



Pharmacy Technician  
Program  
STUDENT HANDBOOK

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## PHARMACY TECHNICIAN PROGRAM

College of the Mainland is pleased to provide you with information regarding the Pharmacy Technician Program. This handbook is designed to serve as a guide to assist in the orientation of the student and to clarify policies and procedures concerning the Certificate and Associate of Applied Science Degree for Pharmacy Technician. The handbook will also guide you concerning student policies that are particular to these courses of study. The requirements given in this handbook apply to all students enrolled in the Program. The student should become familiar with these requirements. Please feel free to discuss any questions or concerns with the instructors in the Program. Please read through the entire handbook, sign the Acknowledgement Form, and submit it to the Program Director.

Students are required to comply with the contents of this handbook as well as the [COM Catalog](#) , [Student Handbook](#) and [Student Code of Conduct](#) all of which can be found on the [College Website](#). Students are also bound by the Code of Ethics for Pharmacy Technicians. Students are expected to review these standards.

### Program Information

#### Program Mission Statement:

The purpose of College of the Mainland's Pharmacy Technician program is to prepare students with the knowledge and skills necessary to obtain national certification and an entry-level position within the pharmacy industry. The ASHP/ACPE-accredited program is recognized by PTCB and provides instruction, laboratory simulation, and experiential training components.

#### Accreditation

The Pharmacy Technician Program is accredited by the American Society of Health-System Pharmacists (ASHP). This is a prestigious award given only to programs which meet the highest standards of excellence in the field of pharmacy education. COM is dedicated to developing curriculum to include the most current information in pharmacy technician education.



The Pharmacy Technician Program is recognized by the Pharmacy Technician Certification Board (PTCB).



## **College of the Mainland Mission**

College of the Mainland is a learning-centered, comprehensive community college dedicated to student success and the intellectual and economic enrichment of the diverse communities we serve.

## **College of the Mainland Vision**

College of the Mainland will be a valued and vital community partner by enriching our community and preparing our students to thrive in a diverse, dynamic and global environment.

## **College of the Mainland Values**

- Student Success and Academic Excellence
- Continuous Improvement and Accountability
- Mutual Respect and Civility
- Diversity and Inclusiveness
- Innovation and Adaptability
- Campus and Community Collaboration

The College of the Mainland is accredited by the Southern Association of College and Schools Commission on Colleges (SACSCOC).

College of the Mainland does not discriminate based on race, color, religion, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the college's compliance with the regulation implementing Title VI, Title IX, or Section 504 is directed to contact Dr. Sarah David, Director of Institutional Equity in the Administration Building (409-933-8413) any person may also contact the Assistant Secretary for Civil Rights, US Department of Education regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

Financial Aid is available for the Pharmacy Technician Program at College of the Mainland. For eligibility and more specific information, please contact the Financial Aid office at 409-933-8274.

Any student who has a documented learning or physical disability and wishes to access academic accommodations under the 1973 Rehabilitation Act or the Americans with Disability Act must contact Kimberly Lachney in the student success center at 409-933-8919 or [klachney@com.edu](mailto:klachney@com.edu). Counseling services are available on campus in the student center for free. Students can also email [counseling@com.edu](mailto:counseling@com.edu). The student must have appropriate documentation of the disability and the need for the requested accommodation on file with the Advisement Center before accommodations can be provided.

## **Areas of Study**

Students of COM's Pharmacy Technician program benefit from a curriculum based on ASHP's Model Curriculum for Pharmacy Technician Education and Training Programs. This curriculum combines relevant classroom study and hands-on experience. Areas of study include:

## **ASHP Accreditation for Pharmacy Technician Training Programs Competency Expectations for Entry Level Programs**

Standard 1: Personal/Interpersonal Knowledge and Skills

- 1.1 Demonstrate ethical conduct.
- 1.2 Present an image appropriate for the profession of pharmacy in appearance and behavior.
- 1.3 Demonstrate active and engaged listening skills.
- 1.4 Communicate clearly and effectively, both verbally and in writing.
- 1.5 Demonstrate a respectful and professional attitude when interacting with diverse patient populations, colleagues, and professionals.
- 1.6 Apply self-management skills, including time, stress, and change management.
- 1.7 Apply interpersonal skills, including negotiation skills, conflict resolution, customer service, and teamwork.
- 1.8 Demonstrate problem solving skills.

Standard 2: Foundational Professional Knowledge and Skills

- 2.1 Explain the importance of maintaining competency through continuing education and continuing professional development.
- 2.2 Demonstrate ability to maintain confidentiality of patient information, and understand applicable state and federal laws.
- 2.3 Describe the pharmacy technician's role, pharmacist's role, and other occupations in the healthcare environment.
- 2.4 Describe wellness promotion and disease prevention concepts.
- 2.5 Demonstrate basic knowledge of anatomy, physiology and pharmacology, and medical terminology relevant to the pharmacy technician's role.
- 2.6 Perform mathematical calculations essential to the duties of pharmacy technicians in a variety of settings.
- 2.7 Explain the pharmacy technician's role in the medication-use process.
- 2.8 Practice and adhere to effective infection control procedures.

Standard 3: Processing and Handling of Medications and Medication Orders

- 3.1 Assist pharmacists in collecting, organizing, and recording demographic and clinical information for the Pharmacist Patient Care Process.
- 3.2 Receive, process, and prepare prescriptions/medication orders for completeness, accuracy, and authenticity to ensure safety.
- 3.3 Assist pharmacists in the identification of patients who desire/require counseling to optimize the use of medications, equipment, and devices.
- 3.4 Prepare patient-specific medications for distribution.
- 3.5 Prepare non-patient-specific medications for distribution.
- 3.6 Assist pharmacists in preparing, storing, and distributing medication products including

those requiring special handling and documentation.

3.7 Assist pharmacists in the monitoring of medication therapy.

3.8 Maintain pharmacy facilities and equipment.

3.9 Use information from Safety Data Sheets (SDS), National Institute of Occupational Safety and Health (NIOSH) Hazardous Drug List, and the United States Pharmacopeia (USP) to identify, handle, dispense, and safely dispose of hazardous medications and materials.

3.10 Describe Food and Drug Administration product tracking, tracing and handling requirements.

3.11 Apply quality assurance practices to pharmaceuticals, durable and non-durable medical equipment, devices, and supplies.

3.12 Explain procedures and communication channels to use in the event of a product recall or shortage, a medication error, or identification of another problem.

3.13 Use current technology to ensure the safety and accuracy of medication dispensing.

3.14 Collect payment for medications, pharmacy services, and devices.

3.15 Describe basic concepts related to preparation for sterile and non-sterile compounding.

3.16 Prepare simple non-sterile medications per applicable USP chapters (e.g., reconstitution, basic ointments and creams).

3.17 Assist pharmacists in preparing medications requiring compounding of non-sterile products.

3.18 Explain accepted procedures in purchasing pharmaceuticals, devices, and supplies.

3.19 Explain accepted procedures in inventory control of medications, equipment, and devices.

3.20 Explain accepted procedures utilized in identifying and disposing of expired medications.

3.21 Explain accepted procedures in delivery and documentation of immunizations.

3.22 Prepare, store, and deliver medication products requiring special handling and documentation.

#### Standard 4: Patient Care, Quality and Safety Knowledge and Skills

4.1 Explain the Pharmacists' Patient Care Process and describe the role of the pharmacy technician in the patient care process.

4.2 Apply patient- and medication-safety practices in aspects of the pharmacy technician's roles.

4.3 Explain how pharmacy technicians assist pharmacists in responding to emergent patient situations, safely and legally.

4.4 Explain basic safety and emergency preparedness procedures applicable to pharmacy services.

4.5 Assist pharmacist in the medication reconciliation process.

4.6 Explain point of care testing.

4.7 Explain pharmacist and pharmacy technician roles in medication management services.

4.8 Describe best practices regarding quality assurance measures according to leading quality organizations.

#### Standard 5: Regulatory and Compliance Knowledge and Skills

5.1 Describe and apply state and federal laws pertaining to processing, handling and dispensing of medications including controlled substances.

5.2 Describe state and federal laws and regulations pertaining to pharmacy technicians.

5.3 Explain that differences exist between states regarding state regulations, pertaining to

pharmacy technicians, and the processing, handling and dispensing of medications.

5.4 Describe the process and responsibilities required to obtain and maintain registration and/or licensure to work as a pharmacy technician.

5.5 Describe pharmacy compliance with professional standards and relevant legal, regulatory, formulary, contractual, and safety requirements.

5.6 Describe Occupational Safety and Health Administration (OSHA), National Institute of Occupational Safety and Health (NIOSH), and United States Pharmacopeia (USP) requirements for prevention and treatment of exposure to hazardous substances (e.g., risk assessment, personal protective equipment, eyewash, spill kit).

5.7 Describe OSHA requirements for prevention and response to blood-borne pathogen exposure (e.g., accidental needle stick, post-exposure prophylaxis).

5.8 Describe OSHA Hazard Communication Standard (i.e., “Employee Right to Know”).

- See more at: <https://www.ashp.org/-/media/assets/professional-development/technician-program-accreditation/docs/ashp-acpe-pharmacy-technician-accreditation-standard-2018.pdf>

## **Code of Ethics for Pharmacy Technicians**

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

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

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

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

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

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

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

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

I. 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, January 7, 1996*



## PEOPLE TO KNOW

Dr. Helen Brewer	President of the College	409-933-8271
Dr. Rebecca Montz	Dean of Instruction – VP for Instruction	409-933-8948
Kay Carrier	Department Chair-Allied Health	409-933-8414
Lisa Homburg, R. Ph.	Program Director, Pharmacy Technician Program	409-933-8685
Larenda Goudie	Administrative Assistant	409-933-8926

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## PHARMACY TECHNICIAN PROGRAM ADVISORY COMMITTEE

The Pharmacy Technician Program maintains a group of pharmacy and academic program professionals who serve as advisors to the program. These individuals are responsible for providing recommendations to the Pharmacy Technician program on current pharmacy trends and needs of the community. They function as a liaison between the Program and the pharmacy professionals in the community. This group meets a minimum of two (2) times per year.

### Job Description –Texas State Board of Pharmacy

A pharmacy technician is an individual who is registered with the Board as a pharmacy technician and whose responsibility in a pharmacy is to provide technical services that do not require professional judgment regarding preparing and distributing drugs and who works under the direct supervision of and is responsible to a pharmacist. A pharmacy technician trainee is an individual who is registered with the board as a pharmacy technician trainee and is authorized to participate in a pharmacy technician training program.

Technician Duties within a community pharmacy practice setting will include: initiate and receive refill authorization requests, enter prescription data into a data processing system, take a stock bottle from the shelf for a prescription, prepare and package drug orders (e.g., count tablets/capsules, measure liquids, or place them in the container), affix prescription label and auxiliary label(s) to the prescription container, reconstitute medications, prepackage and label prepackaged drugs, compound non-sterile preparations, compound sterile preparations (after completing the required 40 hour training), compound batch preparations.

Technician duties with an institutional pharmacy setting will include: pre-package and label unit and multiple dose packages, prepare, package, compound, or label prescription drugs pursuant to medication orders, compound batch preparations, distribute routine orders for stock supplies to patient care areas, enter medication order and drug distribution information into a data processing system, load drugs into an automated compounding or counting device, access and restock automated medication supply systems, compound non-sterile preparations, compound low-risk sterile preparations (after completing the required 40 hour training), compound medium-risk and high-risk sterile preparations (after completing the required 40 hour training), fill medication carts.

Pharmacy technicians/trainees may perform the duties listed above provided the technicians/trainees have been properly trained, a pharmacist verifies the accuracy of any duty performed, and the technicians/trainees are under the direct supervision of a pharmacist. Individuals that are certified pharmacy technicians but not registered with the Texas State Board of Pharmacy may NOT perform any of the duties listed above.

Our program requires an externship during the final semester, allowing students to work in both a community and hospital pharmacy as a technician trainee. Individuals must be registered with TSBP as pharmacy technician trainee before starting an externship in a pharmacy. Furthermore, a person may only be designated as a pharmacy technician trainee for no more than two years and the requirements for registration as a pharmacy technician must be completed within that two year period.

## Career Opportunities

Careers as a pharmacy technician are very diverse and challenging. Pharmacy technicians provide customer service by assisting the pharmacist. This includes preparation of new and refill prescriptions, inventory control, processing sales, and exceptional customer relation skills. Employers in the industry are looking for nationally certified applicants who have attended an accredited educational pharmacy technician program which includes an externship experience in a pharmacy setting. Hospital employers prefer applicants to be certified in the preparation of sterile compounds. Employment opportunities are growing faster than ever. According to the US Department of Labor’s [CareerOneStop](#), the employment of pharmacy technicians in Texas is projected to grow 21 percent between 2022 and 2032. This is due to the increased pharmaceutical needs of a larger and older population, higher rates of chronic disease, the expanding role of patient care activities extended by pharmacists, and the expanding role of pharmacy technicians. Potential career opportunities include:

Hospital Pharmacy	State & Federal Prison	Warehouse Wholesalers
Retail Chain	Nuclear Pharmacy	Drug Manufacturers
Home Health Care	Independent Community	Mail Order Pharmacy
Nursing Home/Long Term Care	Indian Health Services	Specialty Clinics
Internet Pharmacy	Home I.V. Infusion	Automation Robotics

<b>Quick Facts: Pharmacy Technicians*</b>	
<b>2024 Median Pay</b>	\$44,940 per year \$21.61 per hour
<b>Typical Entry-Level Education</b>	High school diploma or equivalent
<b>Work Experience in a Related Occupation</b>	None
<b>On-the-job Training</b>	Moderate-term on-the-job training
<b>Number of Jobs, 2023 (For the Houston Metro area)</b>	9,030
<b>Job Outlook, 2024-34 (For Texas)</b>	6% (Faster than average)
<b>Employment Change, 2024-2034 (For Texas)</b>	31,500

\*These statistics are from the US Department of Labor’s [CareerOneStop](#) for Texas and the Houston-The Woodlands-Sugar-Land, TX Metro Area.

This program provides instruction and clinical experience to assist students in developing the technical skills necessary to become a Pharmacy Technician.

Graduates receive the Certificate or Associate in Applied Science degree and are eligible to sit for the PTCE certification examination to become a Certified Pharmacy Technician (CPHT).

Because this is a vocational program, professional courses within the Pharmacy Technician program curriculum may not directly transfer to a four-year institution. If a student decides to continue his/her education to pursue a pharmacy degree, the four-year institution should be contacted to ensure a smooth transfer of credit.

## **Regulatory Issues**

Students must hold a high school diploma or GED equivalent.

Students must be in good physical and mental health.

Students must obtain a current TB skin test done within 12 months of attending their experiential portion with a negative result and provide a record of the results. This test is usually done in the Fall semester while enrolled in the program. If a student has a false positive result, they must provide a medical statement and X-ray taken within 5 years or a blood draw QuantiFERON within 12 months.

Students must obtain seasonal flu immunization during the Fall semester while enrolled in the program, prior to performing the experiential rotations and provide a record of this immunization.

Students must be able to provide documentation of MMR, Tdap, and Varicella vaccines or titers.

Students must be able to provide documentation of the Hepatitis B vaccine 3-dose series or titers or sign a waiver declining immunization.

Students may be required by externship sites to obtain COVID vaccinations.

Students must undergo a 10-panel drug screen through a vendor designated by the college and results must be sent directly to the college. Illicit drug use/drug abuse may prevent licensure and/or future employment as a pharmacy technician, as employers, externship sites, and State Boards of Pharmacy have regulations concerning illicit drug use.

Students must undergo a criminal background check through a vendor designated by the college and results must be sent directly to the college. A criminal background may prevent licensure and/or future employment as a pharmacy technician, as employers, externship sites, and State Boards of Pharmacy have regulations concerning criminal backgrounds.

## **Criminal Background Checks and Drug Screens**

**\*\*Do not complete the criminal background or drug screen until directed to do so by the College of the Mainland Pharmacy Technician Program\*\***

Successful completion of a criminal background check and a drug screen is required for full admission and continuation in the Pharmacy Technician Certification Program. The student will be required to complete an additional background check and fingerprinting session by the Texas State Board of Pharmacy. The criminal background check and the drug screen will be conducted at an agency designated by the College of the Mainland and will be the financial responsibility of the student. Results will be sent directly to the Pharmacy Technician Program. Results will be accepted for the duration of the student's enrollment in the Pharmacy Technician Program if the student does not experience a break in enrollment or any disqualifying allegations or conviction while enrolled.

NOTE - Once accepted into the program, students may be required to complete another background check and/or drug screening at the request of the faculty or externship site to facilitate entry into a clinical externship. Students assigned to clinical education experiences at the College's contracted facilities may also be required to undergo and pass additional random and scheduled drug screenings to remain at that clinical facility. Students who fail a screening or refuse to submit to a screening within the designated time frame will be ineligible for clinical placement, which will affect their status in the program. All screenings will be completed at the student's own expense. Failure to complete either of these, as needed, at the request of the faculty, may result in dismissal from the program.

Any dilute screening will be considered a suspicious finding. Students who are notified of a "negative-dilute" result will submit to a random drug test within 24 hours of test notification. A positive or second dilute drug screening will remove the student from the program.

Random drug screening may occur for students enrolled in clinical courses at any time during the semester.

Any student may be subject to testing who is suspected of being under the influence of alcohol and/or drugs (legal and illegal).

A student will be dismissed from the program for a positive drug screening, but this may not affect their status as a COM student. Students will be referred to the COM student handbook for the college processes.

To complete Background and Drug Screens:

Go to <http://mainlandcompliance.com> to set up a Complio account and follow the instructions for completing the background check and drug screen. Only do so when directed to do so by the Program Director.

Notice to Students Regarding Licensing: Effective September 1, 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify potential or enrolled students that a criminal history may make them ineligible for an occupational license upon program completion. The following websites provide links to information about the licensing process and requirements:

(<https://www.ptcb.org/get-certified/apply-for-cpht#.W34ziOhKjIU>, <https://www.pharmacy.texas.gov/> and [https://www.pharmacy.texas.gov/files\\_pdf/Licensure%20QA.pdf](https://www.pharmacy.texas.gov/files_pdf/Licensure%20QA.pdf))

Should you wish to request a review of the impact of criminal history on your potential Pharmacy Technician Certification and Texas State Board of Pharmacy Registration prior to or during your quest for a degree, you can visit this link and request a “Criminal History Evaluation”:

(<https://www.ptcb.org/> and <https://www.pharmacy.texas.gov/>).

COM is providing this information to all persons who apply or enroll in the program, with notice of the requirements as described above, regardless of whether or not the person has been convicted of a criminal offense.

## Immunizations

All students must provide proof of immunizations for:

<b>Immunization</b>	<b>Requirements</b>	<b>Explanation</b>
MMR (measles, mumps, rubella)	2 doses <b>OR</b> positive titer	Must provide official documentation of receiving two MMR vaccinations given at least 28 days apart  <b>OR</b> titers confirming immunity.
Varicella	2 doses <b>OR</b> positive titer	Must provide official documentation of receiving two doses of the Varicella vaccination given at least 28 days apart <b>OR</b> titer confirming immunity.
Hepatitis B	Complete Series <b>OR</b>  Sign waiver of declination	Must provide official documentation of receiving complete vaccination series.  <ul style="list-style-type: none"> <li>• 3 dose series is required to be completed over 8 months.</li> <li>• 2 dose series (HepB) is required to be completed over 2 months.</li> </ul>
TDAP (Tetanus, Diphtheria, Pertussis)	1 dose	Must provide official documentation of receiving one TDAP vaccination given within the past 10 years.

Students are also required to obtain:

- An influenza vaccination (wait to be directed to do so by Program Director)
- A negative TB screening (wait to be directed to do so by Program Director)
- Bacterial Meningitis vaccine (if under age 22)

\*College of the Mainland does not require COVID Vaccinations to attend classes; however, our affiliated clinical sites may mandate COVID Vaccinations. Some of them will accept an exemption for medical or religious beliefs. It is the discretion of the clinical site if you qualify for one of these exemptions. In each case, it is the responsibility of the student to complete the specific clinical site’s exemption paperwork and submit directly to them. A copy of the approved exemption is required to be submitted to the program for the student’s files.

**PLEASE BE ADVISED** that, while the college will make a reasonable effort to place you in a clinical facility, **clinical placement cannot be guaranteed considering an un-immunized status. If a clinical placement cannot be secured, then you will be unable to complete the program's clinical requirement. Thus, you will be unable to progress and will fail out of the program.**

**If any immunizations expire, students will not be allowed to participate in clinical rotations until this has been rectified. Maintaining current immunizations is considered a demonstration of the program outcomes “Professionalism”.**

## **Student ID Card**

A COM student ID is required for all students, as well as a Technician Extern ID Badge that will be required in the classroom and at externship sites. These ID cards may be obtained at the student Help Center in the Administration Building #2 (subject to change). Students will not be allowed in the classroom, lab, or at any clinical site without their ID.

## **Transportation**

Students are responsible for transportation to and from the College and the clinical facilities.

Students may park only in designated areas, both at the College and clinical facilities, and are responsible for all parking fees.

## **Services for students with disabilities**

The Program follows [COM policies](#). Please visit the COM website or the [COM student handbook](#) for the specific policy.

## **Network Policy**

The Program follows COM’s [“Technology Resources – Acceptable Use”](#) policy.

## **Social Media Policy**

Students should be aware of the effect their actions may have on their reputation and perception, as well as the Program’s image.

- Never post, publish, or discuss any clinical experience (this includes photographs) outside of the classroom.
- Never portray COM or the Program from a negative perspective.
- Understand that while not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile environment.

## **Student Code of Conduct**

The Program follows the COM policies. Please refer to [COM student handbook](#) and the [Office of Student Conduct](#).

## **Clinical and Academic Involvement**

The program limits required clinical and academic involvement for students to not more than 40-hours a week and not more than 10 clinical hours per day.

## **Contingency Plan - College Closure:**

The College of the Mainland has very specific policies regarding emergencies involving the college. These can be found on the college webpage [Emergency Response Procedures](#). COM Alert is a way for the College of the Mainland to reach you in case of emergencies impacting any of COM's campuses. The COM Alert system uses email, phone, and text messages to notify individuals of emergencies and important news from the College. Students are required to sign up to the COM Alert system.

Access can be found on the [COM Emergency Notification System page](#). COM will additionally utilize the following social media avenues:

- [www.com.edu](http://www.com.edu)
- [Facebook](#)
- [Twitter](#)
- [Instagram](#)
- [YouTube](#)

If the college is closed, students may still be allowed in the clinical setting depending on the emergency.

If the college is physically closed, classes may be moved to an online format. Students will be notified by the Clinical Coordinator, Course Faculty, or the Program Director as to the status of didactic courses.

## **Contingency Plan Clinical Site Closure:**

If a clinical site is closed due to an emergency, students will be notified by the Preceptor, Faculty, Clinical Coordinator, or Program Director. Actions and procedures will be determined by which clinical site is affected and what the emergency is.

If a site or department is closed due to a strike or a short-term emergency (less than 7 days), students will be allowed to make up that time. Students should meet with the Clinical Coordinator to discuss a makeup plan.

If a site or department is closed for more than 7 days, students may be assigned to another clinical facility.

## Leave

**Bereavement Leave** - Upon submission of appropriate documentation (i.e., obituary, funeral program) to the Program Director, a student may take up to three consecutive leave days in each year for the death of the relative who is an immediate family member. Immediate family members are:

- Spouse
- Mother or Father
- Brother or Sister
- Child
- Mother or Father-in-law
- Brother or Sister-in-law
- Stepparents or Stepchild
- Grandparent

Any days absent more than the three consecutive days or for the death of anyone other than those listed above will be counted as an unexcused absence whether it occurs in a didactic or clinical course and a grade reduction will occur for each absence. All clinical hours missed must be complete by the end of the semester. This is a mandatory requirement. The student will be required to meet with the Program Director or the Clinical Coordinator to schedule the make-up time.

**Catastrophic Leave** - Certain life events require additional attention from the student for short periods of time. Additional time away from the classroom/clinic may, under catastrophic circumstances, be granted. These events will be reviewed on a case-by-case basis by the Program Director and the Clinic Coordinator. Catastrophic leave will consist of no more than two consecutive weeks. This is granted only once for the duration of the program. All clinical hours missed must be complete by the end of the semester (other arrangements can be made if the leave occurs at the end of a semester at the discretion of the Program Director). This is a mandatory requirement. The student will be required to meet with the Program Director or the Clinical Coordinator to schedule the make-up time.

**Military Leave** – The Program recognizes students who continue to serve in the U.S. Military in various capacities. If a student misses class due to required military training or deployment, they must notify the faculty in advance of any leave. A “military leave request” must be submitted. If a leave is for longer than 2 weeks, the student must meet with the program director to discuss options.

A copy of the leave orders must be included with the leave request. If leave/training falls at the end of the semester, all courses will receive a grade of “I” (incomplete). Since all courses build upon each other, students must complete the courses before they can begin the next semester of courses. For example, if you miss 3 clinical days and have an “I” for a course,



those hours must be made up before you can begin the next course. Faculty have the discretion to set due dates for all course work.

## **Grievance Policy**

A complaint or grievance is defined as an unresolved issue concerning the application of the program policy, practice, or regulation. This concern could include misconduct or a condition the student believes to be unfair, inequitable, discriminatory, or a hindrance to the student's educational progress. Students are required to follow the proper process. Students are expected to address any issues with the program faculty before following the formal grievance process.

If the student is removed from the clinical facility, the student will not be allowed to return to any clinical facility until the investigation of the grievance has been completed. Please be aware that students are not allowed in the clinical site if this is an appeal from a clinical site removal due to:

- Unsafe clinical practices
- Falsification of records
- Academic dishonesty
- HIPAA violation
- Violation of Title IX
- Violation of Impairment Policy

If this is a Title IX violation, this will be immediately referred to the COM Title IX Coordinator.

## **Grievance process**

The following represents the process for formal grievance communication for program instructional faculty:

- First attempt to resolve the problem with the instructor.
- If the outcomes are unsatisfactory to the student, the student may request a meeting with the Program Director
- If the outcome of that meeting is unsatisfactory, the student may request to meet with the appropriate Dean.
- If the outcome is unsatisfactory, the student may appeal any decision with the College Administration. [FLD Exhibit A](#) is for student complaints and [FLD Exhibit B](#) is for student appeals. Please note that the student must attempt to resolve any issues with the faculty or program first before any complaint or appeals will be heard by the Administration.

- Please refer to the [COM Student Handbook](#) and the [Office of Student Conduct](#) for the College process.

The following represents the process for formal grievance communication for program preceptors:

- First attempt to resolve the problem with the preceptor.
- If the student is uncomfortable or unable to resolve the problem with the preceptor, they may discuss this with the Program Director.
- If the outcome of the discussion with the preceptor is unsatisfactory, the student may request to meet with the Program Director.
- The preceptors are not employed by the college. The program faculty will do their best to resolve the issue.

The following represents the process for formal grievance communication for the Pharmacy Technician Program:

- First attempt to solve the problem with the program faculty and Coordinators.
- If the outcomes are unsatisfactory to the student, the student may request a meeting with the Program Director.
- If the outcome of that meeting is unsatisfactory, the student may request to meet with the appropriate Dean.
- If the outcome is unsatisfactory, the student may appeal any decision with the College Administration. [FLD Exhibit A](#) is for student complaints and [FLD Exhibit B](#) is for student appeals. Please note that the student must attempt to resolve any issues with the faculty or program first before any complaint or appeals will be heard by the Administration.
- Please refer to the [COM Student Handbook](#) and the [Office of Student Conduct](#) for the College process.

## **Impairment policy**

The Program adheres to the COM policy:

College of the Mainland supports a drug-free campus for students. While on school premises during any school term or off school premises at a school-sponsored activity, function or event, no student shall possess, use, transmit or attempt to possess, use or transmit or be under the influence of (legal intoxication not required), any controlled substance or dangerous drug as defined by law, alcohol or any alcoholic beverage, any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation, or any other intoxicant or mood-changing, mind-altering or behavior-altering drugs.

Clinical facilities are an extension of the classroom, and all COM policies apply.

## **Process:**

- If a student is suspected of being under the influence of drugs or alcohol, they will be required to submit to an **immediate mandatory** drug/alcohol screening.
- Students will be referred to the nearest medical facility.
- Students will not be allowed to transport themselves and must arrange for appropriate transportation.
- Students must present the drug/alcohol screening results to the Program Director and/or Clinical Coordinator before they can return to the program and/or clinical setting and must be “official” lab results that can be confirmed by the program.
- If a student refuses to be screened, or postpones the screening, they will be removed from the program.
- All costs associated with the screening and transportation are the students’ responsibility.

The student will meet with Program Faculty and Administration upon receipt of the results.

If the results are negative, Program faculty will discuss the results and possible remediation needed for any course.

If the results are positive, the Program Director and Clinical Coordinator will meet with the student for dismissal from the program. These students will not be allowed to re-enroll in the program.

The College of the Mainland’s Student Success Center has information regarding programs and services for students interested in assistance regarding drug and alcohol issues.

## **End of Program Survey**

All students will complete an end of program survey before completing the program. All graduates will be sent a survey approximately 6-9 months after graduation. These surveys are anonymous and will review the program and employment status. These are important to help the program adjust curriculum and policies to ensure future student success, as well as maintain accreditation.

## **Technician Trainee Registration**

**\*\*\*Do not apply for the Technician Trainee Registration with the Texas State Board of Pharmacy until directed to do so by the COM’s Pharmacy Technician Program during the first week of class \*\*\***

The Texas State Board of Pharmacy has implemented requirements for Pharmacy Technician Trainees to register with the Board prior to working or gaining experiential hours in any pharmacy setting. As a part of the registration process, Technician Trainees must pass a

**criminal background check and fingerprinting** session conducted by the Texas State Board of Pharmacy. *This is in addition to the background check that you are required to submit for admission to COM's Pharmacy Technician Program.* **This Trainee Registration is only valid for 2 years and is NOT renewable or extendable for ANY reason.** This means that once you register, you have limited time to complete the experiential requirements of the program.

## **Eligibility Requirements to Apply for an Initial Pharmacy Technician Trainee Registration**

A pharmacy technician trainee must have ONE of the following:

- A high school diploma
- An equivalent diploma (e.g., GED)
- Be working to achieve a high school diploma or equivalent for no more than 2 years

A pharmacy technician trainee must be able to complete the application that will, at minimum, request the following information:

- Full Legal Name
- Mailing Address
- Date of Birth
- Social Security Number

A pharmacy technician trainee **cannot** have:

- A current/active PTCB or ExCPT Certification
- Been previously registered with TSBP as a Pharmacy Technician or a Pharmacy Technician Registration

Additionally, all applicants must complete the necessary requirements for the Board to access criminal history record (i.e. submitting fingerprints).

Once advised to do so, during the first week of class, students must submit an online application to the Texas State Board of Pharmacy through the following link: <https://www.pharmacy.texas.gov/applicants/tech-trainee.asp> to apply for an Initial Pharmacy Technician Trainee Registration:

**Step One:** Complete the **Online Initial Pharmacy Technician Trainee Application.**

NOTE: There is a \$55.00 application fee.

**Step Two:** Obtain and Complete the Fingerprint Session with the TSBP Service Code

Upon completing the online application, the applicant must obtain and complete the fingerprinting process with the approved Vendor. Instructions regarding this process are sent in the automatic email once the online application is submitted. NOTE: You have not completed the process of registration until you have paid and physically completed the fingerprinting process. Once fingerprinted, your status should be listed as “PENDING” on the TSBP website. Failure to pay, to complete the fingerprinting submission, to provide a valid SSN, to disclose criminal background history and/or a criminal history, and failure to complete the registration process accurately may cause your registration application to be significantly delayed.

NOTE: There is a separate \$45.00 fee for the Fingerprinting Session that will Be obtained by the approved vendor.

**If a student has a “background” or criminal history, the state may not issue a trainee or technician registration and therefore, the student would not be able to work in any pharmacy in the state of Texas. These cases are decided by the state board on a case-by-case basis and can take up to 4 to 6 months. Faculty and instructors within the College of the Mainland are neither qualified nor able to answer questions concerning eligibility for Technician Trainee Registration.**

Guidelines used by the Board for the granting of registration when items appear on a criminal background can be found at [https://www.pharmacy.texas.gov/files\\_pdf/sanctions.pdf](https://www.pharmacy.texas.gov/files_pdf/sanctions.pdf). Please read these guidelines carefully. If, after reviewing these guidelines, you have questions concerning your criminal background and eligibility, please contact the Texas Board of Pharmacy directly. You may contact the Board online at [www.pharmacy.texas.gov](http://www.pharmacy.texas.gov), their phone number is (512) 305-8000.

If items appear on your background, you may be contacted by the State Board of Pharmacy to supply further information or to appear personally before the Board. This process can be lengthy and time consuming. You may wish to seek legal representation as a part of this process.

### **Step Three: Checking the Status of Your Application**

Allow a minimum of **SIX** weeks\* for the application to be reviewed and processed. Once approved, a registration number is issued with an ACTIVE status. An applicant can NOT perform ANY Technician Trainee duties until a registration number has been assigned with an active status. Registrations can be verified online using the license verification search.

\*Any applicant that has any criminal history or prior disciplinary action may have a longer processing time as the application will have to be

reviewed by TSBP Enforcement Staff. More information regarding this review can be found under Disclosure of Criminal History. This review may take up to several months to be completed.

Once available, you may print your registration certificate from the TSBP website and provide to the Program Director. This proof will be verified and become a part of the student's program records.

## **CURRICULUM-CERTIFICATE-PHARMACY TECHNICIAN**

<b>Semester #1</b>	Hours
Introduction to Pharmacy – PHRA-1301	3
Pharmaceutical Math I – PHRA-1309	3
Pharmacy Drug Therapy and Treatment – PHRA-1441	4
Institutional Pharmacy Practice – PHRA-1449	4
Total Hours	14
<b>Semester #2</b>	Hours
Pharmaceutical Math II – PHRA 1347	3
Pharmacotherapy and Disease Process – PHRA-1404	4
Pharmacy Technician Certification Review – PHRA-1243	2
Compounding Sterile Preparations – PHRA-1445	4
Clinical – Pharmacy Technician/Assistant – PHRA-2360	3
Total Hours	16
Total Certificate Credit Hours	30

## CURRICULUM - ASSOCIATE OF APPLIED SCIENCE IN PHARMACY TECHNICIAN

<b>Semester #1</b>	Hours
Introduction to Pharmacy – PHRA-1301	3
Pharmaceutical Math I – PHRA-1309	3
Pharmacy Drug Therapy and Treatment – PHRA-1441	4
Institutional Pharmacy Practice – PHRA-1449	4
Total Hours	14
<b>Semester #2</b>	Hours
Pharmaceutical Math II – PHRA 1347	3
Pharmacotherapy and Disease Process – PHRA-1404	4
Pharmacy Technician Certification Review – PHRA-1243	2
Compounding Sterile Preparations – PHRA-1445	4
Clinical – Pharmacy Technician/Assistant – PHRA-2360	3
Total Hours	16
<b>Semester #3</b>	Hours
Medical Terminology I – HITT-1305	3
Composition I – ENGL-1301	3
Anatomy & Physiology I	4
Principles of Management – BMGT-1327 or Business Principles- BUSI 1301	3
Introduction to Physical Fitness and Wellness	1
Total Hours	14
<b>Semester #4</b>	Hours
Anatomy & Physiology – BIOL-2402	4
Introduction to Ethics – PHIL-2306	3
Select from one of the following:	3
General Psychology – PSYC-2301	
Introduction to Sociology – SOCI-1301	
Lifespan Growth & Development – PSYC-2314	
Public Speaking – SPCH-1315 or Interpersonal Communication – SPCH-1318	3
Business Computer Applications - BUSI-1305 or Introduction to Computing - COSC 1301	3
Total Hours	16
<b>Total Associate of Applied Science Credit Hours</b>	<b>60</b>

## **PROFESSIONAL CLINICAL EXTERNSHIP**

The Clinical Externship course is a supervised learning experience at affiliated facilities and is designed to give the student required experience in applying the principles and theories learned in lecture and application courses. Written assignments and evaluations are required in the course. Students may be required to travel to sites in neighboring towns. During this course, the student will have the opportunity to integrate theory and practice under close supervision of pharmacy practitioners/supervisors. Students will also gain direct experience working with other health care professionals and observe close working relationships between the pharmacy staff as well as other facility staff. You will be provided with the packet of materials at the time of your clinical externship.

Before the student begins his/her first professional experience, the student will be required to submit the following:

- pass a Criminal Background Check
- provide documentation of current immunizations such as Tetanus, Measles, Mumps, Rubella, TB Skin Test, Varicella, Hepatitis B, and influenza
- pass a 10-panel drug screen

Students may also be required to:

- provide proof of completion of the COVID vaccine series
- wear hospital scrubs and student identification badge
- pay for parking or compliance tracking as required by the externship site

Students may not be reimbursed for work performed during any of the clinical externship. Students may not take the responsibility or the place of employees of any of the affiliation sites. Travel and other expenses incurred are the responsibility of the student.

Students have the responsibility to abide by the protocol of the clinical site concerning rules and regulations; clean their own work area before leaving the Department, no matter what the time might be; and always be professional. The student is required to dress professionally for the clinical site or per clinical sites dress code.

Possession, use, or distribution of alcohol or controlled substances at the clinical site will result in immediate dismissal without refund or recourse. A suspicion of alcohol or drug use may require immediate testing.

Background Checks: Some facilities require background checks be performed on all staff and students working in the facility in addition to the one required by the Pharmacy Technician program. Students are responsible for any costs incurred due to background



checks. If a negative result is returned from the background check, the student may not be able to complete the professional clinical experience.

The clinical practice experience is an excellent opportunity for students to broaden their practical experience. Therefore, it is rare that a student will be permitted to complete the final Clinical Affiliation in a facility in which he/she is employed. If the student prefers to spend his/her Practicum at a site not normally used by the program (i.e., out of region) every effort will be made to determine the feasibility of using the site. The student is responsible for arranging and providing his/her own travel and living arrangements.

Attendance during clinical externship is mandatory. When unable to report for the clinical externship experience due to illness or emergency, the student must notify the clinical site and the instructor prior to the scheduled starting time, except in extreme emergencies. Failure to report could result in failure of the course.

## **CONFIDENTIALITY**

All information contained in a patient's medical, or health record is considered confidential. Information obtained during the clinical externship experiences that pertain to patients, physicians or hospital business is considered confidential and must not be disclosed to unauthorized individuals including family and friends. Such information is discussed only to complete required assignments. Protecting the confidential information from unauthorized individuals includes proper handling of the medical record at clinical sites. They should never be left unattended where unauthorized individuals may have access. To disclose this information in any other instance is sufficient cause for immediate dismissal from the Program. Students may be required to sign a confidentiality statement at various clinical sites.

## **JOB PLACEMENT**

The program does not guarantee job placement; however, the program will pass on job opportunities to the students.

## **ADMISSION PROCEDURE**

1. Apply to the college at [www.com.edu/apply](http://www.com.edu/apply).
2. First time students must meet with LaShawnda Roberts, Advisor, 409-933-8940.
3. Submit necessary documentation including high school or college transcripts, proof of Texas residency and meningitis vaccination records if you are under 22.
4. Complete and submit the digital application found on the Pharmacy Technician Page on the COM website at <https://www.com.edu/academics/areas-of-study/health/pharmacy-technician/index.html>

5. All pharmacy technician program applicants must meet with the Program Director for an interview prior to admission into the program.
6. After the interview, obtain a drug screen and a criminal background check at the college's selected vendor upon direction of the Program Director.
7. Register for classes upon receiving a registration form from the Program Director via your com.edu email account.

## **COURSE REQUIREMENTS**

All pharmacy technician courses must be completed with a grade of "C" (75%) or better to progress to the next course and/or successfully complete the program. Courses include all classes designated with a "PHRA" at the beginning of the course number.

## **GRADUATION REQUIREMENTS**

To be eligible to receive the Pharmacy Technician Certificate from College of the Mainland, a student must be successful in the following:

1. Make a C (75%) or better in all required pharmacy program courses.
2. Complete all externship hours in both hospital and community pharmacy sites. (total of 160 hours). All mandatory externship paperwork must be completed and turned in on time.
3. Obtain a C(75%) or better on the externship site evaluation form from the evaluating pharmacist.
4. Score 75% or better on capstone exam in PHRA 1243 Review course.

In addition, the student must meet the graduation requirements listed in the college catalog.

## **Dismissal Policy**

College of the Mainland is committed to assisting students to be successful in the pharmacy technician program. Students who are not meeting the course objectives in class or in clinical externships will be apprised of their performance and improvement or remediation plans will be developed to assist the student to stay in the program. Unacceptable behaviors or actions, as listed below, will receive a verbal warning. Subsequent infractions will receive a written warning leading up to dismissal from the program. Students in disagreement with any disciplinary action may follow the College of the Mainland's grievance policy as outlined in the catalog.

- Unsatisfactory clinical performance
- Unsatisfactory clinical or classroom attendance and punctuality

- Inability to maintain physical and mental health necessary to function in the program.
- Unethical, unprofessional, and/or unsafe clinical behavior
- Refusal to participate with a procedure
- Unsafe or unprofessional clinical practice that compromises the patient or staff safety
- Behavior which compromises clinical affiliations
- Failure to comply with all terms outlined in a remediation plan/contract
- any violation of the COM Student Handbook

Some situations do not allow for the disciplinary process due to severity, nature, or timing. Incidents of this nature may require the student to be immediately dismissed from the program. Examples of these include, but are not limited to:

- Violations of patient confidentiality
- Academic dishonesty
- Falsification of documentation
- Unprofessional behavior/unsafe behavior that seriously jeopardizes patient, student, staff, or preceptor safety
- unprofessional behavior that seriously jeopardizes clinical affiliations

## **ACADEMIC HONESTY**

Students at College of the Mainland are required to maintain honesty in their academic pursuits. The administrators and faculty at College of the Mainland require students to do the following:

1. Submit exams, reports, laboratory notes, and other assignments/work that represent the student's best efforts without cheating, plagiarizing, or misrepresentation.
2. Provide and maintain academic records that are complete and accurate.
3. Refrain from participating in the academic dishonesty of another person.

Students who engage in academic dishonesty bring discredit upon COM as well as themselves. Students suspected of engaging in academic dishonesty may be charged in writing by the instructor and be subject to failure of the work in question and/or failure and dismissal from the course in which the dishonesty occurs. Students who failed and/or are dismissed from a course by an instructor will not be allowed to take a "W" for the course. Instructors may also recommend to the president of the college that such students be dismissed from the program and/or institution.

Students charged with academic dishonesty have the right of appeal and are assured of due process by the institution.

## ALCOHOL/TOBACCO/NARCOTICS

Violators will be subject to the Student Disciplinary Rules as noted in the College of the Mainland Catalog.

1. Use of intoxicating or controlled substances is prohibited on campus.
2. Students are not to report to class under the influence of substances that alter mental status (this includes prescribed medications).
3. Consumption of alcohol while in class is grounds for immediate dismissal.
4. College of the Mainland is a smoke-free campus. If you smoke, you must be inside your vehicle.

## ATTENDANCE

Students are required to attend and participate in every session of all classes for which they are registered. Regular attendance is a critical component to being successful in courses. Students should consult with their instructors when it is necessary to miss a class prior to the class, or as soon as possible. COM recognizes no excused absences other than those prescribed by law: religious holy days and military service. Attendance is taken in all classes.

Students are expected to attend all didactic and lab classes.

Excessive absences (including arriving late and leaving early) prevent the student from meeting the objectives of the course and the Program. If a student is absent, they must contact the faculty before the start of class and explain the situation. A student who misses 10% of the course contact hours will be given a written warning for excessive absences. A student who misses 15% of the course contact hours is considered unable to complete the program objectives and can be removed from the class by an instructor-initiated withdrawal.

Attendance during clinical externship is mandatory. It is required of all students to be in position and ready at their start time.

It is highly recommended a student arrive at their clinical shift 15 minutes before the start of the shift. If a student is clocking in at their start time, they are considered late. Cell phones are not allowed to be carried while performing clinical duties or during a clinical shift.

When unable to report for the clinical externship experience due to illness or emergency, the student must call the clinical site **and** the instructor PRIOR to the scheduled starting time, except in extreme emergencies when not feasible. Failure to do so results in immediate remediation and is considered unprofessional behavior. Failure to report could result in failure of the course.

### **Tardy**

A student who is not in class at the given start time of the class will be considered tardy. A student who is more than 10 minutes late may be refused entry into the class for that period at the discretion of the instructor. Entering class late or leaving early disrupts the class and is disrespectful to faculty and peers. Excessive tardiness will result in remediation. A student who cannot successfully complete a remediation plan due to excessive tardiness, can be removed from the class by an instructor-initiated withdrawal. Extenuating circumstances can be discussed with Program faculty.

### **Cell Phone Usage - Classroom**

Cell phones are not to be utilized in the classroom unless specifically directed by instructor. If a student is using a digital textbook and is accessing this via cell phone, the student must notify the instructor in writing before class and use the phone ONLY for that purpose. The phone is to be silenced while in class.

### **Smart Watches – Classroom**

Smart watches are to be silenced while in class, as well as all notifications turned off. Smart watches will not be allowed to be worn during any assessment, exam, or quiz.

## **ROLE OF THE STUDENT**

Students are expected to be in class on time, ready to work with all assignments completed. Students are expected to be courteous to other class members as well as the instructor. It is the responsibility of the student to ask questions as needed and to meet with the instructor for additional help during the semester.

Students are expected to clean their work area when completed. This includes the classroom or clinical site. Remove your personal belongings, trash, and replace your chairs under the desk. All students are expected to clean their workspaces at any clinical site they visit and be respectful of the site's rules and regulations.

### **Dress**

Students are to wear clothing that is clean and modest. Tank tops, suggestive, or revealing clothing (as determined by the faculty) will result in student removal from the classroom. During simulation lab exams, it is suggested that students wear scrub pants and scrub top (or approved COM t-shirt). Students will not be allowed to complete a simulation exam if they are not properly attired.

### **Volunteer Opportunities**

Each student is required to commit 5 hours over the life of the program promoting the profession of pharmacy technician. COM is actively involved in our community and

provides numerous opportunities to perform this service. This can include showing students around the lab during an open house, manning a booth at COM community events, volunteering at a career fair at a high school representing COM, and many more. Students will be provided with a list of opportunities periodically throughout the program. All activities must be approved by the Program Director.

### **Healthcare Interprofessional Development**

COM periodically participates in interprofessional development activities with other healthcare and public service programs. Students are required to participate in these activities. Clinical hours may be granted for these events.

### **Patient Records/Confidentiality Policy**

HIPPA privacy rules are strictly followed! This act protects patient confidentiality, restricts access to information, and provides training for employees on privacy and confidentiality.

Any information regarding a patient (including but not limited to condition, diagnosis, treatment, prognosis, and personal information) is confidential and must never be discussed in public (including areas such as cafeteria, elevators, waiting rooms, hallways, etc.).

More information can be found on the [US HHS.gov website](https://www.hhs.gov).

### **Clinical Site Evaluation**

Each semester, students will evaluate the effectiveness of the clinical site in relation to their learning experience and program requirements. This assists the program to ensure it provides a timely, equitable, and educationally valid clinical experience.

The Program Director and Clinical Coordinator will review the results of the evaluation each semester and adjust clinical resources and experiences as needed.

These evaluations will be kept confidential. Students are urged to bring any concerns to the faculty and Clinical Coordinator at any time. Students are required to complete this evaluation before their final clinical grade is granted.

**Estimated Costs (as of 2025-2026 catalog)  
Certificate Program (2 semesters)**

**In-District**

<b>Tuition and Fees (2 semesters)</b>	<b>\$2,310</b>
<b>Background Check and Drug Screen</b>	<b>\$ 66</b>
<b>Immunizations (Tb and flu)</b>	<b>\$ 50*</b>
<b>Complio Account</b>	<b>\$ 20</b>
<b>Books</b>	<b>\$ 700</b>
<b>TSBP Technician Trainee Registration</b>	<b>\$ 100</b>
<b>Malpractice Insurance</b>	<b>\$ 16</b>
<b>Uniform</b>	<b>\$ 50</b>
<b>National PTCB Exam Fee</b>	<b>\$ 129</b>
<b>Grand Total (30 hours, 2 semesters)</b>	<b>\$3,441</b>

\*Immunization Fees will vary depending on individual shot records and insurance coverage

There may be additional fees for clinical site onboarding, and this is site dependent.

**Out-of-District**

<b>Tuition and Fees (2 semesters)</b>	<b>\$3,450</b>
<b>Background Check and Drug Screen</b>	<b>\$ 66</b>
<b>Immunizations (Tb and flu)</b>	<b>\$ 50*</b>
<b>Complio Account</b>	<b>\$ 20</b>
<b>Books</b>	<b>\$ 700</b>
<b>TSBP Technician Trainee Registration</b>	<b>\$ 100</b>
<b>Malpractice Insurance</b>	<b>\$ 16</b>
<b>Uniform</b>	<b>\$ 50</b>
<b>National PTCB Exam Fee</b>	<b>\$ 129</b>
<b>Grand Total (30 hours, 2 semesters)</b>	<b>\$4,581</b>

\*Immunization Fees will vary depending on individual shot records and insurance coverage

There may be additional fees for clinical site onboarding, and this is site dependent. .

**FINANCIAL AID AND SCHOLARSHIPS**

Students with financial aid concerns are encouraged to talk with the Financial Aid Office on campus, call 409-933-8274

## **College Resources**

COM has a robust website and staff trained to help students in most situations. Please follow the links provided for more information about college resources.

[Admissions](#)

[Financial Aid](#)

[Testing Center](#)

[Registering for classes](#)

[Academic Calendar](#)

[Tuition and Fees](#)

[Scholarships](#)

[Campus Police](#)

[Bookstore](#)

[Library](#)

[Rad Tech Library Page](#)

[Student Life](#)

[Veterans Center](#)

[Disability Services](#)

[Counseling](#)

[IT help](#)

[Student Conduct](#)

[Tutoring Center](#)

[Computer Labs](#)

The Program and College reserve the right to change and/or modify any portion of this handbook at any time.



## **National Certification and Texas State Board of Pharmacy Requirements**

Upon graduation from the College of the Mainland's Pharmacy Technician Program, each student will receive a Certificate of Completion from the COM acknowledging completion of an accredited educational program. Each student must then pass a national pharmacy technician certification exam administered by the Pharmacy Technician Certification Board (PTCB) [www.PTCB.org](http://www.PTCB.org) or the National Healthcareer Association (NHA) [www.nhanow.com](http://www.nhanow.com) in order to become a Certified Pharmacy Technician.

### *Eligibility Requirements to Apply for the PTCE (PTCB)*

- Reside in the United States of America or its territories (US)
- Completion of a PTCB-Recognized Education/Training Program or equivalent work experience
- Full disclosure of all criminal and State Board of Pharmacy registration or licensure actions
- Compliance with all applicable PTCB Certification policies

OR

### *Eligibility Requirements to Apply for the ExCPT (NHA)*

- Be within no more than 60 days of successful completion of a high school diploma or equivalent
- Completion of a training program offered by an accredited or state-recognized institution or provider, or have relevant work experience with an employer-based training program

Within sixty days of national certification by PTCB or NHA, each graduate must upgrade their **Initial Pharmacy Technician Trainee** registration to a **Pharmacy Technician** registration with the Texas State Board of Pharmacy ([www.pharmacy.texas.gov/licensees/upgrade-tech-trainee.asp](http://www.pharmacy.texas.gov/licensees/upgrade-tech-trainee.asp)).

A Pharmacy Technician cannot be employed in the state of Texas unless they achieve national certification through PTCB or NHA **AND** then obtain and maintain a Pharmacy Technician Registration with the Texas State Board of Pharmacy. Maintenance of the Pharmacy Technician Registration requires completion of 20 hours of general and specific continuing education topics every 2 years. ([www.pharmacy.texas.gov](http://www.pharmacy.texas.gov))

## **PTCE National Certification Pass Rates for College of the Mainland Pharmacy Technician Program 86%**

The national average for the PTCE National Certification Exam pass rate is 69%.

### ***For More Information Please Contact:***

Lisa Homburg RPh  
Assistant Professor-Pharmacy Technician Program  
409-933-8685  
[lhomburg@com.edu](mailto:lhomburg@com.edu)

**ACKNOWLEDGEMENT OF THE RECEIPT OF THE HANDBOOK  
AND STATEMENT OF UNDERSTANDING**

As a student in the Pharmacy Technician Program at College of the Mainland, I acknowledge that I have received and had an opportunity to examine the Pharmacy Technician Student Handbook. A copy of this handbook has been given to me to retain for future reference or I have been provided an electronic copy, and I agree to familiarize myself with its contents and comply with the information provided. I understand that the information contained in the Pharmacy Technician Student Handbook represents guidelines only and that program modifies those guidelines or amend or terminate any policies, or procedures at any time. I accept the responsibility to keep myself informed of any changes made to the Handbook.

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Printed Student Name

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Signature of Student

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Date

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Date Received by Pharmacy Technician Dept.