp, move, or assemble small objects.

What skills should a Pharmacy Technician have?

- Read and understand work-related materials.
- Inspect and evaluate the quality of products.
- Use math skills and scientific methods to solve problems.
- Follow guidelines to arrange objects or actions in a certain order.
- Find and recognize important information.
- Listen to others, understand, and ask questions.
- Add, subtract, multiply, and divide quickly and correctly.
- Write so other people can understand.

What should the values of a Pharmacy Technician be?

- Consider relationships important. They like to work in a friendly, non-competitive environment. They like to do things for other people. They prefer jobs where they are not pressured to do things that go against their sense of right and wrong.
- Consider good working conditions important. They like jobs offering steady employment and good pay. They want employment that fits their individual work style. They may prefer doing a variety of tasks, working alone, or being busy all the time.
- Consider achievement important. They like to see the results of their work and to use their strongest abilities. They like to get a feeling of accomplishment from their work.
- Consider support from their employer important. They like to be treated fairly and have supervisors who will back them up. They prefer jobs where they are trained well.

Salary Information Pharmacy Technicians

Median annual wages, May 2020
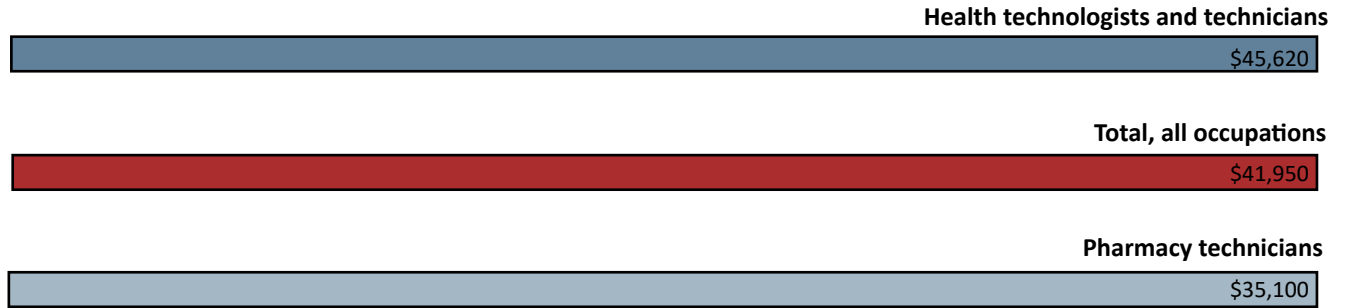
Health technologists and technicians

$45,620

Total, all occupations

$41,950

Pharmacy technicians

$35,100

Note: All Occupations includes all occupations in the U.S. Economy.

Source: U.S. Bureau of Labor Statistics, Occupational Employment and Wage Statistics

The median annual wage for pharmacy technicians was $35,100 in May 2020. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than $25,400, and the highest 10 percent earned more than $50,430.

In May 2020, the median annual wages for pharmacy technicians in the top industries in which they worked were as follows:

Hospitals; state, local, and private	$39,290
Pharmacies and drug stores	33,110
Food and beverage stores	32,320
Pharmacies and drug stores	51%
Hospitals; state, local, and private	17
Food and beverage stores	9

Most pharmacy technicians work full time. Pharmacies may be open at all hours. Therefore, pharmacy technicians may have to work nights or weekends.

According to salary.com; April 2021, Pharmacy Technicians – Entry Level in Valdosta, GA median salary is $32,310/ year and the median salary in Atlanta, GA is $35,480/ year.

Job Outlook

Pharmacy Technicians

Percent change in employment, projected 2019-29
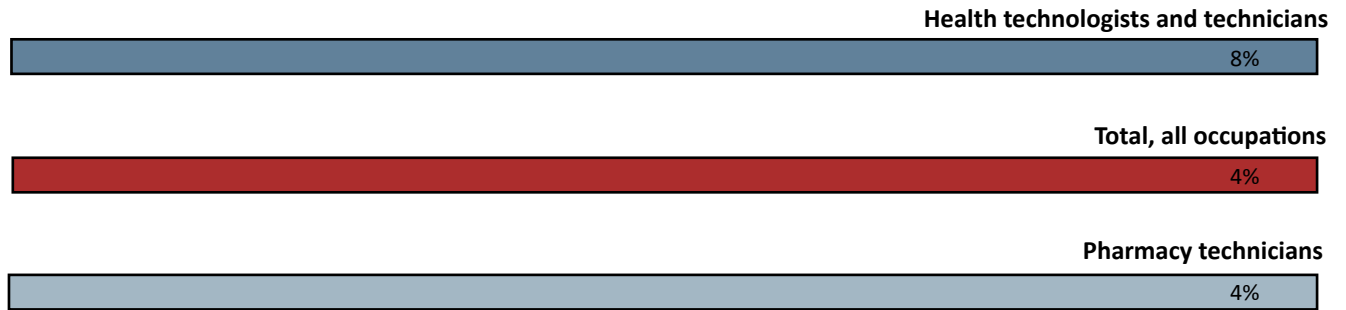
Health technologists and technicians

| 8% |

Total, all occupations

| 4% |

Pharmacy technicians

| 4% |

Note: All Occupations includes all occupations in the U.S. Economy.

Source: U.S. Bureau of Labor Statistics, Occupational Employment and Wage Statistics

Employment of pharmacy technicians is projected to grow 4 percent from 2019 to 2029, about as fast as the average for all occupations.

The population is aging, and older people typically use more prescription medicines than younger people. Higher rates of chronic diseases, such as diabetes, among all age groups also will lead to increased demand for prescription medications. Advances in pharmaceutical research will allow for more prescription medications to be used to fight diseases.

In addition, pharmacy technicians will be needed to take on a greater role in pharmacy operations because pharmacists are increasingly performing more patient care activities, such as giving flu shots. Technicians will need to perform tasks—such as collecting patient information, preparing more types of medications, and verifying the work of other technicians—that were previously done by pharmacists.

Employment projections data for pharmacy technicians, 2019-29						
Occupational Title	SOC Code	Employment, 2019	Projected Employment, 2029	Change, 2019-29 Code Percent	Numeric	Employment Industry
SOURCE: U.S. Bureau of Labor Statistics, Employment Projections Program						
Pharmacy Technicians	29+2052	422,300	437,600	4	15,200	

Pharmacy Technology Diploma/ Degree Advisement Sheet

Name: _____

SID: _____

Email: _____ @student.wiregrass.edu

Advisor: __Frank Barnett_____

Anticipated Graduation Date: _____

Required Learning Support: _____

General Advising Information

- Use your 900# to log on to www.wiregrass.navigate.eab.com to prepare for registration each semester.
- Review your individualized degree plan in myBannerWeb →Student Services & Financial Aid → Degree Audit.
- This Advisement Sheet along with meeting regularly with your advisor and using DegreeWorks will help you stay on track to finish your program as quickly as possible and graduate from Wiregrass.
- Questions? Contact The ARC, An Advising and Retention Center for Students.
  - Ben Hill-Irwin and Coffee Campus students email arcnorth@wiregrass.edu
  - Valdosta and Cook Campus students email arcsouth@wiregrass.edu

A Unit of the Technical College System of Georgia. Equal Opportunity Institution.

The Pharmacy Technology program conducted by Wiregrass Georgia Technical College is accredited by ACPE (Accreditation Council for Pharmacy Education) and ASHP (American Society of Health-System Pharmacists).

PHARMACY TECHNOLOGY DIPLOMA AND DEGREE ADVISEMENT SHEET

ARC Advisors: BHI/CFE: melissa.cleghorn@wiregrass.edu; VLD/CK: camden.reynolds@wiregrass.edu

This Advisement Sheet along with meeting regularly with your advisor and using DegreeWorks will help you stay on track to finish your program as quickly as possible and graduate from Wiregrass. Use your Unique ID to log on to www.wiregrass.navigate.eab.com to prepare for registration each semester. Review your tailored degree plan in myNavigate.

PROGRAM-SPECIFIC ADVISING INFORMATION

This program is **HOPE CAREER GRANT** eligible.

- The Pharmacy Technology Diploma program is HOPE Career Grant Eligible.
- Diploma Placement - Accuplacer Reading: 55; Accuplacer Writing: 60; Accuplacer Math: 34
- Degree Placement - Accuplacer Reading: 64; Accuplacer Writing: 70; Accuplacer Algebra: 57

- This 3-semester program starts these semesters–Spring 2020, Fall 2020, Fall 2021, Fall 2022. Students must be classified as "regular admit" or complete all learning support requirements to start the PHAR classes. The PHAR classes must be taken as a cohort. It is HIGHLY recommended that the remaining core courses be taken prior to the first occupational course.

- A criminal background check and drug screen will be required if accepted into the program and prior to the clinical experience. Previous arrests and convictions may prohibit a student from completing the clinical portion of the program. An immunization record will also be required to be submitted. Certain vaccinations and immunizations may be required. It is encouraged to begin immunizations prior to entering the program.

- The Georgia Board of Pharmacy does not approve registrations for individuals who are currently on criminal probation for offenses including but not limited to: theft, fraud, forgery, providing a false name, any crime of moral turpitude, or any crime related to substance abuse. In limited circumstances, the Georgia Board of Pharmacy may approve registrations for individuals who are on criminal probation for minor traffic offenses. Driving under the influence of drugs or alcohol is not considered a "minor traffic offense."

- *The Pharmacy Technology program conducted by Wiregrass Georgia Technical College is accredited by ACPE (Accreditation Council for Pharmacy Education) and ASHP (American Society of Health-System Pharmacists).*

GENERAL EDUCATION & PREFERRED PREREQUISITE COURSES

Course Number	Course Name. Students may complete degree-level course if appropriate placement scores are obtained.	Term	HRS
ENGL 1010	Fundamentals of English		3
PSYC 1010	Basic Psychology		3
COLL 1010/ COMP 2000	College and Career Success or Introduction to Computers		3
ALHS 1090	Medical Terminology		2
ALHS 1011	Structure and Function of the Human Body		5
ALHS 1040	Introduction to Health Care		3

OCCUPATIONAL CLASSES

Course Number	Course Name. Cohort classes start each Fall semester.	Term	HRS
PHAR 1000	Pharmaceutical Calculations	Fall	4
PHAR 1010	Pharmacy Technology Fundamentals	Fall	5
PHAR 1020	Principles of Dispensing Medications	Fall	4
PHAR 1030	Principles of Sterile Medication Preparation	Spring	4
PHAR 1040	Pharmacology for Technicians	Spring	4
PHAR 1050	Pharmacy Technology Practicum	Spring	5
PHAR 2060	Advanced Pharmacy Technology Principles	Summer	3
PHAR 2070	Advanced Pharmacy Technology Practicum	Summer	5

CONTINUATION TO AAS DEGREE

Course Number	Course Name	Term	HRS
MATH 1111	College Algebra		**3**
ENGL 1101	Composition & Rhetoric		3
Area II	Social/Behavioral Science		3
BIOL 2113/L	A&P I (*co-req ENGL 1101; Cleared LS*)		4
BIOL 2114/L	A&P II (*pre-req BIOL 2113/2113L*)		4
Area IV	Humanities/Fine Arts Elective		3
Elective	General Education Core Elective		3

REQUIRED PREREQUISITE COURSE

Course Number	Course Name. Students may complete degree-level course if appropriate placement scores are obtained.	Term	HRS
MATH 1012	Foundations of Mathematics.		3

Allied Health Drug Screening and Background Check Policies

Wiregrass Georgia Technical College is committed to providing quality training and clinical experiences for students enrolled in the allied health programs offered at the college. It is the goal of the college to provide trained and qualified students for clinical rotations who meet the needs and requirements of participating clinical affiliates. A vital part of this collaboration is to assure students have met the screening requirements to prepare them for clinical rotations at various clinical affiliates who serve our region.

A criminal background check and/or drug screening may be required by clinical sites prior to attendance. The process for obtaining the background check and/or drug screening will be conveyed to students by the instructor after the 3rd day of class. The clinical affiliates will make the decision to approve or deny the student for clinical privileges and he or she will be notified by the Director of Clinical Affiliations. An unsatisfactory national criminal background check or drug screen check may prohibit the student's participation in clinical rotations. The student will be responsible for clearing any denials reported through the company providing the background check and/or drug screening.   If the student is unable to attend clinical rotations, he/she will be unable to complete the clinical competencies of the course and may be withdrawn from the Pharmacy Technology Program.

If a student receives a violation of criminal activity during the course of the program, a representative of the clinical facility has the right to request an updated background check. Any additional fees incurred as a result of the requested background check will be the sole financial responsibility of the student. Each clinical facility has the right to suspend rotation privileges at any time during the duration of the student's assignment at the facility.

Note: Each clinical site affiliated with the College has the right to refuse student clinical privileges at their facility based on the results of the criminal background check. The inability to resolve denials could prevent the student from participating in clinical rotations and a grade of W (Withdrawal) or F will be assigned to the course. If the student is unable to attend clinical rotations, he/she will be unable to complete the clinical competencies of the course and will not be eligible to continue in the program.
Acceptance in a clinical rotation does not guarantee the student will be eligible to work in field or test for licensure within that field.

*NOTE: Criminal background checks and/or drug screens will be received by the Director of Clinical Affiliations. This information is CONFIDENTIAL and will not be shared with other students, faculty, or staff members. Students who receive an unsatisfactory criminal background check and/or drug screening will be notified by the Director of Clinical Affiliations.

Legal Limitations for Licensure and Employment

According to the Georgia State Board of Pharmacy, application for registration as a pharmacy technician may be denied or conditionally granted for any of the reasons set forth in Code sections 16-4-60 or 43-1-19. This includes convictions, pleas of nolo contendere, and guilty pleas related to misdemeanor crimes of moral turpitude or marijuana, and to felonies. In addition, no pharmacist whose license has been denied, revoked, suspended, or restricted for disciplinary purposes shall be eligible to be registered as a pharmacy technician. Additionally, many healthcare facilities may not employ a person, even if fully certified and/or licensed, who has been convicted of a felony or who has unfit personal habits, including alcohol or drug abuse.

Pharmacy Technology Courses

1st Semester: PHAR 1000 Pharmaceutical Calculations
                                          PHAR 1010 Pharmacy Technology Fundamentals
                                          PHAR 1020 Principles of Dispensing Medications

2nd Semester: PHAR 1030 Principles of Sterile Medication Preparation
                                          PHAR 1040 Pharmacology
                                          PHAR 1050 Pharmacy Technology Practicum

3rd Semester: PHAR 2060 Advanced Pharmacy Technology Principles
                                          PHAR 2070 Advanced Pharmacy Technology Practicum

*Prior to Practicum Courses All Pharmacy Technology Students MUST be registered with the Georgia State Board of Pharmacy

For more information, please contact:

Georgia Board of Pharmacy
https://gbp.georgia.gov/

Florida Board of Pharmacy
http://floridaspharmacy.gov/

Pharmacy Technician Certification Board (PTCB)
http://www.ptcb.org/about-ptcb

Pharmaceutical Calculations – PHAR 1000

Conference and Progress Form

End of Semester Evaluation   Key: 1-Incomplete 2-Developing 3-Acceptable 4-Well Done 5-Exceptional

Name:_____   Semester:_____

Competency		Student		Instructor	
		1-5	**Comments**	**1-5**	**Comments**
SYSTEMS OF MEASUREMENT					
1	Recognize and interpret metric measurements.				
2	Recognize and interpret the Apothecary measurements.				
3	Recognize and interpret household measurements.				
4	Convert a doctor's order containing units.				
MEDICATION DISPENSING CALCULATIONS					
1	Demonstrate correct administration of oral medications.				
2	Demonstrate correct administrations of parenteral medications.				
3	Regulate IV fluid rate.				
4	Demonstrate correct administration of other routes such as topical and inhalation.				
5	Use the "6 Rights" to administer all medications: 1. Right patient 2. Right drug 3. Right dosage 4. Right time 5. Right route 6. Right documentation				
PHARMACY MATHEMATICAL PROCEDURES					
1	Compute correct dosages from doctor's orders.				
2	State the correct dosages using Young's, Fried's, and/or Clark's Rule.				
3	Calculate I.V. fluid rate.				
4	Dilute fluids to proper strength using pure drug or stronger solution to weaker solution.				
CALCULATION TOOLS AND TECHNIQUES					
1	Demonstrate the ability to look up drugs.				
2	Identify drug origins.				
3	Identify drug calculation.				

Competency		Student		Instructor	
		1-5	Comments	1-5	Comments
4	Describe the laws governing the use and misuse of drugs.				
5	Define the terms associated with drug administration.				
6	Interpret drug orders.				

End of Semester:

_____   _____
Student Signature   Date

_____   _____
Instructor Signature   Date

Pharmaceutical Technology Fundamentals, PHAR 1010
Conference and Progress Form

End of Semester Evaluation   Key: 1-Incomplete 2-Developing 3-Acceptable 4-Well Done 5-Exceptional

Name:_____   Semester:_____

Competency		Student		Instructor	
		1-5	Comments	1-5	Comments
SAFETY					
1	State the precautions and procedures necessary when handling caustic, poisonous, and flammable substances.				
2	Use proper body mechanics.				
3	Safely operate equipment.				
4	Describe how to provide personal and environmental protection.				
5	Explain how to provide security in the work environment.				
ORIENTATION TO THE PHARMACY TECHNOLOGY FIELD					
1	Describe job settings.				
2	Describe the pharmacy technology field.				
3	Describe the career ladder.				
4	State all of the technologist's primary job responsibilities, the duties falling under				

Competency		Student		Instructor	
		1-5	Comments	1-5	Comments
	each, and how these differ from the primary responsibilities of the pharmacist.				
5	Understand the principles for managing change and the need to be able to resolve conflicts through negotiation.				
6	Display a caring attitude towards patients.				
7	Demonstrate the ability to manage one's work either alone or as part of a team.				
8	Explain the relationship of technologists to pharmacists, hospital staff, and patients.				
9	Understand the importance of resources for staying current in pharmacy practice and obtaining certification.				
10	Appreciate the benefits of active involvement in local, state, and national pharmacy organizations.				

Competency		Student		Instructor	
		1-5	Comments	1-5	Comments
FUNDAMENTAL PRINICPLES OF CHEMISTRY					
1	Compare solids, liquids, and gases				
2	Discuss the laws of conservation of energy and mass.				
3	Interpret the Periodic Table of Elements.				
4	Draw a Bohr model of an atom and label its parts.				
5	Discuss emission properties and uses of excited atoms.				
BASIC LAWS OF CHEMISTRY					
1	Differentiate between ionic and covalent bonds.				
2	Construct molecular formulas.				
3	Balance equations.				
4	Identify types of reactions.				
5	List factors which affect reactions.				
6	Interpret gas laws of kinetic molecular theories.				
7	Interpret gas laws of barometric pressure.				
8	Interpret gas laws of partial pressure.				
9	Interpret gas laws of (O_2 and CO_2).				
10	Interpret gas laws of the gas laws.				
11	Identify and write formulas for common acids, bases, and salts.				
12	Calculate pH.				
13	Describe the chemical reaction between various acids and bases.				
ETHICS AND LAWS					
1	State the general requirements of any local, State, or Federal laws that specifically affect any of the technologist's responsibilities.				
2	Explain the legal aspects of a technologist's functions, such				

Competency		Student		Instructor	
		1-5	Comments	1-5	Comments
	as accountability, pharmacy regulations, and use and storage of controlled substances.				
3	State at least three reasons for keeping patient information confidential.				
4	Demonstrate ethical conduct in all aspects of job-related activities.				
5	Understand the need to adapt pharmacy services for the culturally diverse.				
6	Demonstrate the ability to communicate orally and in writing.				
DEFINITIONS AND TERMS					
1	Define in lay terms the names of all the clinical, diagnostic, and treatment units and services in the institution.				
2	Define pharmaceutical-medical terminology.				
3	Use pharmaceutical-medical abbreviations and symbols to interpret medication orders and screen for accuracy.				
4	Use drug-classification systems and drug nomenclature.				
REFERENCE SOURCES					
1	List the titles of reference books where classifications, usual doses, calculations, preparations, compatibility, drug interaction, and dosage form can be found.				

End of Semester:

_____   _____
Student Signature   Date

_____   _____
Instructor Signature   Date

Principles of Dispensing Medications – PHAR 1020

Conference and Progress Form

End of Semester Evaluation   Key: 1-Incomplete 2-Developing 3-Acceptable 4-Well Done 5-Exceptional

Name:_____   Semester:_____

Competency		Student		Instructor	
		1-5	Comments	1-5	Comments
PURCHASING, PACKAGING, AND LABELING DRUGS					
1	Prepare a written report of a physical inventory.				
2	Demonstrate use of a computer terminal for inventory, purchasing, and record keeping.				
3	State the precautions and procedures necessary when handling caustic, poisonous, and flammable substances.				
4	Describe safety considerations regarding pharmacy equipment operation, control of microbiological contamination, cleaning and housekeeping, and control records.				
5	Repackage and label unit doses from a bulk supply of drugs.				
6	Complete all necessary control records for unit doses prepared from a bulk supply.				
7	Select, assemble, and use necessary equipment for packaging medications.				
8	Select each ingredient.				
9	Demonstrate the accurate calculation and measurement of each formulation and packaging request.				
10	Demonstrate the correct procedure for mixing and preparing product.				
11	Demonstrate the proper selection and preparation of packages/containers and closures.				
12	Demonstrate the proper packaging technique.				

Competency		Student		Instructor	
		1-5	Comments	1-5	Comments
13	List the steps in manufacturing and packaging operations that must be performed by a pharmacist only.				
14	Demonstrate the proper completion of worksheet record of weights and volumes, manufacturer's lot numbers, and other required information.				
15	Demonstrate the correct selection and preparation of labels.				
PHARMACY POLICIES AND PROCEDURES					
1	Explain the need to follow policy and the technician's role in providing safe and effective patient care.				
DOCUMENTATION					
1	Document the receipt and disposition of drugs through various returns, invoices, etc.				
2	Complete the records for prepared/compounded products with lot numbers and expiration dates and times.				
3	Complete the records that apply to the dispensing of controlled, investigational, and nonformulary investigational, and nonformulary drugs.				
4	Document cart fill/check.				
5	Interpret and complete inpatient profiles and the necessary records and documents associated with dispensed prescriptions for ambulatory patients.				
INVENTORY AND FILING SYSTEMS					
1	Explain the use of computers for filing information.				
2	Use a filing system for prescriptions including controlled substances.				
3	Determine from existing reorder levels which inventoried items should be ordered and in what quantity. (PAR)				
4	Check in a drug shipment by using the packing list or invoice and purchase order.				
5	Complete the receiving report.				
6	Add the items to the inventory.				

Competency		Student		Instructor	
		1-5	Comments	1-5	Comments
7	Retrieve designated drug items from the drug storeroom.				
8	Describe the procedure for returning outdated drugs to the manufacturer.				
COMPOUNDING					
1	Designate drug names those that are light sensitive and those that must be refrigerated.				
2	List the titles of at least four reference books where stability information on drug compounds can be located.				
3	Demonstrate the correct selection of necessary equipment for formulation and packaging.				
4	Demonstrate proper assembly and use of the equipment for formulation and packaging.				
5	Demonstrate proper cleaning and storing of equipment for formulation and packaging.				
6	Demonstrate the correct procedure for mixing and preparing product formulation and packaging.				
7	Demonstrate accurate calculation and measurement of each ingredient for formulation and packaging.				
8	List the steps in manufacturing and packaging operation that must be performed by a pharmacist only.				
STORAGE AND CONTROL					
1	Select and prepare packages/ containers and closures including light resistant containers.				
2	Describe packaging considerations (e.g., drug containers and closures).				
3	Perform control and recordkeeping procedures (e.g., formula master sheets, worksheets and batch records, labeling and label control, quarantine, and product testing and monitoring). Discuss storage and inventory control.				
4	Describe lot numbers and expiration dates and times.				

Competency		Student		Instructor	
		1-5	Comments	1-5	Comments
5	Perform labeling and recordkeeping for bottle labels, fluid orders and profiles, and compounding records.				
6	Discuss safety considerations regarding control records.				
7	Retrieve designated drug items from the drug storeroom.				
PHARMACY EQUIPMENT					
1	Describe the assembly of equipment.				
2	Discuss the use of equipment.				
3	Maintain equipment and apparatus.				
4	Discuss compounding techniques (i.e., specific to ointments, suspensions, creams, capsules, and suppositories).				
5	Discuss storage and cleaning of equipment.				
HEALTH CARE ORGANIZATIONAL STRUCTURE					
1	Interpret the institution's organizational chart in terms of the name and title of the administrative person to whom the director of pharmacy reports and the administrative and professional relationship of the pharmacy department to any other departments in the institution.				
2	Describe the organization of various pharmacy settings and the responsibilities of the technician in different settings.				
3	Describe various pharmacy setting requirements as they apply to technicians and their responsibilities.				

End of Semester:

_____   _____

Student Signature   Date

_____   _____

Instructor Signature   Date

Principles of Sterile Medication Preparation – PHAR 1030

Conference and Progress Form

End of Semester Evaluation   Key: 1-Incomplete 2-Developing 3-Acceptable 4-Well Done 5-Exceptional

Name:_____   Semester:_____

Competency		Student		Instructor	
		1-5	**Comments**	**1-5**	**Comments**
ASEPTIC AND STERILE TECHNIQUES					
1	Describe microbial growth and transmission, origin, pharmacologic effect, and prevention of pyrogens, and heat sterilization and cold sterilization.				
2	List possibilities for contamination of an injectable solution during its preparation and for each possibility a precaution that would prevent the contamination.				
3	Describe particulate matter inspection and contamination monitoring.				
4	Explain visual inspection of parenteral solutions.				
5	Describe visual and chemical incompatibilities, pH and concentration effects, and reference sources.				
6	Discuss the use of a syringe and needle for aseptic withdrawal of the contents of a rubber-capped vial and a glass ampoule.				
7	Define sterility.				
8	Describe the occasions when hand washing is required.				
9	Discuss aseptic reconstitution of an antibiotic injection.				
10	List preparations that may be heat-sterilized.				
11	Describe parenteral routes of administration (e.g., rationale, precautions and problems, routes, and methods of administration).				
12	Describe the equipment and systems used in parenteral administration.				
13	Describe the equipment used to prepare parenteral admixtures.				
14	Explain aseptic compounding techniques.				
15	Discuss labeling and recordkeeping.				
PARENTERAL ADMIXTURES					

Competency		Student		Instructor	
		1-5	**Comments**	**1-5**	**Comments**
1	Discuss types of IV fluids and their uses.				
2	Discuss common parenteral additives.				
3	Discuss techniques and procedures for preparing parenteral admixtures, including label preparation and control records completion.				
4	Discuss the equipment and systems used in parenteral administration.				
5	Describe equipment used to prepare parenteral admixtures.				
6	Discuss visual and chemical incompatibilities, pH and concentration effects, and reference sources.				
7	Discuss particulate matter inspection and contamination monitoring.				
8	Discuss the selection and preparation of containers and closures for parenteral admixtures.				
9	Discuss proper selection of each parenteral admixture ingredient.				
10	Discuss the correct procedure for mixing and preparing parenteral admixture.				
11	Discuss correct selection, assembly, cleaning, use, and storage of necessary equipment.				
12	Discuss pharmaceutical solutes and basic solution theory.				
13	Discuss parenteral routes of administration.				
14	Discuss the labeling requirement for parenteral admixtures.				
15	Discuss proper parenteral admixture handling and storage.				
HYPERALIMENTATION					
1	Discuss the basic principles of and reasons for nutritional therapy.				
2	Discuss basic hyperalimentation products and their uses.				
3	Discuss the correct techniques and procedures for preparing at least three hyperalimentation admixtures, including proper label preparation and appropriate recordings and storage requirements.				
4	Discuss the equipment used in preparing hyperalimentation.				

Competency		Student		Instructor	
		1-5	Comments	1-5	Comments
5	Discuss incompatibilities (visual and chemical, pH and concentration effects, and reference sources).				
6	Discuss the importance of quality control and contamination control in relationship to the hyperalimentation admixture.				
CHEMOTHERAPY					
1	Discuss the various classifications of chemotherapy drugs.				
2	Discuss the basic principles and the various uses of chemotherapy.				
3	Discuss the risk-benefit ratios.				
4	Discuss patient variables and drug therapy (e.g., age, weight, pathological conditions, and genetic factors).				
5	Discuss practical safety precautions for handling cytotoxic agents in hospital pharmacies, including impact on hospital pharmacy personnel and available protective equipment.				
6	Discuss in detail a policy for safely handling cytotoxic agents from receipt to disposal.				
7	Discuss quality control (particulate matter inspection and contamination monitoring).				
8	Discuss the preparation of cytotoxic agents.				
FILTERING					
1	Define the filtration process.				
2	Identify and discuss various filtration devices.				
3	Identify and describe at least five different filtration devices and their uses.				
4	Discuss various filtration requirements for specified drugs or use situations.				
DISINFECTING					
1	Discuss microbial growth and transmission.				
2	Discuss origin, pharmacologic effect, and pyrogen prevention.				
3	Discuss sterilization vs disinfection and the difference between heat and "cold" sterilization.				
4	Discuss two major disinfecting agents.				
5	Discuss hand washing techniques and methods of cleaning various work surfaces and equipment.				
CONTAMINATION					
1	List at least five different possibilities for contamination of an injectable solution during				

Competency		Student		Instructor	
		1-5	**Comments**	**1-5**	**Comments**
	its preparation and for each possibility a precaution that would prevent the contamination.				
2	Discuss the proper technique for using a syringe and needle for aseptic withdrawal of the contents of a rubber-capped vial and a glass ampoule to prevent contamination.				
3	Discuss the proper technique for aseptic reconstitution of an antibiotic injection to prevent contamination.				
4	Discuss storage requirements for drugs and chemicals to prevent contamination.				
OPHTHALMIC PREPARATIONS					
1	Define and discuss types of ophthalmic preparations and their uses (e.g., solutions, suspensions, and ointments).				
2	Discuss the general preparation and filtration process of eye medications and those used specifically in surgical procedures (e.g., local injections, etc.).				
3	Discuss and describe the local administration of eye medications.				
INFECTION AND QUALITY CONTROL					
1	Describe methods of bacterial and viral infection transmission and how to prevent spreading infections in a health care environment.				

End of Semester:

_____   _____
Student Signature   Date

_____   _____
Instructor Signature   Date

Pharmacology – PHAR 1040

Conference and Progress Form

End of Semester Evaluation   Key: 1-Incomplete 2-Developing 3-Acceptable 4-Well Done 5-Exceptional

Name:_____   Semester:_____

Competency		Student		Instructor	
		1-5	Comments	1-5	Comments
DISEASE STATES AND TREATMENT MODALITIES					
1	Define disease states.				
2	Explain how disease alters body function.				
3	Describe modern treatment modalities (e.g., diet/exercise, medication, surgical intervention/radiation).				
4	Discuss rationale for drug use.				
5	Discuss risk benefit ratios.				
6	Describe patient variables, including disease state effects.				
7	Discuss systemic administration (e.g., oral, sublingual-buccal, inhalation, rectal, and parenteral.)				
8	Discuss local administration to skin and mucous membranes, to ears and eyes, and irrigations.				
9	Explain dose-response relationships.				
10	Discuss absorption, biotransformation, and excretion.				
PHARMACEUTICAL SIDE EFFECTS AND DRUG INTERACTIONS					
1	Distinguish between useful and harmful drug interactions, and describe how useful interactions are used in drug therapy.				
2	Discuss the types of drug interactions, including drug-drug, drug-food, and drug-lab test interactions.				
3	Describe the F.D.A. reporting system for adverse drug RXNs, and how to initiate an adverse drug RXN report.				
4	Define side effect, adverse drug reaction, and drug interaction.				
CONTROLLED SUBSTANCES					

Competency		Student		Instructor	
		1-5	Comments	1-5	Comments
1	Define the term controlled substance as described by both State and Federal law.				
2	Describe the characteristics that differentiate each controlled substance schedule, I through V.				
3	Give at least three examples of drugs in each schedule.				
4	Describe the procedures and recordkeeping required by law for handling controlled substances, including any special regulations based on the ordering, receiving, storage, dispensing, and return/ destruction.				
SPECIFIC DRUGS					
1	List the generic name, the usual dose, and the classification/category of drug use for the most commonly prescribed trade name drugs.				
2	Differentiate between prescription and nonprescription.				
3	Know the uses, mechanism of action, and side effects of the following therapeutic classifications and give examples of drugs in each: 1. Anti-infectives and drugs for the common cold 2. Narcotic pain relievers and other nervous system drugs 3. Respiratory, GI, renal, and cardiac drugs 4. Non-narcotic analgesics, muscle relaxants, hormones, and topicals 5. Chemotherapy, herbs, and miscellaneous drugs				
DRUG ADDICTION AND ABUSE					
1	Define addiction, including differences between physical and psychological addiction.				
2	Discuss the characteristics of an "addictive personality."				

Competency		Student		Instructor	
		1-5	Comments	1-5	Comments
3	Describe the elements which contribute to the addictive potential of a therapeutic class of medication.				
4	Link therapeutic class with the type of addiction (physical or psychological) most common with that class.				
5	Describe the actions an addicted person may take to obtain the object of abuse, and what methods this person may use to hide their addiction.				
6	Discuss abuse of medical, and non-medical substances, as well as abuse of activities.				
7	Describe the treatment modalities used with addiction and substance abuse.				

End of Semester:

_____   _____
Student Signature   Date

_____   _____
Instructor Signature   Date

Advanced Pharmacy Technology Principles – PHAR 2060
Conference and Progress Form

End of Semester Evaluation   Key: 1-Incomplete 2- Developing 3- Acceptable 4- Well Done 5- Exceptional

Name: _____Semester: _____

Competency		Student		Instructor	
		1-5	Comments	1-5	Comments
PHYSICIAN ORDERS					
1	Correctly interpret and/or transcribe a prescription or medication order.				
2	Identify the required sections of a medication order or prescription.				

Competency		Student		Instructor	
		1-5	Comments	1-5	Comments
3	Correctly interpret clinical, diagnostic, and treatment terms, and distinguish them from medication orders.				
4	Complete order processing ie: data entry, counting, pouring, packaging, labeling, and distribution of medications.				
5	Discuss the technician role in the health care team, how to function efficiently, and provide safe and effective treatment for the patient.				
6	Understand direct patient care delivery systems in multiple practice settings.				
PATIENT PROFILES					
1	Define the patient profile.				
2	Identify the required information that comprises a patient profile.				
3	Describe the advantages of maintaining patient profiles and the liabilities associated with not having them.				
4	Display the ability to assist the pharmacist in collecting, organizing, and evaluating information for direct patient care, medication use review, medication reconciliation, and departmental management.				
5	Use appropriate judgment in monitoring of medication therapy.				

Competency		Student		Instructor	
		1-5	Comments	1-5	Comments
6	Participate in the facilities medication error prevention process to include assisting the pharmacist in improving direct patient care.				
PHARMACY DATA SYSTEMS					
1	Summarize the pharmacy laws that pertain to computer maintained records and patient profiles.				
2	Describe the current laws and limitations on the use of fax machines in pharmacy practice.				
3	Give examples of the required security for computer maintained pharmacy records.				
4	List and describe different uses of computer systems in modern pharmacy.				
5	Compare the advantages and disadvantages of using computer systems in pharmacy practice.				
6	Demonstrate the ability to accurately interpret and enter data from a prescription or medication order into a computerized patient profile.				
7	Demonstrate the ability to perform maintenance of computer hardware, including cleaning, replacing ribbon/ink, and replenishing paper/label supply.				
JOB READINESS					
1	Describe and exhibit the proper professional				

Competency		Student		Instructor	
		1-5	Comments	1-5	Comments
	image, including dress, attitude, and conduct.				
2	Describe the steps required in conducting a successful job search.				
3	Demonstrate the ability to write an effective résumé.				
4	Demonstrate the ability to properly complete a job application.				
5	Describe and/or demonstrate the skills required to successfully complete a job interview.				
6	Describe desirable job performance skills necessary for job retention and advancement.				
7	Discuss job performance skills as they relate to retail and hospital pharmacy practice.				
LEGAL REQUIREMENTS					
1	Explain the legal requirements for counseling patients.				
2	Discuss the legal requirements for prescription filling, filing, documentation, order taking, and routine procedures.				
3	Discuss the legal requirements for proper prescription documentation.				
4	Explain the legal procedures of ordering and stocking schedule (2) medications.				
5	Explain the Bi-inventory inspection for all schedule medication.				

Competency		Student		Instructor	
		1-5	Comments	1-5	Comments
INVENTORY AND BILLING					
1	Demonstrate the ability to control the inventory of medications, equipment, and devices according to an established plan.				
2	Perform the function of billing and collecting payment for pharmacy services and goods.				
PHARMACEUTICAL CALCULATIONS REVIEW					
1	Review and interpret the following measurements: metric system, apothecary system, household and units.				
2	Review and calculate the following concerning dispensing: oral, parenteral, IV drip rates, other routes; review safety issues.				
3	Review dosage computation, children's dosage, and IV solutions.				

PHARMACOLOGY REVIEW					
1	Review reference sources, origins, classifications, legal aspects, abbreviations, and prescriptions.				
2	Understand the use and effects of prescription and OTC drugs used to treat common disease states.				
3	Assist the pharmacist in the identification of patients who desire/require counseling.				

End of Semester:

_____   _____
Student Signature   Date

_____   _____
Instructor Signature   Date

Pharmacy Technology Program Fees

1ˢᵗ Semester	
• Tuition/Fees	$1681
• Drug Test/Background (Clinical Fee)	$100
• Lab Fee	$80
• Georgia State Board of Pharmacy License and B/G	$140
• Teal Scrubs (2 Sets)	$150
• Books	$378
Total	$2,529
2nd Semester	
• Tuition/Fees	$1681
• Lab Fee	$80
• Books	$260
Total	$2,021
3rd Semester	
• Tuition/Fees	$1181
• Books	$71
• Lab Fee	$80
• PTCE/PTCB	$129
Total	$1,461

* Note that prices listed are subject to change and do not include fuel, supplies (pens, pencils, etc.), board of pharmacy renewal fee, shoes, and/or other professional attire.

Pharmacy Technology
Student Conduct Policy and Disciplinary Action

• Attendance: students are to be on-time and present for all scheduled class times or clinical days. Attendance policy is detailed further in each course syllabus.

• Classroom Conduct: students are expected to be professional and maintain an atmosphere conducive to learning.

• Clinical Conduct: students are expected to be professional at sites as they are willing to allow on-the-job training at their facilities.

• Dress Code: Pharmacy students are to wear teal colored scrubs to each class meeting and to clinical sites with the Wiregrass patch attached to the right sleeve. Student ID badge is to be worn at all times. Closed toed shoes required. Further dress code requirements are clearly outlined in the practicum rules and will be reviewed prior to the clinical experience.

• Be Prepared with writing tools, calculator, paper, and appropriate book/resources

• Food and Drink: is allowed pending that students clean up after themselves. A microwave and other appliances may be used.

• Smoking: Students are to use the designated smoking areas.
These policies and the policies set forth by the Wiregrass student handbook and/or policies of the clinical site are to be followed. www.wiregrass.edu/student/student-handbook/php. Disciplinary action will be in the following forms depending on severity of the infraction:

• Verbal warning by Program Coordinator

• Written warning by Program Coordinator and witness provided by program coordinator

• Recommend dismissal from program determined by Program Coordinator and Dean of Allied Health and referred for disciplinary sanctions outlined in the Student Disciplinary Policy and Procedure.

Pharmacy Technology Clinical Site Affiliates

AmeriMed	Lee and Pickels	Publix
Barnes Health Care Services	Medical Center	SGMC
Legacy	Medicine Shoppe	CRMC
Brooks Co Hospital	Moody AFB	TRMC
Dogwood	Moon's Pharmacy	Pruitt Health Care Pharmacy
Chancy's	Colony Discount Drugs	Advanced Infusion Care
CVS	Swain's Pharmacy	
Lakeland Drug Co.	Ocilla Pharmacy	

Pharmacy Technology Practicum Rules
PHAR 1050 & 2070

Dress Code

1. **Hair:** Must be kept clean and well groomed. Long hair must be styled in a neat manner. When working in IV services, hair must be pulled back. Fancy hair jewelry is not permitted. Unusual hair color is not permitted as determined by clinical sites.

2. **Nails:** Must be kept clean and well groomed. Nails are to be ¼ inch per USP chapter <796> and <797> to maintain aseptic technique while preparing sterile and non-sterile compounds.

3. Jewelry: When working in IV services, jewelry on the hands or wrists is not permitted. Prepare to leave your jewelry at home. WGTC is not responsible for damaged or lost jewelry. **Other visible body jewelry, including tongue piercings, is not permitted!**

4. **Uniform:** SGMC requires you to wear teal scrubs with your white lab coat. You may also wear these scrubs at other sites, if permitted. Scrubs will be clean with no holes or stains. Otherwise, you will maintain a professional appearance by wearing clothing and shoes appropriate to the clinical setting. Your clean white lab coat with a WGTC patch will be worn at all times (unless otherwise approved by the site supervisor). **Your WGTC ID will be visibly clipped on you at all times.**

• Jewelry, hair, and make-up must project a professional image
• Practice good personal hygiene

Attendance

1. You will be assigned 2 practicum sites per semester, 5 weeks each. The requirements for attendance at clinical is 7.5 hours a day for 3 days, a total of 22.5 hours a week. You must arrive at the site depending on the scheduled time and be present for a total of 7.5 hours (not including lunch).

Permissible absences or early dismissals will be excused if you are sick, have a doctor's appointment, or have a death in the immediate family. **You must contact the site supervisor and program coordinator for notification as early as possible or as soon as you know you will be absent.** If you fail to do so, you will be written up for unacceptable lack of **communication**, and points will be deducted from your work ethics grade. **Subsequent failures to provide notification may result in recommendation of dismissal from the course.**

2. **Time that is missed for any reason must be made up.** After you have missed a total of 15 hours student will be counseled; after missing 22.5 hours student will be withdrawn from the course and issued and "F".

3. At the end of the rotation, if you are lacking time, it must be made up by the last scheduled day at that site. You will not be allowed to make up any time after the rotation ends or your last scheduled day.

4. Absences due to emergency illnesses that are extended will be evaluated based on the attendance policy in the Wiregrass Georgia Technical College handbook.

5. You will be given a time sheet and required to write in and out each day. The site supervisor or other permissible personnel (depending on the site supervisor) will sign or initial the time, verifying that it is correct. **You must write out and in for lunch. If you are absent on any given day, you must write in the reason, keeping the days and dates in order.**

If you arrive late or leave early (with the exception of approved late arrivals or early departures), you will be counted as tardy.

Four tardies are an absence and will be counted as <u>7.5 unexcused hours</u>. You will be written up for attendance and organization in work ethics and you **must make up a full 7.5 hour day.**

Time sheets will be calculated prior to being turned into instructor.

> 1) If they have not been initialed, your work ethics grade will be reduced – 1 in
>   Productivity – follows directions and procedures.
> 2) If you do NOT have your folder to turn in, a point will come off of your weekly assignment

(that weeks) for every work day past the due date.

Again, over 22.5 hours missed at one time may result in failure of the course.

- **<u>Remember a perfect attendance is the best policy!!</u>** These clinical sites are your future employers. After submitting your applications, pharmacies will request the location of the students' practicum and they will call to check on your skills and work ethics.

- **Unexcused time must be made up.**

- **Time must be made up at the site from which it was missed by the last scheduled day!**

- **Time over must be taken off from the site at which it was earned**, <u>with the permission and approval of the site supervisor!</u>

Clinical Requirements

1. The dress code will be followed at all times as stated above.

2. You will not receive any personal phone calls except in the case of emergency. Cell phones are prohibited without prior approval by the site supervisor and instructor for unusual circumstances.

3. Unprofessional conduct that has been brought to the program coordinator's attention by the site will reflect in being written up and, depending on the degree, and will follow the Wiregrass Student Code of Conduct Procedures.

4. Ask about designated areas for smoking.

5. If an employee lounge is made available for your use, help keep it clean!

6. No loud talking or horsing around.

7. Patient information is kept in the strictest confidence.

8. Always be at your assigned clinical site ON TIME!

9. If you earn time over 22.5 hours in a week you may take time off with the supervisors permission and approval, <u>ONLY</u>. If you have personal business that <u>must</u> require you to be present during clinical time, you may build your time up ahead and notify both the site supervisor and the program coordinator of this planned absence. But, permission and approval must be obtained from the site supervisor and the program coordinator <u>FIRST!</u>

10. If you have time over from one day of the week and then are sick on another day of the same week, over time will be forfeited, for that week only, since you were not <u>physically</u> present the full 22.5 hours.

11. The assigned site is yours to help keep clean and stocked with supplies. You may also perform other duties required by the pharmacy.

12. Parking spaces near the entrances of retail pharmacies are reserved for customers only. **Park in the designated areas for employees.**

<u>Evaluation</u>

1. An evaluation of your personal attributes, communication skills, and clinical performance will be assessed by the site supervisor. Your grade will be determined from the performance level given and will count as 1/3 of the final grade. A failing grade on any one evaluation will result in **failure of the course and repeat of clinical!**

2. Completion of check-offs is required. You are <u>solely responsible</u> for obtaining these and the supervisor or any tech may check you off (if site supervisor wishes). A scaled score of 1-5 will be given for your evaluation. Each number representation is as follows:

Any proficiencies that are not evaluated will be a 0.

The grade will be determined on a scaled score, depending on the number of proficiencies at the site. This evaluation will be counted as 1/3 of the final grade.

Weekly assignments will be given and an evaluation of up to 10 points can be earned each week, a total of 100 points for the 10 week period. This grade will be averaged with your proficiency check-off grade and will count as **1/3** of your final grade.

These assignments are meant to complement your learning at the sites. **DO NOT BOTHER EMPLOYEES for answers.** They can assist or guide you but, the assignments are <u>your</u> responsibility!

3. Attendance will be evaluated as described above and will be implemented into the final work ethics grade.

4. Any breach of clinical rules may affect your final evaluation by 1 letter grade and a reduction in your work ethics grade.

Regardless of how you feel about your assigned site, you will treat everyone with respect. These pharmacies allow us to come into their normal business to train and we will respect their generosity.
<u>Good work ethics is a must!</u>

Pharmacy Technology Practicum Rules
PHAR 1050 & 2070

I have read and understand the clinical rules for PHAR 1050 and PHAR 2070. I will abide by these rules for the program of Pharmacy Technology at Wiregrass Georgia Technical College. I understand the consequences if any rules are not followed.

Student Name _____

Student Signature _____ Date_____

The rules stated are subject to change upon notification.

Wiregrass Georgia Technical College
Pharmacy Technology Program Statement of Understanding of Confidentiality and the Health Insurance Portability and Accountability Act

4089 Val Tech Road
Valdosta, GA 31602

I have received a copy of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and I understand:

HIPAA is a federal law that requires special training for health-care personnel on policies and procedures regarding protected health information. Protected Health Information (PHI) is any information that relates to the past, present, or future physical or mental health, or the condition of an individual. HIPAA is the first federal law establishing privacy standards that define and limit the circumstances in which an individual's PHI may be used or disclosed by others. The law provides patients with more control over how their personal health information is used and disclosed.

I understand that I cannot disclose any patient information relating to my clinical experiences in any facility for any reason. My clinical information is private and will not be shared in any manner. My clinical information can only be discussed with my clinical instructor or hospital staff members directly related to my patients' care. I understand that if I share information in any way, I may be dismissed from the Pharmacy Technology Program and will be held legally accountable.   I understand that individuals, including students, may be held personally accountable for any violation which may include:

1. Violation of standards may be subject to civil liability.
2. Civil monetary penalties may be incurred.
3. Criminal penalties may include up to ten years in jail.

_____	_____
Printed Student Name	Date
_____	_____
Student Signature	Student ID#
_____	_____
Printed Faculty Name	Date
_____	
Faculty Signature	

Social Media

Use of social media in ways that violate federal, state, and local laws, regulations, rules, and policies, including the Technical College System of Georgia State Board and Wiregrass Georgia Technical College policies, may result in criminal or civil penalties as well as disciplinary actions. Please refer to the Wiregrass Georgia Technical College Social Media Policy found at http://www.wiregrass.edu/accreditation/policy_manual/administration/II_D_6_social_media.html

Photography

Students are prohibited from any photography during clinicals. At no time will photos be taken at the scene of an emergency, (i.e, vehicle, patients, activities, procedures performed, or witnessed) even if the patient grants permission to do so. Posting or sharing of such photos is a violation of HIPAA and will result in disciplinary action or removal from the Pharmacy Technology program.

Student Conduct

Any Wiregrass Georgia Technical College student, acting individually or in concert with others, who violates any part of the Student Conduct Code, shall be subject to disciplinary sanctions outlined in the Student Disciplinary Policy and Procedure. Please refer to the Wiregrass Student Code of Conduct found in the Student Handbook
http://www.wiregrass.edu/student/student-handbook.php

I have read and understand the above contract and guidelines. After reading each item I have placed my initial by each item, and will agree to abide by the contract and guidelines of the program as well the Wiregrass Student Code of Conduct.

_____   _____

Student's Signature   Date

_____   _____

Instructor's Signature   Date

HIPPA

Pharmacy Technology
Laboratory/Classroom Management & Safety Plan

Program Goals/Lab Management System Consistency

The mission of Wiregrass Georgia Technical College, a unit of the Technical College System of Georgia, is to promote community, educational, and economic development by providing a trained workforce in our 11-county service area and throughout the State of Georgia. The college fulfills the mission by providing technical and academic instruction, through traditional and distance education delivery methods, leading to associate degrees, diplomas, and technical certificates of credit; customized training for new and existing industries; professional and personal development through continuing education programs; and adult education services to meet the needs of citizens, business, and industry in the service area.

The Pharmacy Technology Program operates in support of this mission. The procedures of the lab/classroom management plan are consistent with institutional policies and industry standards for safety, productivity, and liability.

Plan Dissemination

All adjunct faculty members are provided a copy of this upon employment and are briefed on its contents/procedures by the program coordinator prior to assuming instructional duties. New full time faculty members are provided a plan and are briefed on its contents by the appropriate instructional coordinator.

The plan is briefed to each new student during program specific orientation and posted in the program area.

Plan/Procedures

It is the instructor's responsibility to oversee the lab/classroom and to schedule appropriate day to day activities designed to teach the clinical competencies required to perform as a pharmacy technician.

- Dispensing pharmaceuticals
- Inventorying drugs
- Compounding prescriptions
- Sterile product manufacturing
- Proper hand washing techniques
- Utilizing computers to prepare labels

Safety Orientation - Each new student undergoes extensive safety instruction during the program specific orientation. During PHAR 1000, 1010, 1020, and 1030 the instructor gives specific lab safety instruction and verifies that all aspects of lab safety are addressed with each student.

Instructors have the following specific laboratory safety responsibilities:

• Assuring the First Aid Box and the Bloodborne Pathogen kit are kept fully equipped and are properly located in the laboratory
• Assuring the location and use of Eye Wash Station is known
• Keeping sharps and sharps containers in a locked storage area until such times as required for student practice
• Checking all equipment to assure that damaged or malfunctioning equipment is properly repaired
• Ensuring that student accidents or injuries are handled immediately in accordance with the institution's published emergency procedures
• Cleaning after each specified lab and storing equipment properly

Safety Inspections - Inspections are conducted in accordance with the Wiregrass Georgia Technical College Safety Plan. A discrepancy log is maintained as long as any discrepancies are discovered and until the discrepancies are resolved.

I. Daily opening procedures
The following responsibilities are carried out by the instructor:
1. Opening and unlocking of the lab and classroom
2. Turn on lights
3. Planning activities related to skill development
4. Conducting an initial visual inspection of the lab daily for safety hazards

II. Specific safety considerations (*See Wiregrass Georgia Technical College Hazardous Materials (HAZMAT) Plan and Wiregrass Georgia Technical College Exposure Control Plan*).
1. Continuous monitoring of all lab activity to assure safety measures are observed including compliance with the Exposure Control Plan and the Hazardous Materials Plan

III.   General daily operations of the classroom/lab area
1. Overseeing student activity in the lab including scheduled examinations
2. Assigning lab grades, including completion of exception forms for work ethics for a student's failure to take proper care of equipment or the facility
3. Assuring that students maintain equipment
4. Checking out of equipment and supplies/keeping adequate inventory
5. Continuous assessment of material/supplies to assure proper storage

IV. General Classroom/Computer Lab Management
A. General Responsibility
   Classroom and Labs are to be kept neat and clutter free
B. Student Responsibility
   1. Notify instructors immediately of damaged equipment
   2. Maintain orderly and quiet environment
   3. No eating or drinking in lab area
   4. Maintain lab supplies assigned for their use

V. Computer Acceptable Use Policy (See TCSG and Wiregrass Georgia Technical College Policies and Student Handbook)
   1. ***Computers are the property of the State of Georgia and Wiregrass Georgia Technical College***
   2. Only program-approved work may be accomplished on school computers

VI. Housekeeping
   1. All lab supplies are to be returned to their appropriate place
   2. All equipment is cleaned after use and return to proper area
   3. All countertops are disinfected
   4. All chairs are organized and left neatly in lab
   5. All prepared compounds are disposed of properly

VII. Daily procedures for closing and securing the area.
   The following responsibilities are carried out by the instructor:
   1. Closing and locking of the lab and classroom
   2. Conducting a visual inspection of the lab daily for safety hazards and neatness
   3. Shut down computers
   4. Turn off lights

**Pharmacy Technology
Acknowledgement Affidavit**

This form is the acknowledgement that I have received and read the Pharmacy Technology Program's Student/Clinical Handbook.

Student Signature	Date