



**PHARMACY TECHNICIAN
STUDENT HANDBOOK
WELCOME**

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 information concerning the certificate and associate degree for Pharmacy Technician and 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 and make plans to comply with these guidelines. 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 as an attachment to your Program Director.



ASHP ACCREDITATION & PTCB RECOGNIZED

College of the Mainland's Pharmacy Technician Program was awarded accreditation in 2009 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 was approved for re-accreditation in 2022, being granted 6 years of accreditation, the maximum awarded to a program. COM is dedicated to maintaining this high standard and to continuing to develop curriculum to include the most current information in pharmacy technician education to prepare entry level graduates.

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

TABLE OF CONTENTS

CONTENT	PAGE NO.
Introduction/Welcome	1
Pharmacy Technician Program Objective	4
Code of Ethics	6
People To Know	7
Job Description	7
Career Opportunities	8
Regulatory Issues	10
Criminal Background Checks and Drug Screening	11
Trainee Registration	12
Standards	14
Curriculum - Certificate	17
Curriculum - AAS	18
Professional Clinical Externship	19
Confidentiality	20
Job Placement	20
Admission Procedures	21
Dismissal Policy	22
Academic Honesty	23
Alcohol/Tobacco/Narcotics	23

Attendance	24
Role of the Student	24
Estimated Costs	25
Financial Aid and Scholarships	25
Course Requirements	26
National Certification and Texas State Board of Pharmacy Requirements	26

PHARMACY TECHNICIAN PROGRAM OBJECTIVE

The purpose of the College of the Mainland's Pharmacy Technician Program is to develop graduates with the knowledge, skills, and professional attitude to obtain employment and to be successful in the pharmacy technician profession. Pharmacy technicians are a vital part of the healthcare industry and assist pharmacists in providing medication and other healthcare products to patients. This program provides each student with a series of courses combining lectures, self-instructional aides, laboratory practices, internet exploration, and practical work experience. The program has been designed to help prepare the student to pass the National Pharmacy Technician Certification Exam while also providing all the skills necessary for successful employment in the field of pharmacy. National certification and state registration are required of technicians by the Texas State Board of Pharmacy.

.....

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. Counseling services are available on campus in the student center for free. Students can also email 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.

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

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, that combines relevant classroom study and hands-on experience. Areas of study include:

- Personal/Interpersonal Knowledge and Skills
- Foundational Professional Knowledge and Skills
- Processing and Handling of Medications and Medication Orders
- Sterile and Non-Sterile Compounding
- Procurement, Billing, Reimbursement, and Inventory Management
- Patient and Medication Safety
- Technology and Informatics
- Regulatory Issues
- Quality Assurance

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. Warren Nichols	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
Faculty		
Lisa Homburg	Assistant Professor, Pharmacy Technician Program	409-933-8685
LaRenda Goudie	Administrative Assistant	409-933-8926



**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 advice 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 5 percent between 2021 and 2030. 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.

Career Opportunities

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

Quick Facts: Pharmacy Technicians*	
2022 Median Pay	\$39,700 per year \$19.09 per hour
Typical Entry-Level Education	High school diploma or equivalent
Work Experience in a Related Occupation	None
On-the-job Training	Moderate-term on-the-job training
Number of Jobs, 2021	447,300
Job Outlook, 2021-30	5% (Faster than average)
Employment Change, 2014-24	43,500

*These statistics are from the US Department of Labor's [CareerOneStop](#) for the Houston-The Woodlands-Sugar-Land, TX Metro Area, for 2021.

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 assure 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 be 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 a 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. This background check is in addition to the background check and fingerprinting required by the Texas State Board of Pharmacy. The criminal background check and the drug screen will be conducted at an agency designated by 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 as long as the student does not experience a break in enrollment or any disqualifying allegations or conviction while enrolled.

Criminal Background Check: www.castlebranch.com Package Code: OK42bg \$31.40

10-Panel Drug Test: Wellnow Health, 676 FM 517 West, Dickinson, TX 77539 \$25.00

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)

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.

Technician Trainee Registration

*****Do not apply for the Trainee Registration with the Texas State Board of Pharmacy until directed to do so by the College of the Mainland 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 non-renewable.** 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

Students applying for a pharmacy technician trainee registration must have:

- A Social Security number and
- A driver's license or state-issued ID

Applicants must also be fingerprinted for a background check. **There are no exceptions.**

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 not 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. 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, 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.

ASHP Accreditation Standard for Pharmacy Technician Training Programs

Pharmacy Technician Program Goals

Personal/Interpersonal Knowledge and Skills

- (1) Demonstrate ethical conduct in all job-related activities.
- (2) Present an image appropriate for the profession of pharmacy in appearance and behavior.
- (3) Communicate clearly when speaking and in writing.
- (4) Demonstrate a respectful attitude when interacting with diverse patient populations.
- (5) Apply self-management skills, including time management, stress management, and adapting to change.
- (6) Apply interpersonal skills, including negotiation skills, conflict resolution, and teamwork.
- (7) Apply critical thinking skills, creativity, and innovation to solve problems.

Foundational Professional Knowledge and Skills

- (8) Demonstrate understanding of healthcare occupations and the health care delivery system.
- (9) Demonstrate understanding of wellness promotion and disease prevention concepts, such as use of health screenings; health practices and environmental factors that impact health; and adverse effects of alcohol, tobacco, and legal and illegal drugs.
- (10) Demonstrate commitment to excellence in the pharmacy profession and to continuing education and training.
- (11) Demonstrate knowledge and skills in areas of science relevant to the pharmacy technician's role, including anatomy/physiology and pharmacology.

- (12) Perform mathematical calculations essential to the duties of pharmacy technicians in a variety of contemporary settings.
- (13) Demonstrate understanding of the pharmacy technician's role in the medication-use process.
- (14) Demonstrate understanding of major trends, issues, goals, and initiatives taking place in the pharmacy profession.
- (15) Demonstrate understanding of non-traditional roles of pharmacy technicians.
- (16) Identify and describe emerging therapies.
- (17) Demonstrate understanding of the preparation and process for sterile and non-sterile compounding.

Processing and Handling of Medications and Medication Orders

- (18) Assist pharmacists in collecting, organizing, and recording demographic and clinical information for direct patient care and medication-use review.
- (19) Receive and screen prescriptions/medication orders for completeness, accuracy, and authenticity.
- (20) Assist pharmacists in the identification of patients who desire/require counseling to optimize the use of medications, equipment, and devices.
- (21) Prepare non-patient-specific medications for distribution (e.g., batch, stock medications).
- (22) Distribute medications in a manner that follows specified procedures.
- (23) Practice effective infection control procedures, including preventing transmission of blood borne and airborne diseases.
- (24) Assist pharmacists in preparing, storing, and distributing medication products requiring special handling and documentation [(e.g., controlled substances, immunizations, chemotherapy, investigational drugs, drugs with mandated Risk Evaluation and Mitigation Strategies (REMS)].
- (25) Assist pharmacists in the monitoring of medication therapy.
- (26) Prepare patient-specific medications for distribution.
- (27) Maintain pharmacy facilities and equipment, including automated dispensing equipment.
- (28) Use material safety data sheets (MSDS) to identify, handle, and safely dispose of hazardous materials.

Sterile and Non-Sterile Compounding

- (Must choose sterile, non-sterile, or both during simulation experience)
- (29) Prepare medications requiring compounding of sterile products (if selected).
 - (30) Prepare medications requiring compounding of non-sterile products (if selected).
 - (31) Prepare medications requiring compounding of chemotherapy/hazardous products (if selected).

Procurement, Billing, Reimbursement and Inventory Management

- (32) Initiate, verify, and assist in the adjudication of billing for pharmacy services and goods, and collect payment for these services.
- (33) Apply accepted procedures in purchasing pharmaceuticals, devices, and supplies
- (34) Apply accepted procedures in inventory control of medications, equipment, and devices.
- (35) Explain pharmacy reimbursement plans for covering pharmacy services.

Patient- and Medication-Safety

- (36) Apply patient- and medication-safety practices in all aspects of the pharmacy technician's roles.
- (37) Verify measurements, preparation, and/or packaging of medications produced by other healthcare professionals (e.g., tech-check-tech).
- (38) Explain pharmacists' roles when they are responding to emergency situations and how pharmacy technicians can assist pharmacists by being certified as a Basic Life Support (BLS) Healthcare Provider.
- (39) Demonstrate skills required for effective emergency preparedness.
- (40) Assist pharmacists in medication reconciliation.
- (41) Assist pharmacists in medication therapy management.

Technology and Informatics

- (42) Describe the use of current technology in the healthcare environment to ensure the safety and accuracy of medication dispensing

Regulatory Issues

- (43) Compare and contrast the roles of pharmacists and pharmacy technicians in ensuring pharmacy department compliance with professional standards and relevant legal, regulatory, formulary, contractual, and safety requirements.
- (44) Maintain confidentiality of patient information.

Quality Assurance

- (45) Apply quality assurance practices to pharmaceuticals, durable and non-durable medical equipment, devices, and supplies.
- (46) Explain procedures and communication channels to use in the event of a product recall or shortage, a medication error, or identification of another problem.

- See more at: <http://www.ashp.org/menu/Technicians/Technician-Accreditation/Accreditation-Standards-for-Pharmacy-Technician-Education.aspx#sthash.zq8fyiwi.dpuf>

CURRICULUM-CERTIFICATE-PHARMACY TECHNICIAN

Semester #1	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
Semester #2	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

Semester #1	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
Semester #2	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
Semester #3	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
Semester #4	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
Total Associate of Applied Science Credit Hours	60

PROFESSIONAL CLINICAL EXTERNSHIP

The Clinical Externship course is a supervised learning experiences 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 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, 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

This information must be on file before the Clinical Externship can begin.

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 experiences 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 or out of state) 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.
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 www.com.edu/academics/pharmacy-technician/pharmacy-technician-certificate.html.
5. If you are a first-time college student, attend a New Student Orientation before registering. Transfer students meet with an advisor before registering.
6. All pharmacy technician program applicants must meet with the Program Director for an interview prior to admission into the program.
7. After the interview, obtain a drug screen and a criminal background check at the college's selected vendor upon direction by the Program Director.
8. Register for classes at www.com.edu/register, upon receiving a registration form from the Program Director.

COURSE REQUIREMENTS

All pharmacy technician courses must be completed with a grade of "C" (70%) 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 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 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

Some situations do not allow for the discipline 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 failed and/or 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 expected to attend and participate in all classes. In the event a student must miss a pharmacy technician class, for whatever reason, that student is to contact the instructor at (409) 933-8685, as soon as possible to explain the absence. Attendance is taken in all classes.

Attendance during clinical externship is mandatory. 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. Failure to report could result in failure of the course.

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.

**Estimated Costs (as of 2023-2024 catalog)
Certificate Program (2 semesters)**

In-District

Tuition and Fees (2 semesters)	\$1,733
Background Check and Drug Screen	\$ 57
Immunizations (Tb and flu)	\$ 50*
Books	\$ 700
TSBP Technician Trainee Registration	\$ 100
Malpractice Insurance	\$ 16
Uniform	\$ 50
National PTCB Exam Fee	\$ 129
Grand Total (30 hours, 2 semesters)	\$2,835

Out-of-District

Tuition and Fees (2 semesters)	\$2,973
Background Check and Drug Screen	\$ 57
Immunizations (Tb and flu)	\$ 50*
Books	\$ 700
TSBP Technician Trainee Registration	\$ 100
Malpractice Insurance	\$ 16
Uniform	\$ 50
National PTCB Exam Fee	\$ 129
Grand Total (30 hours, 2 semesters)	\$4,075

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

FINANCIAL AID AND SCHOLARSHIPS

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

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 or the National Healthcareer Association (NHA) 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).

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)

PTCE National Certification Pass Rates for College of the Mainland Pharmacy Technician Program 100%

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
lghomburg@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.

Printed Student Name

Signature of Student

Date

Date Received by Pharmacy Technician Dept.