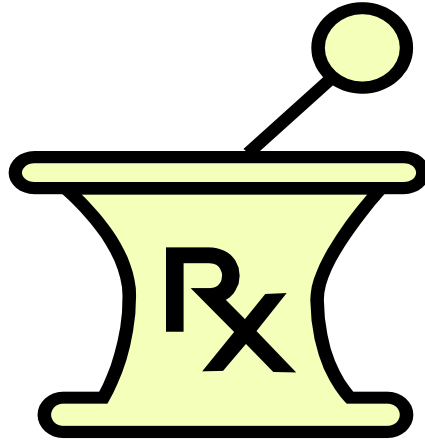


Pharmacy Technology Program



Student Handbook Fall 2011

Vance-Granville Community College
Henderson, NC

Vance-Granville Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award certificates, diplomas, and associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Vance-Granville Community College. The Commission on Colleges should be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard. Vance-Granville Community College is an equal opportunity, affirmative action institution. The college serves all students regardless of race, creed, color, age, sex, national origin, or disabling conditions. Vance-Granville Community College is a Tobacco-Free College.

TABLE OF CONTENTS

Mission Statement	3
Program Goals	3
Professional Organizations	4
Policies & Procedures	4
Attendance	4
Classroom Attendance Policy	4
Tardiness	5
Prolonged Illness	5
Communicable Disease Policy	6
Substance Abuse Policy	7
Drug Screening/Faculty Recommendation.....	8
Criminal Background Policy	8
Pregnancy Policy	9
Admission to Clinical Sites	9
Legal Liability and Medical Insurance.....	9
Conduct/Performance Standards	10
Dress Code	10
Holidays and Vacations	11
Severe Weather	11
Academic Evaluation	12
Returning Students	12
Tests	13
Repeating Courses	13
Academic Advising	13
Student Clinical Information	15
Conduct	16
Attendance	17
Making Up Clinical Hours	17
Confidential Information	18
HIPAA Training	18
Identification	18
Pregnancy Policy	18
Meal and Breaks	18
Student Performance Evaluations	18
Time Sheets.....	19
Personal Appearance/Dress Code	19
Pharmacy Technology Program Semester Curriculum-January.....	20
Pharmacy Technology Program Semester Curriculum-August	21
Course Descriptions	22
Relationships with Instructors	26
Academic Calendar	27
Clinical Incident Report	28
NC Pharmacy Law.....	29
Grounds for Dismissal	30
Student Handbook Agreement	31
Honor Code Statement	32

MISSION STATEMENT:

The Pharmacy Technology Program at Vance-Granville Community College seeks to provide qualified students with the technical skills and knowledge needed to practice in a variety of pharmacy settings. In addition, this program will give the student the knowledge base needed to pass the National Pharmacy Technician Certification Examination offered by the Pharmacy Technician Certification Board, PTCB.

PURPOSE:

The Pharmacy Technician Program seeks to provide our service area with qualified students that have the technical skills and knowledge base needed to practice in any pharmacy setting.

PHARMACY TECHNOLOGY PROGRAM GOALS:

1. Prepare competent entry-level pharmacy technicians who can meet the needs of employers in our service area.
2. Prepare graduates to pass the National Pharmacy Technician Certification Examination.
3. Ensure that the Pharmacy Technician Program meets or exceeds the Model Curriculum for Pharmacy Technician Programs developed by the American Society of Health-System Pharmacists.
4. Respond to the needs of career education by meeting the current and emerging requirements of the workplace.
5. Assist potential and enrolled students in attaining career goals.
6. Employ faculty who are educationally qualified and technically competent.

Upon successful completion of the program:

1. Students will demonstrate the technical skills necessary to work in pharmacy and the healthcare field.
2. Students have mastered the communication skills necessary to effectively provide pharmacy services to patients.
3. Students will understand the concepts necessary to practice as a pharmacy technician in any practice setting.
4. Students will perform pharmacy calculations needed to work in any pharmacy setting.

5. Students will demonstrate preparation and dispensing of sterile and non-sterile compounded products following industry standard guidelines.

PROFESSIONAL ORGANIZATIONS

Pharmacy Technology students are encouraged to join a professional Pharmacy organization. Most organizations have reduced rates for students. Some professional organizations include but are not limited to ASHP (American Society of Hospital Pharmacist), APhA (American Pharmacy Association), NPTA (National Pharmacy Technician Association) and NCAP (North Carolina Association of Pharmacist).

POLICIES AND PROCEDURES

Students enrolled in the Vance-Granville Community College Pharmacy Technology Program will be responsible for observing College rules and regulations as stated in the current college catalog, student handbook, and Code of Conduct. In addition, the clinical affiliates used by the program each have their own rules and regulations that the student is expected to follow. Clinical affiliates, while located away from the college campus, are considered an integral part of the program for student clinical assignments. Students will rotate through some of these affiliates during their matriculation through the program.

The policies and procedures stated in this handbook represent a contractual agreement between the College and the Pharmacy Technology student. **Failure to comply with the policies and procedures in this handbook will affect student evaluations and will result in dismissal from the Pharmacy Technology Program. Each student will sign a statement of agreement confirming that the handbook has been read and each policy and procedure will be followed during the training period.**

ATTENDANCE

The faculty believes that anytime a student is not in attendance of a class, laboratory, or clinical rotation, he/she is not able to receive the full benefits of a presentation or experience even if competencies are eventually met. Therefore, full-time attendance is mandatory for classes, laboratories, and clinical rotations. At the same time, the faculty recognizes that students may contract illnesses that incapacitate them and cause them to be hazardous to patients and others. In this event, the student must follow the published guidelines:

CLASSROOM ATTENDANCE POLICY

1. Students are responsible for all material covered in scheduled classes even if they are not in attendance. They assume the task of obtaining the material they need from classmates or the instructor. If a test is missed, the student is expected to take the test on their first day back to campus and classes. Any delay in taking a missed test will result in a 10% grade reduction for each day of procrastination. If taken on time, a student with an excused absence will not receive any deduction

from their test grade. Proof of an excused absence would be a doctor's note, a police report or a note from the court. Make-up tests may vary in content from the test given to the rest of the class.

2. If an absence will result in a missed quiz, test, student project, student assignment, or student presentation, the instructor must be notified prior to the meeting time of the missed class to determine if the assignment can be made up. **Informing faculty that one will be tardy or absent does not excuse the tardiness or absence.**
3. Students shall not miss more than 10% of the total classroom time per semester. **After the 10% point is reached, the student will be asked to withdraw failing unless extenuating circumstances prevail.**
4. Anytime a student misses more than three consecutive days of class, the student must obtain a doctor's excuse, a police report or note from the court for the missed time before returning to class.
5. Unless previously approved by the instructor, students who leave before class is over will be considered absent.
6. Students may be excused from class for 3 consecutive class days for the death of an immediate family member.
7. There are no make-up labs in PHM 111 and PHM 118. If a student misses a lab in either of these classes, whether the absence is excused or unexcused, a grade of zero will be recorded for the missed lab. Because lab activities include the application of curriculum concepts, any student missing more than 2 labs in a semester will be asked to withdraw from the program unless extenuating circumstances prevail.

TARDINESS

Students are expected to be in class on time. Grade reductions for tardiness are described in each class syllabus. **Keep in mind calling because you are running late does not excuse you from the tardiness.**

PROLONGED ILLNESS

Students must notify the instructor each day of an absence in accordance with the sick leave policies until it is established how long the student will be out of classes and clinical. Any student who misses more than three consecutive school days of class and/or clinic must obtain a doctor's excuse for the missed time. The student is responsible for obtaining all information covered during the missed classes and for making up missed requirements (tests, quizzes, etc.) according to an expedient schedule set by the instructors. Failure to do so will result in a zero (0) on each unresolved requirement.

COMMUNICABLE DISEASE POLICY

During the twelve month Pharmacy Technician program, a student may contract a communicable disease. In order to protect patients, staff, and other students, the following rules must be followed:

1. The student must notify the Program Head immediately upon being diagnosed with a communicable disease.
2. The student must submit written documentation from the diagnosing physician indicating how their contact with patients, staff and students should be limited.
3. The faculty will remove the student from clinical and classroom instruction in accordance with the recommendation of the diagnosing physician.
4. The student may return to the clinic, classroom and/or lab after receiving a written release from the physician.
5. Classroom and clinical absences will be handled according to the previously described attendance policies.

In recognition of the possibility of coming into contact with patients who carry a communicable disease capable of being spread by blood or bodily fluids, Pharmacy Technology students at Vance-Granville Community College should follow these guidelines:

1. Hands should be properly washed before and after each patient contact.
2. Gloves should be worn when the possibility of exposure to blood, mucous membrane, body fluids, or secretions exists. Gloves should also be worn when handling items soiled with blood or equipment contaminated with blood or other body fluids. Gloves should be changed if there is a break in the glove either by needle stick or tear. Gloves must be changed between patients.
3. Needles, scalpel blades, and other sharp instruments should be considered as potentially infective and handled with extraordinary care to prevent accidental injuries. They should be disposed of in biohazard, puncture resistant containers located in designated areas at each clinical affiliate.
4. To prevent needle stick injuries, needles should not be re-capped, bent, broken, removed from disposable syringes, or otherwise manipulated by hand.
5. To minimize the need for emergency mouth-to-mouth resuscitation, mouth-to-mouth masks should be used in accordance with affiliate procedure.

6. Blood, body fluid spills, contaminated surfaces, and re-usable items should be cleaned with a 1:10 bleach solution and other appropriate disinfectant.

SUBSTANCE ABUSE POLICY

Substance abuse and its sequelae, addictive illness, can lead to serious physical, psychological, and social problems for the individual. Affected student(s) may have impaired judgment and skills which can pose a serious threat to the lives of patients in their care. Substance abuse not only compromises patient care but also compromises the educational process. Vance-Granville Community College Pharmacy Technology program is committed to identification of abuse, intervention, and referral for treatment of any students involved.

1. Drug testing is a method of identifying recent use of alcohol or drugs. It is not a diagnosis of substance abuse or addiction. A violation of hospital clinical policy will likewise be considered a violation of college policy. Test results will be kept confidential with access allowed only for those who “need to know.” If clinical sites impose testing requirements that affect students and faculty, the school will uphold the clinical site’s policy in requiring testing. The student will be responsible for the cost of testing.

Identification of abuse

Any Student:

1. found to possess (consumed or carried on one’s body) any alcoholic beverage, mind-altering chemical, or non-prescribed controlled substance on the Vance-Granville Community College campus or at any clinical facility.
2. who diverts any controlled substance from a clinical facility.
3. whose behavior or appearance provides reasonable suspicion that the student is under the influence of alcohol or non-prescribed controlled substances, under the influence of chemicals that alter cognitive functions, and/or abusing prescribed medications.

Intervention is defined as

Any student:

1. **identified according to identification of abuse #1 and/or #2 (as cited above) will be dismissed from the Pharmacy Technology Program without opportunity for readmission.**
2. identified according to identification of abuse #3 (as cited above) may be required to submit to a breath analysis, saliva test, urinalysis, or blood analysis. Pharmacy Technology faculty may make the determination that reasonable suspicion exists. Refusal to offer the required sample will be grounds for dismissal from the program without opportunity for readmission. A positive test indicating use of controlled substance, mind-altering chemicals, or alcoholic beverages will be grounds for dismissal from the Pharmacy Technology program without

opportunity for readmission. The student will be responsible for the cost of testing.

REFERRAL FOR TREATMENT

Individuals who have been identified will be referred to the appropriate local or state agencies for assistance. All individuals will be afforded the right of confidentiality in all contacts consistent with local, state, and federal laws and the general welfare of the school, its students, faculty, and staff.

DRUG SCREENING

The Pharmacy Technology clinical affiliates require that students have a negative drug screen before working in the clinical setting. The drug screen will need to be performed within one month prior to the student attending clinical. The actual test must be performed at Maria Parham Medical Center no later than 10 days before the first day of clinical. **Any student testing positive to the required drug screen will not be permitted to attend clinical and therefore will not be able to continue in the program. A positive drug screening test will be grounds for dismissal without opportunity for readmission to the program.**

CRIMINAL BACKGROUND POLICY

Pharmacy Technology students will be required by clinical sites to have a criminal background check prior to clinical rotations. By applying for admission to any health education program, a student consents to criminal background checks. A written consent form must be signed by each student prior to the performance of a criminal background check. The student is responsible for paying any fees associated with the criminal background check. Information obtained within the criminal background check will be provided only to the clinical facility prior to clinical rotations. Faculty will not have access to this information. **A criminal background check may reveal information that will prevent a student from clinical participation and therefore will result in dismissal from the Pharmacy Technology Program without opportunity for readmission.** VGCC does not guarantee the admission of any student to a clinical facility or clinical site. A student's acceptance, participation and continuation at any clinical site is subject at all times to the approval and consent of the clinical site. For these reasons, all pharmacy technology students must understand that it is critical that they comply with all policies and procedures of these clinical sites. Additionally, students must satisfactorily perform professionally and conduct themselves appropriately at any clinical site. Students are under a continuing obligation to supplement the information provided to VGCC and any clinical facility concerning background checks, criminal histories or convictions or any other criminal background information. Failure to promptly provide updated or corrected information will be cause for removal from a clinical facility or clinical site and/or from the Pharmacy Technology Program without opportunity for readmission. **Refusal or withdrawal to consent to the criminal background check will disqualify a student from clinical participation, thereby resulting in dismissal from the Pharmacy Technology Program without opportunity for readmission.**

RECOMMENDATION FROM PHARMACY TECHNOLOGY FACULTY

Students who have any felony drug charge on their criminal background check will not be allowed to register with the North Carolina Board of Pharmacy as a pharmacy technician. Registration with the North Carolina Board of Pharmacy is a requirement to work as a pharmacy technician in a North Carolina Pharmacy.

In order to sit for the Pharmacy Technician Certification Exam, students are required to have no drug or pharmacy related convictions, including misdemeanors.

Moreover, the clinical sites used by the Pharmacy Technology Program will not accept students who have prior criminal convictions on their criminal background check. Any student refused admission to any clinical affiliate is subject to immediate dismissal from the Pharmacy Technology Program without opportunity for readmission.

For these reasons, the faculty of the Pharmacy Technology Program strongly advises that students not choose to enter into the Pharmacy Technology Program if they have criminal convictions on their criminal background check.

PREGNANCY POLICY

Any pharmacy student who is pregnant, breast-feeding, or trying to conceive should notify the clinical instructor and the clinical preceptor before working in any clinical site. Some clinical sites may provide a working environment that could facilitate exposure to hazardous substances. For this reason, students may require additional instructions concerning their assignments, tasks and duties during clinical rotation.

ADMISSION TO CLINICAL SITES

Any student refused by a clinical site because of a positive drug screen, adverse criminal background check or any other reason will not be assigned to another clinical site. Being refused by a clinical site is grounds for dismissal from the program without opportunity for readmission.

LEGAL LIABILITY INSURANCE

Accident insurance is available through the College for all students who pay an activity fee. This insurance covers the student while in classes and clinic. This insurance is only active on the days and times that the college is in session. If classes are not in session, students should not attend clinical. **If a student is injured while in the clinical area, the clinical site will require the student to receive appropriate medical care at the student's own expense or using this coverage.** Students should have an incident report filled out for an injury they incur while attending clinical. To ensure accuracy of the incident, the Incident Form should be filled out as soon as possible. (no more than 4 hours after the incident) The students should submit a copy of the report and the bill for medical care to the Business Office for reimbursement.

An incident form is included in the back of the Pharmacy Technology Handbook.

CONDUCT/PERFORMANCE STANDARDS

Conduct unbecoming of a Pharmacy Technology professional will not be tolerated. Abuse of the standards may be grounds for dismissal. All Pharmacy students must be aware of the increased amount of responsibility toward personal and professional conduct as a member of a health care team. They are expected to maintain the ethical standards of the medical community as well as any additional standards set by the program. They must understand that they not only represent the medical profession, but also Vance-Granville Community College, as well as the sponsoring pharmacy site affiliates. Whether they are in the classroom, hospital, professional meeting, or in the community, students must continue to practice professionalism. Remember, a student's individual or group behavior is representative of their ethical standards.

Pharmacy Technology Professional Guidelines

1. Disrespect to a patient, clinical representative, or faculty member may be grounds for immediate dismissal. See page 30 regarding additional information on Grounds for Dismissal.
2. Excluding academic standing, probation status may be granted at the discretion of program faculty for any infraction including but not limited to;
 - A. insubordination
 - B. failure to accomplish clinical assignments and objectives
 - C. unprofessional conductRefer to page 30 regarding additional information on Grounds for Dismissal.
3. Immaturity is not tolerable in our profession.
4. Patient confidentiality must be adhered to. Never discuss a patient's history with anyone, especially the patient.
5. Appropriate titles will be used as: Dr., Mr., Mrs., Miss, etc.

DRESS CODE

Proper dress code attire is a requirement for the Pharmacy Technology Program. Students are required to wear approved scrubs and name badge to class, clinicals and labs. Students should wear closed toe, white shoes. White athletic shoes are acceptable. NO jewelry is allowed to be worn. Classroom attire will be discussed at orientation and will be included in each course syllabus. All Pharmacy Technology students are required to adhere to the proper dress code whenever attending any portion of their training; which includes classroom, lectures labs and clinicals.

HOLIDAYS AND VACATIONS

Pharmacy Technology students are committed to classes that they are taking within the program. Within this time students are eligible for holidays recognized by the college and vacation time during semester breaks. The student should consult the academic calendar which is published in the college catalog for the dates of recognized holidays and semester breaks. Vacation time should not be scheduled during the academic semesters. Class time, labs and clinical days missed because of vacation will not be excused. Students missing tests, quizzes, classwork, labs or clinical will not have an opportunity for makeup of missed time or missed assignments.

SEVERE WEATHER

Occasionally the college closes or delays classes as a result of severe weather conditions. The President of the college, or his representative, will determine if the college is to close and when the time missed will be made up. Generally, announcements of closing or delay will be made between 7:00 and 8:00 a.m. on local radio and television stations such as WRAL-TV (Channel 5) - Raleigh, WTVD-TV (Channel 11) - Durham, WRAL-FM (101.5 FM) -Raleigh, WHNC (890 AM) - Henderson, WIZS (1450 AM) - Henderson, and WCBQ (1340 AM) - Oxford. An announcement will also be posted on the VGCC web site (www.vgcc.edu).

IF NO ANNOUNCEMENT IS MADE, THE SCHOOL WILL OPERATE ON THE NORMAL SCHEDULE.

THE CLOSING OF VANCE AND/OR GRANVILLE COUNTY SCHOOLS DOES NOT MEAN THAT THE COLLEGE WILL BE CLOSED.

In the event that students are not able to verify a school closing prior to 7:00 a.m., they are encouraged to use their judgment in determining whether or not to drive in the existing conditions. If a student decides not to attempt to meet a class or clinical rotation time, he/she must notify the clinical site and the appropriate clinical instructor according to the published attendance policies. **Failure to contact the clinical site or clinical instructor, as described below, will result in dismissal from the Pharmacy Technology Program without opportunity for readmission.**

If school is open after the student's decision and proper contacts are made, the student's absence will be considered excused. The missed time will be made up at a later date. If school is closed, students need not contact the instructor. Students should not report to class or clinical. Students assigned to a clinical site on a date that the school is closed **MUST CONTACT THE PHARMACIST AT THE CLINICAL SITE** and explain that the school is closed and that they will not be in attendance that day. Clinical sites should be called as soon as the site is open. Messages concerning attendance or any other matter should not be left on answering machines or with staff other than the pharmacists.

Students are asked to recognize that the program faculty must also depend on radio and television stations for announcements of closing and have no power to make such decisions.

However, students are welcome to contact them at home for verification of closing or to report an absence.

If the college is open but announces a delay in classes, the delay should be based upon the 8:00 a.m. hour. For example, if a two (2) hour delay is announced, students should report to the 10:00 a.m. class or rotation at 10:00 a.m. A pharmacist at the clinical site should be notified as soon as the site is open as to the schedule delay. The college will schedule make-up time for the missed 8:00 and 9:00 classes at a later date. If a student feels that he/she cannot meet the delayed time then the instructor should be notified according to the attendance policies for the absence to be excused. As with all excused absences, students are responsible for the material covered in class and for making up the missed clinical time during the semester.

ACADEMIC EVALUATION

The college catalog provides the information necessary for in depth academic information and is to be reviewed by all students. However, the following general additional information is provided. The program will follow the basic grading scale of:

A	93-100
B	85-92
C	77-84
D	69-76
F	68 or below

In order to receive a diploma, **students must maintain a grade of "C" or better in all of their major and related courses.** Because of this, "D" grades are not considered as passing and the student must withdraw from the curriculum with less than a "C" in any of these courses. Students will receive conferences with the program faculty during every mid-semester to evaluate their progress in both classroom and clinical courses. Also, the faculty strongly suggests that students seek assistance and counseling at the first sign of any problems prior to schedule times to assist the problem areas.

Classroom, lab, and clinical grades will all be scored on the same basis. Competency level evaluations will be performed at pharmacy rotation sites and will be counted toward the clinical part of the grading. Further in depth information will be provided at the beginning of each semester in the course syllabus.

OTHER REQUIREMENTS

To be successful in the pharmacy technology courses, students must have their own computer as some assignments require documents to be downloaded. Many courses require the student to have high speed access to complete assignments in the internet portions of their classes.

RETURNING STUDENTS

Students who are dismissed from the program for **academic** reasons or who withdraw for personal reasons may be eligible to re-enter the following academic year provided:

1. They meet the admissions requirements for the year they want to return. If admission requirements differ from when they were originally accepted, they must meet the new requirements.
2. They audit or retake for a grade specific clinical and core courses that are prerequisites for the courses they failed or dropped. This requires students to enroll in the semester sequenced prior to the one they did not successfully complete.
3. Their academic record is adequate to warrant re-entry.
4. There are adequate clinical slots to accommodate them when they re-enter. The program will not "save" a clinical slot.
5. The student completes a re-entry contract with the Program Director specifying terms for re-entry.

Students who have been dismissed from the program for disciplinary reasons or who have been unsuccessful in one previous academic readmission will not be considered for readmission. Students who request readmission later than the academic year following their release, must reapply to the program, compete with other applicants in the admissions process, and retake all major and related courses.

TESTS

Tests remain the property of Vance-Granville Community College's Pharmacy Technology Program. Each student is given the opportunity to review tests once they are graded.

REPEATING COURSES

A course taken at Vance-Granville Community College may be repeated in order to raise the grade only if the previous grade was below a "C". In the case of a course which has been repeated, only the grade points and credit hours earned in the most recent attempt will be used in the computation of the grade point average to determine eligibility for graduation. All grades on the transcript are used in the computation of the cumulative GPA.

ACADEMIC ADVISING

Vance-Granville Community College takes pride in its commitment to academic advising. The focus of this commitment lies in the great educational value of faculty and professional advisors helping students to set meaningful, self-directive goals. Academic advising is a developmental process that assists students in the planning and the development of their educational and career goals.

Courses selected by students must be approved by their advisor prior to registration. The advisor must also approve all registration changes, such as dropping and adding courses.

Special students are advised by counselors or advisors in the Counseling Services Division. All students are encouraged to meet with their advisor throughout each semester and discuss their academic progress. Although advisors are available to assist students in a variety of ways, the final responsibility for meeting all academic requirements for graduation rests with the students.

Academic Grievance/Grade Appeals Policy

See the VGCC College Catalog

Health Sciences Students Standards of Progress

See the VGCC College Catalog

Disciplinary Appeals Procedures

See the VGCC College Catalog

STUDENT

CLINICAL

HANDBOOK

STUDENT CLINICAL HANDBOOK

CONDUCT

The clinical affiliates reserve the right to refuse admission to any pharmacy technician student who is involved in any activity not considered professional or conducive to proper patient care. **Any student refused admission to any clinical affiliate is subject to immediate dismissal from the Pharmacy Technology program without opportunity for readmission.** The following guidelines are published to aid the student in determining proper professional conduct.

ALL Program Students will:

1. Come to clinic prepared for his/her assignments.
2. Report to the clinical assignments in an alert condition.
3. Report to the clinical assignments in the proper complete professional attire.
4. NOT be in the possession of drugs, or liquor, nor engage in their use before or during clinical assignments.
5. NOT sleep on clinical assignments.
6. NOT engage in theft of any articles from the clinical affiliate.
7. NOT engage in immoral conduct, as defined by the Clinical Affiliates rules and regulations, and the student handbook, while on clinical assignment.
8. NOT engage in habitual or excessive tardiness and/or absenteeism from the clinical assignment.
9. Adhere to appropriate guidelines as published by the college for initiation of grievances concerning any aspect of clinical coursework. This includes maintaining a professional attitude when in the presence of other students, staff, pharmacists, pharmacy technicians, program faculty, physicians, and patients.
10. NOT smoke in areas where it is prohibited while on clinical assignment.
11. NOT chew gum while on clinical assignment.
12. NOT eat in areas not specifically designated for that purpose.
13. NOT leave or clock in early or late for meals.
14. NOT use the clinical affiliate's telephone for personal use. Pay telephones are available in close proximity for use during breaks and meals.

15. NOT use personal cell phones while working at the clinical sites.
16. NOT loiter in the facility of the clinical affiliate at times not specified for clinical assignment.
17. NOT refuse to accept assignments by the Clinical Instructor commensurate with their capabilities, or to take directions from an individual designated by the Clinical Instructor.
18. NOT leave their assigned area within the Pharmacy Department without specific permission.
19. NOT accept any type of gratuity or "tip" from a patient or a patient's family.
20. NOT use profanity or other foul language in or around a clinical site.
21. ADHERE to all pharmacy laws while participating in classroom, lab, clinical, or any activity outside of school.

Any student guilty of any infraction of the rules of conduct will be counseled by the program faculty. Each infraction will be handled by the program faculty according to the seriousness of the situation and in accordance with the published current College Code of Conduct.

ATTENDANCE

Clinical Rotation is a required portion of the curriculum. Students **MUST** attend their clinical on their scheduled rotation days and times. Students are assigned clinical hours that they must complete. If a student is unable to attend a clinical day, he/she must contact the Clinical Rotation site and their Clinical Instructor prior to their scheduled shift. **Failure to properly contact the clinical site and their Clinical Instructor will result in dismissal from the program without an opportunity for readmission.** Excused absences must be made up at the convenience of the clinical site. Excused absences require a doctor's note, police report or a note from the court. A copy of this document should be attached to the time sheet for that rotation. Students should refer to class syllabus for information about missed time in clinicals.

MAKING UP CLINICAL HOURS

Clinical hours must be made up when VGCC classes are in session. Students are not allowed to make up clinical time on weekends, holidays, or school breaks. If classes are not in session, at the college, students should not be in clinical. All make up hours **MUST** be approved by the clinical instructor before the hours are made up. Documentation of make-up hours should be made on the Clinical Make-up Card. Cards must be signed by the clinical instructor and the preceptor at the clinical site. Make-up Cards should be obtained from the clinical instructor. The white copy of the clinical rotation make up card should be attached to the time sheet for which the absence applies. If the white copy of the clinical make up card and the document of the excused absence is not attached to the time sheet, the absence will be considered unexcused.

CONFIDENTIAL INFORMATION

All pharmacy and patient records are strictly confidential. Requests for information concerning a patient should be referred to the Clinical Site Supervisor or designee. Students should **NEVER** access a patient's information if they are not directly involved with that patient's care. Students are expected to maintain the confidentiality of all pharmacy records according to HIPAA regulations and policies of the clinical facility.

HIPAA TRAINING

Students will be required to complete two on-line HIPAA training programs prior to attending clinical rotations. Copies of the certificates of completion should be brought to the clinical instructor to be kept in the student's personal file. Students are also required to have a copy of their HIPAA certification with them at all times during clinical rotations.

IDENTIFICATION

Students will wear an identification name tag during all clinical assignments and in the classroom when required. The program will inform the student during orientation as to the type of tag they should purchase and the proper format of the name tag.

PREGNANCY POLICY

Any pharmacy student who is pregnant, breast-feeding, or trying to conceive should notify the clinical instructor and the clinical preceptor before working in any clinical site. Some clinical sites may provide a working environment that could facilitate exposure to hazardous substances. For this reason, students may require additional instructions concerning their assignments, tasks and duties during clinical rotation.

MEALS AND BREAKS

Coffee breaks, lunch and dinner schedules will be assigned at the discretion of the Clinical Instructor at each clinical affiliate. The student is provided a half-hour lunch break during each clinic day. **The student is not allowed to work through his/her break or lunch period for any reason.**

STUDENT PERFORMANCE EVALUATIONS

Students' performance evaluations are based upon specified levels of technical and professional competency as judged by each clinical site and provide an opportunity for guidance and assistance when student improvement is necessary. All evaluations will be signed by the student and discussed with the Clinical Instructor.

TIME SHEETS

Students are provided with a time sheet for each rotation. The time sheet is to be filled out daily and signed or initialed by a pharmacist or preceptor. If an error is made or “white out” is used on the time sheet, it should be initialed by the pharmacist. Copies of time sheets will not be accepted. **If a time sheet is altered or falsified, the student will be dismissed from the program without opportunity for readmission.**

PERSONAL APPEARANCE

The personal appearance and demeanor of the Pharmacy Technology student reflects both the college and program standards and are indicative of the students’ interest and pride in his/her profession.

The dress code is one mutually agreed upon by VGCC, the advisory committee and the clinical affiliates. Student attire should be clean, pressed, and include proper identification. Shoes must be clean and polished at all times.

Any student reporting to the clinical affiliate in improper attire will be sent home by the Clinical Preceptor or the Program Faculty. The time missed will count towards the student’s attendance grade.

DRESS CODE

1. Clean, pressed lab jackets and scrubs along with name tag should be worn while working at any clinical site.
2. No jeans, sweat suits or wind suits.
3. Closed toe shoes are required. Athletic shoes are acceptable but must be white and kept clean at all times. White athletic shoes with bright colors and high-tops are not acceptable.
4. Make-up, perfume and aftershave should be applied conservatively.
5. NO jewelry is to be worn.
6. Hair must be clean and out of the face at all times. Hair ornaments should be small and discreet. Facial hair should be clean shaved or kept neat and professional in appearance.
7. Fingernails must be kept short and clean without polish or acrylics in clinical settings where sterile products are being prepared.
8. Tattoos MUST be covered at all times.

If in doubt, the student should ask the program faculty prior to wearing questionable attire to the clinical site

**Vance-Granville Community College
PHARMACY TECHNOLOGY PROGRAM**

Semester Curriculum for students beginning the program in January

FIRST SEMESTER (SPRING)			LEC	LAB	CLIN	TOTAL
BUS	270	Professional Development	3	0	0	3
PHM	110	Intro to Pharmacy	3	0	0	3
PHM	111	Pharmacy Practice I	3	3	0	4
PHM	115	Pharmacy Calculations	3	0	0	3
PHM	115A	Pharmacy Calculations Lab	<u>0</u>	<u>2</u>	<u>0</u>	<u>1</u>
		Total	12	5	0	14

SECOND SEMESTER (SUMMER)

CIS	111	Basic PC Literacy	1	2	0	2
ENG	111	Expository Writing	3	0	0	3
PHM	118	Sterile Products	3	3	0	4
PHM	120	Pharmacology I	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		Total	10	5	0	12

THIRD SEMESTER (FALL)

PHM	125	Pharmacology II	3	0	0	3
PHM	138	Pharmacy Clinical	0	0	24	8
PHM	140	Trends in Pharmacy	2	0	0	2
PHM	165	Professional Practice	2	0	0	2
PSY	150	General Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		Total	10	0	24	18

TOTAL CREDIT HOURS: 44

AWARD: DIPLOMA

**Vance-Granville Community College
PHARMACY TECHNOLOGY PROGRAM**

Semester Curriculum for students beginning the program in August

FIRST SEMESTER (FALL)			LEC	LAB	CLIN	TOTAL
BUS	270	Professional Development	3	0	0	3
PHM	110	Intro to Pharmacy	3	0	0	3
PHM	111	Pharmacy Practice I	3	3	0	4
PHM	115	Pharmacy Calculations	3	0	0	3
PHM	115A	Pharmacy Calculations Lab	<u>0</u>	<u>2</u>	<u>0</u>	<u>1</u>
		Total	12	5	0	14

SECOND SEMESTER (SPRING)

CIS	111	Basic PC Literacy	1	2	0	2
ENG	111	Expository Writing	3	0	0	3
PHM	118	Sterile Products	3	3	0	4
PHM	120	Pharmacology I	3	0	0	3
PHM	135	Pharmacy Clinical	<u>0</u>	<u>0</u>	<u>15</u>	<u>5</u>
		Total	10	5	15	17

THIRD SEMESTER (SUMMER)

PHM	125	Pharmacology II	3	0	0	3
PHM	133	Pharmacy Clinical	0	0	9	3
PHM	140	Trends in Pharmacy	2	0	0	2
PHM	165	Professional Practice	2	0	0	2
PSY	150	General Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		Total	10	0	9	13

TOTAL CREDIT HOURS: 44

AWARD: DIPLOMA

PHARMACY

PHM 110	Introduction to Pharmacy	3	0	0	3
Prerequisites:	Local, MAT 70, RED 90, ENG 90				
Corequisites:	None				

This course introduces pharmacy practice and the technician's role in a variety of pharmacy settings. Topics include medical terminology and abbreviations, drug delivery systems, law and ethics, prescription and medication orders, and the health care system. Upon completion, students should be able to explain the role of pharmacy technicians, read and interpret drug orders, describe quality assurance, and utilize pharmacy references.

BUS 270	Professional Development	3	0	0	3
Prerequisites:	None				
Corequisites:	None				

This course provides a basic knowledge of self-improvement techniques as related to success in the professional world. Topics include positive human relations, job-seeking skills, and projecting positive self-image. Upon completion, students should be able to demonstrate a competent personal and professional skills necessary to get and keep a job.

PHM 111	Pharmacy Practice I	3	3	0	4
Prerequisites:	Enrollment in the Pharmacy Technology Program				
Corequisites:	PHM 110 and PHM 115				

This course provides instruction in the technical procedures for preparing and dispensing drugs in the hospital and retail settings under supervision of a registered pharmacist. Topics include drug packaging and labeling, out-patient dispensing, hospital dispensing procedures, controlled substance procedures, inventory control, and non-sterile compounding. Upon completion, students should be able to perform basic supervised dispensing techniques in a variety of pharmacy settings.

PHM 115	Pharmacy Calculations	3	0	0	3
Prerequisites:	Local, MAT 70, RED 90, ENG 90				
Corequisites:	Local, 115A				

This course provides an introduction to the metric, avoirdupois, and apothecary systems of measurement and the calculations used in pharmacy practice. Topics include ratio and proportion, dosage determinations, percentage preparations, reducing and enlarging formulas, dilution and concentration, aliquots, specific gravity and density, and flow rates. Upon completion, students should be able to correctly perform calculations required to properly prepare a medication order.

PHM 115A	Pharmacy Calculations Lab	0	2	0	1
Prerequisites:	None				
Corequisites:	Local, 115				

This course provides an opportunity to practice and perform calculations encountered in pharmacy practice. Emphasis is placed on ratio and proportion, dosage calculations, percentage, reduction/enlargement formulas, aliquots, flow rates, and specific gravity/density. Upon completion, students should be able to perform the calculations required to properly prepare a medication order.

CIS 111	Basic PC Literacy	1	2	0	2
Prerequisites:	ENG 080, RED 090				

This course provides a brief overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.

ENG 111	Expository Writing	3	0	0	3
Prerequisites:	ENG 090, RED 090, ENG 095				

This is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing and revision. Upon completion students should be able to produce unified, coherent, well developed essays using standard written English.

PHM 118	Sterile Products	3	3	0	4
Prerequisites:	PHM 110 and PHM 111				
Corequisites:	None				

This course provides an introduction to intravenous admixture preparation and other sterile products, including total parenteral nutrition and chemotherapy. Topics include aseptic techniques; facilities, equipment, and supplies utilized in admixture preparation; incompatibility and stability; laminar flow hoods; immunizations and irrigation solutions; and quality assurance. Upon completion, students should be able to describe and demonstrate the steps involved in preparation of intermittent and continuous infusions, total parenteral nutrition, and chemotherapy.

PHM 120	Pharmacology I	3	0	0	3
Prerequisites:	Local, MAT 70, RED 90, ENG 90				
Corequisites:	None				

This course introduces the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include nutritional products, blood modifiers, hormones, diuretics, cardiovascular agents, respiratory drugs, and gastrointestinal agents. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.

PHM 125	Pharmacology II	3	0	0	3
Prerequisites:	PHM 120				
Corequisites:	None				

This course provides a continuation of the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include autonomic and central nervous system agents, anti-inflammatory agents, and anti-infective drugs. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects and trade and generic names.

PHM 133	Pharmacy Clinical	0	0	9	3
Prerequisites:	None				
Corequisites:	None				

This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers.

PHM 135	Pharmacy Clinical	0	0	15	5
Prerequisites:	None				
Corequisites:	None				

This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers.

PHM 138	Pharmacy Clinical	0	0	24	8
Prerequisites:	None				
Corequisites:	None				

This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers.

PHM 140	Trends in Pharmacy	2	0	0	2
Prerequisites:	Local, MAT 70, RED 90, ENG 90				
Corequisites:	None				

This course covers the major issues, trends, and concepts in contemporary pharmacy practice. Topics include professional ethics, continuing education, job placement, and the latest developments in pharmacy technician practice. Upon completion, students should be able to demonstrate a basic knowledge of the topics discussed.

PHM 165	Professional Practice	2	0	0	2
Prerequisites:	Local, MAT 70, RED 90, ENG 90				
Corequisites:	None				

This course provides a general overview of all aspects of pharmacy technician practice. Emphasis is placed on pharmacy law, calculations, compounding, pharmacology, and pharmacy operations. Upon completion, students should be able to demonstrate competence in the areas required for the Pharmacy Technician Certification Examination.

PSY 150	General Psychology	3	0	0	3
Prerequisites:	None				
Corequisites:	None				

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology.

RELATIONSHIPS WITH INSTRUCTORS

Instructors are people. They are an integral part of your education. Here are some suggestions for forming a good working relationship with them.

1. Form your own opinion about each instructor. Students talk about teachers, and you may hear conflicting reports. Decide for yourself.
2. Be attentive. Daydreaming, sleeping or having side conversations in class will insult your instructor. Besides, you miss what's happening. Side conversations also disturb other students.
3. We all have mental pictures about instructors. Perhaps they are unapproachable, brilliant, boring, demanding, eccentric, etc. Assume nothing. Get to know your teacher first-hand. Take advantage of their office hours. Some teachers' best express their love and enthusiasm for their subject in private conversations rather than lectures.
4. Many instructors have special office hours. Most are delighted to talk to students. That's why they are teachers. Talking to one student allows them to focus on the area that's critical to that student and their enthusiasm can be contagious. What sounded incomprehensible in class may become clear in a one-to-one exchange.
5. Arrive early for classes. You can visit with your instructor or classmates, review notes, or spend a few minutes relaxing. Being on time demonstrates your commitment and interest.
6. Participate in class discussions. Ask questions. Provide answers. Be ready to debate and discuss. Your instructor will know you are interested and prepared. Asking questions to sidetrack your teacher or just to get noticed, however, wastes everyone's time.
7. Accept criticism. Learn from your teacher's comments on your work. It is a teacher's job to correct. Don't take it personally.
8. Submit professional work of high quality in both content and form. Prepare papers as if you were submitting them to an employer. Imagine that a promotion and raise will be determined by your work.

Fall Semester 2011

August 16	Tuesday	Curriculum Classes Begin
August 18	Thursday	Last Day To Add A Class*
August 25	Thursday	Last Day for a Partial Refund Last Day to Drop with no Transcript Grade/Census Date
September 5	Monday	Labor Day Holiday
October 13,14	Thursday/Friday	Fall Break
November 14	Monday	Last Day to Withdraw With "WP" Grade
November 24,25	Thursday, Friday	Thanksgiving Holidays
December 9	Friday	Exam Study Day
December 12-14	Monday-Wednesday	Final Exams

Spring Semester 2012

January 5	Thursday	Curriculum Classes Begin
January 9	Monday	Last Day To Add A Class*
January 16	Monday	Martin Luther King, Jr. Holiday
January 17	Tuesday	Last Day for a Partial Refund Last Day to Drop with no Transcript Grade/Census Date
March 12-16	Monday - Friday	Spring Break
April 4	Wednesday	Last Day to Withdraw With "WP" Grade
April 6	Friday	Good Friday
May 3	Thursday	Exam Study Day
May 4-8	Friday-Tuesday	Final Exams
May 11	Friday	Graduation
May 12	Saturday	Graduation (Rain Date)

Summer Semester 2012

May 21	Monday	Curriculum Classes Begin
May 22	Tuesday	Last Day To Add A Class*
May 25	Friday	Last Day For A Partial Refund Last Day To Drop With No Transcript Grade/Census Date
May 28	Monday	Memorial Day Holiday
July 2 - July 6	Monday - Friday	Independence Day Holidays
July 17	Tuesday	Last Day To Withdraw With "WP" Grade
August 2	Thursday	Curriculum Classes End

**Instructor permission is required to add a class beyond this date.
See "Drop and Add" policy.*

VANCE-GRANVILLE COMMUNITY COLLEGE
DIVISION OF HEALTH SCIENCES

CLINICAL INCIDENT REPORT

NAME OF PROGRAM _____

STUDENT AND/OR FACULTY MEMBER INVOLVED IN INCIDENT

CLINICAL FACILITY AND DEPARTMENT OR UNIT _____

DATE OF INCIDENT _____

TIME OF INCIDENT _____ A.M. P.M.

DESCRIPTION OF INCIDENT _____

ACTION TAKEN _____

WITNESSES: NAME/ADDRESS/PHONE _____

CLINICAL INSTRUCTOR

DATE OF SUBMISSION OF REPORT

INSTRUCTIONS: Contact Department/Program Head Supervisor at the time of the incident and prepare an incident report. Make two copies of the report and distribute to the Dean of Health Sciences. Report is to be submitted within 24-48 hours of the incident.

**NC Pharmacy Law
Pharmacy Technology Program**

Students who have any felony drug charge on their criminal background check will not be allowed to register with the North Carolina Board of Pharmacy as a pharmacy technician. Registration with the North Carolina Board of Pharmacy is a requirement to work as a pharmacy technician in a North Carolina Pharmacy.

Moreover, the clinical sites used by the Pharmacy Technology Program will not accept students who have prior criminal convictions on their criminal background check. Any student refused admission to any clinical affiliate will be dismissed from the Pharmacy Technology Program without opportunity for readmission.

For these reasons, the faculty of the Pharmacy Technology Program strongly advises that students not choose to enter into the Pharmacy Technology Program if they have criminal convictions on their criminal background check.

Student Signature

Date

GROUND FOR DISMISSAL

The grounds for immediate dismissal from the Pharmacy Technology Program at Vance-Granville Community College are listed below:

I realize I can be dismissed from the program at any time during training for violation of any one of the grounds listed below. Violations 3 – 15 noted below will result in dismissal from the program without opportunity for readmission.

1. Any grade in the required Pharmacy curriculum below a “C”.
2. Failure to accomplish clinical assignments and objectives.
3. Insubordination.
4. The conviction and/or known use of, distribution of, or possession of illegal drugs or controlled substances.
5. The possession and/or use of alcoholic beverages before or during classroom or clinical experiences.
6. Unprofessional conduct.
7. Unethical conduct.
8. Cheating in any courses.
9. If a clinical affiliate refuses to allow a student on site due to violations such as theft, misconduct, poor performance or any other reason, the student will be dismissed from the program without opportunity for re-admission.
10. Falsification of clinical records.
11. Violation of HIPAA guidelines or regulations.
12. Abuse of any lab equipment.
13. Removing or consuming medications, chemicals, or equipment from the pharmacy lab.
14. Use of profanity or foul language in the classroom or in or around the clinical sites.
15. Falsification of any documents associated with any aspect of the Pharmacy Technology Program. This would include but not be limited to timesheets, evaluations, assignments or health information.

STUDENT HANDBOOK AGREEMENT

I have read the Student Handbook for the Pharmacy Technology Program at Vance-Granville Community College in its entirety. I understand its content and agree to abide by the policies and procedures set forth during my one-year period. The program reserves the right to alter policies, procedures, and content.

Signed

Date

HONOR CODE STATEMENT

By signing below, I agree to uphold the honor code at all times while in school.

I will not give or receive assistance with any test, nor will I observe any exchange of information among others without reporting this to the instructor.

Signature _____

Date _____