

Southwestern Illinois College

**Pharmacy Technician
Handbook**



Mission Statement

The pharmacy technician program's mission is committed to prepare students to enter the profession of pharmacy as an entry level technician through the promotion of lifelong learning skills and development opportunities.

Program Student Learning Goals

1. Students will communicate professionally and effectively with patients, families, caregivers, colleagues, and the public via verbal, written, and electronic means. (Affective domain)
2. Students will administer and provide pharmaceutical care under the direction and supervision of a licensed pharmacist upholding state-specific pharmacy laws and ethical considerations in a legal, safe, and effective manner. (Psychomotor domain)
3. Students will demonstrate critical thinking competency in implementing pharmaceutical treatment plans developed by a licensed pharmacist in a variety of settings. (Cognitive domain)

We hope that you enjoy your training and feel proud of the work that you will be doing as a pharmacy technician.

Philosophy

The faculty of the Pharmacy Technician Program incorporate the SWIC Mission Statement in their commitment to provide students with the opportunity to be the best that they can be in the pharmacy technician profession.

The basic concept is to build on each objective in each course and to use knowledge in one course to reinforce other learning experiences.

The faculty perceives each student as an individual with the ability to achieve their most proficient level in the profession; therefore, the faculty provides the student objectives, study guides, and individual evaluation of skills to attain this goal.

To benefit from the total curriculum, the student assumes responsibly of completing all assignments, tasks and tests as stated in the syllabus of each course. The completion of the course objectives provides the students with the skills necessary to obtain employment.

Learning new skills and methods of communications to meet the patient/client's needs requires the student to assume behavior and attitude change. The skills are practiced in role playing situations in the classroom to simulate a professional setting. The purpose of the role playing is to assume task mastery so the pharmacy technician can concentrate on the patient reaction during the encounter.

The program structure requires interaction in small groups in a lab to acquire job skills of teamwork in a medical setting. Interpersonal communication skills are used to accomplish a common goal.

On completion of the didactic material by the student, 2 clinical rotations will be assigned by the program coordinator in a pharmacy setting. The student will not be paid for this learning experience and the facility is not paid for providing the training.

Course Descriptions

PHAR 101 Affective Knowledge & Skills 4.5 (4 lec -1 lab)

This course provides information about the ethics, listening skills, verbal/written communication, respect, professional conduct, cultural competence, self-management (i.e., time, stress, change), interpersonal skills (i.e., negotiation, conflict resolution, customer service, teamwork), and problem-solving skills that apply to the role of a pharmacy technician.

Requisites: Eligible for ENG 101 and MATH 111 or 107. Concurrent enrollment in or successful completion of PHAR 110, PHAR 120, PHAR 130, PHAR 140, each with a grade of “C” or better

PHAR 110 Pharmacy Regs & Standards 4 (3 lec – 2.5 lab)

This course provides information about State and Federal laws regarding processing, handling, dispensing, and assisting pharmacy in medication distribution. Topics will include maintaining registration/licensure, professional standards, regulatory, formulary, contractual, medication safety practices, quality assurance measures, and safety requirements. The focus will be on OSHA, NIOSH and USP requirements for Prevention and Treatment of Exposure to Hazardous Materials.

Requisites: Eligible for ENG 101 and MATH 111 or 107. Concurrent enrollment in or successful completion of PHAR 101, PHAR 120, PHAR 130, and PHAR 140 each with a grade of “C” or better.

PHAR 120 Clinical Practicum I 2 (0 lec – 5 lab)

This course provides the foundation for the experiential application of knowledge and skills. Topics will include interpersonal & foundational professional knowledge, regulatory, patient care, quality, and safety knowledge and skills.

Requisites: Eligible for ENG 101 and MATH 111 or 107. Concurrent enrollment in or successful completion of PHAR 101, PHAR 110, PHAR 130, and PHAR 140 each with a grade of “C” or better

PHAR 130 Medication Order Processing 3.5 (2 lec – 3 lab)

This course provides information about the complete processing and handling of medications and medication orders. Topics will include: recording demographic/clinical information, storing medications, prepare prescriptions, compounding both sterile and non-sterile compounds, maintaining equipment and supplies, medication recall management, use of technology to ensure safe

medication dispensing, purchasing medication, inventory control, and disposal of expired medications.

Requisites: Eligible for ENG 101 and MATH 111 or 107. Concurrent enrollment in or successful completion of PHAR 101, PHAR 110, PHAR 120, and PHAR 140 each with a grade of “C” or better.

PHAR 140 Clinical Practicum II

2 (0 lec – 5 lab)

This course provides the advanced experiential application of the knowledge and skills across the entire medication management system. This hands-on experience provides opportunities to safely collect needed information, supplies, and equipment to safely compound or dispense a premium patient-specific medication. Includes experiences utilizing best practices, pharmacy regulation compliance, medication procurement, medication disposal, and safety resources/equipment to provide the highest patient care level.

Requisites: Eligible for ENG 101 and MATH 111 or 107. Concurrent enrollment in or successful completion of PHAR 101, PHAR 110, PHAR 120, and PHAR 130 each with a grade of “C” or better

Career Overview

The SWIC Pharmacy Technician program prepares students with the basic skills necessary to become a “nationally credentialed” pharmacy technician, prepared to work in a hospital or a retail-based pharmacy. Pharmacy technicians assist the pharmacist in the preparation and distribution of medications, maintaining the drug inventory, patient, and pharmacy records in a manner consistent with all federal, state, and local laws and regulations. For further information regarding the field of pharmacy technicians go to the Occupational Outlook Handbook:

<https://www.bls.gov/ooh/healthcare/pharmacy-technicians.htm#tab-2>

- One-semester certificate
- Offered: Spring and Fall semesters
- Enroll in October for spring and April for fall classes
- To enroll, must have high school diploma or GED, or GED in progress with completing the Math and English test and passing with a score of 165 or higher.
- Be eligible for ENG 101 and MATH 107 or MATH 111
- Certification in Illinois requires students to be 16 y/o
- Pass a background check and drug screen.

The program is designed to include classroom education, laboratory/simulation, and clinical experience in a pharmacy setting.

Certification Requirements:

Upon successful completion of the Pharmacy Technician curriculum, graduates are awarded a certificate as a pharmacy technician.

Enrollment Requirements:

To enroll in Pharmacy Tech classes, students must demonstrate readiness for college level English 101 and Math 107 or 111. To obtain information about readiness visit an academic advisor.

Lab and Clinical Rotations

Dress Code/Uniform Code:

Students will abide by the SWIC Pharmacy Technician Program dress code during practicum affiliations.

Uniform will be worn at the Health Sciences Pinning Ceremony.

Scrubs

Color: Pants should be black and tops should be gray. Appropriate T-shirt recommended for wear under scrub top	Can purchase on Amazon, Walmart or any place that sells medical scrubs. Also available through the college.
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Shoes

“Mostly white” – trademark symbols, et. OK Must be able to wipe off (if body fluids, medications, etc. spill on them). NO canvas, nylon, or shoes with holes in the body	Can purchase on Amazon, Walmart or any place that sells shoes.
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Lab Coat

Scrub jacket (optional) – grey or black	Can purchase on Amazon, Walmart or any place that sells medical scrubs Obtain in print shop – Belleville Campus
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SWIC Name Pin

Wear on right side of scrub top	Obtain in print shop – Belleville Campus
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Pharmacy Technician Program Uniform Patch

Worn centered on the left sleeve of scrub tops and lab coats	Purchase from program coordinator
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Accessory Items

Earrings (posts, no dangles, or hoops)

DO NOT

Wear dark makeup, long necklaces, perfume, T-shirts or sweatshirts (as outerwear over scrubs), long fingernails, or hats.

DO

Have hair pulled back and/or up and in a natural color and remove or cover and visible piercings or tattoos (i.e., tongue piercings).

Attendance Policy for Lab and Clinical Rotation Sites

If you are going to be late you must notify the instructor prior to the class.

1. **Attendance:** Due to the demanding and concentrated nature of the training, students are expected to be present for ALL scheduled learning experiences. You need to schedule personal matters so there is not a conflict.

Arriving late, or leaving early, is disruptive to the learning of others.

Repeated tardiness, leaving early, or missing more than one class/lab can result in a decrease in grade UNLESS the student has made prior arrangements with the instructor/s.

Arriving >1 minute late is considered a tardy.

Two tardies will constitute one (1) absence.

Excessive absences (> 2) will result in a **1% reduction** in the cumulative grade for each class missed, i.e., **1% per class missed**.

2. **Making up missed work.** When an absence occurs, which causes the student to miss a clinical laboratory period, the experience will be made up. An Incomplete will be given until all make-up work is completed. Students who miss a class for whatever reason will be expected to turn in the material from the missed class prior to the next class.

Reporting: If the student finds he or she will be tardy or absent, he or she must notify the instructor before the scheduled 1st time. For clinical the instructor will have given specific directions to students for notifying the instructors.

Reporting Illness and Physician's Statement

The student must present a statement from his/her physician on official physician's stationery with information stating permission to return to clinical and classroom participation with no physical or psychological limitations.

Emergency Closure Statement

From time to time the college experiences emergency closures. We encourage all students to log on to E-Storm and sign up to for closure alerts.

In case of emergency closure, students must log into Blackboard and check for announcements for alternate learning instructions.

Posting of assignments/instructions during college closure is provided to prevent disruption in the planned course schedule. Some labs may have students' complete assignments on alternate dates/times when the college is open. Your instructor must notify you of the practices within that program/discipline.

Clinical Rotation guideline

Practicum sites, as well as employers, have three main expectations regarding attendance:

- *That you show up when you are scheduled to work at the site*
- *That you're ready to work when you show up at the site*
- *That you actually participate in the duties assigned to you when you're at the site*

Attendance during Practicum is mandatory. If a student is unable to attend the total number of practicum hours, those hours will be made up at the convenience of the clinic.

Students must be aware that cancellations occur at any time, and the student may be placed at a new practicum facility.

Conduct

During practicum experience, it is expected that students will always behave professionally and ethically.

Expectations of Students in the Practicum Setting

You will be assigned to a clinical site by the practicum coordinator. This site will provide the opportunity to:

1. Perform both administrative and clinical procedures.
2. Develop a professional attitude in job performance
3. Initiate tasks and assimilate knowledge on the job to build on basic education

You are expected to:

1. Be at the practicum site minimum of 27 hours a week
2. If you cannot commit to a minimum of 27 hours, you will not be placed at a site and will be unable to complete the Pharmacy Technician program
3. Report to work on assigned dates at assigned times
4. Dress and conduct yourself in a professional manner. Refer to handbook section on "Uniform Code."
5. Follow practicum site policies and procedures.

6. Complete assigned tasks while at the practicum site
7. No personal activities while at the practicum site
8. Web surfing, instant messaging, text messaging, personal telecommunications, etc., are considered inappropriate while at work
9. Do not conduct personal business on practicum time.
10. Maintain patient confidentiality both at and away from the practicum site
11. Complete and/or collect and turn in all reports, evaluations, and time sheet to your instructor

You may be dropped from PHAR 120, PHAR 140 and the Pharmacy Technician Program for:

1. Failure to report to your practicum or complete 80 hours at your site
2. Absence or tardiness at your practicum site
3. Failure to dress or conduct yourself professionally at the practicum site.
4. Failure to comply with practicum site policies and procedures.
5. Failure to perform assigned tasks.
6. Conducting personal business on practicum time
7. Violation of patient confidentiality at or away from the practicum site
8. Failure to turn in all reports, evaluations, and time sheet

Practicum Completion

Students who do not start or complete a practicum during the semester following the completion of the core pharmacy technician classes that include clinical skills must perform a comprehensive competency to prove that clinical skills are still viable. This competency includes:

- Math skills assessment
- Assessment of the Top 200 drugs
- demonstration of sterile technique
- compound a non-sterile item and sterile item of the coordinator choice.
- demonstration of vaccine technique.

The Program Coordinator will determine if the student's competency level is adequate to proceed to a practicum site. This is for the protection and safety of patients and the student. If the student does not meet the expectations of the Program Coordinator the student will not be assigned a practicum site, will not complete the program, and will not be eligible to sit for the certification exam.

Policies of the Pharmacy Technician Program

Students are advised to review the Southwestern Illinois College catalog “Student Development and Community Services” section to fully understand all the services provided by the college, as well as college policies and procedures. The following are the policies of the pharmacy technician program at Southwestern Illinois College. It is expected that all students meet/abide by the following standards/policies.

Pharmacy Technician Performance Essentials

Becoming a pharmacy technician requires the completion of a technical education program that is both intellectually and physically challenging. The purpose of this policy is to articulate the demands of the program in a way that will allow students to compare their own capabilities against these demands.

There are times when reasonable accommodations [i.e.: hearing devices to improve communication with the hearing impaired] will be made in order to assist a student with a disability. Reasonable accommodation does not mean that students with disabilities will be exempt from certain tasks; it does mean that we will work with students with disabilities to determine whether there are ways that we can assist the student toward completion of the tasks.

If admitted, a student with a disability who wishes reasonable accommodation must request it through the Disability and Access Center and the Coordinator of the Pharmacy Technician Program. An offer of admission may be withdrawn if it becomes apparent that:

- The student cannot complete essential tasks even with accommodation.
- Accommodations are not reasonable and would cause undue hardship to the institution
- Fulfilling the function would create a significant risk to the health or safety
- Failure of the Drug Screen or background check

Performance Essentials for the Classroom/Lab/Practicum Experience

Students must:

- Meet class standards for course completion throughout the curriculum.
- Complete readings, assignments, and other activities outside of class hours

- Can read, write, speak, and understand English at a level consistent with successful course completion and development of appropriate relationships with peers, instructors, patients, family, other health science professionals, and the community
- Have interpersonal skills as needed for productive classroom discussion, respectful interaction with classmates and faculty, and development of appropriate medical assistant-patient relationships.
- Collect decision-making data during patient assessment activities in class or in the clinical setting without the assistance of an intermediary such as a classmate or an aide
- Perform pharmacy technician tasks in the class or in the clinical setting
- Apply critical thinking to their work, exercise sound judgment and follow safety procedures established in the classroom and the ambulatory setting
- Maintain personal appearance and hygiene conducive to classroom and clinical settings
- Pass a cardiopulmonary resuscitation course at the health professional level
- Demonstrate appropriate health status prior to class enrollment per medical examination
- Follow standards and policies specified in the Student Handbook
- Demonstrate ability to perform typical physical and mental functions (listed on following pages) required of the pharmacy technician program.

Typical Physical Functions Required of the Pharmacy Technician

- Uses auditory, tactile, and visual senses to collect data regarding patient status and to provide patient intervention.
- Applies universal precautions regularly in the classroom and ambulatory setting – regular hand washing (free of skin conditions irritated by frequent washing), applies mask, gown, gloves (applies without assistance of another individual)
- Able to stand or sit for prolonged periods of time

Typical Mental Functions Required of the Pharmacy Technician

- Attentively listens to patients.
- Controls verbal and nonverbal behaviors when communicating with others.
- Accurately self-assesses own strengths and weaknesses.

- Modifies behaviors after receiving corrective feedback
- Takes responsibility for own actions-does not blame others for situation or behaviors
- Behaves honestly and truthfully.
- Concentrates on task at hand for extended period of time.
- Utilizes problem-solving skills to meet the needs of a situation.
- Handles stress of an intensive training program in preparation for clinical situations

Health Risks

It is the intent of Southwestern Illinois College to maintain the safety of all individuals involved in the educational process. In the Pharmacy Technician program, this not only includes the students and academic faculty, but also clinical faculty, patients, patient's families, other healthcare providers, and support staff.

When working in the healthcare environment, individuals have a greater potential for exposure to communicable diseases. To reduce the transmission of these diseases, OSHA standards-including universal precautions and infection control procedures- will be followed throughout all aspects of the program. These standards are instructed to Pharm Tech students during Phar 101, Phar 110, and Phar 130.

To protect the students in the Pharm Tech program and others that the students may come in contact with during the program, students are required to have a medical examination and show proof of inoculation/titer for the following: Hepatitis B, rubeola, mumps, rubella, and polio and Covid. In addition, they must show proof of having tetanus shot (within the last 8 yrs.) and a 2 step Mantoux TB test/ a negative chest (within the last year).

Use of Human Subjects for Training

As a student in the pharmacy technician program, students will be implementing all the various skills to each other. With any healthcare intervention, there is a potential element of risk or injury to the student. This risk is increased as other students in training administer these skills.

It is due to the possible risk of injury that students are NOT PERMITTED to provide any of the skills to any individuals other than students in the pharmacy technician program.

When students have certain pre-existing conditions, some skills shouldn't be performed. To reduce the risk of injury to the students, the program requires that each student undergoes a medical examination prior to beginning any

Pharmacy technician courses and notifies the Pharmacy tech instructors of any of the following conditions as soon as possible:

- Latex Intolerance
- Pregnancy
- Allergies
- History of cancer (CA)
- Heart condition/Pacemakers
- Neurological conditions (strokes)
- Changes in sensation/circulation
- Diabetes
- Epilepsy
- Scabies or any contagious skin condition
- History of previous injury to a joint
- Metal implants
- Severe hypertension

This list is not all-inclusive. Please report any condition you have to the instructor prior to any of the lab courses.

Students are not permitted to administer any treatment prior to instruction in both theory and application of the pharmacy technician skills without the direct supervision of an instructor.

If students are not willing to submit themselves to the potential risks of receiving pharmacy technician interventions, they are advised to withdraw from the program. Otherwise, students will sign a consent form allowing academic and clinical faculty and pharmacy technician peers to administer medical pharmacy technician skills.

After students display a certain level of competency in performing the interventions, they will be permitted to provide these interventions to clients/patients under the supervision of the clinical facility. Patients should be informed that a student is providing treatment.

To develop competency in skills taught in the medical assistant program students will have opportunities available, outside of class time, to practice.

When students are in the lab performing the skills instructed,

Students will:

- Only perform interventions on other students in the pharmacy technician program
- Never utilize any of the pharmacy technician equipment when alone in the pharmacy technician lab

- Turn off all electrical equipment and return all supplies to the designated space.
- Disinfect any surfaces that come in direct contact with student's skin/clothing
- Contact the Public Safety department in case of emergency.
- Complete an Incident Report regarding any injuries occurring in the lab area and submit to the Program Coordinator

Pharmacy Technician Policies

Attendance Policy

Attendance and punctuality are mandatory—this is the same expectation a future employer will have. Absences and tardiness **will impact the student's final grade.**

Absences because of approved college purposes, pre-approved religious observances or jury duty will result in no direct absence penalties. (Note: students receiving a jury duty notice must provide a copy of the notice to the Program Coordinator when it is received. The Program Coordinator will send a letter to the court requesting this civic duty be delayed so that no required coursework will be missed.) Students will be allowed to make up work missed as a result of approved absences or do alternate assignments.

Absences due to other circumstances such as military deployment, volunteer emergency service in accordance with Illinois law, or documented disability related needs should be discussed with the instructor and appropriate dean to determine whether exceptions to the attendance policy should be made or tuition refunds considered.

The attendance policy for Pharmacy Technician students shall be consistent with the college policy with the following additions:

1. Leaving class early from class will result in one professionalism point deducted for each occurrence. Other professionalism points may be deducted for unprofessional behaviors at the discretion of the instructor – please see professionalism rubric on page 27.
2. Attendance during all clinical education courses is mandatory. If a student is unable to attend the total number of clinical hours, those hours will be made up at the convenience of the clinic.
3. Students assigned to a clinical facility are bound by the rules and regulations of the facility regarding tardiness and absences.

The general attendance guidelines for class sessions will be calculated as follows: Each student will start every course with a total of 10 points for attendance. One absence will result in five points deducted from that total. Leaving class early or arriving late to class will result in one professionalism point deducted for each occurrence. Other professionalism points may be deducted for unprofessional behaviors at the discretion of the instructor – please see professionalism rubric on page.

Reporting Student Absence Policy

If the student finds she/he will be tardy or absent from class, she/he must notify the instructor or practicum **before** the scheduled class time or workday.

Academic Standards

GRADING: THIS GRADING SCALE IS USED FOR ALL PHARMACY TECHNICIAN COURSES

Course Scale:	90.0 – 100%	A
	80.0 – 89.9%	B
	75.0 – 79.9%	C
	70.0 – 74.9%	D
	00.0 – 69.9%	F

POLICY: No grades will be rounded

A score of 75%, (a grade of “C”), or better, is required to “pass” the course and continue in the program.

To receive a passing grade for this course you must:

- have a 75% “C” average for the course.
- have a 75% “C” on the Comprehensive Final Exam.
- have a minimum of 90% on all Lab Competency Evaluations.
- complete all assignments.
- pay all program and college fees.
- have a satisfactory attendance record.

An incomplete (a letter grade of “I”) will be given until all required course work has been satisfactorily completed. An incomplete will need to be converted to a passing grade before the beginning of the next semester to continue in the Pharmacy Technician program.

Computation of Grades

Exams	50% of overall grade
Quizzes	20% of overall grade
Lab Exercises	25% of overall grade
Professionalism	5% of overall grade

Students must also pass **all** Competency Evaluations (Clinical Skills performance evaluations [Affective and Psychomotor Competencies]). See notes under “Clinical Skills and Professionalism Evaluations” below.

Some classes will require students to successfully pass a comprehensive final exam with a score of 75%. In these classes, passing the comprehensive final is required in order to successfully complete the class.

Clinical Skills and Professionalism Evaluations

Affective and Psychomotor Competencies

- Performance evaluations will be conducted covering each Affective and Psychomotor competency.
- It is critically important for students to be present on days when these evaluations are performed.
- Affective and Psychomotor skills performance evaluations **must** be performed. A student **cannot pass** the class without successfully performing **all** evaluations.
- Students will be given three attempts on Affective and Psychomotor skills to demonstrate complete understanding and proficiency in Affective and Psychomotor competencies. **If a student is unable to demonstrate complete understanding and proficiency after three attempts, a grade of “fail” will be assigned. The student will need to retake the course in its entirety.**
- **BE FOR THE THIRD TRY YOU MUST SEE THE PROGRAM COORDINATOR!!!!!!**

All skills are timed and are based on ASHP accreditation standards. All students must complete the skills within the time limit; no additional testing accommodations are provided for skills.

- Make-up evaluations will be scheduled within 1 week of the original evaluation date on the **student's own time** and it is the **student's responsibility** to find a peer partner to perform the evaluation with.

Lab Competencies the Student Must Complete

PHARM 130

Vaccine Administration	Labeling
Counting Dosage Forms	USP 800
Measuring Liquids	Guidelines/Regulations
USP 797 Guidelines	Closed Drug Delivery
Asceptic Technique	Systems
Equipment	Chemotherapeutic Agents
Needles and Syringes	Chemotherapeutic
Sterile Preparations	Preparations
IV Bags	MSDS/SDS
Laminar Flow Hood (Horizontal/Vertical)	

PHAR 110

Ointment/Cream Preparation	Taking New Prescriptions
Trituation/Crush Tablets	Filling an Rx/Generating
Suppository	Label
Reconstitution	Reading A Difficult Rx
Compounding Capsules	CPR
Rx Transferring	

PHAR 101

Handling an Angry Customer
Asking the Pharmacist for Help
Asking the Doctor for Help on Prescriptions
Handling When A Customer Gets the Wrong Medication
Asking Another Technician for Help
Assessing When A Customer Needs Help

Academic Misconduct

Academic misconduct including, but not limited to, cheating, plagiarism, and forgery; failure or refusal to follow clinical practice standards; and soliciting, aiding, abetting, concealing, or attempting such acts; may result in **Disciplinary Reprimand, Probation, Suspension, and Expulsion.**

Cheating: Working on a class assignment with others, including student tutors, when the instructor has not said that such collaboration activity is permitted. (While it is permissible to have general discussion about course work, unless your instructor tells you otherwise, any work you hand in must be a result of your individual effort and not the result of collaboration or plagiarism.)

Plagiarism: Failing to enclose quotations in quotation marks, failing to cite a source, or incorporating another's work into your own.

Falsification of any student information, such as but not limited to attendance records, competency forms or clinical evaluations, may be subject to immediate dismissal from the program.

Disciplinary Action

Since students in Health Sciences Programs are involved in learning situations which deal with human lives, the responsibility they have to those under their care demands that they adhere to certain rules and regulations. Honesty, integrity, and ethical conduct are essential and failure to ranging from reprimand up to and including dismissal from the program. The faculty reserves the right to recommend the disciplinary action, including dismissal of any student, for any of the following types of misconduct:

1. Any adverse disruption of the lecture, laboratory, or clinical learning environments.
2. Excessive tardiness and absenteeism.
3. Failure to comply with the rules and regulations of the affiliating health care facility regarding individual conduct including the use of profanity or curse words while in the affiliated health care facility.

4. Failure to comply with the rules and regulations and the code of ethics of the Department of Professional Regulation-Illinois Board of Pharmacy
5. Abuse or inconsiderate treatment of patients.
6. Divulging any information, including idle conversation, concerning patients, their records, personnel records of employees, or any confidential information belonging to the affiliating health care facility
7. Theft or misappropriation of property belonging to the school, health care facility, patient, or co-worker.
8. Use or unauthorized possession of controlled or uncontrolled substances/drugs not specifically prescribed by a physician. The faculty reserves the right to randomly drug screen students at any time during the program, at the student's expense.
9. Use, intoxication, or unauthorized possession of any intoxicating beverage while on the premises of the school or affiliating health care facility.
10. Cheating, plagiarism, copying or allowing others to copy on examinations or assignments.
11. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or part the contents of an un-administered test.
12. Furnishing false information to faculty or college officials with the intent to deceive.
13. Dishonorable, unethical, or unprofessional conduct likely to deceive, defraud, or harm the public.
14. Failure to perform assigned tasks in lab or the clinical rotation site.
15. Violation of the social media policy (see on next page)
16. Failure of any drug screen
17. Felony record of any kind

Student Social Media Policy

Social media is a valuable tool when used wisely. The very nature of this medium, however, can pose a risk as it offers instantaneous posting opportunities that allow little time for reflective thought and carries the added burden that what is posted on the Internet is discoverable by a court of law even when it is long deleted.

1. All official college businesses will utilize students SWIC e-mail.
2. Blackboard is only to be used for academic and clinical related communication and coursework.
3. Electronic communication outside of these channels are not endorsed by academic programs/courses.

Students should be aware that postings on social media (even in private groups) may be seen by faculty, clinical supervisors, other members of the community. You need to be very careful about anything you post on a social network and know that limiting access through privacy settings is not sufficient to ensure privacy.

Minimize the risk of using social media by adhering to the following, as a breach may result in your dismissal from the clinic and/or the program:

1. Confidentiality:
 - a. Do not use names or identifiers of any patients' personal health information or patient information - Sharing individually identifiable information includes any information that relates to the past, present or future physical or mental health of an individual or provides enough information that leads someone to believe the information could be used to identify an individual. Using a nickname, room number, or diagnosis to refer to the patient in the post remains a breach of confidentiality.
 - b. Do not upload images of yourself, patients, or any others in a clinical environment, or any images taken of the clinical environment itself.
 - c. Do not disclose confidential information about the College, employees or students.
2. Behavior: Harassment, Disrespectful, and Bullying
 - a. Do not make disparaging remarks about the college personnel, students, clinical instructors, or patients – even if not specifically identified.
 - b. Do not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments.
3. Do not state personal opinions as being endorsed by the College or clinical site.

4. Do not use information and participate in activities that may violate an academic policy – or local, state, or federal law or regulation, or clinical site policy.

The ease of posting and the commonplace nature of sharing information via social media may appear to blur the line between one's personal and professional lives. The quick, easy and efficient technology enabling use of social media reduces not only the time it takes to post, but also the time to consider whether the post is appropriate and what ramifications may come from posting inappropriate content. Pause before you Post.

Additional Social Networking Guidelines

1. Do not reveal too many personal details such as contact details, your date of birth, etc. Such information could put you at risk of identity fraud.
2. Healthcare providers occasionally must take out restraining orders on obsessive patients – so if you have any concerns, do not put yourself on a public networking site.
3. **Do not upload any images of yourself or any others in a clinical environment, or any images taken of the clinical environment itself.**
4. Before posting images or joining any causes be aware that it is not just your friends and colleagues who may see this but also patients and employers.

Developing Study Habits for Successful Completion of the Pharmacy Technician Program

Academic Rigor Statement

You are enrolled in an academically rigorous college course. Your success in this course will require a significant investment of time outside of the class. According to the Administrative Rules of the Illinois Community College Board (section 1501.309), it is assumed that the student will invest two hours of outside study time for each hour of classroom lecture time and one hour of outside study time for each two-hour laboratory session.

Developing Study Habits

Upon entrance into the Pharmacy Technician Program, students bring with them study habits that they have used in the past to successfully complete courses that have brought them to this very point. Students feel that these same study habits will allow them to successfully complete the program. Some of the study habits may continue to help students. But many students have found that previous study habits aren't sufficient in meeting the needs of the pharmacy technician program. Throughout the program students will learn how to perform specific skills/techniques, and then will apply these skills in varying situations. Applying the skills in varying situations requires problem solving, which means the student must have a higher level of understanding of the materials taught in the courses. The courses are structured to prepare a student for clinical practice rather than to pass a single exam/course.

Good study habits include:

- Utilizing as many of the senses as possible during study sessions
- Study habits that are reflective of the students' learning style preference
- Developing and following a study schedule-avoid cramming.
- Studying individually first and then in small groups (2-4 people)
- Avoid distracting areas.
- Studying to know and apply the material vs. just recognizing the material

Developing a Study Schedule

How many hours should a student plan to study for each class?

For every credit hour of lecture, the student should plan on spending double that amount outside of class, studying/doing homework. For each credit hour of lab, the student should plan on spending an equal amount of time outside of class to practice skills, depending on the speed at which they learn. In the program you are

learning how to perform specific skills and applying that information in various situations, not memorizing or recognizing information.

Students have a list of skills each semester that they must demonstrate competency in performing. Some individuals are able to learn a skill quickly. Others require more practice time. (Remember what it was like to learn how to parallel park the car. You can't watch someone else do it, and then do it. You can't do it once, and then be good at it. You keep practicing. Some people learn quickly, some people learn with more practice, and some still can't parallel park. That is OK with a car – there are other places to park. As a pharmacy technician you have to be able to perform all the skills, so you will need to keep practicing!)

Why should a student make a study schedule calendar?

Students develop better study habits if they schedule study times. Students frequently overbook themselves with work/outside activities if they don't include studying in their schedule. Study time should be treated as an appointment or commitment, just like the class sessions. This causes students to review the materials gradually throughout semester weeks rather than using their time ineffectively and cramming at the last minute for the exams. Cramming works for short-term memory needs rather than long term retention. ***(Remember the classes in this program build on each other. Students want to know the material for clinical practice rather than passing a single exam/course.)***

Students may want to schedule study times right after/before class or between classes, so they will be on campus for their studying. This takes the student away from distractions such as the phone, TV, dirty dishes/laundry, and family members that may be distracting during study sessions. We advise students to spend some time initially studying the material independently, and then meeting in small groups to discuss/reviews the materials with each other.

Use the following calendars to fill in your study schedule.

First 8 weeks

TIME	MON	TUES	WED	THURS	FRI	SAT	SUN
7-8 am							
8-9 am							
9-10 am							
10-11 am							
11-12 am							
12-1 pm							
1-2 pm							
2-3 pm							
3-4 pm							
4-5 pm							
5-6 pm							
6-7 pm							
7-8 pm							
8-9 pm							
9-10 pm							

Second 8 weeks

TIME	MON	TUES	WED	THURS	FRI	SAT	SUN
7-8 am							
8-9 am							
9-10 am							
10-11 am							
11-12 am							
12-1 pm							
1-2 pm							
2-3 pm							
3-4 pm							
4-5 pm							
5-6 pm							
6-7 pm							
7-8 pm							
8-9 pm							
9-10 pm							

College Services to Assist in Student Success

Computer and Internet Access

It is mandatory to have a computer for the Pharmacy Technician Program or access to a computer and high-speed internet is necessary. Most course material (e.g., syllabus), lessons, assignments, and testing in a growing number of Medical Assistant classes are available or conducted online through SWIC's Blackboard or textbook publisher's web site. If the student does not have a computer at home, computers are available for student use in the computer labs, library, and success centers. College computer use may limit the student due to non-compatible hours. SWIC's campuses have Wi-Fi access for use with student computers.

Student Participation in Online and Remote Learning

For online/remote learning, a student must demonstrate ongoing participation in the Learning Management System (Blackboard). Ongoing participation means students must maintain regular communication with the instructor and meet specified course assignment deadlines. A student who is not active in the course and does not communicate with the instructor over a period of 7 consecutive days may be withdrawn from the course due to lack of participation.

New Student Orientation

All new students are encouraged to participate in the online New Student Orientation, where students learn about the many programs and services available to help them succeed in college. New Student Orientation can be found at estorm.swic.edu.

Counseling Services

Counseling services are available on campus. It is recommended that any students that have concerns regarding academia, personal, or career success, contact their campus' counseling center. This includes academic advisement and our Wellness Advocate.

Coordinator's Assistant and Student Liaison

Disability & Access Center:

Students with Disabilities:

The Southwestern Illinois College Disability & Access Center collaborates with students, faculty, staff, and the community to create an accessible environment and to certify and coordinate reasonable accommodations for students with

disabilities. The Disability & Access Center is responsible for providing or coordinating legally mandated access and accommodations for students who register with the Disability & Access Center and provide appropriate documentation from a qualified professional about the functional impact of their disability – physical, psychological or learning. This department ensures compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act as Amended.

Other Services for Special Populations:

The Disability & Access Center also provides individual intake appointments and college/community referrals for vocational students who are financially challenged, single parents, displaced homemakers, nontraditional or limited English proficient.

Setting individual appointments with a Disability & Access Center professional is the first step in learning about accommodations and services available to you. Assistance is provided district wide. The Disability & Access Center is located in the Information Sciences Building, Room 1145. Their phone numbers are: 618-235-2700, ext. 5368 (voice) or 618-234-3347 (TDD). Email is: DisabilityandAccessCenter@swic.edu

Academic Support Services

Students needing assistance with tutoring, library research, study space, computers and internet access may go to the Library or Success Center. Academic support is available district-wide with day, evening, and Saturday service. For more details on each service, go to swic.edu.

Career Activities and Employment Center

Vocational/technical students should contact the Career Activities and Employment Center for career development activities including, but not limited to career assessment, career planning, labor market information, industry tours, workplace skills and job search training, career mentors, job placement, and graduate follow-up information.

Project Success

Southwestern Illinois College wants you to succeed. One of the college's primary missions is to provide a high-quality education for you. At some point in the semester, some of you may struggle. Struggles are a normal part of college and may include low test scores, attendance problems, a lack of understanding of the course material, or a lack of preparedness for college. When your instructor sees an

area or areas of concern or believes you could use some extra assistance, they will refer you to a program called Project Success.

If you get referred, it is an opportunity for you to receive some individualized assistance and connection with college resources. A representative from the Success Center or a Project Success representative will contact you by phone, letter, or email to arrange a convenient time to discuss the concerns and offer your assistance. The program was developed to help you succeed, by notifying you early of methods you can utilize to assist yourself. It is important that you take advantage of this opportunity to help.

After meeting with a Project Success facilitator, he/she will let your instructor know what recommendations were discussed. Confidentiality is an important component of the program and faculty are only notified of academic recommendations and referrals, not specific information discussed.

Student Professionalism Evaluation

Pharmacy Technician faculty uses the following rubric to measure and grade a student's professionalism:

Consistent, Exemplary Conduct Consisting Of:

- No Absences and/or Tardiness throughout semester
- Always prepared for class; shows evidence of reading syllabi/materials ahead of time.
- Homework assignments completed by designated due dates.
- Exhibits exemplary professional behavior (i.e., responsibility, initiative, respect, sensitivity, honesty, integrity)
- Exhibits exemplary classroom behavior (i.e. attentive and courteous to instructor and other students throughout entire class time)
- Acts as a role model for peers.
- Demonstrates an awareness of and self-assesses own strengths and weaknesses
- Actively participates in classroom discussions, on a routine basis
- Accepts constructive criticism.
- Seeks guidance/clarification, as necessary.
- Asks relevant questions in a timely manner

Consistent, Appropriate Conduct Consisting Of:

- Legitimate Absence and/or Tardiness noted with proper notification of instructor, prior to class session and timely follow-up contact with instructor to find out what was missed.
- Generally prepared for class; shows evidence of reading syllabi/materials ahead of time
- Homework assignments completed by designated due dates.
- Exhibits appropriate professional behavior (i.e. responsibility, initiative, respect, sensitivity, honesty, integrity)
- Exhibits appropriate classroom behavior (i.e. attentive and courteous to instructor and other students throughout class time)
- Exhibits appropriate professional behavior (i.e. responsibility, initiative, respect, sensitivity, honesty, integrity)
- Demonstrates an awareness of and self-assesses own strengths and weaknesses

- Actively participates in classroom discussions; on a semi-routine basis.
- Accepts constructive criticism.
- Seeks guidance/clarification as necessary.
- Asks relevant questions in a timely manner

Inconsistent or Marginal Conduct Consisting Of:

- Absence and/or Tardiness noted without proper notification, prior to class session or lack of follow-up contact with instructor to find out what was missed.
- Absent or Tardy more than 2 times throughout semester
- Inconsistently prepared for class or shows no evidence of reading syllabi/materials ahead of time
- Homework assignments inconsistently completed or not turned in by designated due dates
- Exhibits appropriate professional behavior (i.e. responsibility, initiative, respect, sensitivity, honesty, integrity)
- Exhibits appropriate classroom behavior (i.e. attentive and courteous to instructor and other students throughout class time)
- Recognizes limitations in knowledge/skills.
- Participates minimally in classroom discussions.
- Accepts feedback well but may not actively seek it

Readmission Policy

If a student withdraws or was dismissed from the program, and desires readmission into the program, the student must understand and abide by the following:

- Readmission is not guaranteed. Faculty reserves the right to deny or approve re-entry based on curriculum changes and space availability. Students reentering the program will be accepted only when the maximum numbers of students allowed in the Pharm Tech course would not be exceeded.
- Students seeking readmission must make an appointment with the Pharmacy Technician Program Coordinator prior to midterm of the semester preceding the one in which they wish to reenter. The Coordinator of the Pharm tech program and academic faculty must approve readmission or reentry of a student.
- Students seeking readmission must be in good academic standing in college, having achieved a GPA of 2.5 or better (based on a 4-point scale) in all

previous college work at SWIC. Students' transcripts are necessary to confirm GPA.

- Students that encountered a major health problem that caused him/her to miss an extended period of time and thus were withdrawn from the program need to do the following:
 1. Physical Illness – The student must present to the program coordinator a statement from his/her physician (on the attending physician's letterhead) stating the student is physically able to continue the program.
 2. Mental Illness – The student must present to the program coordinator a statement from his/her psychiatrist (on psychiatrist's letterhead) stating the student is mentally able to continue the program.
- The order of priority for students requesting special admission is:
 1. Students who withdrew from SWIC's Pharm Tech program due to circumstances beyond their control will have first priority.
 2. Those students who have not maintained the required grade standard will have second priority.
 3. If more students are requesting readmission than there is room to accommodate, students with the highest score in the PHAR Tech classes will be given the first opportunity to return. If each student has the same Pharm Tech score, total GPA will be the next criterion and then work experience in the Pharm Tech field.
- Students who have gone an entire semester without taking any Pharm Tech classes, *regardless of circumstances*, are required to repeat criminal background checks and drug screens. Students will pay the appropriate fees to have these performed before they will be allowed to return to Pharm Tech classes.
- Students must complete the Certificate in 1 academic year.

Academic Information

Registration

Students may register for classes before the beginning of the semester. Students will note that many of the courses have a lab fee assigned. These fees are used to help maintain the costs specifically of the Pharmacy Technician program. (i.e. lab equipment and supplies, accreditation fees, testing fees, computer lab equipment and supplies, etc.)

Dropping

It is the students' responsibility to withdraw from those classes they will no longer be attending. Failure to properly withdraw could result in an F on your transcript. Students may drop out of a course by notifying the Office of Admission and Records in writing or by completing an official Drop/Add/Section Change form. Forms are available on all campuses. On the Belleville campus, students will find the forms at the Admissions and Records and at the Counseling Center. Check with the Office of Admission and Records for the last day to withdraw from a class for each semester.

Liability for Personal Property

Southwestern Illinois College does not assume any liability for personal property or tools left in or on SWIC property. All items are the responsibility of the student.

Right to Privacy

In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, Southwestern Illinois College students may review any of their records by completing formal, written requests in the Enrollment Services Office.

Students may ask for a hearing to seek correction of information contained in records, to clarify their meanings, or to insert into the records the student's explanation of the content of the record or part thereof.

Southwestern Illinois College considers the following to be a student's directory information:

Name, address, telephone number, date of attendance, class, previous institution(s) attended, major field of study, awards, honors (including honor roll), degree(s) conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height and weight of athletes), date and place of birth.

The college may use directory information internally as well as release it without prior consent. Anyone may prevent disclosure of directory information by

completing a formal written request in the Enrollment Services Office before the start of the third week of class each semester. This request must be renewed each July 31.

If a student does not specifically ask that the directory information be withheld, the college will assume she/he approves the disclosure of that information.

Southwestern Illinois College retains the right to exercise discretion in determining the release of directory information.

Notice of Non-Discrimination from the Office of Human Resources

At Southwestern Illinois College, Title IX training and information is available from the Office of Human Resources. We ask that employees refer any reports of sex discrimination, including sexual harassment and sexual violence, to our Title IX Coordinator. In accordance with the regulations issued by the Office for Civil Rights, the following notice is posted for faculty, staff, and students:

NOTICE OF NON-DISCRIMINATION UNDER TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, 20 V.S.C. 1681 ET SEQ.

Title IX prohibits discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Southwestern Illinois College does not discriminate on the basis of sex in its education programs and activities. Prohibited sex discrimination covers sexual harassment, including sexual violence. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol, or due to an intellectual or other disability. Sexual violence includes rape, sexual assault, sexual battery and sexual coercion. All such acts of violence are forms of sexual harassment covered under Title IX.

Inquiries concerning the application of Title IX may be referred to:

Title IX Coordinator

Southwestern Illinois College, Office of Human Resources

ISB 2080

2500 Carlyle Avenue

Belleville, IL 62221

Certification Examination:

Certified Pharmacy Technician (CPHT) <https://www.ptcb.org>

What is a Certification Examination?

Pharmacy Technician Certification Exam (PTCE) Candidates are required to pass the Pharmacy Technician Certification Exam (PTCE) to earn the CPhT credential. The PTCE is a computer-based exam administered at Pearson VUE test centers nationwide. The exam is multiple-choice and contains 90 questions: 80 scored questions and 10 unscored questions. Each question lists four possible answers, only one of which is the correct or best answer. Unscored questions are not identified and are randomly distributed throughout the exam. A candidate's exam score is based on the responses to the 80 scored questions. Be prepared to commit 2 hours for the exam (5-minute tutorial, 1 hour and 50-minute exam, and 5-minute post-exam survey).

What Should I Know About the PTCB Exam?

Content Outline PTCB implemented its most recent update to the PTCE in 2020. The content of the PTCE is updated periodically to reflect changes in pharmacy technician practice. Questions are not presented in the knowledge area order shown in the PTCE content outline but are randomly distributed throughout the exam. A complete version of the content outline, which lists the knowledge function that performs the activities associated with each function, can be found in Appendix C.

Passing Score

A panel of subject-matter experts established a passing score for the PTCE using industry best practices. The method used by the panel, as directed by a psychometrician, is the modified-Angoff method. This method requires experts (panel members) to evaluate individual test questions and estimate the percentage of qualified pharmacy technicians that would be able to answer each question correctly. These estimates were analyzed for consistency and averaged to produce the passing score. The passing score and candidate results are reported as scaled scores. The passing scaled score for the PTCE is 1,400. The range of possible PTCE scores based on the exam outline is 1,000 to 1,600.

Preparing for the PTCE PTCB has made two essential resources available to assist candidates in preparing for the PTCE:

1. PTCE Content Outline
2. PTCE Reference List Familiarity with material contained in basic pharmacy technician training manuals or books may be helpful.

Supervising pharmacists may also be helpful in designing a study plan. PTCB does not endorse, recommend, or sponsor any review course, manuals, or books for any PTCB exam.

The Official PTCB Practice Exam®

The Official PTCB Practice Exam® is designed to familiarize candidates with the Pharmacy Technician Certification Exam (PTCE). The Official PTCB Practice Exam is the only practice exam authorized by PTCB. Unlike practice exams from other providers, The Official PTCB Practice Exam has the same look, feel, and functionality as the actual PTCE. The sole function of the practice exams is to provide familiarity with content, format, and structure.

Scheduling an Exam Appointment

Candidates authorized to schedule an exam may schedule their exam appointment within their PTCB Account at [PTCB.org](https://www.ptcb.org) or by calling Pearson VUE directly at (866) 902-0593 between 7 AM to 7 PM CT, Monday through Friday. Candidates will receive a confirmation email after scheduling an appointment. **It is the candidate's responsibility to ensure the time, date, and location listed on the confirmation email accurately reflects their selection.**

Pearson Test Center Locations

PTCB Certification exams are administered at Pearson VUE test centers nationwide, however, not all test centers administer specific PTCB exams. To find the closest one, visit the [Pearson VUE website](https://www.pearsonvue.com) or call (866) 902-0593. Most test centers are open Monday through Saturday, during normal business hours.

Forms to Be Submitted No Later Than

Thursday February 15, 2023

The following forms must be returned to:

Pharmacy Technician Program Coordinator
Southwestern Illinois College
2500 Carlyle Ave
Belleville IL 62221

- Statement of Understanding
- Release of Information
- Release of Liability
- Practicum Completion Statement of Understanding
- Statement of Confidentiality
- Student Responsibility Form for HBV
- Background Check

Southwestern Illinois College
Pharmacy Technician Program
STATEMENT OF UNDERSTANDING

I have read the student handbook and all appendixes. I understand and will abide by all student requirements, Pharmacy technician program policies, and the most current Pharmacy Technician student handbook.

Signed _____ Date: _____

Clinical Experience

I understand that if I do not meet all student requirements prior to clinical experience, I will not be able to participate in clinical education.

I also understand that clinical experiences are done in a variety of locations, and that I may be required to travel distances that are between ½ - 1 ½ hours of driving time from my home.

I understand and agree to the above requirements:

Signed _____ Date: _____

Performance Essentials

I believe that I can fulfill the performance essentials with or without reasonable accommodation. I understand the process for requesting reasonable accommodations, as outlined.

Signed _____ Date: _____

Use of Human Subjects in Training and Health Risks

I, _____, have read and understand the information provided regarding the use of human subjects in training. I will abide by the rules listed, and consent to allow academic and clinical faculty and Pharmacy Technician program peers to administer medical assisting skills to me. I understand that there may be risks involved in receiving these skills.

Signed _____ Date: _____

Southwestern Illinois College Pharmacy Technician Program
RELEASE OF INFORMATION

The following allows a student to control what information the student wants the faculty or program to release to future employers, other programs, etc. Read the following statements. Place an X in the YES or NO line, date, and sign.

Release of Personal and Academic Information

This section authorizes the faculty of the Pharmacy Technician program to furnish any and all information on academic, discipline, attendance, (college) credit, address, and any other pertinent information regarding any enrollment in the Pharm Tech program to prospective employers.

_____ Yes _____ No

Signed _____ Date: _____

Release of Personal Immunization Records

This section authorizes the Pharmacy Technician program faculty to furnish any and all information on immunizations to potential practicum sites or prospective employers.

_____ Yes _____ No

Signed _____ Date: _____

Release of Practicum Reports

This section allows the Pharmacy Technician program faculty to furnish any and all information on clinical practicums to prospective employers.

_____ Yes _____ No

Signed _____ Date: _____

Review of Departmental Records

This section authorizes the Pharmacy Technician program faculty to allow access of all my departmental records to official site visitors for accreditation purposes. This access is for the determination of compliance with established guidelines for the administration of the program.

_____ Yes _____ No

Signed _____ Date: _____

Release of Images and Sound

This section authorizes the Pharmacy Technician program to photograph, record my image or voice and publish them in printed materials, motion pictures, the internet, media outlets, social media both electronic and print for the purpose of promoting the College or Program.

_____ Yes _____ NO

Signed _____ Date: _____

Southwestern Illinois College
Pharmacy Technician Program
RELEASE OF LIABILITY

Whereas _____ is presently enrolled as a student in the Pharmacy Technician Program at Southwestern Illinois College District No. 522, St. Clair, Washington, Monroe, Madison, Randolph, Bond, and Perry Counties, Illinois, and Whereas, it is normal and incident to being in associated with the health-related fields that there could be exposure to illness, disease, or injury, and Whereas, the undersigned recognizes that possible exposure to said illness, disease or injury and acknowledges that said exposure would not be the responsibility of said Junior College District No. 522 or the cooperating hospitals, agencies, school districts, nursing homes, outpatient facilities, and rehabilitation institutes, etc., Therefore, in consideration of being offered and my taking the program as offered by said Southwestern Illinois College District No. 522, I hereby release and agree to hold harmless said Southwestern Illinois College No. 522 and their respective Boards, administrative staffs, medical, dental, and nursing staffs, faculty, coordinators, directors, instructors, supervisors, and all personnel and employees, of and from any and all claims or injuries occasioned by any illness, disease, or injury incurred or contracted or caused by activities connected with said courses.

Signed _____ Date: _____

PRACTICUM COMPLETION STATEMENT OF UNDERSTANDING

This is a statement of understanding that if I as a student do not start my practicum or complete my practicum the semester following the completion of the core pharmacy technician classes that include clinical skills, I must perform a comprehensive competency to prove that my skills are still viable.

This competency will include:

- Non-sterile and sterile compounding
- calculation of a medication dose
- Knowledge of the Top 200 drugs
- demonstration of sterile technique
- vaccine training
- cardiopulmonary resuscitation scenario

The Practicum Coordinator will determine if the student's competency level is adequate to proceed to a practicum site. This is for the protection and safety of patients and the student. If the student does not meet the expectations of the Practicum Coordinator the student will not be assigned a practicum site, will not complete the program, and will not be eligible to sit for the certification exam.

I understand the above statement and have had an opportunity to ask any and all questions that I may have regarding starting my practicum and finishing the pharmacy technician program.

Student Signature

Date

Student Name Printed

Practicum Coordinator

Date