

ARKANSAS STATE UNIVERSITY- BEEBE
Pharmacy Technician Program
Handbook
2023-2024



Offered at
ARKANSAS STATE UNIVERSITY-BEEBE
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This handbook is a supplement to the Arkansas State University-Beebe Handbook and Catalog. The College catalog and the University Student Handbook are the student's primary information resources about student activities and academic programs. The handbook for the students of the Pharmacy Technician Science program is a supplemental aid to the student and does not replace or preempt the University catalog or the *Student Handbook*. The student is responsible to being informed about academic requirements, both general and specific, for the completion of the program. The faculty is available for advice, guidance, and consultation.

PHARMACY TECHNICIAN SCIENCE PROGRAM

The Arkansas State University – Beebe (ASUB) Pharmacy Technician Science program has full approval by the Arkansas Board of Higher Education (ADHE) and is fully accredited by the American Society of Health Systems Pharmacists (ASHP) and Accreditation Council for Pharmacy Education (ACPE). The ASU-Beebe Pharmacy Technician Program is committed to a comprehensive curriculum steeped in professional program standards. Please see **Appendix A** for the complete set of ASHP/ACPE standards that govern the program.

The Pharmacy Technician Science Program prepares individuals for the practice of Pharmacy Technician Science. To become a pharmacy technician in Arkansas, an individual must successfully complete the requirements of the Arkansas State Board of Pharmacy (BOP). Presently, the BOP does not require formalized education; however, registration with the Board is required. To become a Certified Pharmacy Technician (CPhT), an individual must sit for and pass the Pharmacy Technician Certification Exam. With the combination of education, simulation and certification, the faculty believes the graduate is prepared to meet or exceed the basic competencies developed by the profession.

The program integrates clinical experience with classroom theory. Clinical experience is gained in community and institutional facilities. After completion of all requirements, pharmacy technicians may find work in various environments. Program dates span the Fall, Summer, and Spring semesters. Specific dates may be obtained from the annual academic calendar.

ASU-BEEBE PHARMACY TECHNICIAN VISION, MISSION, PURPOSE, and PHILOSOPHY

Vision

The vision of the Arkansas State University-Beebe Pharmacy Technician Program is each learner receives and masters the comprehensive, integrated educational approach as a compassionate and responsible pharmacy technician who exhibits skills, knowledge, and values required by the profession of pharmacy. To achieve this, the clinical and academic faculty serve as mentors and role models guiding students from novice to competent pharmacy technicians.

Mission

The Pharmacy Technician program's mission is consistent with the mission of Arkansas State University-Beebe, which is to transform lives through quality learning experiences. The program's quality learning experiences transform the graduate into a competent, ethical, confident, lifelong learner qualified for multiple pharmacy settings benefiting the pharmacy community. The graduate then provides quality pharmacy preparation and distribution services as members of the healthcare team.

Purpose

Pharmacy technicians assist and support licensed pharmacists in providing health care and medications to patients. Pharmacy technicians must have a broad knowledge of pharmacy practice and be skilled in the techniques required to order, stock, package, compound, prepare and distribute medications.

Philosophy

The Pharmacy Technician plays a valuable role in assisting the pharmacist in delivering pharmaceutical care to all patients, across practice settings.

Critical thinking, application of knowledge, and actual hands-on experience collectively affords the pharmacy technician student an opportunity to be a member of a patient's healthcare team. The faculty believes the teacher serves as a guide directing the student through a learning environment. Learning is an individual process enhanced by an organized program of courses offered at levels of increasing complexity. The faculty is responsible for planning, implementing, and evaluating the learning experience of the student.

The program outcomes are:

1. Train qualified, competent technicians to meet pharmacy employment needs through formal education.
2. Provide state-of-the-art training for individuals seeking to be Pharmacy Technicians.
3. Prepare candidates for the successful completion of the national certification exam.

Instructor Availability

The program director may be reached by office phone (501-882-8871), email (jaliles@asub.edu) or in person. Office hours are posted on the office door. The Program Director is in the Science Building (Room 105F) on the Beebe campus.

ADMISSION/TESTING REQUIREMENTS

Admission into the College:

Students must complete the following requirements for admission into ASU-Beebe:

1. Apply to the College.
2. Submit an official complete high school transcript (six semester transcripts for high school seniors with the final transcript to follow graduation) or GED.
3. Submit college/university transcripts.
4. Submit immunization records.
5. Complete all entrance testing requirements as stated in the current ASU-Beebe catalog.

Admission into the Program:

Following admission into the College, students must complete the following program admission requirements:

1. Proof of age by a government issued ID.
2. Have an ACT of 16 (or comparable NextGen Accuplacer or Accuplacer Score) in Math and an ACT of 19 (or comparable NextGen Accuplacer or Accuplacer Score) in Reading and English.
3. Completed Pharmacy Technician Science program application before the priority deadline of August 1st. Applications may be accepted beyond this date if seats remain.
4. Consent to a Background Check. Payment of \$35.00 must be made to the cashier's office.
5. Attendance at the program orientation.

Official program enrollment will not be complete until the applicant has:

1. Received a clear background check
2. Received a letter of program acceptance from the program director
3. Attended program orientation and completed specific pre-enrollment assessments
4. Completed the required immunization decision forms
5. Read, signed, and agreed to the program substance abuse policy

Falsification of any portion of the enrollment process may lead to a student not being admitted or retained in the program.

Admission to the Pharmacy Technician Science program is a competitive selection process based on completion of the application process by the stated deadline and clean background check. Because of this competitive selection process and limited student program seats, not all applicants will be accepted into the program.

Accepted students will be required to follow the vaccination policy. Policy forms will be given at orientation and are found in **Appendix C** of this handbook.

Urine drug screenings may be randomly conducted each term. The cost for each drug screen **is paid by the student**. The drug screen will be performed on an individual basis at a specified time by the director and the results will be shared with the program director. At any time during the school year, a drug screen could be required as a random drug screen or based on reasonable suspicion of substance abuse. Such drug screens are at the school's expense. If a student tests positive for drug use at any time during the school year and cannot provide the medical examiner with the proper documentation of legitimate use, the student will be immediately terminated from the program. For further information, refer to the Substance Abuse Policy in this handbook.

CURRICULUM

Pharmacy Technician Science content is delivered through the following modalities: Face to Face, Online, Simulation, Clinical Rotation, and Hybrid methods. The core program curriculum is indicated by the prefix PHT and spans two 16-week semesters. The Associate of Applied Science degree is a 60-credit hour degree and is awarded after four (or more) successful semesters of prescribed coursework.

Following is the curriculum outline and course descriptions for the pharmacy technician curriculum.

CURRICULUM OUTLINE - ASU-Beebe Pharmacy Technician Program

| 1st semester | Course # Course Name | Credit HRS |
|--------------|---|-----------------|
| | PHT 1003 Pharmacy Medical & Drug Terminology | 3 |
| | PHT 1013 Pharmacy Math | 3 |
| | PHT 1002 Pharmacy Law-State and Federal | 2 |
| | PHT 1103 Pharmacy Technician Fundamentals | 3 |
| | PHT 1004 Pharmacology I | 4 |
| | Pharmacy Technician Certificate of Proficiency Awarded | 15 credit hours |
| 2nd semester | | |
| | PHT 2004 Pharmacology II | 4 |
| | PHT 2013 Aseptic Technique and Compounding | 3 |
| | PHT 2113 Pharmacy Communications/OTC Drugs and Devices | 3 |
| | *ENG 1003 Freshman English I | 3 |
| | PHT 1113 Pharmacy Clinical Rotation | 3 |
| | Pharmacy Technician Technical Certificate Awarded | 31 credit hours |

The sequence of the following courses may be determined by prerequisite requirements.

| | |
|--|-----------------|
| * ENG 1013 Freshman English II | 3 |
| *MATH A 1013 Technical Math A (or higher) | 3 |
| *BIOL 1014 Principles of Biology Science (or higher) | 4 |
| * PSY 2013 Introduction to Psychology OR | |
| * SOC 2213 Principles of Sociology | 3 |
| * SPCH 1203 Oral Communications | 3 |
| *CHEM 1003 Introduction to Chemistry or higher | 3 |
| *ZOOL 1014 Basic Human Anatomy & Physiology | 4 |
| * Fine Art Fine Arts Elective | 3 |
| *CIS 1503 Microcomputer Applications | 3 |
| Associate of Applied Science in Pharmacy Technician Science | 60 credit hours |

*General Education courses may be taken online or on any ASU Beebe Campus.

Pharmacy Technician Course Descriptions

PHT 1003 Pharmacy Medical and Drug Terminology--COURSE DESCRIPTION: This course provides the framework for learning the pharmacy language. The student will use audio pronunciations, abbreviations, and drug names to translate written materials within the pharmacy profession. This course is for the students enrolled in the Pharmacy Technician Program and is **Internet-Assisted**. This course is a prerequisite for all subsequent term courses.

PHT 1004 Pharmacology I--COURSE DESCRIPTION: This course is the study of medications, drug classes and applicable body systems through the nervous system. This study will help the student to understand why certain drugs are used to treat disease states. This background will help the student make informed, intelligent decisions when assisting the pharmacist to dispense drugs thus enabling the technician to play an active role in avoiding errors. Completion of this course requires competencies listed in the syllabus. This course will consist of 3 credit hours of lecture and 1 credit hour of lab and is **Internet-Assisted**. Prerequisite (s): Acceptance in the ASU-Beebe Pharmacy Technician Program

PHT 1002 Pharmacy Law-State and Federal Law--COURSE DESCRIPTION: This course is meant to expose the student to the state and federal law relating to the practice of pharmacy and the pharmacy technician. This course is a prerequisite for all subsequent term courses. Prerequisite: Acceptance into Pharmacy Technician Program. This is a 2-credit hour course and is **Internet-Assisted**.

PHT 1013 Pharmacy Math-- COURSE DESCRIPTION: Essential mathematical concepts and skills used on the job are discussed in this course. Pharmacy math calculations, conversions, measurements, application of equations, and calculations required for realistic dose and solution preparation will be covered. Business terms and calculations commonly found in a pharmacy setting will be discussed. This course is a prerequisite for all subsequent term courses. Prerequisite: Acceptance into Pharmacy Technician Program. This is a 3-credit hour course and is **Internet-Assisted**.

PHT 1103 Pharmacy Technician Fundamentals--COURSE DESCRIPTION: This course provides the student with the necessary techniques and procedures to prepare and dispense medications in community and institutional pharmacy settings. Use of sterile and non-sterile techniques to count, measure, and compound will be explored. The student will learn to read and fill prescriptions in the community pharmacy and medication orders in the hospital pharmacy environment. Completion of this course requires competencies listed in the syllabus. This course is a prerequisite for all subsequent term courses. This course will consist of 2 credit hours of lecture and 1 credit hour of lab and is **Internet-Assisted**. Prerequisite (s): Acceptance in the ASU-Beebe Pharmacy Technician Program.

PHT 2013 Aseptic Technique and Compounding--COURSE DESCRIPTION: This course covers proper aseptic technique when compounding non-sterile and sterile preparations. Students will prepare solids, semi-solids, liquids, capsules, and other medication delivery systems. This course will consist of 1 credit hour of lecture and 2 credit hours of lab and is **Internet-Assisted**. Prerequisite(s): Acceptance in the ASU-

Beebe Pharmacy Technician Program and successful completion of PHT 1003, PHT 1002, PHT 1004, PHT 1013 and PHT 1103 including all competencies.

PHT 2004 Pharmacology II--COURSE DESCRIPTION: Pharmacology II is the study of medications treating the gastrointestinal system, the renal system, the cardiovascular system, muscles, joints, endocrine system, eyes, ears, and skin. Recombinant agents, chemotherapy, vitamins, OTC (Over the counter) supplements, antidotes and other medicinal topics will be discussed. This course will incorporate body structure and function as it relates to each respective topic. This knowledge will help the student make informed, intelligent decisions when dispensing drugs and will enable the technician to play an active role in avoiding medication errors. Completion of this course requires competencies listed in the syllabus. This course will consist of 3 credit hours of lecture and 1 credit hour of lab and is **Internet-Assisted**. Prerequisite(s): Acceptance in the ASU-Beebe Pharmacy Technician Program and successful completion of PHT 1003, PHT 1002, PHT 1004, PHT 1013 and PHT 1103 including all competencies.

PHT 2113 Pharmacy Communications/ OTC Drugs and Devices-- COURSE DESCRIPTION: This course discusses categories of over-the-counter medications (including herbals and vitamins), explains the types and uses of home monitoring equipment, and explains durable medical equipment. This course also focuses on the various modes of communication within the pharmacy setting. Completion of this course requires competencies listed in the syllabus. This course will consist of 1 credit hour of lecture and 2 credit hours of lab and is **Internet-Assisted**. Prerequisite (s): Acceptance in the ASU-Beebe Pharmacy Technician Program and successful completion of PHT 1003, PHT 1002, PHT 1004, PHT 1013 and PHT 1103 including all competencies.

PHT 1113 Pharmacy Clinical Rotation--COURSE DESCRIPTION: The student will intern at an approved pharmacy site and will attend class regularly to discuss issues in the clinical site. The student is expected to complete a minimum of 200 hours in the course. This course will consist of 3 credit hours of practicum. Students must be registered with the AR State Board of Pharmacy and have the program director's consent before placement. Prerequisite (s): Acceptance in the ASU-Beebe Pharmacy Technician Program and successful completion of PHT 1003, PHT 1002, PHT 1004, PHT 1013 and PHT 1103.

CLASS AND CLINICAL SCHEDULE

ASU Beebe publishes an academic calendar annually. This and the ASU-Beebe Pharmacy Technician Program calendar are provided each semester.

Pharmacy Technician Science students spend the first semester of the program in classroom and simulation sessions. Students will be given calendars for the program on entry into the semester dates. During the program's second semester, the students are in classroom sessions and clinical practice at various pharmacies as presented in the calendar given at the beginning of the second semester. The times for the clinical experience vary; however, the student must complete at least 200 hours of unpaid work in the second semester.

The national certification exam is scheduled by the student and the respective credentialing agency. Each program student is encouraged to sit for a National Certification exam. Each student will be responsible for the cost of the exam. Scholarship dollars may be available to cover exam fees from various sources. Please discuss this option with the program director.

Continuing Education

Once national certification is achieved, continuing education is the responsibility of the student. A certified technician is responsible for 20 hours of CE (Continuing Education) every two years. One of the hours must be in pharmacy law and one of the hours must be in medication safety.

WITHDRAWALS AND RE-ENTRIES

Students withdrawing from training **must report to the program director** and Registrar so that proper steps may be taken for the interruption of training. A student officially withdrawing from the program due to hardship or illness may be considered for reentry at the appropriate time in the curriculum with the appropriate approval. A student may apply for re-entry into the Pharmacy Technician Science program a maximum of two times. Reentry must be within one (1) calendar year, or the entire program will have to be repeated. Students not officially withdrawing will receive a grade of "F" on their official transcript. The date for withdrawal is found in the College calendar.

GRADING POLICY

(STANDARDS OF PROGRESS)

Each student is expected to make satisfactory progress toward completing his/her program. The student will receive grade reports at midterms and the end of all terms. A student must have a cumulative 2.0 in the Pharmacy Technician Program to fulfill graduation requirements. A higher GPA may be required to retain some scholarships (see Financial Aid section for specific scholarship requirements).

Pharmacy Technician Science: The Pharmacy Technician Science faculty want students to be successful and to achieve success on national certification. For success to occur, students must engage in the study and request help when having trouble with a course. Students must take an active role in learning and recognizing learning needs. Once a need is identified, interventions should occur immediately. Students receive course averages at mid-term and at the end of the course. Students are encouraged to keep up with grades, and not wait until the mid-term or the end of the course to intervene if having difficulty.

All previous term courses are prerequisites for subsequent term courses.

I. Program Academic Requirements:

- A. Students are required to obtain an end of term grade no lower than a **"C"** in each course within the Pharmacy Technician Program curriculum.
- B. All prerequisite courses must have a **"C"** to enter subsequent courses.
- C. Failure to complete any course with at least a **"C"** will prevent the taking of subsequent courses due to pre-requisite requirements.

D. The course in which the student has been unsuccessful must be repeated.

II. Program Academic probation:

A. A student making a test grade below a ("C") in any course will be counseled.

B. A student may apply to reenter when the failed course is offered again if space is available. If a course is not reentered within a one-year period, the entire program must be repeated. A student must complete the entire program within 2 years, or all the courses will have to be retaken.

GRADING SCALE

The following grading system will be utilized to evaluate students:

| LETTER GRADE | PERCENT | QUALITY POINTS |
|---------------------|----------------|-----------------------|
| A | 90% -100% | 4 |
| B | 80% - 89% | 3 |
| C | 70% - 79% | 2 |
| D | 60% - 69% | 1 |
| F | 0% -59% | |

Status Conditions - Non-Grade Designations:

| | |
|----|-------------------------|
| I | Incomplete Not computed |
| W | Withdrawal Not computed |
| AU | Audit Not computed |

GRADE POINTS

For computing current and cumulative grade averages, grade points are assigned as follows: A=4, B=3, C=2, D=1, F=0. A student's grade point average is computed by multiplying the number of hours credit by the grade points assigned to the grade and then dividing the sum of these several products by the total number of hours the student has attempted. Remedial coursework is not counted in computing the grade point average. Since grade point averages can affect financial aid, academic awards, admission to other institutions, and scholarships, students are strongly encouraged to stay informed about their grade point average.

CREDIT FOR PREVIOUS TRAINING OR EXPERIENCE (Prior Learning Assessment)

Persons with previous training or experience in their vocational objective may be granted advanced standing if approved by the office of the Registrar, the Vice Chancellor of Academics, and the Prior Learning Assessment Process. The student must furnish evidence, request evaluation, and may be required to take proficiency examinations to receive this credit. The Veterans Administration and other financial aid offices are notified of previous credit when applicable.

TRANSFER STUDENTS

Policy relating to transfer students is as stated in the ASU-Beebe catalog.

GRADUATION REQUIREMENTS

Students who successfully complete the first semester of the pharmacy technician program will receive a Certificate of Proficiency. Students who complete the second semester of study will receive a Technical certificate. Completion of all prescribed course work will result in an Associate of Applied Science in Pharmacy Technician Science degree. Prospective graduates must clear all charges against their accounts before graduation. Pharmacy Technician Science students must have an end of term grade of 2.0 ("C") in **each** technical course and an overall 2.0 for graduation eligibility. It is the responsibility of the student to make certain all requirements for graduation have been met and the graduation application has been completed.

PROFESSIONAL ATTIRE, DRESS CODE and CONDUCT

The Pharmacy Technician Science program is a professional educational program. One of the program's objectives is for pharmacy technicians to adhere to the profession's standards and principles. To meet this objective, attributes of professionalism (which include dress code policies) are reinforced throughout the program. Students are expected to adhere to the prescribed dress code for each class meeting and throughout the clinical rotation. Appropriate classroom attire consists of scrubs. Scrub colors may be selected from the following solid colors: **grey, or blue (Ceil, Royal or Navy)**. Caps or hats may not be worn in the classroom. The student's name badge must be worn while in the classroom and clinical rotation site.

The Pharmacy Technician Science program has guest speakers and visitors sometimes. Our goal is to portray an environment to the community of professionalism and pride in our chosen career. Students must always look, act, and talk professionally. Clinical dress code is delineated in the clinical policy section of this handbook. As stated, the clinical facility may ask the faculty to remove a student who does not meet their dress code policies. The dress code for attending professional conferences will be professional business attire. Violations of the dress code policy will result in disciplinary action.

Failure to comply with this policy will result in a written reprimand that will become a part of the student's program record. Denim is not an acceptable dress under any situation when the student is in a clinical rotation site. The student must comply with the clinical rotation sites' dress code. This may be business casual or scrubs depending on the site. The expense of professional attire is the responsibility of the student.

Professional Conduct

Cell phones are to be turned to silent and not be in use while in class and at the clinical rotation site. Personal phone use at the site is discouraged except in cases of emergencies. Violations of this policy will result in up to a written reprimand that will become a part of the student's program record.

Any inappropriate behavior (disrespect of property or person, cheating, stealing, lying, violations of confidentiality, etc.) will not be tolerated in the classroom or in the clinical rotation site. Failure to comply with this policy will result in up to removal from the program and written documentation will become a part of the student's program record.

Students must adhere to the program confidentiality policy and comply with national HIPAA regulations while in the program. The student must read, understand, sign, and abide by the Confidentiality Policy from **(Appendix C)** the first day of class until the end of the second semester. Failure to do so will result in student removal from the ASU-Beebe Pharmacy Technician Program.

Under [A.C.A. § 12-18-402](#), Pharmacy Technicians are among those identified and trained as Mandated Reporters within the State of Arkansas. Training documentation will be provided and maintained in the student record.

The ASUB Pharmacy Technician Program will adhere to OSHA's <https://www.osha.gov/bloodborne-pathogens/standards>. Students in the program will complete all related OSHA training. Training documentation will be maintained in the student record.

Vaccination Policy

Please read the enclosed information and direct questions to your physician or primary care provider. The form regarding the vaccine decision must be returned by the first day of classes. Complete and return the Vaccination Decision Form located in **Appendix C** of this packet.

The ASU-Beebe Pharmacy Technician Program adopts a policy encompassing vaccination for Hepatitis B, COVID and TB Screenings, use of standard precautions and other prevention techniques. Students will be taught principles of infection control and specific risk control recommendations to reduce the risk of becoming exposed to blood borne diseases and must complete an approved OSHA training module.

The management of issues related to infectious diseases is a primary concern to pharmacy technician faculty. The rapid increase of blood borne diseases has caused awareness of the need for policies and guidance. We recognize the need to balance the protection from risk for students, faculty, staff, and clients with individual rights of privacy and equal opportunity.

Vaccinations

While the state of AR requires a completed Measles, Mumps and Rubella vaccination series for public institution admission, additional vaccinations may be recommended for certain program areas. Under Arkansas law, Arkansas State University-Beebe is prohibited from mandating students and employees receive the COVID-19 vaccination. However, it is likely that clinical partners will require COVID-19 vaccination, along with other vaccinations. Arkansas State University-Beebe has no authority over the requirements put in place by these clinical partners. Additionally, clinical partners may require proof of

vaccination for infectious diseases or viruses to attend practicum rotations. These may include, but are not limited to, COVID-19, and influenza vaccines. Unfulfilled vaccination requirements may limit student practicum rotations and objective completion, therefore impede program completion. Vaccination policy decision forms will be given at orientation.

All vaccinations are at the student's expense. Documentation of the testing and results will become a part of a student's permanent record. A student who has not been vaccinated may obtain vaccination from a medical provider of their choice and waives all claims from damages or injuries against the school and/or clinical facility. The monetary responsibility of vaccines rests with the student.

Additional Clinical Rotation Requirements:

Liability insurance, criminal background check, state Board registration, and drug screening are required.

HEALTH CARE

Arkansas State University- Beebe and its campuses do not maintain health clinics. The College assumes no liability either expressed or implied for student health services.

PROGRAM POLICIES

1. Students enrolled are expected to be on time and remain in class for the scheduled amount of time. Absences affect a student's progress and success in a course and can be a major factor in obtaining a job after completion of a student's program of study.
2. In the event of absence because of illness or an emergency, it is the student's responsibility to contact the instructor prior to the time the course is to begin. The student will need to obtain handouts or assignments issued.
3. Students will not be allowed to attend class or clinical with an elevated temperature of 99.8 or above.
4. Attendance for students receiving Veteran's Administration benefits will be subject to review by VA officials.
5. The Student Grievance Procedure is listed in the ASU Beebe Student Handbook.
6. The inclement weather policy is provided and activated by the Academics Office.

ATTENDANCE POLICY FOR PHARMACY TECHNICIAN SCIENCE

1. Attendance at all lectures and laboratory sessions is expected of all students and is regarded as a course requirement.
2. The course syllabus specifies attendance policy for each course. Attendance records are kept.

3. During a semester, a student may miss no more than twice the number of lectures, laboratory sessions, or other regularly scheduled class activities that would normally be scheduled during a week. Absences over that number may result in the student being dropped from class with an "F". For example, a student may be dropped upon the third absence in a three-hour course meeting once a week. Students dropped for nonattendance are given a grade of "WX" (withdrawn for nonattendance). For other classes, see class syllabus for specific details.
4. In determining whether a student should receive a failing grade, consideration will be given to the class standing of the student, the quality of academic work being accomplished by the student and extenuating circumstances related to absences from class.
5. The instructor will file a "Drop Report" form when the student is dropped from the class. Copies of this report will be filed with the Registrar.

CLASSROOM POLICIES

In addition to all institutional and program policies stated in the ASUB Student Handbook, the following classroom policies are enforced. Pharmacy Technician Science students are expected to exhibit professional behaviors whether in the classroom or at the clinical setting. The Pharmacy Technician Code of Ethics (**Appendix B**) for pharmacy technicians applies to any setting in which the student may be involved.

1. Written assignments must be submitted through the Canvas Learning Management System on time. Only two late assignments will be accepted in each class. Grade for late assignments will be marked down 25% for each College weekday that the assignment is late. Late grading begins after time assignment is due. Make-up tests will only be given if student notifies Instructor by email of absence before class starts. Only two makeup tests will be given in each class. The syllabi you receive at the beginning of each course will describe how grades are calculated for each course.
2. Assignments must be answered on the provided worksheet unless instructed otherwise and must be completed in blue or black ink only; however, most assignments will be completed via computer software and uploaded into the Learning Management System.
3. Students are responsible for missed material; the student is responsible for requesting any handouts or materials from the missed class. The student must notify the instructor before the absence. Notification is also required for clinical time. The student may contact a fellow classmate or instructor for assignments.
4. Pop tests may be given at any time and will count as part of the daily grade.
5. Students should treat each other, instructors, and staff, with respect.

6. Beverages brought into the classroom must either be in a bottle with a lid or a sturdy cup with a lid. No open containers allowed. Food and beverages are not allowed in the pharmacy simulation lab.
7. Disruptive behavior in the classroom or otherwise is not allowed.
8. ASU-Beebe and its campuses are tobacco products, e-cigarettes, vapor, and nicotine (excluding patches and gum) free.
9. Tests will be reviewed promptly, and questions about your grade, or the test may be addressed then.
10. Tests are often given using the Canvas Learning Management System. It is the student's responsibility to ensure completeness of the test and proper marking.
11. You are expected to clean up after yourself.
12. Respect the property of others.
13. Rooms should be left in the arrangement they were found.
14. Cellular phones must be turned silent during classroom and clinical hours.
15. Students should meet bathroom needs at the scheduled break time. It is disrespectful and disruptive to classmates to leave class during exams or class activities.
16. Students are not eligible for wages for clinical experiences as it is part of the educational process.
17. The Pharmacy Technician Simulation classroom and lab are scent free spaces. No perfumes, colognes, perfumed soaps may be used in space. Scent free includes being free of tobacco or nicotine scent on the clothing and person. You may be sent home if you come to the space with these on and the hours will be counted against your time away from class.
18. Devices (skeletons, mannequins, and equipment) available for teaching purposes are expensive and should NOT be played with, posed, or abused. Persons found destroying equipment are held financially responsible for the damages.

CLINICAL ROTATION POLICIES

Before any student is placed into a clinical rotation site, that student must be registered with the Arkansas State Board of Pharmacy, score proficient or above on all behavior and skill competencies, and be successful in identifying the top 100 drugs.

STATE BOARD OF PHARMACY REQUIREMENTS

Have you ever been convicted of a felony? This question is asked on the Arkansas State Board of Pharmacy application for Pharmacy Technician registration.

Students must submit to an initial background check performed by ASU-Beebe. Should that background check reveal a situation where the student has been convicted of a felony, that student would then be dismissed from the program. Students convicted of some crimes may enter and complete the Pharmacy Technician Science program at ASU - Beebe. However, the student must disclose the nature of the crime on the AR State Board of Pharmacy application. The AR Board of Pharmacy then addresses the situation and a determination by the AR Board of Pharmacy is granted as to whether a person is allowed to become registered with the AR Board of Pharmacy as a pharmacy technician.

The student must sign a form stating the following during orientation: "The criminal background check law (ACA17-87-312) in the Pharmacy Technician Science handbook has been discussed." I understand that if I have ever been convicted of a crime, I may be denied eligibility for registration. I may be required to meet with or appear before the Arkansas State Board of Pharmacy before the decision is made to grant me permission to become registered as a Pharmacy Technician in the state of AR. The ASU- Beebe Pharmacy Technician Science Program does not make any guarantees regarding the outcome. This law has been reviewed and discussed."

Anyone with questions regarding this may contact the program director of the Pharmacy Technician Science department or the Arkansas State Board of Pharmacy at: 501-682-0190 or write them 322 South Main St. - Suite 600 Little Rock, AR 72201 for additional information.

Below is a link to the regulations concerning Pharmacy Technicians in the state of AR. Students should familiarize themselves with sections 'Regulation 3-Pharmacy Technicians' chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.healthy.arkansas.gov/images/uploads/pdf/Rule_03_-Technicians.pdf

Students are expected to follow clinical sites and program policies. When policies differ, students must adhere to the more stringent policy. The following policies govern the Clinical Rotation experience.

1. Pharmacy Technician Science clinical rotation attendance:

- a. Attendance records are kept.
- b. The preceptor and the student must sign attendance records. The student is expected to keep a copy of this timesheet and submit one to the instructor to be placed in the student's file.
- c. Arkansas State University-Beebe Pharmacy Technician Science policy requires a minimum of 200 clinical hours

2. Clinical Grade Standards

- a. Knowledge of medications and disease states
- b. Work performance and interactions
 - i. Patient Safety
 - ii. Assessment and documentation
 - iii. Use of time
- c. Willingness to learn
- d. Attitude
- e. Appearance
- f. Completeness of assignments
- g. Relationship with staff and co-workers

3. Withdrawals/transfers/dismissal:

- a. Same as classroom policies as outlined under withdrawals and reentries in this handbook.

4. Personal Appearance

- a. Students will be neat, clean, and well groomed.
- b. No perfumes, colognes, or scented soaps may be worn. Scent free includes being free of tobacco products, e-cigarettes, vapors, and nicotine (excluding patches and gum) on the clothing and person.
- c. Uniform and appearance for students as requested by clinical facilities and Program Director
 - i. Approved scrub colors. No denim pants are allowed.
 - ii. Foundation garments must be worn and adequate.
 - iii. Name pin consisting of the school picture I.D. will be worn on the left or right side of chest with an appropriate clip, or by Program Director approved lanyard worn in the midline of the torso above the waist.
 - iv. Jewelry must not be excessive.
 - v. Hair will be neat and clean. Hair should not fall into your eyes or face.
 - vi. Personal hygiene: students are to be clean and well groomed. Male students will have a neat, well-trimmed beard or mustache.
 - vii. Any visible tattoos must be covered during clinical experiences.
 - viii. Uniform and garments should be clean, scent free and without wrinkles.
- d. Failure to dress in proper uniform will result in the student being sent home and counted absent for the full time missed.
- e. Clinical Rotation facilities may differ with uniform institutional policies. Students are expected to follow the strictest expectation.

5. Conduct

- a. Students will have malpractice insurance prior to entering the clinical facilities. This requirement is the financial responsibility of the student.
- b. Students will follow the vaccination policy.
- c. Centers for Disease Control infection prevention precautions will be followed.
- d. Chewing gum while at the clinical site is not allowed.
- e. Students should refrain from using tobacco products, e-cigarettes, and nicotine (excluding patches and gum) during their daily clinical experience.
- f. Loud talking and obscene language while in the classroom or at the clinical site will not be tolerated and is grounds for immediate dismissal.
- g. Bathroom needs should be cared for at break and lunch time.
- h. Personal mannerisms and habits suitable for pharmacy are to be exhibited.
- i. Address instructors and personnel with proper title: Mr., Mrs., Ms., Miss, and Doctor.
- j. Time allotted for lunch will follow clinical sites policy.
- k. Attitude should have the traits of interest in providing quality patient care, accepting responsibility and criticism, enthusiasm, willingness to learn, adaptability, and dependability.
- l. Personal calls are NOT allowed except for emergencies. Students should inform relatives and friends not to call the student while they are in the clinical facility. They may contact the instructor if it is an emergency.
- m. No personal visitors are allowed at the clinical facility. Students should inform relatives and friends not to come for visits with the student while they are in the clinical facility.
- n. Students will be counseled for each clinical occurrence. Students will be dismissed after three (3) clinical occurrences. Clinical occurrence is defined as patient endangerment or unsafe pharmacy practice. Examples include but are not limited to:
 - i. Patient abandonment
 - ii. Violation of the HIPPA standards or confidentiality violation
 - iii. Not following AR State Board of Pharmacy regulations pertaining to pharmacy technicians.
 - iv. Medication errors resulting from not using the NDC check system
 - v. Failure to follow handwashing protocol

6. Students are not eligible for wages for clinical experiences as it is part of the educational process.

7. Clinical Rotation grading based on evaluations, journal entries, final paper, and proper documentation. Students grades and/or ability to go into clinicals can be affected by students' actions. Remember to follow all stated policies verbal and written.

8. Students are not to contact a clinical site or potential clinical site outside of assigned rotation and necessary course paperwork unless they are given specific written permission from the instructor. Students shall not contact clinical sites or potential clinical sites as a representative of ASU-Beebe or the Pharmacy Technician Program.

PROBATION OR DISMISSAL FOR PHARMACY TECHNICIAN SCIENCE STUDENTS

Disciplinary actions may include probation or dismissal from the program. The following may constitute such actions.

1. Attendance as previously stated.
2. Grades as previously stated.
3. Failing to adhere to good clinical standards in providing health care.
4. Unprofessional conduct.
5. Cheating on an exam. Cheating is the same thing as stealing, which will not be tolerated and will result in immediate termination. Unauthorized access to an exam will result in a zero and may result in termination from the program.
6. Use, possession of any type or being under the influence of alcoholic beverages, hallucinogens, barbiturates, amphetamine, or any legend drugs not issued under a doctor's prescription. Violation will result in termination. Substance Abuse policy is outlined in this Handbook.
7. Students who engage in such acts as stealing, gambling, profanity, or personal combat make them liable to disciplinary actions.
8. Violation of the policies as stated in the school Conduct and Disciplinary Standards.
9. Procedures performed outside the Scope of Practice of a Pharmacy technician or performed incorrectly and threaten the health or safety of the patient.
10. Request by a clinical facility to remove the student from their facility and the inability of the student to meet course objectives.
11. Violation of policies in the ASU-Beebe Student Handbook.

SUBSTANCE ABUSE POLICY

The Pharmacy Technician Science program believes in the overall school substance abuse policy. It is the policy to maintain a drug and alcohol-free environment. The Pharmacy Technician Science faculty recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to become members of the pharmacy profession. The school is committed to protecting the safety, health and welfare of its faculty, staff, and students and people who encounter its faculty, staff, and students during scheduled learning experiences. The Pharmacy Technician Science program prohibits the illicit use, possession, sale, conveyance, distribution and manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner. Furthermore, the abuse of non-prescription and prescription drugs is also prohibited. Within the profession of pharmacy there are codes and standards of conduct which all members of the profession are expected to follow. Pharmacy technician students are expected to be free from the influence of chemical substances/drugs when

engaged in educational activities whether on campus or in the clinical setting. As a condition of enrollment, students will sign the **Substance Abuse Policy Release Form (Appendix C)** agreeing to abide by the policy for the length of the program.

Urine drug screenings may be randomly conducted each term. The cost for each drug screen **is paid by the student**. The drug screen will be performed on an individual basis at a specified time by the director and the results will be shared with the program director. At any time during the school year, a drug screen could be required as a random drug screen or based on reasonable suspicion of substance abuse. These drug screens are at the school's expense. If a student tests positive for drug use at any time during the school year and cannot provide the medical examiner with the proper documentation of legitimate use, the student will be immediately terminated from the program.

Any pharmacy technician student who tests positive for illegal, controlled, or abuse-potential substances and who cannot produce a valid and current prescription for the drug is at risk of being in violation of the Arkansas State University-Beebe's Pharmacy Technician program's substance abuse policy.

Any pharmacy technician student deemed impaired, whether legal or illegal, by the Program Director will be barred from educational activities, counseled, and not allowed to make up missed assignments and hours. If any pharmacy technician student is barred, one of the following will occur at the Program Director's discretion:

- (a) Students will contact a responsible party to provide transportation to students' residence.
- (b) Students will be turned over to ASU-Beebe Campus Police.

Furthermore, any pharmacy technician student who is aware that another pharmacy technician student has violated a provision of the Arkansas State University-Beebe's Pharmacy Technician program's drug policy is obligated to report that student to the facility. A failure to do so alone is a violation of the Arkansas State University-Beebe's Pharmacy Technician program's substance abuse policy. Any pharmacy technician student who is aware that another pharmacy student is using or is in possession of illegal drugs, intoxicants, or controlled substances is obligated to report this information to an Arkansas State University-Beebe's Pharmacy Technician Programs faculty member.

The intent of the Policy is not just to identify those students chemically impaired, but also attempt to assist the student in the return to a competent and safe level of practice and to achieve his/her goal of becoming a Pharmacy Technician. All aspects of the policy are to be conducted in good faith with compassion, dignity, and confidentiality.

The following policy/procedure will govern drug testing:

1. The student will submit appropriate laboratory specimens in accordance with the Substance Abuse policy and all clinical agency policies, if appropriate.

2. If the laboratory test is positive for substances classified in the most current edition of Diagnostic and/or Clinical Statistical Manual of Mental Disorders, the student will be suspended from all clinical activities until the appropriate personnel or committees, as designated by the pharmacy technician program, have reviewed the case.
3. If the laboratory test is negative for substances classified in the most current edition of Diagnostic and/or Clinical Statistical Manual of Mental Disorders (DSM-IV), the student will be allowed to return to class without penalty.
4. If any one laboratory test is positive for substances classified in the most current edition of the Diagnostic and/or Clinical statistical Manual of Mental Disorders, the decision may be any of the following: referral for medical evaluation, or immediate suspension from the program.
5. Confidentiality will be maintained.

Medical Marijuana

In accordance with the State of Arkansas laws, Arkansas State Board of Pharmacy laws, regulations, and policies, as well as the Arkansas Medical Marijuana Amendment of 2016, the Pharmacy Technician Program will not permit students and applicants to be under the influence of medical marijuana while attending classes, program related activities, or while performing clinical rotations.

Any student who tests positive for marijuana/THC and demonstrates symptoms of being under the influence while in the Pharmacy Technician Program and while performing duties or undertaking studies or activities as required by or on behalf of the Pharmacy Technician Program will be considered in violation of the Substance Abuse Policy and will be automatically terminated from the program. Drug screenings will be conducted during the school period. Clinical sites and prospective clinical sites reserve the right to drug screen in accordance with their employee and clinical student policy. Clinical sites reserve the right to deny student internship based on drug screen and suspicion of student being under the influence. ASU-Beebe has no authority to require any clinical site to deviate from their policies.

Also see “safety sensitive position” and “under the influence” definition.

For the full Arkansas Medical Marijuana Amendment of 2016, see the following link.
[https://static.ark.org/eeuploads/arml/Arkansas Medical Marijuana Amendment of 2016.pdf](https://static.ark.org/eeuploads/arml/Arkansas_Medical_Marijuana_Amendment_of_2016.pdf)

APPENDIX A

ASHP/ACPE Pharmacy Technician Accreditation Standard

SECTION I: COMPETENCY EXPECTATIONS

- Standard 1 Personal/Interpersonal Knowledge and Skills
- Standard 2 Foundational Professional Knowledge and Skills
- Standard 3 Processing and Handling of Medications and Medication Orders
- Standard 4 Patient Care, Quality and Safety Knowledge and Skills
- Standard 5 Regulatory and Compliance Knowledge and Skills

SECTION II: STRUCTURE AND PROCESS TO PROMOTE ACHIEVEMENT OF COMPETENCY EXPECTATIONS

- Standard 6 Authority and Responsibility provided to Program Director
- Standard 7 Strategic Plan
- Standard 8 Advisory Committee
- Standard 9 Curricular Length
- Standard 10 Curricular Composition and Delivery
- Standard 11 Student Recruitment, Acceptance, Enrollment, and Representation
- Standard 12 Faculty/Instructors
- Standard 13 Documentation

SECTION III: ASSESSMENTS OF STANDARDS AND KEY ELEMENTS

- Standard 14 Assessment of Competency Expectations
- Standard 15 Assessments of Structure and Process

APPENDIX B

Pharmacy Technician Code of Ethics

Pharmacy Technician Code of Ethics

Preamble

Pharmacy Technicians are healthcare professionals who assist pharmacists in providing the best possible care for patients. The principles of this code, which apply to pharmacy technicians working in all settings, are based on the application and support of the moral obligations that guide the pharmacy profession in relationships with patients, healthcare professionals and society.

Principles

A pharmacy technician's first consideration is to ensure the health and safety of the patient, and to use knowledge and skills to the best of his/her ability in serving others.

A pharmacy technician supports and promotes honesty and integrity in the profession, which includes a duty to observe the law, always maintain the highest moral and ethical conduct and uphold the ethical principles of the profession.

A pharmacy technician assists and supports the pharmacist in the safe, efficacious, and cost-effective distribution of health services and healthcare resources.

A pharmacy technician respects and values the abilities of pharmacists, colleagues, and other healthcare professionals.

A pharmacy technician maintains competency in his/her practice, and continually enhances his/her professional knowledge and expertise.

A pharmacy technician respects and supports the patient's individuality, dignity, and confidentiality.

A pharmacy technician respects the confidentiality of a patient's records and discloses pertinent information only with proper authorization.

A pharmacy technician never assists in the dispensing, promoting or distribution of medications or medical devices that are not of excellent quality or do not meet the standards required by law.

A pharmacy technician does not engage in any activity that will discredit the profession and expose, without fear or favor, illegal or unethical conduct in the profession.

A pharmacy technician associates with and engages in the support of organizations which promote the profession of pharmacy through the utilization and enhancement of pharmacy technicians

Approved by the AAPT Board of Directors, 1996.

APPENDIX C

Program Policy Forms

ARKANSAS STATE UNIVERSITY-BEEBE
Pharmacy Technician Program
P.O. BOX 1000
BEEBE, AR 72012-1000

SUBSTANCE ABUSE POLICY RELEASE FORM

I, _____ have read the Substance Abuse Policy of the Pharmacy Technician Science Program and agree as a student in the program to comply with all aspects of the policy as it is written.

I agree that the laboratory designated by the Pharmacy Technician Science Program, a drug testing facility, is authorized by me to provide the results of the test to the Pharmacy Technician Science program director. I agree to indemnify and hold the lab harmless from and against any and all liabilities of judgments arising out of any claim related to (1) compliance of the college with federal and state law, and (2) the college's interpretation, use and confidentiality of the test results, except when the lab is found to have acted negligently with respect to such matters.

I further understand that failure to adhere to the conditions specified in this policy will result in my dismissal from the program.

I will remain drug free for the length of the program.

I will submit a written statement from the physician if prescribed a mind-altering drug.

I understand I will be barred from educational activities if deemed impaired by legal or illegal substances

I understand I will be required to pay additional fees acquired by my failure to provide an adequate sample in a timely manner.

I understand that I will not be allowed to continue in the clinical area, if any prescribed medications interfere with my ability to ensure my safety or the safety of my patients.

I agree with random drug testing.

I authorize the release of my drug results to the Arkansas State University- Beebe Pharmacy Technician Science Program Director.

I also agree to abide by the provisions for determining dismissal from the program and to follow the conditions for readmission as outlined.

Signature

Date

ARKANSAS STATE UNIVERSITY-BEEBE
Pharmacy Technician Program
P.O. BOX 1000
BEEBE, AR 72012-1000

CONFIDENTIAL INFORMATION

Each patient entrusts him or herself to the care of the staff at an approved Clinical Rotation site with the complete assurance that all personal and medical information is held in strict confidence. Students may read or overhear confidential information about a patient or employee during their work and may be approached for information by a person who has no authority to ask. It is essential that the student does not discuss a patient's, employee's or a visitor's personal information with fellow employees, other patients, visitors, or anyone else.

Students should report to their supervisor or department head if anyone outside the facility asks about the affairs of a patient or employee. Students in non-patient care departments such as accounting, admissions, human resources, administration, etc., may have access to confidential information as it pertains to the facility's business. Students should not discuss this information with unauthorized persons.

Any person who reveals confidential information without prior authorization will be subject to disciplinary action up to and including termination from the ASU-Beebe Pharmacy Technician Program. Students must adhere to the same confidentiality guidelines as pharmacy employees.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENT CONCERNING CONFIDENTIALITY.

Student Signature: _____ Date: _____

Witness Signature: _____ Date: _____

ARKANSAS STATE UNIVERSITY-BEEBE
Pharmacy Technician Program
P.O. BOX 1000
BEEBE, AR 72012-1000

VACCINE DECISION FORM

Please sign ONE of the three areas only, indicating your decision and return the signed form to the instructor of the department.

(1) I have read the attached statement about Hepatitis B, COVID – 19, influenza and respective vaccines. I have had the chance to ask my physician questions and understand the benefits and risks of the vaccinations. I understand multiple doses of the vaccine may be required to confer immunity. I also understand there is no guarantee that I will become immune or that I will not experience any adverse side effects from the vaccine. I elect to obtain my vaccination from my **private physician or clinic**. I agree to give a copy of titers (if done) and vaccine dates to the program director for their files.

_____ Hepatitis B _____ COVID 19 _____ Influenza _____ Other _____

Please print name Signature Date

Or

(2) I have read the attached statement about Hepatitis B, COVID - 19, and the respective vaccines. I have had the chance to ask my physician questions and understand the benefits and risks of the vaccinations. I understand multiple doses of the vaccine are required to confer immunity. I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B virus (HBV) infection, COVID-19, or other infections/viruses. I have been given the opportunity to be vaccinated with prophylactic vaccine; however, I **decline** the following vaccinations at this time. I understand that by declining the vaccine, I continue to be at risk of acquiring Hepatitis B, COVID – 19, influenza, and other infections.

For myself, my heirs, and assignees, I hereby release and discharge ASU-Beebe, associating clinical facilities, its agents and employees from all liability resulting from or in any way connected with my decision not to receive the vaccination herein described. I acknowledge that I have read this document in its entirety, and I understand it.

_____Hepatitis B _____COVID 19 _____Influenza _____Other_____

Please print name _____ Signature _____ Date _____

Or

(1) I have completed the series of vaccines and am attaching written proof of immunizations.

| | | | |
|-------------|----------|-----------|-------|
| Hepatitis B | COVID 19 | Influenza | Other |
|-------------|----------|-----------|-------|

Please print name

Signature

Date