

ARKANSAS STATE UNIVERSITY- BEEBE
Pharmacy Technician Program
Handbook
2026-2027



Offered through
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.

ASU-Beebe's Pharmacy Technician Program:

- Fully approved by Arkansas Board of Higher Education
- Fully accredited by ASHP and ACPE (**Appendix A** identifies the skills, knowledge and abilities of the program)
- Offers comprehensive curriculum based on professional standards

In Arkansas:

- No formal education required to become a pharmacy technician; however, a high school diploma or GED is expected.
- Must register with the Arkansas State Board of Pharmacy
- To become certified (CPhT), you must pass the Pharmacy Technician Certification Exam

The program:

- Combines classroom learning with simulation and clinical experience
- Provides training in community and institutional settings
- Runs through Fall, Spring, and Summer semesters

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:

- Support licensed pharmacists in patient care
- Need broad pharmacy knowledge
- Require skills for ordering, stocking, packaging, compounding, preparing, and distributing medications

Philosophy

The Pharmacy Technician's Role:

- Helps pharmacists provide care to patients in various settings
- Works as part of a patient's healthcare team

The Program Approach:

- Combines critical thinking, knowledge, and hands-on experience
- Teachers guide students through structured learning
- Courses increase in complexity as students' progress
- Faculty plans, implements, and evaluates student learning experiences

Program Learning Outcomes

- The ASU-Beebe Pharmacy Technician program prepares skilled, competent pharmacy technicians to meet current and future job demands through strong education and personal development.
- Students learn in supportive, hands-on environments using advanced pharmacy simulation labs.
- The program helps students become nationally certified by offering a comprehensive curriculum based on best practices in the pharmacy field.

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:

College Admission Requirements:

- Apply to ASU-Beebe
- Submit high school transcript or GED
- Submit college transcripts
- Submit immunization records

- Complete entrance testing

Program Admission Requirements:

- Government-issued ID proving age
- ACT scores: Math (16+), Reading and English (19+) or equivalent test scores
- Submit program application by August 1st priority deadline
- Pay applicable fee for background check
- Attend program orientation

Final Enrollment Steps:

- Clear background check
- Receive acceptance letter
- Complete orientation and pre-enrollment assessments (including Mandated Reporter training)
- Complete immunization forms
- Sign substance abuse policy

Note: Admission is competitive with limited seats. Falsifying information may result in rejection or removal from 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.

Drug Screening Policy:

- Random urine drug screenings occur each term
- **Students pay for routine drug screens**
- School pays for random or reasonable suspicion screenings
- Program director conducts tests at specified times and reviews results
- Students testing positive without medical documentation will be immediately dismissed from program
- Full details available in the Substance Abuse Policy section

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 (or higher)	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

Schedule Overview:

- First semester: Classroom and simulation learning
- Second semester: Classroom sessions plus simulation and clinical practice at assigned pharmacies
- Clinical requirement: At least 200 unpaid work hours in second semester
- Students receive program calendars at the beginning of each semester
- National certification exam:
 - Students encouraged to take it

- Students schedule and pay for exam
- Scholarships may be available (ask 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 to ensure 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.

Standards of Progress and Grading Policy

Academic Requirements:

- Must maintain 2.0 GPA to graduate
- Must earn "C" or better in all program courses
- Failed courses must be repeated
- Prerequisites require "C" grade to advance
- Program must be completed within 2 years

Academic Support:

- Grade reports issued at midterms and end of terms
- Students below "C" on any test receive counseling
- Students encouraged to track grades and seek help early

Grading Scale:

- A: 90-100% (4 points)
- B: 80-89% (3 points)
- C: 70-79% (2 points)
- D: 60-69% (1 point)
- F: 0-59% (0 points)

Additional notations: Incomplete (I), Withdrawal (W), and Audit (AU) are not computed in GPA.

GPA calculation: (Credit hours × grade points) ÷ total attempted hours

Credit and Transfer Information:

- Previous training/experience may qualify for advanced standing
- Requires approval from Registrar, Vice Chancellor, and Prior Learning Assessment
- May require evidence and proficiency exams
- Transfer policies follow ASU-Beebe catalog guidelines

Graduation Requirements:

- First semester completion: Certificate of Proficiency
- Second semester completion: Technical Certificate
- Full program completion: Associate of Applied Science degree
- Must have 2.0 ("C") in each technical course and overall
- Students must clear all charges and complete graduation application

Professional Attire and Dress Code:

- Classroom: Solid color scrubs (black, grey, or various blues)
- No caps or hats in classroom
- Name badge required in classroom and clinical sites
- Business attire for professional conferences
- Students must follow clinical site dress codes (no denim allowed)
- Dress code violations result in written reprimand

Professional Conduct:

- Cell phones must be silent and unused in class and clinical settings
- No inappropriate behavior (disrespect, cheating, stealing, etc.)
- Must comply with confidentiality policy and HIPAA regulations (**Appendix C**)
- Students are trained as Mandated Reporters (Arkansas law [A.C.A. § 12-18-402](#))
- OSHA bloodborne pathogen training required <https://www.osha.gov/bloodborne-pathogens/standards>
- Violations of expectations may result in program removal

Vaccination Policy:

- **Vaccination Decision Form:** Students must read provided information and submit the Vaccination Decision Form (**Appendix C**) by the first day of classes.
- **Program Policy:** The program includes policies on Hepatitis B, COVID-19, TB screenings, infection control, and OSHA training to reduce exposure to bloodborne diseases.
- **Infectious Disease Management:** Emphasizes balancing health risk protection with privacy and equal opportunity.
- **Vaccination Requirements:**
 - Measles, Mumps, Rubella (MMR) vaccination is required for admission per Arkansas state law.

- COVID-19 and other vaccinations are not mandated by the university, but **clinical sites may require them.**
- Lack of required vaccinations may restrict participation in practicum rotations, potentially delaying or preventing program completion.
- **Student Responsibility:**
 - All vaccination costs and arrangements are the student's responsibility.
 - Vaccination records become part of the student's permanent file.
 - Students waive liability claims against the university or clinical sites if they choose to get vaccinated independently.
- **Additional Practicum Requirements:** Include liability insurance, background check, state board registration, and drug screening.
- **Health Services:** ASU-Beebe does not offer on-campus health services and assumes no responsibility for student health care.

Attendance Policy:

- **Mandatory Attendance:** Students are expected to attend all lectures, labs, and scheduled activities.
- **Absence Limit:** Missing more than two class days will result with a grade of "WX" or an "F"
- **Notification:** Students must inform instructors of absences in advance.
- **Drop Procedure:** Instructors will file a "Drop Report" with the Registrar for students withdrawn due to attendance issues.

Classroom Policies:

- **Assignment Submission:** Assignments must be submitted on time via Canvas. Only two late submissions are allowed per class, with a 25% grade deduction for each weekday late.
- **Make-Up Tests:** Permitted only if the student notifies the instructor by email before class starts. A maximum of two make-up tests per class is allowed.
- **Professional Conduct:** Students must demonstrate professionalism in all settings, adhering to the Pharmacy Technician Code of Ethics.
- **Classroom Etiquette:** Respect for peers, instructors, and staff is mandatory. Disruptive behavior is prohibited.
- **Food and Beverages:** Only beverages in sealed containers are allowed in classrooms. No food or drinks are permitted in the pharmacy simulation lab.
- **Technology Use:** Cell phones must be silenced during class and clinical hours.
- **Scent-Free Environment:** The simulation lab is a scent-free zone. Use of perfumes, colognes, or scented products is prohibited.
- **Equipment Care:** Students are responsible for the proper use and care of all educational equipment. Damages may result in financial liability.
- **Clinical Experience:** Clinical hours are unpaid and integral to the educational process. Students must meet all clinical site requirements, including background checks and drug screenings.

STATE BOARD OF PHARMACY REQUIREMENTS

The Arkansas State Board of Pharmacy (ASBP) is responsible for the licensure and regulation of pharmacy professionals, including pharmacy technicians, within the state.

Contact Information:

- **Address:** 322 South Main Street, Suite 600, Little Rock, AR 72201
- **Phone:** (501) 682-0190

Regulations:

For detailed information on regulations pertaining to pharmacy technicians, refer to Regulation 3 – Pharmacy Technicians. This regulation outlines the requirements and responsibilities for pharmacy technician registration and practice in Arkansas.

Felony Convictions and Registration:

Applicants for pharmacy technician registration in Arkansas are required to disclose any felony convictions. A background check is conducted, and individuals with felony convictions may be subject to review by the ASBP. The Board will determine eligibility for registration on a case-by-case basis.

Note: The ASBP's official website and resources can provide the most current and comprehensive information regarding pharmacy technician regulations and requirements.

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.

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. Attendance

- Attendance is mandatory and documented.
- A minimum of **125 clinical hours** is required.
- Students and preceptors must sign timesheets, which are submitted to the instructor.

2. Clinical Performance Evaluation

Grades are based on:

- Knowledge of medications and disease states
- Work quality and patient safety
- Professional behavior, willingness to learn, attitude, and appearance
- Assignment completion and teamwork

3. Withdrawals/Transfers/Dismissals

Follow the general program policies for withdrawal or dismissal.

4. Personal Appearance

- Students must be **neat, clean, scent-free**, and wear approved uniforms.
- No perfumes, scented products, tobacco, or visible tattoos.
- Uniforms must meet both **program and site-specific** guidelines.
- Improper dress may result in being sent home and marked absent.

5. Professional Conduct

- Malpractice insurance is required (student's expense).
- CDC infection control and ASU-Beebe vaccination policies must be followed.
- No gum, loud talking, profanity, or personal visitors allowed.
- Use of tobacco/nicotine during clinical hours is prohibited.
- Address all staff professionally (e.g., Mr., Ms., Dr.).
- Personal calls only in emergencies; no contact with clinical sites outside assignments unless given written permission.
- Students may be dismissed after **three clinical occurrences**, such as:
 - Patient endangerment or abandonment
 - HIPAA violations
 - Medication errors due to negligence
 - Failure to follow state regulations or infection control protocols

6. Compensation

- Clinical hours are **unpaid** and part of the required curriculum.

7. Grading

- Based on evaluations, journal entries, final paper, and documentation.
- Poor conduct may impact clinical eligibility or grades.

PROBATION OR DISMISSAL FOR PHARMACY TECHNICIAN SCIENCE STUDENTS

Students may be placed on probation or dismissed from the program for the following reasons:

1. **Poor attendance or unsatisfactory grades** (per stated policies).
2. **Unprofessional behavior** or failure to meet clinical care standards.
3. **Cheating**, including unauthorized access to exams—may result in immediate dismissal.
4. **Substance use** or possession of alcohol, illegal drugs, or non-prescribed medications—grounds for immediate dismissal.
5. **Inappropriate conduct**, such as theft, gambling, profanity, or fighting.
6. **Violation of program, university, or clinical site policies.**
7. **Performing tasks beyond the Pharmacy Technician scope of practice**, or unsafe practices.

8. **Being removed from a clinical site** at the facility's request and inability to meet course requirements.

Substance Abuse Policy

The Pharmacy Technician Science Program maintains a strict **drug- and alcohol-free policy** to ensure a safe and professional learning environment. **Use, possession, or distribution** of illegal drugs, intoxicants, or controlled substances is **strictly prohibited**, as is the **abuse of prescription or non-prescription drugs**.

- Students must remain **free of chemical impairment** during all educational activities.
- **Random or suspicion-based drug screenings** may occur. Students bear the cost unless the test is school-initiated.
- A **positive drug test** without valid medical documentation results in **immediate dismissal**.
- Impaired students will be **removed from class/clinical settings** and may be subject to further action, including police involvement.
- Students must report any known violations of the policy by peers; failure to report is itself a violation.
- All drug testing and disciplinary actions are conducted **confidentially and with compassion**, focusing on maintaining student and patient safety.

Students must sign a **Substance Abuse Policy Release Form** upon enrollment, agreeing to these terms for the program's duration.

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

APPENDIX A

ASHP/ACPE Pharmacy Technician Accreditation Standard

Student Experiences and Skills in Coursework and Clinical Rotations

This checklist is intended to guide the student's learning experiences while in the clinical setting. It is understood that students will not encounter every item listed on the checklists while on the clinical rotation; however, it is expected that a student will have had, at a minimum, the discussion with the program director, clinical preceptor or pharmacy colleague.

It is also expected that a student will complete this form by placing a check mark or X in the appropriate column and returning it to the program director at the conclusion of the clinical rotation course. Each line will have two markings – one for observed or accomplished and one for the setting type.

Standard / Element	Requirement Summary	Survey-Ready Evidence / Documentation	Responsible Role	Review Frequency	Status / Notes / Evidence Location
5.1	Students demonstrate professional behaviors and ethical conduct consistent with policies and Code of Conduct.	Code of conduct; professionalism rubric; attestation forms; observational evaluations.			
5.1.a	Professional appearance and behavior for pharmacy environment.	Dress code policy; professionalism checklist; experiential evaluation item.			
5.1.b	Clear and effective verbal, non-verbal, and written communication.	Communication rubrics; role-play assessments; documentation assignments.			
5.1.c	Respectful/professional interactions with diverse populations and healthcare team.	Cultural competence activities; observation rubrics; case reflections.			
5.1.d	Self-management skills including time and stress management.	Professional skills modules; advising notes; self-reflection assignments.			
5.1.e	Problem solving, customer service, and teamwork.	Team exercises; OSCE/simulation rubrics; customer service scenarios.			
5.2	Participate in wellness promotion and disease prevention.	Lesson plans; simulation or experiential documentation; competency checklist.			
5.3.a	Teach anatomy and physiology.	Syllabus; lesson materials; assessments.			
5.3.b	Teach pharmacology.	Syllabus; lesson materials; assessments.			
5.3.c	Teach medical terminology.	Syllabus; assignments; exams.			
5.4	Perform essential pharmacy calculations.	Math competency exam; practice sets; remediation records.			
5.5	Demonstrate infection prevention procedures.	Infection control training; skills checklist; PPE demonstration.			

Standard / Element	Requirement Summary	Survey-Ready Evidence / Documentation	Responsible Role	Review Frequency	Status / Notes / Evidence Location
5.6	Accurately receive, process, and prepare products and medication orders safe for patient use.	Prescription processing labs; competency rubrics; externship evaluations.			
5.7	Collect, organize, and record demographic and clinical information to assist pharmacists.	Simulation cases; documentation exercises; chart review activities.			
5.8	Identify patients who desire/require counseling.	Workflow scenarios; communication scripts; assessment rubrics.			
5.9	Explain sterile and non-sterile compounding concepts per current USP chapters.	USP-aligned instructional content; exams; compounding competency records.			
5.10	Prepare non-sterile medication products.	Lab records; formulas; compounding checklists; final verification documentation.			
5.11	Store and prepare varied medication products requiring special handling/documentation aligned to rotations and current USP chapters.	Special handling competencies; storage logs exercises; hazardous/controlled substance modules; investigational drug content.			
5.12	Maintain pharmacy facilities and equipment.	Maintenance procedures; cleaning logs; equipment competency checklist.			
5.13	Use information from Safety Data Sheets (SDS).	SDS activity; quiz; lab safety module.			
5.14	Describe DSCSA product tracking, tracing, and handling requirements.	Regulatory content; case studies; assessment items.			
5.15	Use current technology to ensure accuracy of medication dispensing.	Technology competency checklist; barcode/scanning activities; system training records.			

Standard / Element	Requirement Summary	Survey-Ready Evidence / Documentation	Responsible Role	Review Frequency	Status / Notes / Evidence Location
5.16	Demonstrate point-of-sale processing and adjudication, including collection of payment.	Simulation activities; transaction workflows; adjudication exercises.			
5.17	Explain purchasing procedures for pharmaceuticals, devices, and supplies.	Inventory/purchasing lessons; case studies; assessments.			
5.18	Manage inventory of medications, equipment, and devices.	Inventory activities; perpetual inventory exercises; stock rotation and expiration tasks.			
5.19	Describe management of product recall, shortages, and medication error reporting.	Case exercises; recall workflows; shortage response examples; error reporting forms.			
5.20	Describe accepted procedures for identifying and disposing of medications and supplies.	Disposal policy instruction; hazardous waste exercises; assessment items.			
5.21	Process, handle, and demonstrate administration techniques of immunizations and other injectable medications.	Training materials; skills validation; simulation records; state scope guidance.			
5.22	Demonstrate patient-safety and medication-safety practices.	Medication safety curriculum; high-alert/LASA activities; safety checklists.			
5.23	Explain basic safety and emergency preparedness applicable to pharmacy services.	Emergency preparedness lesson; drills; quiz records; policy review.			
5.24	Perform medication histories as part of medication reconciliation.	Simulation or experiential checklist; documentation exercises; evaluations.			
5.25	Demonstrate point-of-care testing.	POCT training; competencies; device checklists; simulation logs.			
5.26	Verify measurements, preparation, and/or packaging of medications produced by others.	Verification activities; double-check policy exercises; competency records.			

Standard / Element	Requirement Summary	Survey-Ready Evidence / Documentation	Responsible Role	Review Frequency	Status / Notes / Evidence Location
5.27	Demonstrate application of state and federal laws for processing/handling/dispensing medications including controlled substances.	Law modules; case studies; exams; controlled substance workflow exercises.			
5.28	Discuss laws/regulations for technicians, including registration/licensure/certification.	State law summary; certification requirement handout; quizzes.			
5.29	Describe technician role, pharmacist role, and other healthcare occupations.	Professional roles lesson; interprofessional activity; assessments.			
5.30	Explain importance of regulatory/related agencies (OSHA, NIOSH, ISMP, TJC, FDA, USP, IHI, NCC MERP, DEA).	Agency overview materials; comparative chart; exams/case studies.			
5.31	Describe PHI and maintain HIPAA compliance.	HIPAA training; confidentiality agreement; case scenarios; quiz results.			

Student Name

Date

Program Director Name

Date

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