



# Pharmacy Technician Program Student Handbook



As a PTCB-Recognized Education/Training Program, students who complete the program are eligible to apply to take the Pharmacy Technician Certification Exam (PTCE) to earn their PTCB CPhT credential.

# Mission

*State Fair Community College provides relevant and responsive learning experiences that empower our students and communities to prosper.*

In support of this mission, SFCC will:

- Prepare our students to accomplish their goals in college transfer, career development, skill attainment, or life-long learning through exemplary education and support services.
- Deliver educational programs that are accessible, affordable, and applicable to current and future career pathways.
- Provide a college experience that is student-centered and responsive to the needs of a diverse student body.
- Anticipate workforce development needs with forward-thinking solutions and innovative technology that meet and exceed industry standards.
- Collaborate with education, government, and business partners to advance the prosperity of individuals and communities in our region.
- Strengthen and enrich the intellectual, economic, and cultural vitality of the communities we serve.

## Priorities:

- Deliver exemplary teaching and learning
- Maximize enrollment and student persistence
- Enhance the student experience
- Connect students with career and transfer opportunities
- Optimize institutional health
- Nurture community relationships

## **Pharmacy Technician Program Goals**

1. The program will provide a plan for faculty that establishes or assesses the knowledge, skills, qualifications, and experience pertinent to the professional curriculum content that they are assigned to teach. This includes efforts to keep current in relevant professional content and practice, as well as other components of advanced formal education.
2. The program's mission and goals are outcome-focused and relevant to the mission of State Fair Community College. The program must assess the appropriateness and effectiveness of the curriculum, with the results of the program assessment used as the basis for ongoing planning and program improvement.
3. The program will provide assurance that the educational needs of students are met and that graduates demonstrate at least the PTCB entry-level curriculum competencies.
4. The Advisory Committee will assist program faculty and State Fair Community College personnel with the development and revision of program goals and curriculum monitoring program needs and expectations and ensuring program responsiveness to change.

## **Pharmacy Technician Program Outcomes**

### **Upon graduation of the Program, the student will be able to:**

1. Demonstrate entry-level knowledge accordance with the Pharmacy Technician Certification Board's CPhT credential.
2. Exhibit clear and effective communication skills, critical thinking, and problem solving
3. Enter the workforce with a knowledge and understanding of pharmacy processes and systems.
4. Obtain employment in the Pharmacy Technician field of study.

## Introduction

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**The Skills Certificate in Pharmacy Technician** provides the knowledge and skills to prepare students with no pharmacy background to take the Pharmacy Technician Certificate Board Examination (PTCE) to achieve CPhT designation.

**The Professional Certificate in Pharmacy Technician** consists of a combination of the Skills Certificate in Pharmacy Technician along with other health care related courses. Students can increase employability with completion of this certificate

**The AAS in Health Care Specialist with emphasis in Pharmacy Technician** program includes all the courses from the Professional Certificate in Pharmacy Technician. Graduates of this program will have the skills necessary to work in both retail and hospital pharmacies, as well as related fields in the health care industry. The CPhT is a nationally recognized certification and is required in some states

## What Pharmacy Technicians Do?

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Pharmacy technicians do much of the routine day-to-day work in a pharmacy. Typical responsibilities include taking incoming prescription requests, filling prescriptions, explaining the proper use of medications to customers, and filling out paperwork. Common skills and abilities needed include concern for others; written, oral and reading comprehension skills; excellent near vision and attention to detail; problem-solving skills; active listening skills; and the ability to assess and prioritize work.

**What Pharmacy Technician jobs are out there?**  
**Where do they work?**  
**How much do they make?**

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<https://www.mynextmove.org>

## Essential Abilities of Pharmacy Technician Students

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Students in the Pharmacy Technician program must have the following minimum abilities:

- Possess basic reading and writing skills.
- He or she must be able to communicate effectively in oral and written format.
- Ability to read and comprehend extensive written material.
- Ability to interact professionally with students, faculty, staff, patients, and other professionals.
- Accurately identify problems and make correct judgments in seeking resolutions.
- Ability to evaluate and apply information and engage in critical thinking within the courses as well as during professional practice experiences based on their knowledge and experiences.
- Ability to use computers and complete computer-based assignments.
- Ability to calculate mathematical information such as pharmacy calculations
- Possess gross and fine motor skills sufficient to work with paper and electronic health information.
- Normal or corrective vision sufficient to view, read, and utilize information in a variety of formats to include written, computerized, and typed data.
- Ability to multitask and to work in a rapidly changing environment.
- Physical ability to maintain repetitive motions on a regular basis.

## Pharmacy Technician Program Expectations

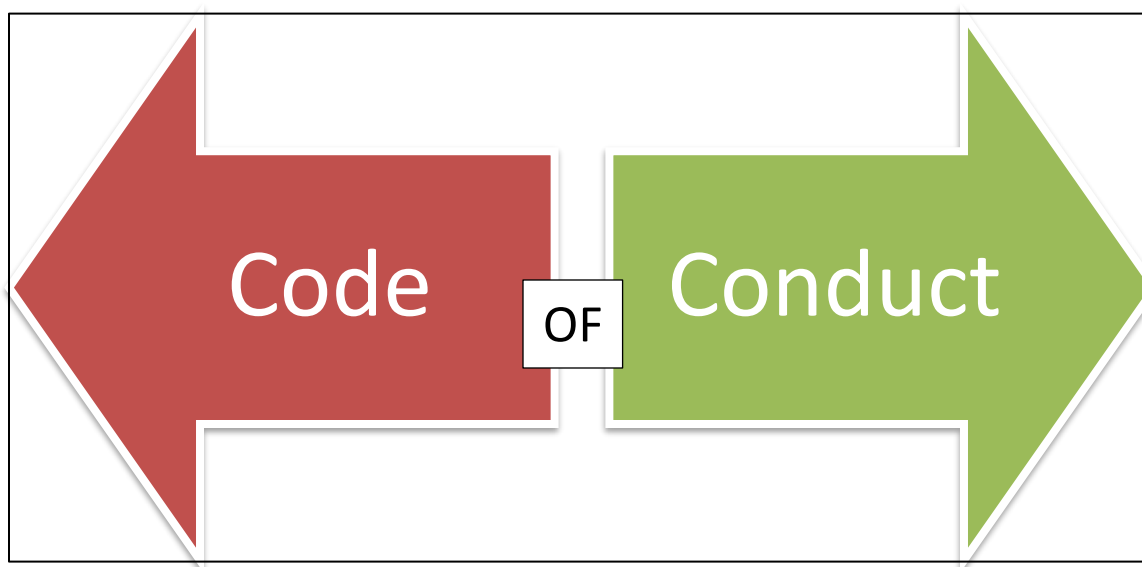
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Faculty and staff in the Health Information Technology Program are committed to helping you succeed in achieving your educational goals. Just as you have expectations of faculty and staff, we have expectations of you as a student in our program.

- ✓ Dedicate approximately 10 - 17 hours per week for each class; however, the time commitment will vary depending on your input, needs, personal study habits, and whether the course is offered in an 8-week or full semester (16 week) format.
- ✓ Acquire required textbooks and materials before class begins and consistently engage in your courses from the first day of class to the last.
- ✓ Check your State Fair email account on a regular basis as program and college related information will only be directed to this account.
- ✓ Respond to faculty and staff communications in a timely manner (preferably within 24 – 48 hours) and allow them the same amount of time to respond.
- ✓ Be knowledgeable of and adhere to all college, department and program policies and procedures, including the:
  - Pharmacy Technician Program Handbook
  - [SFCC Policies & Regulations](#)
- ✓ Demonstrate strong writing skills. If your writing skills need improvement, you will be responsible for seeking the appropriate support. The college offers assistance through the [Academic Tutoring and Computer Lab](#).
- ✓ Notify your Navigator of any problems you may be having in a timely manner, whether personal or academic – they are here to help! If you are not sure who your Navigator is [click here](#).
- ✓ Maintain academic honesty in all of your course work.
- ✓ Conform to professional standards of behavior; including treating everyone with respect and maintaining professionalism in all communications.
- ✓ Complete course, program and college evaluations – we greatly value your constructive feedback.

## Academic Standards & Policies (Regulation 2000)

<https://www.sfccmo.edu/about/policies-regulations/>



### Academic Conduct

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You are encouraged to assist each other and exchange information in order to master the concepts and skills covered in classes and to seek tutoring if necessary. However, collaboration on any graded assignment or exam to the extent that it is not an individual student's total, personal effort is considered a violation of the Student Conduct Code as printed in the Student Handbook.

When an academic exercise is designed to result in a grade, any of the following activities constitute violations of academic honesty unless expressly authorized in advance by the instructor.

Group assignments will be considered in the same way as any violation of academic conduct by an individual. When a group project is submitted, it is considered that everyone in the group has okayed the work and submits it as their own best work, even though the individual student may have only contributed a piece of the final work. Thus, **BE CERTAIN TO REVIEW**

the final group product. If there is a violation of the academic conduct policy which could result in a project grade of a zero, all students in the group will receive the same grade.

- A. Plagiarizing any information or idea and submitting it as one's own work:
  - Using actual words from another source, failing to surround those words in quotation marks, and failing to provide the appropriate citation.
  - Paraphrasing the words or another source without providing the appropriate citation, excluding general knowledge that can be found in three or more sources.
  - Using an idea from another source and failing to provide the appropriate citation.
- B. Cheating in any form involving academic work:
  - a. Copying any information from another student including tests, worksheets, computer files, reports or other documents that are presented for a grade.
  - b. Obtaining or attempting to obtain an unauthorized copy of a test or an answer key.
  - c. Taking an exam or completing coursework for another student in a traditional or online course, or allowing another student to provide these services.
  - d. Using unauthorized information during a test.
  - e. Collaborating with another student for a test or other graded assignment without the consent of the instructor.
  - f. Purchasing any document and presenting it as original work.
  - g. Bribing or attempting to bribe an instructor, staff member or student to alter a grade.
  - h. Inventing information to support a research paper or other class project.
- C. Falsifying any information provided to the college including forging signatures or tampering with official documents.

Academic misconduct violations will result in a minimum of a zero grade for the paper, assignment, or test on which the violation occurred. The instructor may recommend a more stringent course of action to the dean. Upon consultation with the instructor and the student, the dean may choose an additional penalty. In very serious or repeated cases of academic misconduct, the penalty may include failure of the class or expulsion from the college.

## **Educational Conduct Evaluation**

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An educational conduct evaluation may be conducted at any time while a student is enrolled at SFCC with a declared health science or pre health science major, or when an application has been submitted to a health science program.

The student's educational conduct records will be reviewed in the internal reporting system. If conduct is identified which may make the student unsuitable for the health care profession or



the health care educational environment, the concern will be brought before the Health-Science Student Conduct Committee.

The committee will review the student's records and determine the student's eligibility to enroll in the SFCC Health Science program. A student who is found responsible for conduct including but not limited to the behaviors listed below may be disqualified from enrolling in a health science program.

- Academic dishonesty
- Threats against teachers or fellow students
- Intimidating behavior
- Obstructive or disruptive conduct
- Bullying or harassment
- Disrespect for property of others
- Conduct that interferes with the academic environment
- Possession of banned items or substances on campus
- Other items listed in the SFCC student code of conduct (Reg 2610)

If a potentially disqualifying concern is identified the student will be informed via SFCC e-mail and will have the opportunity to appear before the committee. If the student does not respond to communication within 10 business days or is unwilling to appear before the committee the committee may make a decision in their absence. If the committee determines that the student is ineligible due to conduct unsuitable for the health care profession or health care educational environment the student will be informed of the committee's decision in writing via their SFCC student e-mail.

The student will then have up to 10 business days to appeal the committee's decision by submitting a written request of appeal. Initial appeals will be heard by the Health Science Dean. If the appeal is denied the Dean will inform the student in writing via SFCC e-mail.

### **Health Science Student Conduct Committee**

The Health Science Student Conduct Committee will consist of three or more full-time SFCC Health Science employees with representation from at least three Health Science specialty areas. The committee will be convened as needed to review student conduct records which may make a student unsuitable for the health care profession.



# Professional Conduct

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- 1) Students are to abide by the [State Fair Code of Conduct policies](#) (Regulation 2610) as well as adhere to the Code of Ethics, listed below, throughout the program.
- 2) Students will exhibit professional behavior at all times toward fellow students, instructors and guests.
- 3) An important aspect of professional ethics is the maintenance of the confidential status of patient's medical records and physician/ facility business. Students will be required to not only know but abide by HIPAA rules when coming into contact with health records, during lab assignments, while on field trips, and during professional practice experiences. Confidential information MUST NOT be disclosed to any unauthorized individuals including family and friends. Breach of this covenant will result in failure of that class and possible dismissal from the program.
- 4) All instances of alleged misconduct or unethical behavior will be investigated and handled per State Fair policy.



## Code of Conduct

PTCB is dedicated to providing and implementing appropriate standards designed to serve pharmacy technicians, employers, pharmacists, and patients. First and foremost, PTCB certificants and candidates give priority to the health interests and protection of the public, and act in a manner that promotes integrity and reflects positively on the work of pharmacy technicians, consistent with appropriate ethical and legal standards.

As pharmacy technicians, and under the supervision of a licensed pharmacist, PTCB certificants and candidates have the obligation to: maintain high standards of integrity and conduct; accept responsibility for their actions; continually seek to improve their performance in the workplace; practice with fairness and honesty; and, encourage others to act in an ethical manner consistent with the standards and responsibilities set forth below. Pharmacy technicians assist pharmacists in dispensing medications and remain accountable to supervising pharmacists with regard to all pharmacy activities, and will act consistent with all applicable laws and regulations.

### **A. Responsibilities Relating to Legal Requirements.**

Each certificant/candidate must:

1. Act consistent with all legal requirements relating to pharmacy technician practice, including Federal, State, and local laws and regulations.
2. Refrain from any behavior that violates legal or ethical standards, including all criminal laws, Federal laws and agency regulations, and State laws and regulatory agency rules.

### **B. Responsibilities to PTCB/Compliance with Organizational Policies and Rules.**

Each certificant/candidate must:

1. Act consistent with all applicable PTCB policies and requirements.
2. Provide accurate, truthful, and complete information to PTCB.
3. Maintain the security and confidentiality of PTCB examination information and materials, including the prevention of unauthorized disclosure of test items and format and other confidential information.
4. Cooperate with PTCB concerning conduct review matters, including the submission of all required information in a timely, truthful, and accurate manner.
5. Report to PTCB apparent violations of this Code based upon reasonable and clear factual information.

### **C. Responsibilities to the Public and Employers.**

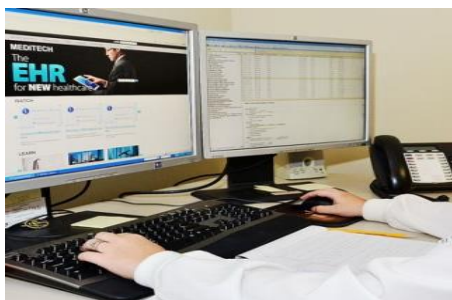
Each certificant/candidate must:

1. Deliver competent, safe, and appropriate pharmacy and related services.
2. Recognize practice limitations and provide services only when qualified and authorized by a supervising pharmacist and consistent with applicable laws and regulations. The

certificant/candidate is responsible for determining the limits of his/her own abilities based on legal requirements, training, knowledge, skills, experience, and other relevant considerations.

3. Maintain and respect the confidentiality of sensitive information obtained in the course of all work and pharmacy-related activities, as directed by the supervising pharmacist and consistent with legal requirements, unless: the information is reasonably understood to pertain to unlawful activity; a court or governmental agency lawfully directs the release of the information; the patient or the employer expressly authorizes the release of specific information; or, the failure to release such information would likely result in death or serious physical harm to employees and/or patients.
4. Use pharmacy technician credentials properly, and provide truthful and accurate representations concerning education, experience, competency, and the performance of services.
5. Provide truthful and accurate representations to the public and employers.
6. Follow appropriate health and safety procedures with respect to all pharmacy-related activities and duties.
7. Protect the public, employees, and employers from conditions where injury and damage are reasonably foreseeable.
8. Disclose to patients or employers significant circumstances that could be construed as a conflict of interest or an appearance of impropriety.
9. Avoid conduct that could cause a conflict of interest with the interests of a patient or employer.
10. Assure that a real or perceived conflict of interest does not compromise legitimate interests of a patient or employer, and does not influence or interfere with work-related judgments.

<https://www.ptcb.org/guidebook/general-policies#code-of-conduct>



## **Professional Practice Experience Requirements**

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The Professional Practice Experience (PPE) is an academic course requirement for an Associate in Applied Science Degree and Professional Certificate in Pharmacy Technician. This course is designed to provide students the opportunity to merge classroom theory with real world practice by allowing them to observe, participate in and evaluate day-to-day pharmacy operations. The PPE is an 80-120 hour clinical internship, which is divided among hospital and commercial sites. These hours may be obtained through a mutually agreed upon schedule between the student and the clinical site. Employment experience (prior or current) may not be substituted for the PPE requirements.

Completing professional practice experience is a vital part of your education. The goal of this guidebook is to provide information to ensure the PPE will be a meaningful experience for everyone involved.

### **Course Description**

PHRM 175 –Professional Practice Experience

Course provides the student with field-based professional practice experience in a hospital or commercial pharmacy setting. Students will be assigned specific professional practice objectives and skills to be completed at the site and will participate in daily pharmacy activities. This is an unpaid work experience requiring 80-120 hours of participation.

Prerequisites: Permission of the program coordinator.

### **COURSE OBJECTIVES**

**Upon completion of this course, the student will be able to:**

1. Apply the knowledge gained from the program in a workplace setting.
2. Utilize learned communication skills
3. Apply technical skills learned.

No student will be allowed to register for HIT 175 Professional Practice Experience without completing ALL of the following requirements:

**1. Complete and Submit a Pharmacy Technician registration application to the Board of Pharmacy which includes the following:**

- **Criminal History Background Check:** All pharmacy technician applicants must be fingerprinted and undergo a
- criminal history background check. You will be required to pay a fingerprinting fee at the fingerprint location or
- when you register with the fingerprint vendor online.
- **Fee of \$35.00**
- **A 2" X 2" head and shoulders photo**

**2. Register with the Missouri Family Care Registry**

The Family Care Safety Registry (FCSR) helps protect seniors, children, and the disabled by conducting background screenings on long term care workers, child care workers, and personal care workers. If you are an employee or a job applicant in one of these fields, you must register with the FCSR before background screenings can be requested. Registering with the FCSR means you will provide personal information and agree to background screenings for employment purposes as defined in state law. There is a one-time registration fee of \$14.00.

A United States social security number is required to initiate the Family Care Registry check. Students without a United States social security number should contact the Designated School Official (DSO) through the SFCC Student Services office for additional information.

**3. Substance Abuse/Drug Testing**

State Fair Community College (SFCC) Health Science programs prohibit the use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, marijuana, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, and imitation controlled substances on any college property, during any college-sponsored activity, in any college-owned vehicle, or in any other college-approved vehicles used to transport students to and from college or college activities. Students found to be involved in any of these activities are subject to disciplinary action.

Students of SFCC's Health Science programs benefit from clinical programs that provide students with hands-on experiences at third-party clinical facilities. SFCC Health Science programs share an obligation with the clinical facilities to protect the facilities' patients from harm to the extent reasonably possible, including protecting patients from students who

may be impaired from the use of drugs or alcohol while participating in a clinical program at the clinical facility. SFCC Health Science programs wish to ensure that the health and safety of students and patients are not compromised and that clinical affiliation agreements continue to exist to provide students with quality clinical education experiences. Therefore, students enrolling in SFCC Health Science programs are required to submit to drug testing.

Students are subject to an observed urine drug screen and/or a blood alcohol test at any time while enrolled in a Health Science program.

## **Definitions**

*Blood Alcohol Test* – Scientifically substantiated method to test for the presence of alcohol in a person's blood.

*Consent Form* –Drug Testing Consent Form adopted by SFCC.

*Drug Use Test* – Scientifically substantiated method to test for the presence of illegal drugs or alcohol in a person's urine.

*Illegal Drugs* – The synthetic or generic equivalent or derivative drugs that are illegal or restricted under federal, state or local laws including, but not limited to, marijuana, alcohol, heroin, hashish, cocaine, hallucinogens, depressants, and stimulants not prescribed for the user. This includes steroids and steroid derivatives or related substances that are not prescribed by a physician or are prescribed by a physician for uses not authorized by the manufacturer of the drug. This term shall include, but not be limited to, all drugs listed in the Narcotic Drug Act, § 195.101, RSMo., and Section 202 of the Controlled Substances Act, 21 U.S.C. § 812. SFCC reserves the right to test for as many of these drugs as deemed necessary to meet the stated goal of deterrence.

While recreational and medical use of marijuana is legal in Missouri, it is illegal at the federal level. Regardless of whether marijuana is legal in Missouri, federal law requires that colleges and universities adopt and enforce drug-free workplace policies, as well as programs to prevent the unlawful possession, use, or distribution of illicit drugs by students and employees. Because marijuana is still considered illegal under federal law as a *Schedule I* drug, SFCC must prohibit its distribution, possession, and consumption while participating in classes, programs, or activities sponsored by or on facilities controlled by the College. In addition, students and employees who are subject to drug testing requirements would not be exempted from such requirements even if such individual obtains a state medical marijuana certification. *Therefore, marijuana is considered an "illegal drug" for purposes of this requirement.*

**Medical Review Officer** - A third-party healthcare professional who reviews student medications and makes a final determination on non-negative test results.

*Negative Test Result* – A toxicological test result that is considered to demonstrate the

absence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

*Non-negative Test Result* – An initial, unconfirmed toxicological test result that is considered to demonstrate the presence of an illegal drug or metabolite thereof using the standards customarily established by the testing laboratory administering the drug use test. After further testing of the sample and consideration of legally prescribed medication that might influence the test result, a final determination will be made by a Medical Review Officer.

*Positive Test Result* – When referring to a drug test administered under this requirement, a toxicological test result that is considered to demonstrate the presence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

### **Persons to be Tested**

Any student who is enrolled in any Health Science Program that requires a clinical rotation, internship, externship, or professional experience at a clinical facility will be required to submit to drug use testing prior to the first clinical rotation, and on a regular basis thereafter. Student enrolled in a Health Science Program will also be subject to reasonable suspicion testing as set forth below. Drug testing will be performed at the student's expense.

### **Reasonable Suspicion Testing**

SFCC Health Science Programs are authorized to require any student to submit to a drug or alcohol test if the Program faculty, staff, or administration has reasonable suspicion that the student is using or is under the influence of alcohol or illegal drugs while:

- On clinical facilities immediately before, during, and/or immediately after clinical rotation hours;
- Traveling to or from clinical facilities for clinical rotations or such for other purposes as are part of the Program.
- On facilities controlled by the College

A non-exhaustive list of observations and behaviors that might create a reasonable suspicion that the person is under the influence of drugs or alcohol is included below. Faculty who are concerned that a student is under the influence of drugs or alcohol may utilize the Reasonable Suspicion Checklist in consultation with a designated Student Services representative.

- A student's behavior, in conjunction with physical appearance and/or odor, indicates the possible use of alcohol, marijuana, or illegal-drugs.
- The student possesses drugs, alcohol, marijuana or any controlled substance.



- Information communicated to an SFCC administrator, coordinator, or an Instructor by another individual, student, or law enforcement personnel indicating a student is using, possessing, or under the influence of alcohol, marijuana, or illegal drugs.
- The student is involved in an accident, error, or missing medication is reported at the clinical site.

A student's refusal or lack of cooperation to submit to the drug use or alcohol test will be treated as a refusal to consent to drug testing. The student will be refused access to the clinical facilities, and will, therefore, be unable to complete the required clinical experience.

### **Consent to Drug Testing**

The student must provide written consent to provide specimens for the purpose of analysis. If the student is under eighteen (18) years of age, the student's parent or legal guardian must sign the drug testing consent form in addition to the student. The signed consent must be returned to SFCC Health Science programs and will be maintained in the student's record until graduation from SFCC Health Science programs.

Students who decline to consent to drug testing will be refused access to the clinical facilities, and will be unable to complete the required clinical experience. A student who is unable to produce a urine sample during the timeframe of testing will be considered the same as declining to consent.

### **Confidentiality**

All records related to student drug testing shall be kept in confidential files separate from a student's permanent educational records. Those files will be destroyed upon the student's graduation or transfer from the college. Test results will only be released to the student, approved college officials, or such other person as is authorized to receive such results. Test results will not be turned over to the police or authorities without a subpoena or court order, and administration will not disclose test results without a subpoena or court order, unless otherwise required by law.

### **Procedure**

Drug or alcohol testing will be arranged by each SFCC Health Science program, possibly in conjunction with other Health Science programs, at SFCC or a lab of the College's choice with a specified time frame at the student's expense. The drug test will include, but not be limited to a 7-panel test. Drug testing collection and/or analysis may be performed by employees of SFCC or a third-party agency.

Students will follow the procedure required by the agency or persons collecting the urine specimen.

## **Consequence**

If the initial testing is positive, a second test may be required to determine the exact substance and the student will be expected to comply if needed. Additional testing such as blood or hair follicle testing may be required at the student's expense.

A student with a confirmed positive illegal drug or alcohol test result may be ineligible to participate in the required clinical rotation and may be dismissed from the SFCC Health Science program. Following a confirmed positive illegal drug or alcohol test, appropriate program administrators will meet with the student and review the test results and provide the student an opportunity to explain the results. If program administrators determine that a student is not a safety threat, a student may, in some circumstances, be allowed to remain in the Program with a remediation plan which may include program probation.

A student with a confirmed positive test result who is dismissed from the Program and wishes to reapply in the future, must meet with the Program Director. A determination will be made by the Director whether the student has addressed the drug and/or alcohol use, through professional counseling or otherwise, in a manner that warrants readmission. If the Director believes readmission is warranted, the Director may also determine what conditions, if any, apply to the readmission. If the student is readmitted, the student will continue to be subject to the drug and alcohol testing requirements and reasonable suspicion testing as outlined above.

A student who refuses to be tested for drugs will be ineligible to participate in the required clinical rotation, and will be dismissed from the Program.

## **Substance Abuse Counseling**

Students who need assistance in locating professional assistance, counseling and/or rehabilitation programs may request information from the Student Services Office of the College. Such contacts will be handled with confidentiality. However, volunteering to participate in treatment programs will not of itself prevent disciplinary action for violations of the Student Drug Testing Requirement. Community resources available for counseling and assistance with alcohol and/or substance abuse problems include: Alcoholic Anonymous - Al-Anon and Al-Ateen 660-826-9608; Cocaine Helpline 800-274-2042 or 800-234-1253; SAMHSA Hotline 800-662-HELP; Veterans of Foreign Wars 660-826-4543.

Counselors in the Student Services Office will assist referrals upon request. Information about additional private counseling resources may also be accessed through the Student Services Office.

## **Student Discipline Policy**

The Student Drug Testing Requirement does not limit or otherwise affect the SFCC

policy, regulation, procedure, or state or federal law regarding discipline for the sale, possession, use, distribution or purchase of drugs (or alcohol) arising out of circumstances other than the testing conducted pursuant to the policy. A student found in violation of the Student Drug Testing Requirement may also face consequences under the SFCC Code of Conduct Regulation.

(Updated 8/2023)

#### **4. Provide Proof of Immunizations**

Individuals who choose to undertake training for a health science profession should be aware of the risks associated with health care training and professional practice. Healthcare students and professionals utilize standard precautions to reduce the risk of infectious disease exposure, however, these measures do not eliminate the risk that a student or healthcare provider may become infected.

During healthcare training in the lab and clinic setting, students will come into close contact with their instructors, classmates, and patients. With this in mind, students should make informed choices regarding their education and career.

Please review all CDC and WHO links provided below to ensure you are well informed regarding the risks associated with healthcare and with the preventative measures used to mitigate these risks. If you have concerns about your personal risk level, you should contact your healthcare provider.

CDC: Workplace Safety and Health Topics: Health Care Workers

<https://www.cdc.gov/niosh/topics/healthcare/default.html>

CDC: Infection Control: Standard Precautions for All Patient Care

<https://www.cdc.gov/infectioncontrol/basics/standard-precautions.html>

CDC: Sequence for Putting on PPE and Safe PPE Removal

<https://www.cdc.gov/hai/pdfs/ppe/ppe-sequence.pdf>

Upon acceptance to State Fair Community College Health Science programs, students are required to provide proof of immunization against a variety of diseases. Proof includes evidence of vaccination on an official record, school records, or positive titer results. Students must submit proof of immunization using the Medical Document Manager through their CastleBranch account **IF** your program requires it. Students not meeting immunization requirements or not receiving an approved exemption from the clinical site will be prohibited from participating in clinical education and, therefore, will be dismissed from the program. The SFCC immunization policy for Health Science students is determined by the requirements and standards of our clinical partners. The

immunization policy applies equally to all students regardless of their specific clinical placement. Should clinical site requirements change, students will be required to meet the standard or will be prohibited from participating in clinical education.

Students should have received most of these immunizations during childhood, but some immunizations need to be more recent. These immunizations and tests may be obtained for a nominal fee at local county health departments.

The required immunizations include:

- COVID-19 Vaccine
  - Verification of immunization series completion and boosters as required by clinic sites
    - Series of 2 doses of monovalent Moderna or Pfizer **OR**
      - Doses at least 3 weeks apart
      - As of 5/6/23 vaccine is no longer available
    - Single dose of monovalent Johnson and Johnson **OR**
      - As of 5/6/23 vaccine is no longer available
    - Single dose of bivalent Moderna or Pfizer
- Measles, Mumps & Rubella (MMR) Vaccine
  - Laboratory evidence of immunity
    - Laboratory confirmation of rubella, mumps or measles disease OR
  - Birth before 1957 does not require immunization
  - Evidence of NO measles immunity need two doses of MMR vaccine, with the second dose administered no earlier than 28 days after the first dose.
- Varicella (Chickenpox) Vaccine
  - Laboratory evidence of immunity OR
  - Document of vaccination with 2 doses of varicella vaccine
    - 2 vaccines at least 28 days apart
- Influenza (Seasonal Flu) Vaccine
  - Verification of annual flu vaccine (fall)
- Hepatitis B
  - Laboratory confirmation of Hepatitis B immunity OR
  - Series of 3 doses of Engerix B or Recombivax HB over a 6-month period OR
    - Series needs to be started prior to beginning program of study and the remainder can be completed after program entry
  - Series of 2 doses of Heplisav-B
    - 2 doses at least 4 weeks apart
- Diphtheria, Tetanus & Pertussis Vaccine
  - Documentation of having received a booster within the last 10 years
- Tuberculosis
  - If no TB test completed in the last 12 months, must have a QFT, T-Spot,

or a 2-step PPD

- The 2-step Tuberculin Skin Test (PPD) is 2 tuberculin skin tests completed within 1-3 weeks of each other
  - Step 1 – Tuberculin Skin Test and result read within 2-3 days
  - Step 2 - Tuberculin Skin Test 1-3 weeks after step 1 and result read within 2-3 days.
- If the student has had annual TB skin tests (PPD, QFT, or T-Spot) for the past 2 consecutive years or more, with no gap greater than 12 months between each test, evidence of the 2 prior TB tests must be submitted.
- TB test (1 step) is required annually (PPD, QFT, or T-Spot)
- Students with a positive TB skin test (PPD, QFT, or T-Spot) must provide evidence of having a positive TB test, and submit a negative chest x-ray report and negative TB questionnaire. A negative TB questionnaire is required annually.
  - Evidence of a positive TB skin test must be documented by one of the following:
    - Chest x-ray report indicating positive TB skin test as the reason for the exam OR
    - Official TB skin test record indicating a positive result
  - If unable to provide evidence of a positive TB skin test, the student must repeat a PPD, QFT, or T-Spot to provide documentation of a positive result

Students with approved immunization exemptions must abide by clinical facility mandates such as PPE or communicable disease testing on a regular basis (possibly at the student's expense).

Students must maintain current immunization records for the duration of the health science program and throughout the course remediation period.

(Updated 8/9/23)

## **5. Review and sign acknowledgement of the following:**

- Confidentially Agreement
- Infectious Disease Risk and Prevention Information
- Clinical Infection Control Compliance Statement
- Release of Information

### **Prior to PPE placement the student will:**

- 1) Review and acknowledge receipt of the PPE guidebook and course syllabus. The student is required to know all the information and follow all requirements in these documents. Any questions should be directed to the PPE coordinator before the placement or as soon as possible.
- 2) Attend interviews with PPE site managers, if requested.
- 3) Meet with PPE coordinator to verify placement and completion of pre-placement requirements.
- 4) Attend orientation session at the PPE site, if requested. Complete all PPE site orientation requirements.

## **6. Clinical Site Expectations**

Clinical Education plays a very significant role in your development as a pharmacy technician. **Attendance in clinical rotation is not optional.** This means that you will need to plan carefully to avoid clinical absences. Your clinical rotation will occur at an assigned location. Unlike traditional college courses, clinical rotation will usually be set up on 4 or 8-hour shifts.

You will be required to complete at a minimum 40 commercial hours and 80 hospital hours. You must be able to commit to at least **8-10 hours per week minimum, during regular business hours, M-F, 7am-5pm** until all hours are completed.

Students are assigned to a clinical site by the Coordinator and/or Instructor and are **non-negotiable**. We will do everything in our power to ensure each student will not have to travel for more than 60 miles one way to his or her clinic site. However, be aware that in order to find a site willing to accommodate your educational needs, you may have to travel. You need to realize that within your community there may not be the job opportunities and commuting might become a reality once you enter the work force.

If you choose not to attend your assigned clinical location, you will have to find a site or you will be dropped from the course. Cost, Fees, and grades associated with the class will follow the drop dates scheduled by SFCC.

- ✓ Adhere to SFCC and PPE site attendance policies  
Absenteeism and tardiness are considered unprofessional and undesirable traits. While there may be times when you may be absent due to illness or other valid reasons, it is

your responsibility to make up the time; working in conjunction with the PPE site manager.

- If you are unable to work on a specified day, it is your responsibility to notify and make arrangements to make up the missed time with the PPE site manager.
- If you are running late, they must contact the PPE site manager and give him or her an estimated arrival time.
- Do not ask to leave early—You are expected to complete a certain number of hours in the field to fulfill your PPE experience. If you must depart early, be sure the arrangement is agreed to by your PPE site manager, and that a later visit is arranged to make up missed hours.
- Excessive absenteeism and tardiness adversely affect your grade for the PPE course

✓ Present a professional appearance

- Adhere to the facility/department dress code, if applicable. In general, clothes should be clean, pressed and well fitting. For example, women should wear blouses and skirts, dresses, or dress slacks with hose or socks. Men should wear dress shirts, ties, and dress slacks with socks. Avoid wearing jeans, shorts, t-shirts, tank tops, sweatshirts, hoodies, sandals, or athletic shoes. Avoid extremes in jewelry, hairstyles, and make-up. Visible body piercing (including tongue) will be limited to earrings. Tattoos must be covered. Show respect for co-workers by being aware of personal hygiene, tobacco odors, and use of scented products.
- Wear your identification badge at all times if issued one at the PPE site.
- If questions arise regarding proper attire and appearance, consult your academic PPE advisor. (Beverly Marquez)

✓ Demonstrate a professional conduct throughout the PPE experience

- Demonstrate initiative by completing activities as assigned.
- Make use of down time. Interview staff, maintain PPE log of activity, review policy manuals, etc.
- DO NOT: use your cell phone during working hours (this includes texting), surf the Web (including checking e-mail), eating outside designated eating areas
- Demonstrate a professional attitude. The PPE site has agreed to have you as a guest in their office. Show you appreciate them by being respectful and grateful for any information/experience they pass your way.
- Avoid gossiping or complaining about your PPE site.
- As a professional you are expected to handle minor difficulties that arise on your own. However, if attempts to solve the situation have been unsuccessful, these matters should be brought to the attention of the PPE site manager and the academic PPE coordinator.

✓ Adhere to ethical guidelines set forth by the Board of Pharmacy, the school's Code of Student Conduct, facility policies and procedures, and HIPAA rules.

- ✓ Necessary emergency medical care for each student while assigned to the PPE Site will be arranged at the student's expenses. Initial exposure to potential communicable disease will be processed through the PPE Site's policies and procedures, as amended from time to time, and will be reported to the Academic PPE Site Coordinator, the College Program Coordinator and the PPE Site's Supervisor.

### **Upon completion of PPE experience:**

The final grade for the course will be based upon your timely submission of all required documentation, including timely submission of your PPE supervisor's evaluation and your presentation and completion of all online course requirements. You will receive either a "pass" or "fail" grade for this class.

**Pass is defined as having a satisfactory evaluation from your clinical sites to include completion of the knowledge checklist appropriate for that site. You must also obtain a "C" or higher as a total grade for all online course work.**

The PPE may not be repeated or made-up unless the Program Coordinator determines it is necessary due to extraordinary circumstances beyond the student's control.

If a student is unable to complete the requirements of the PPE, they must:

- Withdraw from the course by the deadline stated in the course syllabus, or
- Request an "incomplete" for the course by contacting the Program Coordinator.

**NOTE:** If the student fails to withdraw by the deadline or is deemed ineligible for a grade of incomplete, the student will receive a failing grade for the course.

**NOTE:** Even if the student withdraws or receives an "incomplete" for the course, there is no guarantee the student will receive a second PPE placement.





## Student Resources & Support

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College can feel daunting sometimes, especially if you need support and don't know how to find it. Some of our services and resources that can help you reach your academic and career goals are:

- Academic Advising
- Adult Education and Literacy (AEL)
- Career Services
- Counseling Services
- Disability Services
- Donald C. Proctor Library
- Financial Aid
- Student Success Center
- Student Technology Help Center and 24/7 Help Desk
- TRiO
- Testing Services
- Transfer Services
- Tutoring Services
- Veteran Services

Detailed information on these services can be found on the State Fair home page at this link:  
<https://www.sfccmo.edu/academics-programs/student-resources-support/>

### **Non-Discrimination Notification Under Title VI, Title IX, Section 504 and The Americans with Disabilities Act**

State Fair Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, veteran status, or age in its programs and activities or in employment. The following persons have been designated to handle inquiries regarding the nondiscrimination policy: Director of Human Resources, Hopkins Student Services Center, (660) 596-7484, or Dean of Student and Academic Support Services, Hopkins Student Services Center, (660) 596-7393. The Hopkins Center is located on SFCC's Sedalia campus at 3201 W. 16th St., Sedalia, MO 65301. Inquiries also may be directed to the U.S. Department of Education, Office of Civil Rights at OCR.KansasCity@ed.gov.

Interested persons may obtain information as to the existence and location of services, activities and facilities at State Fair Community College that are accessible to and usable by persons with disabilities by contacting the Disability & Counseling Resource Center office, Yeater Learning Center, Room 159, SFCC, 3201 W. 16th Street, Sedalia, MO 65301, (660) 530-5832.



No matter what your destination, you'll get there faster (and probably with fewer wrong turns) if you have directions, a map or—better yet—a personal guide.

Wouldn't it be great if you had a go-to guide to navigate college? At SFCC, you do. It's called the Navigator Advising program.

As soon as you're admitted, we'll pair you with a personal Student Success Navigator who will work with you one-on-one to help you plan your academic journey, stay on track for graduation and deal with obstacles along the way.

Your navigator will team up with faculty advisors and other staff to offer guidance and answer questions, like "Which program is right for me?" "What classes should I take?" and "Where can I get help if I need it?" Whatever your concerns, remember – your navigator is your go-to guide.

Check in with your navigator today, and set your course for success!

## **Who is My Navigator?**

Find out who your navigator is in [mySFCC](#) > Student > Starfish. View your Success Network in Starfish to find your navigator. You can contact or make an appointment with your navigator at any time to discuss educational plans, career paths and enrolling in classes.

Or follow this link to the navigator page: <https://www.sfccmo.edu/offices-services/navigator-advising/>

# Skill Certificate in Pharmacy Technician

## Estimated Cost Schedule 2023-2024\*

Course No.	Course Name	Credit Hours		
PHRM 109	Pharmacology	3		
PHRM 104	Calculations for the Pharmacy Technician	3		
PHRM 106	Role of the Pharmacy Technician:	4		
PHRM 110	Federal Law and Ethics in Pharmacy Practice	2		
PHRM 102	Top 200 Medications	1		
PHRM 115	Pharmacology Certification	3		
			Tuition/fees	Books
<b>Totals:</b>		16	<b>\$3937</b>	<b>\$730</b>

\*Tuition based on the online Missouri Resident rate

**Totals are an estimate only and subject to change without notice.**

**NOTE:** Additional expenses to consider include printing, supplies (notebooks, binders, and pens), fuel, vehicle maintenance, and test proctoring fees.

# Professional Certificate in Pharmacy Technician

## Estimated Cost Schedule 2023-2024\*

Semester 1				
Course No.	Course Name	Credit Hours		
PHRM 109	Pharmacology	3		
PHRM 104	Calculations for the Pharmacy Technician	3		
PHRM 106	Role of the Pharmacy Technician:	4		
PHRM 110	Federal Law and Ethics in Pharmacy Practice	2		
PHRM 102	Top 200 Medications	1		
PHRM 115	Pharmacology Certification	3		
			Tuition/fees	Books
<b>Total for First Semester</b>		<b>16</b>	<b>\$3937</b>	<b>\$567</b>
Semester 2				
Course No.	Course Name	Credit Hours		
HEOC 119	Medical Terminology	3		
PHRM 120	Immunization Training for Pharmacy Technicians	2		
NURS 102	CPR**	0.5		
PHRM 122	Advanced Top 200 and Over the Counter Medications	4		
PHRM 124	Inventory Control and Financial Issues in Pharmacy	3		
PHRM 175	Professional Practice Experience	3		
			Tuition	Books
<b>Total for Second Semester</b>		<b>15.5</b>	<b>\$3922</b>	<b>\$293</b>
<b>Total For Certificate</b>		<b>31.5</b>	<b>\$7859</b>	<b>\$860</b>

\*Tuition based on the online Missouri Resident rate

**Totals are an estimate only and subject to change without notice.**

### Estimated Additional Expenses for PHRM 175

- Board application \$35.00
- Fingerprinting varies
- Drug test \$35.00
- Family Care Registry \$14.00

Total \$84.00

**NOTE:** Additional expenses to consider include printing, supplies (notebooks, binders, and pens), fuel, vehicle maintenance, and test proctoring fees.

# AAS in Health Information Technology

## Estimated Cost Schedule 2023-2024\*

Semester 1				
Course No.	Course Name	Credit Hours		
COMM 101	Public Speaking	3		
ENGL 110	Communication for Business and Industry	3		
SS 104	College Skills	3		
CAPP 125	Microcomputer applications	3		
MATH 110 or 112	Intermediate Algebra with review or Intermediate algebra	3		
			Tuition/fees	Books
<b>Total for Semester 1</b>		<b>15</b>	<b>\$3945</b>	<b>\$221</b>
Semester 2				
Course No.	Course Name	Credit Hours		
HIST	U.S. History Before 1877 or U.S. History Since 1877 or American/National Government	3		
BIO 103	Human Biology	3		
CHEM 101	Intro to Chemistry with lab	5		
HIT 105	Health Care Technologies	3		
			Tuition	Books
<b>Total for Semester 2</b>		<b>14</b>	<b>\$3712</b>	<b>\$197</b>
Semester 3				
Course No.	Course Name	Credit Hours		
SOC 100	General Sociology	3		
HEOC	Medical Terminology	3		
			Tuition	Books
<b>Total for Semester 3</b>		<b>6</b>	<b>\$1668</b>	<b>\$30</b>
<b>Total For First Year</b>		<b>35</b>	<b>\$9325</b>	<b>\$448</b>

Semester 4				
Course No.	Course Name	Credit Hours		
PHRM 109	Pharmacology	3		
PHRM 104	Calculations for the Pharmacy Technician	3		
PHRM 106	Role of the Pharmacy Technician:	4		
PHRM 110	Federal Law and Ethics in Pharmacy Practice	2		
PHRM 102	Top 200 Medications	1		
PHRM 115	Pharmacology Certification	3		
			Tuition/fees	Books
<b>Total for Semester 4</b>		<b>16</b>	<b>\$4208</b>	<b>\$619</b>
Semester 5				
Course No.	Course Name	Credit Hours		
PHRM 120	Immunization Training for Pharmacy Technicians	2		
NURS 102	CPR**	0.5		
PHRM 122	Advanced Top 200 Over-the-Counter Medications	4		
PHRM 124	Inventory Control and Financial Issues in Pharmacy	3		
PHRM 175	Profession Practice Experience	3		
			Tuition	Books
<b>Total for Semester 5</b>		<b>12.5</b>	<b>\$3287</b>	<b>\$296</b>
<b>Total For Second Year</b>		<b>28.5</b>	<b>\$745</b>	<b>\$915</b>
<b>Program Total</b>		<b>63.5</b>	<b>\$16,820</b>	<b>\$1363</b>

\*Tuition based on the online Missouri Resident rate

**Totals are an estimate only and subject to change without notice.**

#### **Estimated Additional Expenses for PHRM 175**

- Board application \$35.00
- Fingerprinting varies
- Drug test \$40.00
- Family Care Registry \$15.00

Total \$84.00

**NOTE:** Additional expenses to consider include printing, supplies (notebooks, binders, and pens), fuel, vehicle maintenance, and test proctoring fees.

## **SFCC Tuition, Fees & Financial Aid Information**

<https://www.sfccmo.edu/admissions-financial-aid/admissions/tuition/>

## **Course Descriptions –Section 3**

<https://www.sfccmo.edu/offices-services/academic-records-registrar/course-catalogs/>