# Pharmacy Technology
## Student Handbook
## 2024-2025

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# 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,

LaShonna Perry; BS., CPhT
Pharmacy Technology Program Coordinator

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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 supporting student success and 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 life long 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

## 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.

Examples of illegal drugs include, but are not limited to, stimulants, depressants, narcotics or hallucinogenic drugs, cannabis substances such as marijuana and hashish in any form, cocaine, heroin, methamphetamine, phencyclidine (PCP), and so called designer drugs and look-alike drugs.

## 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.

# 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 2021
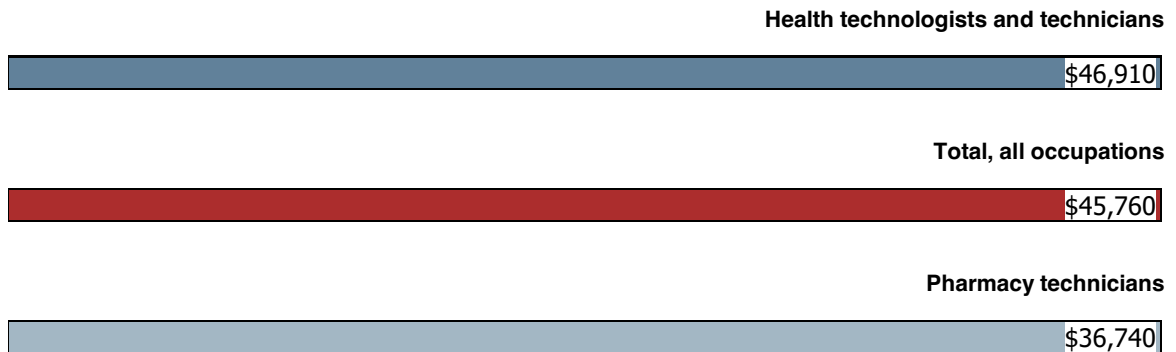
**Health technologists and technicians**

$46,910

**Total, all occupations**

$45,760

**Pharmacy technicians**

$36,740

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 $36,740 in May 2021. 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 $28,740, and the highest 10 percent earned more than $47,580.

In May 2021, the median annual wages for pharmacy technicians in the top industries in which they worked were as follows:
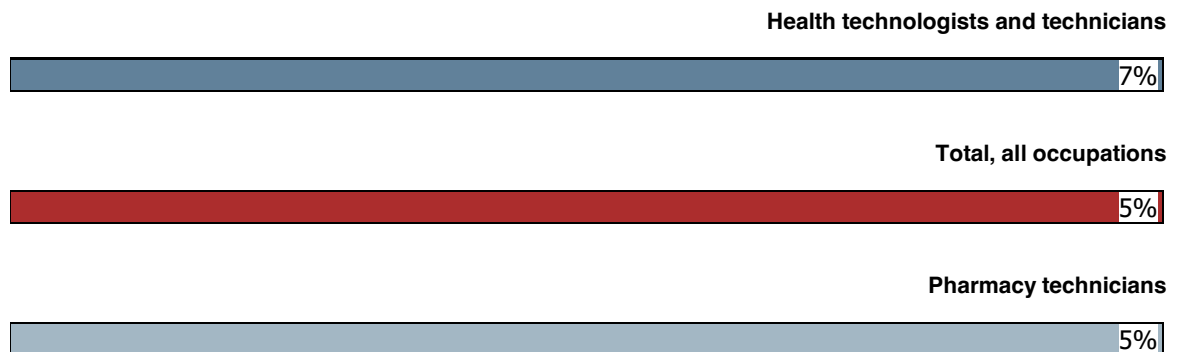
| | |
|---|---|
| Hospitals; state, local, and private | $38,270 |
| Food and beverage stores | 36,090 |
| Pharmacies and drug stores | 35,940 |

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

# Job Outlook

## Pharmacy Technicians

Percent change in employment, projected 2021-31

**Health technologists and technicians**

| | 7% |
|---|---|

**Total, all occupations**

| | 5% |
|---|---|

**Pharmacy technicians**

| | 5% |
|---|---|

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

Source: U.S. Bureau of Labor Statistics, Employment Projections program

Employment of pharmacy technicians is projected to grow 5 percent from 2021 to 2031, about as fast as the average for all occupations.

About 43,500 openings for pharmacy technicians are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

## Employment

Demand for pharmacy services is expected to increase because of the large number of older people, who 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.

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. Technicians will need to perform tasks—such as collecting patient information, handling prescription transfers, and verifying the work of other technicians—that were previously done by pharmacists.

## Employment projections data for pharmacy technicians, 2021-31

| Occupational Title | SOC Code | Employment, 2021 | Projected Employment, 2031 | Change, 2021-31 | | Employment by Industry |
|---|---|---|---|---|---|---|
| | | | | Percent | Numeric | |
| SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program | | | | | | |
| **Pharmacy technicians** | 29-2052 | 447,300 | 469,700 | 5 | 22,400 | Get data |

One-Stop Advisor: marc.dame@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.

## 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 |
| COMP 1000/ COMP 2000 | 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 (10519) | Fall | 4 |
| PHAR 1010 | Pharmacy Technology Fundamentals (10520) | Fall | 5 |
| PHAR 1020 | Principles of Dispensing Medications (10521) | 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 (10105) | Summer | 3 |
| PHAR 2070 | Advanced Pharmacy Technology Practicum (10106) | 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 |

**PROGRAM-SPECIFIC ADVISING INFORMATION - *PLEASE REFER ALL POTENTIAL STUDENTS TO MARC DAME TO SET-UP INITIAL MEETING WITH LASHONNA PERRY. *STUDENTS IN CORE SHOULD MEET WITH HER EVERY SUCCESSIVE TERM UNTIL START OF COHORT.**

- This program starts Summer of 24 and every other term thereafter.
- 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.
- For most allied health programs, clinical experience is required to complete a program, and students must meet all clinical requirements defined by the clinical facility. No student will be denied admission to a program due to these requirements; however, the clinical partner requirement may prevent a student from completing the program. Clinical requirements may include, but not limited to, some or all of the following: American Heart Association Provider CPR certification, physical examination or proof of ability to perform required duties, Tuberculin skin test, up-to-date immunizations, mandatory vaccinations, and/or titers. A criminal background check and drug screen are required prior to performing the clinical rotation. Students unable to meet clinical requirements may not be able to graduate from the program. Alternate clinical locations may not be offered or available if a student is unable to meet clinical requirements. See the Program Advising Packet for more information.
- 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 ASHP (American Society of Health-System Pharmacists) and ACPE (Accreditation Council for Pharmacy Education).*

# Estimated Program Costs

## Basic Pharmacy TCC:

Tuition/Fees: $1706

Drug Test/Background

Clinical Fee: $125

Lab Fee: $80

Georgia Board of Pharmacy License
and Background: $150

Teal Scrubs: $150

Books: $531

**Total: $2742**

## Advanced Pharmacy TCC:

Tuition/Fees: $1906

Lab Fee: $160

Malpractice Insurance: $4

Books: $412

**Total: $2482**

## Diploma/Degree:

Tuition/Fees: $906

Graduation Fee: $40

Malpractice Insurance: $4

PTCE/PTCB: $129

**Total: $1079**

* Please note that prices listed are subject to change and do not include fuel, supplies (pens, pencils, calculator, etc.), Board of Pharmacy Renewal Fee, shoes, and/or other professional attire.

# Pharmacy Technology Courses/Schedule:

**Basic Pharmacy TCC:**          PHAR 1000 Pharmaceutical Calculations

PHAR 1010 Pharmacy Technology Fundamentals

PHAR 1020 Principles of Dispensing Medications

**Advanced Pharmacy TCC:**     PHAR 1030 Principles of Sterile Medication Preparation

PHAR 1040 Pharmacology

PHAR 1050 Pharmacy Technology Practicum

PHAR 2060 Advanced Pharmacy Technology Principles

**Diploma/Degree:**          PHAR 2070 Advanced Pharmacy Technology Practicum

\* Prior to Practicum Courses all Pharmacy Technology students **MUST** be registered with Georgia Board of Pharmacy with an Active License.

**For more information please contact:**

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

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

Pharmacy Technician Certification Board (PTCB):

https://www.ptcb.org/about-ptcb

## 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

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

**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 Signature                                              Date


_____          _____
               Instructor Signature                                             Date

**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