The BPCC faculty and administration reserves the right to make changes to the policies and procedures included in this handbook as deemed necessary to promote the goals of the program and to ensure compliance with College, regulatory agency and/or clinical affiliate requirements.
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GENERAL INFORMATION
PURPOSE OF THE PROGRAM HANDBOOK

The Bossier Parish Community College (BPCC) Pharmacy Technician Program Handbook serves to inform students about the curriculum, rules, regulations, and policies of the clinical program at BPCC. It also serves to disseminate clear information and guidelines for use in decision-making. The information in this handbook is intended to provide each student with the knowledge of the intent and expectations of the Pharmacy Technician Program for which he/she is enrolled. This Handbook is not intended to replace the BPCC Catalog or the BPCC Student Handbook.

The student must abide by policies established by the program, rules and policies of clinical affiliates and the standards established by the respective professions.

NONDISCRIMINATION STATEMENT

Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

Title VI, Section 504, and ADA Coordinator
Sarah Culpepper, Manager
Career Services, D-122
6220 East Texas Street
Bossier City, LA 71111
Phone: 318-678-6539
Email: sculpepper@bpcc.edu
Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

Equity/Compliance Coordinator
Teri Bashara, Director of Human Resources
Human Resources Office, A-105
6220 East Texas Street
Bossier City, LA 71111
Phone: 318-678-6056
Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

DUE PROCESS

BPCC affirms the rights of students to fair and judicial resolution of problems which may accompany conditions of their enrollment. Toward this end, the College maintains informal and open access to instructors and administrators as an avenue by which grievances may be discussed. Procedures for pursuing a formal appeal of grades, program status, or disciplinary actions are described in the BPCC Student Handbook, available on the BPCC website. Students
wishing to pursue a formal review or appeal should seek assistance from the Division Dean (C. Burroughs, B-149) or the from the Office of Student Services (A-221)

MISSION STATEMENT

The Pharmacy Technician Program provides students with the skills and knowledge necessary to work as a pharmacy technician under the supervision of licensed pharmacists in various types of pharmacies.

PROGRAM LEARNING OUTCOMES

Graduates of the Pharmacy Technician Program will be able to demonstrate:

A. The ability to utilize personal and interpersonal skills and knowledge appropriate to the role of the pharmacy technician.
B. The foundational knowledge and skills necessary to function as a pharmacy technician in various pharmacy settings.
C. Skills and knowledge necessary to the assist the pharmacist in the correct handling of medication and medication order processing.
D. The ability to accurately and safely perform sterile and non-sterile compounding.
E. Performance of administrative skills appropriate to the role of a pharmacy technician.
F. Application of patient and medication safety in all aspects of the operation of a pharmacy.
G. Use of the most current technology in the operation of a pharmacy.
H. Compliance with regulatory issues in the operation of a pharmacy.
I. Application of the principles of quality assurance in pharmacy operations.
FACULTY AND STAFF CONTACT INFORMATION
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<td>Tonia Sharp&lt;br&gt;Division of Science, Nursing, and Allied Health</td>
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ACCREDITATION INFORMATION
Bossier Parish Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degrees, diplomas and certificates. Contact the Commission on College at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Bossier Parish Community College.

Accredited by:

American Society of Health-System Pharmacists  
and the Accreditation Council for Pharmacy Education  
7272 Wisconsin Avenue  
Bethesda, MD 20814  
301-657-3000  
www.ashp.org

Accreditation Standards for Pharmacy Technician Education and Training Programs

Introduction

These standards have been developed to:

• protect the public,  
• serve as a guide for pharmacy technician education and training program development,  
• provide criteria for the evaluation of new and established programs, and,  
• promote continuous improvement of established programs.

Nothing in the standards shall prevent individual training programs from establishing more stringent requirements than those specified herein. Further, in instances where more stringent requirements have been established or adopted by state law, regulation, or governmental agency, those requirements will take precedence, for the purposes of ASHP/ACPE accreditation of programs, within the corresponding state or jurisdiction.

The importance of academic freedom is recognized by ASHP and ACPE. Therefore, the standards are stated in terms which allow flexibility in the development of an educational program. ASHP and ACPE encourage experimentation, innovation, alternative methods for meeting these standards, organizational individuality, and achievement of excellence in accredited programs.
The roles of pharmacy technicians are evolving and vary according to state and setting. Pharmacy technicians assist and support licensed pharmacists in providing health care and medications to patients. Pharmacy technicians must have a broad knowledge of pharmacy practice and be skilled in the techniques required to order, stock, package, compound, and otherwise prepare medications.

**Definition of Terms**

In these standards, the following definition of terms will be used:

- “will,” “shall,” and “must” — an absolute requirement;
- “should” and “may” — a recommended guideline;
- educational goals — broad, general statements of intended learning;
- educational objectives — specific descriptions of what students need to be able to do in observable, measurable terms, the sum of which lead to achievement of the educational goal; and,
- learning activities or instructional strategies — methods employed to enable learners to acquire the knowledge and/or skills defined in educational goals and objectives.

**Standard 1: Administration**

1.1 Organizational Accreditation

Pharmacy technician education and training programs may be conducted by health care organizations, academic institutions, private organizations, or governmental organizations (e.g., Department of Veterans Affairs, Department of Defense, and Public Health Service). These organizations must be accredited, when applicable, by the appropriate agency or agencies and shall be responsible for ensuring compliance with the requirements for meeting this standard. The technician education and training program shall be subject to similar general administrative control and guidance employed by the organization for other allied health care training programs. The organization conducting the program must provide financial support to the program sufficient to enable the program to achieve its stated goals. The organization must ensure that physical facilities for all parts of the program are appropriate, safe, and sufficient to enable students to meet the programs' educational goals and must allow for confidential meetings between students and faculty.

1.2 Strategic Plan

The program must develop a strategic plan that is reviewed and revised, if appropriate, at least annually. The plan must: reflect the role of the program within the community; include long-term program goals, specific measurable objectives, strategies for achieving the goals and objectives, a schedule for analyzing and evaluating the plan, and progress on the plan; and address program outcomes (e.g., graduation rates)

1.3 Program Director Authority and Responsibility

The program director shall have authority and responsibilities that are commensurate with those of other allied health, technical, or vocational training programs offered by the organization. This individual must have appropriate authority to direct all aspects of training. The program director must have the opportunity to contribute to the development, revision, and selection of qualifications of the applicants for acceptance as trainees.
1.4 Advisory Committee
An advisory committee comprising a broad-based group of pharmacists, faculty, pharmacy technicians, and others as deemed appropriate must be established and meet at least twice a year. The advisory committee must have specific authority for affirming:

1.4.a. the curriculum makes possible the attainment of all educational goals and objectives;
1.4.b. criteria for experiential training sites;
1.4.c. criteria for admission;
1.4.d. criteria for successful completion of the program; and,
1.4.e. the training program’s strategic plan.

1.5 Non-Discriminatory Practice
Reasonable accommodation must be made for students and applicants with disabilities.

1.6 Information about the Program
The organization shall provide applicants with information about:

1.6.a. qualifications to enroll;
1.6.b. the purpose of the training program;
1.6.c. requirements for state registration or licensure as a pharmacy technician;
1.6.d. legal restrictions on national and state registration;
1.6.e. prospects for employment;
1.6.f. realistic salary expectations or referral to local, state, or national statistics for salary expectations;
1.6.g. total program cost; and,
1.6.h. the program’s dismissal policies.

1.7 Records
Records related to the following must be maintained and stored for three years or the time period specified in institutional policy:

1.7.a. qualifications of the program director and instructors;
1.7.b. training activities that delineate the scope and period of training;
1.7.c. activities performed in the didactic, simulated, and experiential segments of the program; and,
1.7.d. annual review of the qualifications of the experiential training sites, experiential training site pharmacy services, and the onsite experiential site coordinator.

Standard 2: Program Faculty (Director, Instructors, Experiential Site Coordinators)
2.1 Program Director

2.1.a. The program director must be accountable for the overall quality of the program. He/she shall have considerable latitude in delegating instructors’ and experiential site coordinators’ responsibilities.

2.1.b. The program director must:
(1) be a licensed pharmacist or a nationally certified pharmacy technician;
(2) have at least five years of experience in pharmacy practice prior to entering the position;
(3) adhere to the state’s regulations for licensure or registration in the practice of pharmacy; and
(4) demonstrate on-going continuing education in the field of pharmacy and/or education.

2.1.c. If the program director is a pharmacy technician, he/she:
(1) should have graduated from an ASHP-accredited pharmacy technician training program; and,
(2) must possess or be pursuing actively, with a written plan for achieving, an Associates Degree or an appropriate state teaching credential at a minimum.

2.1.d. To stay current with professional issues, the program director must be a member of a national pharmacy or education association and a state pharmacy association. He/she must ensure that memberships in pharmacy and education associations are represented among the program faculty members.

2.1.e. The director must ensure that there is a sufficient complement of appropriate program faculty and staff to meet the needs of the program and to enable compliance with the standards.

2.1.f. In the simulated portion of the program, the program director must take necessary precautions to ensure an effective and safe level of direct supervision of students.

2.2 Faculty/Instructors

2.2.a. Faculty/instructors must have demonstrated expertise in the areas in which they are instructing and adhere to state regulations for licensure or registration to practice as a pharmacist or pharmacy technician. They must have a minimum of three years of experience in the practice setting or area of expertise in which they are teaching.

2.3 Experiential Site Coordinator

2.3.a. The experiential site coordinator is the person who works at the experiential site and coordinates or oversees students’ activities at the practice site.

2.3.b. Experiential site coordinators must have demonstrated contribution and commitment to pharmacy practice and patient care, and have at least three years experience in the type of pharmacy setting for which they are training students.

2.3.c. If experiential site coordinators delegate training responsibilities, it must be to an experienced staff member.
2.3.d. Experiential site coordinators must act as a liaison between site and the program director to ensure that the student receives the intended educational experience and is evaluated effectively.

**Standard 3: Education and Training Program**

### 3.1 Preparation
The curriculum must prepare students for practice as entry-level pharmacy technicians in a variety of contemporary settings (e.g., community, hospital, home care, long-term care) and students must acquire knowledge, skills, and abilities needed for practice.

### 3.2 Program Currency
The program curriculum must be current.

### 3.3 Program Length and Composition

3.3.a. The training schedule must consist of a minimum of 600 clock hours of health-related education and training, extending over a period of 15 weeks or longer.

3.3.b. The period of training must include didactic, simulated, and experiential training.

3.3.c. The minimum number of hours for each component is as follows: Didactic – 160 hours; Simulated – 80 hours; Experiential – 160 hours. The remaining hours may be allocated to these three areas as the program director and faculty see fit.

3.3.d. Students’ experiential activities should be performed in at least two different types of contemporary pharmacy settings, one of which must be a dispensing pharmacy (e.g., hospital, community).

3.3.e. Self-paced and hybrid programs must document their method of time calculation for the didactic portion of the program.

3.3.f. Didactic
The didactic component is that part of the curriculum that does not require a separate simulated or experiential setting. It must progress from more basic to more complex information, concepts, and skills.

3.3.g. Simulated
(1) The simulated component is defined as practice of skills without impact, or potential for impact, on patients and must occur before the experiential component. The final phase of the simulated component of the program must include observation, feedback, and evaluation by an instructor/faculty member.
(2) The simulated component must include sufficient equipment and supplies to realistically simulate an actual work environment.
(3) While each skill may be taught in isolation, by the end of the simulated component, students must perform each skill in a sequential manner the way the skill is performed in a pharmacy.
(4) The simulated component of the program must be adequate in scope to prepare trainees for practice in a variety of contemporary pharmacy settings.
(5) The amount of time each trainee spends in the simulated portion of the program must be documented.
(6) The program director must document if they are selecting sterile compounding, non-sterile compounding, or including both exercises as part of the simulation experience when addressing the goals and objectives of the program.

(7) Equipment and supplies must be appropriate and sufficient to enable students to achieve the program’s educational goals.

3.3.h. Experiential

(1) Experiential sites must be selected by the program director or a qualified pharmacy technician instructor who participates in the pharmacy technician education and training program.

(2) Experiential training sites must be only in organizations that have sought and accepted outside appraisal of facilities and patient care practices. The external appraisal must be conducted by a recognized organization appropriate to the practice setting.

(3) The program director or qualified designee (pharmacy technician, pharmacist) must document that each experiential site has proper licensing.

(4) The program director or qualified designee (pharmacy technician or pharmacist) must determine annually that the site employs properly qualified staff and will provide students with experience in a high-quality pharmacy practice.

(5) The program director or qualified designee (pharmacy technician or pharmacist) must determine that students will have the opportunity to practice a sufficiently wide range of activities to enable them to prepare for the experiential component of the program.

(6) The program director or designee must review experiential training sites annually.

(7) The program director must ensure experiential sites and technician education and training programs have affiliation agreements that are up-to-date.

(8) The program director and faculty must ensure adequate and appropriate experiential sites for the experiential portion of the program.

3.4 Sequence of Instruction

The sequence of activities to transition from simulated to experiential must be:

3.4.a. observation (student observes expert performing task);

3.4.b. simulation (including observation, feedback, and evaluation by an expert); and,

3.4.c. experiential performance under supervision.

3.5 Distance Education

Distance learning programs seeking ASHP/ACPE accreditation must comply with this accreditation standard. In addition, program directors and faculty must make appropriate and effective use of technology to teach the specified objectives. The technology must be readily accessible by students.

3.6 Education and Training Program Goals

3.6.a. The education and training program shall be based on the following goals that reflect current and future pharmacy technician functions and responsibilities at the entry-level. While not intended to be prescriptive, the Model Curriculum for Pharmacy Technician Training, provides sets of educational objectives identified for achieving each of the goals listed below. In addition, the model curriculum provides guidance for grouping and sequencing instruction. It is recommended as a guide for meeting the standard and for training. This resource can be obtained from the ASHP website at www.ashp.org/technicians/model_curriculum/index.html. The program director and
faculty may add educational goals and objectives that meet current needs of the community and pharmacy profession for pharmacy technician services.

3.6.b. 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, ...]
(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.
Standard 4: Students

4.1 Student Recruitment, Acceptance, and Enrollment

4.1.a. A policy and process must be documented and provided to student recruitment personnel (staff who enroll prospective students, such as telephone marketers, enrollment advisors, and admissions representatives), that includes guidance to them as follows:
(1) prior to the application process, providing prospective applicants complete and accurate information on the total student financial obligation they will incur by participating in the program;
(2) prior to enrollment, providing students complete and accurate information about financing options and answering any questions; and,
(3) prior to enrollment, informing students that illicit drug use, criminal background checks, and immunization status may prevent future employment as a pharmacy technician, and that externship sites, employers, and State Boards of Pharmacy have regulations about drug use and criminal backgrounds.

4.1.b. The organization must establish qualifications that applicants must possess to ensure that they are reasonably likely to be able to achieve the educational goals and objectives of the program.

4.1.c. The organization must also determine with reasonable certainty, prior to acceptance of the applicant, that the applicant has proper qualifications to enroll. At a minimum, the student must:
(1) be attending high school, possess a high school equivalency certificate, or be a high school graduate;
(2) have English language proficiency (including reading, writing, and speaking), except in cases where the native language of the country or territory in which the program is taking place is different (e.g., Puerto Rico);
(3) have math proficiency sufficient to fulfill the requirements of pharmacy technician job responsibilities; and,
(4) meet the minimum age requirements, which must be based on state requirements for employment of pharmacy technicians.

4.1.d. The program must have a documented process to assess students' background pertaining to any illicit drug use and criminal background. This information must be used to make appropriate decisions regarding acceptance.

4.2 Student Identity Verification
Distance learning programs and program-related off-campus activities must verify that a student who registered for distance education or is participating in program-related off-campus activities is the same student attending the clinical experiential portion of the program, receiving credit, and graduating.

Standard 5: Evaluations and Assessments

5.1 Scope and Appropriateness of Students’ Evaluation
5.1.a. The program director must ensure that students’ achievement of educational objectives is evaluated appropriately, to include their knowledge, skills, and abilities leading to entry-level pharmacy technician job competencies.

5.1.b. Assessment of students’ achievement must occur in each component of the program (didactic, simulated, and experiential).
(1) If permitted by the program, policies and procedures must be developed and implemented for transfer credit and course waivers.

5.2 **Frequency and Relevance of Students’ Evaluation Feedback**
The program director must ensure that students’ evaluation is ongoing, systematic, and assesses students’ progress toward meeting the requirements for graduation. Students must receive frequent feedback on their performance that enables them to identify strengths and weaknesses, and gives them direction on how to improve. Evaluations shall be documented and kept on file.

5.3 **Post Program Preparation**
The program director or designee must provide students with information and resources to prepare them for employer-accepted and nationally recognized certification, registration, and/or licensure.

5.4 **Faculty Evaluation**
Faculty members, including the program director, instructors, and site coordinators must be evaluated regularly. An evaluation process shall be defined and implemented, and incorporate feedback from students and graduates. In addition, a process for review and use of the information gained from evaluations for continuous improvement must be defined and implemented.

5.5 **Program Assessment**
The program’s staff must conduct regular and ongoing assessments of program effectiveness and use the evaluations for continuous improvement of the program. Measures shall include, but are not limited to:

5.5.a. performance on national certification or licensure exams;

5.5.b. program completion;

5.5.c. program satisfaction, including student, graduate, and employer satisfaction; and,

5.5.d. job placement.

**Standard 6: Graduation and Certificate**

6.1 **Conditions for Graduation**
The program director must ensure that a process for determining requirements for graduation is documented and implemented.

6.2 **Certificate**
6.2.a. Programs shall recognize those pharmacy technicians who have completed successfully the pharmacy technician training program by awarding an appropriate certificate or diploma.

6.2.b. The certificate must be signed by the highest ranking officer of the institution and the program director.

6.2.c. Programs must not issue a certificate to an individual who has failed to complete the prescribed program or to meet the intent of this accreditation standard.

6.2.d. The certificate must contain the name of the organization, program name and location, student name, completion date, and confirmation that the program is ASHP/ACPE-accredited or in an ASHP/ACPE candidate status.

Approved by the ASHP Board of Directors on October 30, 2015 and the Accreditation Council for Pharmacy Education Board of Directors on November 7, 2015. Developed by the Pharmacy Technician Accreditation Commission. This version supersedes the ASHP Accreditation Standard for Pharmacy Technician Training Programs, approved April 12, 2014 and will be effective January 1, 2016.

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COMMITTEE INFORMATION
The Pharmacy Technician program has an advisory committee with the charge of providing broad-based input to our institutional program. The Pharmacy Technician Advisory committee consists of faculty, administrators, professionals, community representatives, and student representatives. Meetings are held bi-annually to allow for discussions and decisions relative to programmatic curriculum modifications or revisions, student academic and clinical performance, graduate examination results, employer feedback on graduate entry-level performance, approval of experiential training sites, input and approval of the program strategic plan and hiring trends.

Decisions made by advisory committee requiring administrative action will be presented to the Vice Chancellor for Academic Affairs, the Curriculum Committee, the governing board or other board or committee as deemed appropriate. Minutes of the meetings are maintained in the Division Office and distributed to the advisory committee membership and BPCC administration.
CLINICAL PROGRAM ADMISSION REQUIREMENTS
ACADEMIC STANDARDS

For the purposes of this handbook, “clinical program” shall refer to those pharmacy courses (PHAR) for which the student must apply and be selected for admission.

Upon selection to the clinical program, the student is required to:

- submit a written acceptance of his/her program position, by the established deadline;
- attend all program orientation meetings and
- comply with all policies and standards set forth by the College, the Pharmacy Technician program, the Louisiana Board of Pharmacy and all clinical affiliates.

LOUISIANA BOARD OF PHARMACY REQUIREMENTS

Louisiana Board of Pharmacy

The BPCC Pharmacy Technician Program is not affiliated with the Louisiana Board of Pharmacy, but follows all laws and regulations applying to pharmacy. Therefore, requirements set forth by the Board must be met in order for a student to obtain a “Pharmacy Technician Candidate Registration”. The following are examples of some of the requirements for a Pharmacy Technician Candidate Certification from the Louisiana Board of Pharmacy (LABP). It is recommended that students verify they have met all Louisiana Board of Pharmacy requirements by visiting www.labp.gov.

Examples of LABP drug/alcohol and background check requirements:

- Must disclose arrest and convictions to include detailed documentation regarding the instances, such as court documents and official statements from the student. Omissions of information are grounds for refusal of issuance of a Pharmacy Technician Candidate Certificate by the Louisiana Board of Pharmacy.
- Good moral character
- Disclosure of addictions to drugs or alcohol
- Unimpaired mentally and physically

ADMISSIONS POLICY

Students wishing to enroll in the BPCC Pharmacy Technician Program must be currently admitted to Bossier Parish Community College and have a high school diploma or GED certificate. Students who have met the required COMPASS score (placement test) or successfully completed, with a “C” or better, the courses of MATH 097, ENGL 099, and READ 099 are eligible to enroll in qualification courses for the pharmacy technician program. Students enrolling in PHAR 101, PHAR 102, PHAR 102 lab, and PHAR 104 must be concurrently enrolled in or have successfully completed all program qualification courses.
Upon the successful completion (minimum of “C”) or current enrollment in all qualification courses, a student may apply for admission to program-specific courses, PHAR 110, PHAR 120 and PHAR 151. Enrollment in these courses is limited to 20 students per semester. To be considered for admission to the program-specific courses, a completed application packet must be submitted no later than the end of the fourth week of the semester during which the student is enrolled in PHAR 101, PHAR 102/102 Lab and PHAR 104. Selection into program courses is competitive and is based on:

- Grade point average of 2.0 or greater in program prerequisite classes
- One academic or employer rating form (reference) score
- Interview evaluation by selection committee
- The Pharmacy Technician Program Director has final approval of the qualification of the applicants for acceptance into the final semester of the training program

To be eligible for enrollment PHAR 110, 110 Lab, 120, and 151, the student must have successfully applied for a Louisiana State Board of Pharmacy Technician Candidate Registration no later than the date established by the program director. In order to apply, the Louisiana State Board of Pharmacy requires that the student have a high school diploma, GED or HiSET. Additionally, the student must have submitted all required information for programs with a clinical component (described in BPCC General Catalog and on the BPCC website at www.bpcc.edu).

Prior to beginning the Pharmacy Clinical Practice Course (PHAR 151), the Pharmacy Technician Program Director must be in receipt of a copy of the student’s current Pharmacy Technician Candidate Registration. Upon successful completion of the program, a graduate is eligible to take the Pharmacy Technician Certification Exam (PTCE) given by Pharmacy Technician Certification Board (PTCB).

*Published in the BPCC General Catalog, available online at www.bpcc.edu*

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**CLINICAL ADMISSIONS REQUIREMENTS**

Upon selection to the Pharmacy Technician program, the student will be required to read and sign the following forms/releases (located in section titled “Student Resources”):

- Consent for Information Release in Preparation of Clinical Assignment Form
- Consent for Background check
- Drug/Alcohol Testing Consent form
- Memorandum of Understanding
- Student Information Release form
- Image Release form
- Acknowledgment of BPCC Clinical Handbook form
- BPCC’s Under No Obligation Form
Students are required to sign a Consent for Information Release in Preparation of Clinical Assignment form. This will allow BPCC and its representatives to release information to clinical affiliate(s) for approval to schedule a student clinical experience and maintain a student’s clinical rotation. The information that will be released includes the following:

- Name
- Contact and identification information
- Background check results
- Drug/Alcohol Testing results
- Health information
- OSHA certification
- HIPAA certification
- BLS certification
- Health insurance information
- Academic and clinical performance status
- Emergency contact information
- Vehicle registration information
- Other information that may be required by the clinical affiliate

The ability to place a student in a clinical rotation is not possible without the sharing of this information; therefore, failure to authorize this release of information will result in the Office of Student Services to be notified with the recommendation for dismissal from the program.

Clinical facilities will also be providing information to BPCC regarding all aspects of the student’s performance while in clinicals.

Program students MUST provide the requested documentation* by the assigned deadline in order to be placed in a clinical site:

*Required documentation subject to change. Requirements are based on mandates from healthcare facilities.

Pharmacy Technician Program students are responsible for obtaining the following immunizations and laboratory work:

- Hepatitis B vaccination series
- Hepatitis B titer**
- Varicella titer**
- Rubella and Rubeola titer**
- Negative TB skin test or negative chest x-ray report (current for the year)
- 2 MMR (2 MMR if born after 1957, only 1 MMR if born before 1957)
- Tetanus (within 10 years)
- Influenza vaccine (flu shot)

**A negative titer may require additional vaccinations and titers to be performed.

Pharmacy Technician Program students are also responsible for providing the following documentation:

- General physical examination (Health Status Statement Form) – program specific form to be completed to comply with requirement
- Health insurance verification** (must be maintained during enrollment in clinical program)
- HIPAA certification (current for the year)
- OSHA certification (current for the year)
- American Heart Association Healthcare Provider Basic Life Support certification (current while in the program)
- Copy of Driver’s License or State Issued Identification Card
- Certificate of Completion of online modules and viewing of presentation material for the Veteran’s Administration (VA) Hospital, if performing a clinical rotation in that system

Additional documentation or procedures may be required at any time. Changes to documentation requirements would be in response to mandates administered by accrediting agencies, clinical affiliates, or administration. Contact Erin Liesveld, Program Coordinator, (eobanion@bpcc.edu) room B105, for further information.

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BACKGROUND CHECKS
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Background checks are a required prerequisite for BPCC’s clinical affiliates. Students enrolled in a program requiring clinical placement, shall consent to have a background check(s) performed and for the results to be shared with school administration, clinical faculty, and clinical affiliates. It is the student’s responsibility to fully disclose all incidents that result in an arrest, warrant, or violation of the law\(^1\) before, during, or after the background check. Any above referenced activities shall result in immediate disclosure of said information to current or potential clinical affiliates and an additional background check being performed with all results disclosed to the clinical sites. Omission of and/or failure to disclose information will be regarded as an intentional falsehood and shall be reported to the clinical sites.

Any and all findings will be released to the above named parties and to any accrediting agency and/or regulatory agency as required by law. Although positive findings do not immediately

\(^1\) Excluding moving and nonmoving traffics, except DWI and DUI
interfere with the student’s standing in the clinical program, the findings will be released to the clinical affiliate. It is the clinical affiliate’s decision to permit a student to perform a clinical rotation in their facility.

Due to strict clinical site rules and Louisiana Board of Pharmacy regulations, Pharmacy Technician program students will be subject to drug and alcohol screenings and extensive local and federal background checks. Clinical affiliates (experiential sites) will not accept any students who have been found to have a felony convictions or positive substances screening. Therefore these students will not be eligible to enroll in PHAR 151 or complete the Pharmacy Technician program.

Should a student be unable to complete all required rotations or assignments due to refusal of a clinical affiliate to accept the student, the student may be unable to complete the clinical course and may ultimately be unable to complete the clinical program. Contact Erin Liesveld, Program Coordinator, (eobanion@bpcc.edu) room B105, for further information.

Students should be aware that a positive background check or drug/alcohol screening, conducted by the College or by clinical affiliates, may have a negative impact on the applicant’s future employability as a Pharmacy Technician.

DRUG/ALCOHOL TESTING

Drug/Alcohol Testing is another required prerequisite for BPCC’s clinical affiliates. Students consent to a drug/alcohol test and for the results to be shared with administration, clinical faculty, clinical affiliates, and all other agencies as directed by law and/or program accreditation. A drug/alcohol screen will be performed prior to placement into the clinical rotations and may also be performed randomly, during incidences of suspicious behavior, or upon clinical affiliate request or requirement. Any and all findings will be released to the above named parties.

A non-refundable drug/alcohol screen fee will be charged to the student for drug/alcohol testing performed by a BPCC contracted vendor; however, if a Clinical Affiliate requires a separate or additional drug/alcohol testing the student may be responsible for these charges.

A positive drug/alcohol test will result in the student immediately being prohibited to continue in clinicals with a recommendation for dismissal from the clinical program being sent to the Office of Student Services. Once the program coordinator has received the results of a positive drug/alcohol screen, a letter will be sent to the student reiterating the Drug/Alcohol Testing policy and recommending that the student contact the Admissions Department to withdraw from the program courses. Any and all findings will be released to the Program Director, Program Faculty, Administration, Clinical Affiliates and to any accrediting agency and/or regulatory agency as required by law.

The dismissal from the clinical program for a positive drug/alcohol test will remain on the student’s intra-campus record. This will prohibit the student from applying to any BPCC clinical program for the period of one full calendar year. After the period of one full calendar year, the
student may apply to other BPCC clinical programs assuming completion of program prerequisites and meeting of program eligibility requirements. Students are not eligible to apply for admission into the Pharmacy Technician program clinical if they have tested positive during a BPCC or clinical site requested drug/alcohol test. Contact Erin Liesveld, Program Coordinator, (eobanion@bpcc.edu) room B105, for further information.

Students should be aware that a positive background check or drug/alcohol screening, conducted by the College or by clinical affiliates, may have a negative impact on the applicant’s future employability as a Pharmacy Technician.

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ESSENTIAL REQUIREMENTS

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Allied health program admissions are based on academic achievement and additional program specific non-academic criteria that can be referenced in the catalog. Essential Requirements have been established by each program identifying the occupational specific technical standards required of students in the program. Decisions to apply for admission to a clinical program should be made after considering the program Essential Requirements.

It is the responsibility of this program to be concerned with the rights of patients and clinical sites and to only place students in clinical education that are capable of providing safe, high quality health care. The list of Essential Requirements for this program can be located in the section titled “Student Resources”. The Essential Requirements represent reasonable expectations for a student enrolled in a specific clinical program at BPCC.

It is the responsibility of the program applicants to carefully review the Essential Requirements and ask questions if not familiar with the standards and skills listed. Certain chronic or recurrent illnesses and problems that interfere with patient care or safety may be incompatible with clinical training or clinical practice. Conditions that may lead to a high likelihood of student absenteeism should be carefully considered. Deficiencies in knowledge, judgment, integrity, character, or professional attitude or demeanor which may jeopardize patient care may be grounds for course/rotation failure and possible dismissal from the program. All applicants to the program must have the ability to meet the standards and skills listed in the Essential Requirements if accepted to the program in order to complete the educational requirements for the certificate or degree sought.

If a student cannot demonstrate the standards and skills contained within a program’s Essential Requirements without accommodation, it is the responsibility of the student to request an appropriate accommodation with Coordinator for Section 504 and ADA, (Career Services, Building F, 318-678-6005) by the clinical program’s application deadline. The College is committed to the principle of equal opportunity as defined in the catalog and will provide reasonable accommodation as long as it does not fundamentally alter the nature of the program offered and does not compromise patient safety, or impose an undue hardship such as those that cause a significant expense or are unduly disruptive to the educational process.
A copy of essential requirements specific to the clinical program is located on the BPCC Pharmacy Technician program website and included below:

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**Pharmacy Technician Program (PTEC)**

Allied health program admissions are based on academic achievement and additional program specific non-academic criteria that can be referenced in the catalog. Essential Requirements have been established by each program identifying the occupational specific technical standards required of students in the program. Decisions to apply for admission to the Pharmacy Technician Program should be made after considering the program Essential Requirements.

It is the responsibility of this program to be concerned with the rights of patients and clinical sites and to only place students in clinical education that are capable of providing safe, high quality health care. The following list represents reasonable expectations for the student enrolled in the Pharmacy Technician Program at Bossier Parish Community College.

It is the responsibility of the program applicants to carefully review the Essential Requirements and ask questions if not familiar with the standards and skills listed. Certain chronic or recurrent illnesses and problems that interfere with patient care or safety may be incompatible with pharmacy technician training or clinical practice. Conditions that may lead to a high likelihood of student absenteeism should be carefully considered. Deficiencies in knowledge, judgment, integrity, character, or professional attitude or demeanor which may jeopardize patient care may be grounds for course/rotation failure and possible dismissal from the program. All applicants to the program must have the ability to meet the following standards and skills if accepted to the program in order to complete the educational requirements for the Pharmacy Technician Program.

If a student cannot demonstrate the following standards and skills without accommodation, it is the responsibility of the student to request an appropriate accommodation with the Coordinator for Section 504 and ADA, (Career Services, Building F, 318-678-6005) by the application deadline. The College is committed to the principle of equal opportunity as defined in the catalog and will provide reasonable accommodation as long as it does not fundamentally alter the nature of the program offered and does not compromise patient safety, or impose an undue hardship such as those that cause a significant expense or are unduly disruptive to the educational process.
### Essential Requirements for the Pharmacy Technician Program

Where applicable, use the following keys:

- **Listed indicators are required for proficient job performance or academic completion of the program**
- **Frequency of indicators**
  - O = Occasionally 1-33%
  - F = Frequently 34-66%
  - C = Constantly 67-100%

<table>
<thead>
<tr>
<th>Mandatory Pre-requisite Requirements</th>
<th>Freq</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current CPR certification</td>
<td></td>
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<tr>
<td>Satisfactory Physical Exam</td>
<td></td>
</tr>
<tr>
<td>Current OSHA &amp; HIPAA education verification</td>
<td></td>
</tr>
<tr>
<td>Completed Application Packet submitted by due date</td>
<td></td>
</tr>
<tr>
<td>Health Insurance Maintained throughout Program Clinicals</td>
<td></td>
</tr>
<tr>
<td>GPA 2.0 or better</td>
<td></td>
</tr>
<tr>
<td>'C' or higher on prerequisite courses</td>
<td></td>
</tr>
<tr>
<td>Research of criminal history or record</td>
<td></td>
</tr>
<tr>
<td>Negative drug/alcohol screen (may also be performed randomly or ordered if student is under suspicion)</td>
<td></td>
</tr>
<tr>
<td>Immunizations</td>
<td></td>
</tr>
<tr>
<td>Hepatitis B series &amp; titer</td>
<td></td>
</tr>
<tr>
<td>Tetanus (within 10 years)</td>
<td></td>
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<tr>
<td>2 MMR (only 1, if born before 1957)</td>
<td></td>
</tr>
<tr>
<td>TB Test (current for the year)</td>
<td></td>
</tr>
<tr>
<td>Chicken Pox (Varicella Zoster) Titer</td>
<td></td>
</tr>
<tr>
<td>Rubella and Rubeola titer</td>
<td></td>
</tr>
<tr>
<td><strong>Perceptual Requirements</strong></td>
<td></td>
</tr>
<tr>
<td>Near &amp; far vision</td>
<td>C</td>
</tr>
<tr>
<td>Both eyes required</td>
<td>C</td>
</tr>
<tr>
<td>Depth perception</td>
<td>C</td>
</tr>
<tr>
<td>Distinguish colors and shades of color</td>
<td>C</td>
</tr>
<tr>
<td>See small type such as on medicine bottles and imprints on tablets</td>
<td>C</td>
</tr>
<tr>
<td>Distinguish viscosity</td>
<td>O</td>
</tr>
<tr>
<td>See words on a computer screen</td>
<td>C</td>
</tr>
<tr>
<td>See measurement markings</td>
<td>O</td>
</tr>
<tr>
<td>See small items, such as pills or tablets</td>
<td>C</td>
</tr>
<tr>
<td>Distinguish opacity of substances</td>
<td>C</td>
</tr>
<tr>
<td>Accurately observe demonstrations</td>
<td>C</td>
</tr>
<tr>
<td>See Intravenous (IV) lines</td>
<td>C</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Touch</th>
<th>Freq</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to type or keyboard 25 wpm accurately</td>
<td>C</td>
</tr>
<tr>
<td>Fine motor abilities sufficient to dispense fluids and for safe, effective handling of medications</td>
<td>C</td>
</tr>
<tr>
<td>Differentiate texture variation as performed in compounding</td>
<td>C</td>
</tr>
<tr>
<td>Fine motor abilities to manipulate small items, such as IV tubing and pills</td>
<td>C</td>
</tr>
<tr>
<td>Dexterity and grip strength to open and manipulate bottles</td>
<td>C</td>
</tr>
<tr>
<td>Determine if puncture wound was sustained</td>
<td>O</td>
</tr>
<tr>
<td>Manipulate controls on equipment</td>
<td>O</td>
</tr>
<tr>
<td><strong>Smell</strong></td>
<td></td>
</tr>
<tr>
<td>Discriminate between odors</td>
<td>O</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hearing</th>
<th>Freq</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditory ability sufficient to hear coworkers, patients, or their representatives</td>
<td>C</td>
</tr>
<tr>
<td>Auditory ability to hear mechanical alarms and tones</td>
<td>C</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Intellectual Requirements</th>
<th>Freq</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process &amp; communicate information in a timely manner</td>
<td>C</td>
</tr>
<tr>
<td>Read and understand typed, handwritten and computer information</td>
<td>C</td>
</tr>
<tr>
<td>Able to problem solve, assess, analyze data and implement solutions</td>
<td>C</td>
</tr>
<tr>
<td>Able to think critically and distinguish relevant from irrelevant data</td>
<td>C</td>
</tr>
<tr>
<td>Able to memorize and categorize large quantities of information</td>
<td>C</td>
</tr>
<tr>
<td>Operate computers</td>
<td>C</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Written Communication Skills</th>
<th>Freq</th>
</tr>
</thead>
<tbody>
<tr>
<td>Typing or word processing and data entry</td>
<td>C</td>
</tr>
<tr>
<td>Uses correct spelling, grammar, and punctuation</td>
<td>C</td>
</tr>
<tr>
<td>Writes legibly</td>
<td>C</td>
</tr>
<tr>
<td>Express thoughts of idea in written form</td>
<td>C</td>
</tr>
<tr>
<td>Concise and accurate documentation</td>
<td>C</td>
</tr>
</tbody>
</table>
### Essential Requirements of PTEC Program continued

<table>
<thead>
<tr>
<th><strong>Clerical</strong></th>
<th></th>
<th><strong>Oral Communication</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Ability to perceive pertinent detail in verbal or tabular material; to observe differences in copy, to proof-read words and numbers, and to avoid perceptual errors in arithmetic computation</td>
<td></td>
<td>- Demonstrates respect for others with language</td>
<td></td>
</tr>
<tr>
<td>- <strong>Perception</strong></td>
<td></td>
<td>- Instruction of others</td>
<td></td>
</tr>
<tr>
<td>Spatial—ability to comprehend forms in space and understand relationships of plane and solid objects; frequently described as the ability to &quot;visualize&quot; objects of two or three dimensions, or to think visually of geometric forms</td>
<td></td>
<td>- Offers own thoughts and ideas with appropriate non-verbal expression</td>
<td></td>
</tr>
<tr>
<td>Form—ability to perceive pertinent details in objects or in pictorial or graphic material; to make visual comparisons and discrimination and see slight differences in shapes and shadings of figures and widths and lengths of line</td>
<td></td>
<td>- Uses correct grammar and expression</td>
<td></td>
</tr>
<tr>
<td>- <strong>Reasoning</strong></td>
<td></td>
<td>- Communicate with people of different cultures and beliefs</td>
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<tr>
<td>- Deal with abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions</td>
<td></td>
<td>- Communicates with others in a respectful, confident and appropriate manner</td>
<td></td>
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<tr>
<td>- <strong>Mathematics</strong></td>
<td></td>
<td>- Adjust for differences in age or education level</td>
<td></td>
</tr>
<tr>
<td>Simple Skills—add, subtract, multiply and divide whole numbers, fractions, ratios, decimals, and percentages, calculate time and simple measurements</td>
<td></td>
<td>- Capable of responsive empathetic listening</td>
<td></td>
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<tr>
<td>Complex Skills—Conversion between different weights, volume systems, application of formulas</td>
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<td></td>
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<tr>
<td>- <strong>Reading</strong></td>
<td></td>
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<tr>
<td>Simple skills—Comprehend simple instructions and notations</td>
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<td></td>
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<tr>
<td>Complex skills—Comprehend newspapers, manuals, journals, instructions in use and maintenance of equipment, safety rules, reference and procedures and drawings</td>
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<tr>
<td><strong>Environmental Factors</strong></td>
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<td></td>
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<tr>
<td>Indoor</td>
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<tr>
<td>Outdoor</td>
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<td></td>
<td></td>
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<tr>
<td>Bright lighting</td>
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<td></td>
<td></td>
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<tr>
<td>Chemicals</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Machinery with moving parts</td>
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<td></td>
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<tr>
<td>Exposure to blood and body fluids</td>
<td></td>
<td></td>
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<tr>
<td>Long or irregular hours</td>
<td></td>
<td></td>
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<tr>
<td>Exposure to sharp objects</td>
<td></td>
<td></td>
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<tr>
<td>Exposure to unpleasant biological odors</td>
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<tr>
<td>Exposure to dust, fumes, smoke, gases, odors, mists, or irritating particles (aerosol spray, alcohol, etc., in hoods)</td>
<td></td>
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<tr>
<td>Exposure to toxic, caustic chemicals, or medications</td>
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<tr>
<td>Exposure to solvents (alcohol in hoods), grease, or oils</td>
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<td></td>
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<tr>
<td>Working in confined spaces</td>
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</tbody>
</table>

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*Bossier Parish Community College Pharmacy Technician Clinical Program Handbook*
### Essential Requirements of PTEC Program continued

<table>
<thead>
<tr>
<th>Physical Requirements:</th>
<th>Freq</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good physical condition with ability to:</td>
<td>C</td>
</tr>
<tr>
<td>- Walk (at varying speeds)</td>
<td>C</td>
</tr>
<tr>
<td>- Sit</td>
<td>F</td>
</tr>
<tr>
<td>- Stand: work for prolonged position of standing</td>
<td>C</td>
</tr>
<tr>
<td>- Twisting of body</td>
<td>F</td>
</tr>
<tr>
<td>- Kneel</td>
<td>F</td>
</tr>
<tr>
<td>- Bend forward</td>
<td>F</td>
</tr>
<tr>
<td>- Pull: up to 50 lbs</td>
<td>F</td>
</tr>
<tr>
<td>- Push: up to 50 lbs</td>
<td>F</td>
</tr>
<tr>
<td>- Climb stairs</td>
<td>F</td>
</tr>
<tr>
<td>- Reach above shoulder level, below and in front of body</td>
<td>F</td>
</tr>
<tr>
<td>LIFT</td>
<td>C</td>
</tr>
<tr>
<td>- Light: less than 15 lbs</td>
<td>C</td>
</tr>
<tr>
<td>- Moderate: 15 to 20 lbs</td>
<td>F</td>
</tr>
<tr>
<td>- Heavy: greater than 20 lbs</td>
<td>F</td>
</tr>
<tr>
<td>CARRY</td>
<td>C</td>
</tr>
<tr>
<td>- Light: less than 15 lbs</td>
<td>C</td>
</tr>
<tr>
<td>- Moderate: 15 to 20 lbs</td>
<td>F</td>
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<tr>
<td>- Heavy: greater than 20 lbs</td>
<td>F</td>
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<tr>
<td>- Maintain good balance with movement while performing tasks</td>
<td>C</td>
</tr>
<tr>
<td>- Maneuver equipment safely</td>
<td>O</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Behavioral/Emotional Requirements:</th>
<th>Freq</th>
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<tbody>
<tr>
<td>- Ability to exercise sound judgment</td>
<td>O</td>
</tr>
<tr>
<td>- Prompt completion of all tasks</td>
<td>O</td>
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<tr>
<td>- Prioritize and manage multiple tasks</td>
<td>O</td>
</tr>
<tr>
<td>- Able to manage stress effectively</td>
<td>O</td>
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<tr>
<td>- Can function independently and unsupervised</td>
<td>O</td>
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<tr>
<td>- Demonstrate time management</td>
<td>O</td>
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<tr>
<td>- Follow directions</td>
<td>O</td>
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<tr>
<td>- Demonstrate flexibility</td>
<td>O</td>
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<tr>
<td>- Organizational skills</td>
<td>O</td>
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<tr>
<td>- Able to perform self-assessment</td>
<td>O</td>
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<tr>
<td>- Able to recognize patient needs</td>
<td>O</td>
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<tr>
<td>- Ability to receive and apply constructive criticism</td>
<td>O</td>
</tr>
<tr>
<td>- Assumes responsibility and accountability for actions and outcomes</td>
<td>O</td>
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<tr>
<td>- Effective use of resources</td>
<td>O</td>
</tr>
<tr>
<td>- Maintains professional demeanor</td>
<td>O</td>
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<tr>
<td>- Respects personal space of others</td>
<td>O</td>
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<tr>
<td>- Recognizes limitations and seeks assistance</td>
<td>O</td>
</tr>
<tr>
<td>- Maintains confidentiality</td>
<td>O</td>
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<tr>
<td>- Establishes rapport and trust with patients and co-workers</td>
<td>O</td>
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### Acknowledgement of Essential Requirements for the Pharmacy Technician Program

I, ____________________________, have been informed of the Essential Requirements of the Bossier Parish Community College Pharmacy Technician program. I have carefully reviewed the Essential Requirements and have asked questions if I was unfamiliar with the standards and skills listed. If I believe I require accommodation, I will request an appropriate accommodation with the Coordinator for Section 504 and ADA, (Career Services, Building F, 318 -678-6006) by the application deadline. I am aware that certain chronic or recurrent illnesses and problems that interfere with patient care or safety may be incompatible with pharmacy technician training or clinical practice. I have also considered any conditions that I may have that may lead to a high likelihood of absenteeism. I have been informed that deficiencies in knowledge, judgment, integrity, character, or professional attitude or demeanor which may jeopardize patient care may be grounds for course/rotation failure and possible dismissal from the program. I have the ability to meet the standards and skills listed in the Essential Requirements and agree to complete the educational requirements for the Pharmacy Technician Program, if accepted to the program.

Signature

Date

Name Printed
PHARMACY TECHNICIAN PROGRAM
SPECIFIC ACADEMIC POLICIES AND
PROCEDURES
PROGRAM SPECIFIC INFORMATION POLICY

i. To begin the program, students are required to complete a BPCC Pharmacy Technician Program Acceptance Letter. The form letter is located in the Student Resources section.

ii. *The ASHP Accreditation Standards for Pharmacy Technician Training Program* is located in the Accreditation Information section of this handbook. The student should familiarize themselves with the Standard and sign the receipt form.

iii. The *ASHP Model Curriculum* will be discussed and reviewed during enrollment in the program classes (PHAR). Upon the student acceptance into the Pharmacy Technician program, the student will be required to sign an acknowledgement form indicating the *ASHP Model Curriculum* has been presented. The student should familiarize themselves with the curriculum. The *ASHP Model Curriculum* can be located on the ASHP website (www.ASHP.org).

iv. Enrollment in all PHAR classes requires final approval by the Pharmacy Technician Program Director.

v. Students are required to submit a photocopy of the completed *LABP Candidate Registration* application packet to the Program Director.

INTENTION OF RETURNING TO BPCC PHARMACY TECHNICIAN PROGRAM

BPCC Pharmacy Technician students who have successfully completed PHAR 101, PHAR 102/102L and PHAR 104 and wish to return after not being enrolled for one or more semesters in the clinical classes (PHAR 110, PHAR 110 Lab, PHAR 120, PHAR 151), must be aware of the following policies:

To return to BPCC Pharmacy Technician Program, the student must:

- If a student withdraws from the program for more than one semester at any point, all PHAR course work for the program will need to be repeated.
- Schedule and attend advising appointments in sufficient time prior to the semester they want to return with the Pharmacy Technician Program Director, and Science, Nursing, and Allied Health Program Coordinator. Both appointments must be scheduled by the first week of class of the semester prior to the clinical semester (PHAR 110, PHAR 110 Lab, PHAR 120, and PHAR 151).
- Sign Return to Clinicals Form with the program director.
- Submit all clinical prerequisites to Erin Liesveld by the established deadline.
- Participate in the Interview Process with the current 1st semester Program Students, if deemed necessary by the program director.
- Attend all mandatory student Pharmacy Technician program meetings.
- Submit a completed LABP Technician Candidate application to the Program Director for review. It is strongly recommend that the student provides the LABP Technician Candidate application for review by the Program Director to avoid application mistakes. It is strongly recommended that the student begin the application process a minimum of 3 months before the beginning date of the semester in which the student wishes to return.
For example, if a student wishes to begin the clinical phase of the Pharmacy Technician Program in the spring, the application should be mailed off by October 1.

- The student must obtain from the Louisiana Board of Pharmacy a Technician Candidate Registration prior to the beginning of the clinical semester. LABP Pharmacy Candidate Registration must be valid through the end of the clinical rotations to be eligible to take PHAR clinical classes.
- Be eligible to return to classes according to BPCC policies.
- Be eligible to graduate after the clinical semester is completed.

Additionally, returning students must be aware that:

- Currently enrolled Program Students who are continuing in sequence with their class will be given first preference to enroll in clinical PHAR classes. Once the currently enrolled students have enrolled, the returning students will be permitted to register for classes until seats are filled.
- As a returning student they will be expected to have the same level of knowledge as the current students.

All paperwork such as immunizations that had been submitted will be shredded at the beginning of the next semester if a student does not return. The student will be responsible for providing additional copies of any documents necessary for reentry into the program or clinical rotation.

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**PROGRAM PROGRESSION POLICY**

Students accepted into the Pharmacy Technician program are expected to perform both clinically and academically with appropriate affective skills. In order to successfully complete the program:

1. Students must earn at least a “C” in each of their programmatic curriculum courses.
2. Pass each clinical rotation experiential site with a minimum grade of a “C”.
3. BPCC PHAR courses are required to be taken as follows:
   a. PHAR 101, PHAR 102 Lecture, PHAR 102 Lab and PHAR 104 concurrently
   b. PHAR 110 Lecture, PHAR 110 Lab, PHAR 120 and PHAR 151 concurrently
4. PHAR 101 students are required to begin the application process for, or have possession of, a *Louisiana Board of Pharmacy (LABP) Technician Candidate Registration*.
5. To begin PHAR 151, the clinical student must have received the *LABP Pharmacy Technician Candidate Registration* and maintain the *Technician Candidate Registration* in good standing for the entire length of the class.
6. A photocopy of the *LABP Pharmacy Technician Candidate Registration* must be given to the Pharmacy Technician Program Director or Pharmacy Technician Clinical Coordinator by the designated date to be eligible to participate in PHAR 151.
7. During PHAR 151, the student and preceptor pharmacists will complete a notarized LABP affidavit verifying the number of hours worked. A photocopy of the completed notarized hour’s affidavit must be given to the PHAR 151 instructor for completion of PHAR 151 and graduation.
8. Students who do not successfully complete any of the following PHAR courses (PHAR 101, PHAR 102 Lecture, PHAR 102 Lab, PHAR 104, PHAR 110 Lecture, PHAR 110 Lab, PHAR 120) may be given an opportunity to repeat the course(s) with the Pharmacy Technician Program Director’s approval. The Pharmacy Technician Program Director may require the student to repeat all PHAR classes.

9. If a student withdraws from the program for more than one semester at any point, all PHAR course work for the program will need to be repeated.

10. Students are expected to enroll in second semester PHAR courses (PHAR 110, 120, and 151) in the semester immediately following completion of first semester PHAR courses (PHAR 101, PHAR 102, PHAR 102 lab and 104). If a student fails to enroll in the subsequent semester courses they may enroll within one semester, if slots are available. However, if more than one semester has lapsed the student will be required to repeat all PHAR courses.

11. If a student does not successfully complete PHAR 151 they may be given an opportunity to repeat the course if the LABP Pharmacy Technician Candidate Registration remains valid through the completion of PHAR 151, it has not been more than one semester since PHAR coursework was completed, and the student has the Pharmacy Technician Program Director’s approval.

---------------------------------------------------------------------
PROGRAM COMPLETION POLICY
---------------------------------------------------------------------

Students may earn a Certificate of Technical Studies in Pharmacy Technician or an Associate of Applied Science in Pharmacy Technician at Bossier Parish Community College. To complete the program, students must be at least 18 years of age, meet all educational goals and objectives of the program, and show a consistently high level of technician candidate practice during clinical rotations at pharmacies. Students must earn a grade of “C” or higher in all required courses and have completed all required evaluations and certifications. Students are required to complete 400 hours of clinical work at assigned pharmacies and submit documentation of completion. Students must meet all graduation requirements set forth by Bossier Parish Community College and the American Society of Health System Pharmacist (ASHP).

---------------------------------------------------------------------
PROGRAM DISMISSAL POLICY
---------------------------------------------------------------------

In addition to the code of conduct and academic standards that apply to all Bossier Parish Community College students, those students enrolled in the Pharmacy Technician program are expected to abide by the code of conduct and academic standards as described in the Pharmacy Technician Program Handbook.

The student should be aware that once accepted to the clinical phase of the Pharmacy Technician program, he/she may be dismissed from the program for:

- Failure to obtain a Louisiana Board of Pharmacy Technician Candidate Registration by the established deadline,
- Two or more unexcused clinical absences/tardies, or
- Failure to maintain the academic standards established by the program.
PHARMACY TECHNICIAN PROGRAM
NON-ACADEMIC POLICIES AND PROCEDURES
PROGRAMMATIC COUNSELING RECORD

BPCC is dedicated to the development of professionals. Programmatic Counseling is a means for an instructor to further educate a student about behavior or actions that are unbecoming for a professional. The programmatic counseling documentation is maintained in the student’s file, but will be released to the Office of Student Services should the behavior require disciplinary action or intervention.

DISCIPLINARY REFERRAL

At any time unsatisfactory behavior in the clinical, laboratory, or classroom setting is identified as requiring disciplinary action, the following procedure will apply:

1. The BPCC instructor will immediately fax (318-678-6474) a completed Disciplinary Referral Form to the Office of Student Services. The instructor should also fax any supportive documentation.
2. The instructor does NOT contact the student regarding this referral. The student will be contacted by the Office of Student Services.
3. After review of the documentation and meeting with the student, the Vice Chancellor for Student Services will determine the course of disciplinary action.
4. The instructor will be notified by the Vice Chancellor for Student Services of the disciplinary action taken.

INCLEMENT WEATHER POLICY

Refer to the BPCC Catalog for information regarding school closure due to inclement weather. NOTE: If the College is open, the Pharmacy Technician Program is open including clinical assignments. Each student is expected to use their own judgment determining unsafe travel conditions.

CAVSALERT EMERGENCY NOTIFICATION SYSTEM

Students are encouraged to enroll in BPCC’s Emergency Notification System. CAVSalert is an emergency mass notification company that provides BPCC with instant notification capabilities during an emergency on campus or a school closure.

TO REGISTER with CAVSalert:

1. Click on the CAVSalert icon on the BPCC homepage OR click this link: http://www.bpcc.edu/emergency/index.html
2. Click on the “CAVSalert Registration” link in the grey box. You will be directed to a login in page.
3. Type in your BPCC email address and then select “No, I’m a new user.” then click the “New User” button.
You will be directed to a page to create a password. This login will only be needed if you ever need to update a phone number or email.

Your next step is to input your address (home) and any other phone numbers or emails that you want to receive the alerts. Remember, if you want to receive the calls to your cell phone AND home phone, click the “Add phone” button to input another phone number. You will have an opportunity to verify your information before you submit. Choose the only group name listed in drop down.

DRESS CODE AND HYGIENE POLICY

BPCC students are expected to dress in an appropriate manner while on campus, while in the classroom, and while representing the College within the community.

Pharmacy Technician program students will be in close contact with other students, healthcare professionals and patients, so personal hygiene is important. Failure to maintain appropriate hygiene is a violation of safety and professionalism. Students who do not respond to counseling concerning personal hygiene will be subject to disciplinary actions.

1. BPCC Pharmacy Technician students will be required to purchase and wear black scrubs for classes, labs or activities at the Program Director’s or instructor’s discretion.
2. To participation in PHAR 151, Pharmacy Technician students will be required to wear a program approved black scrub top and bottom, with a student name tag and the BPCC logo on the top.
3. Students are required to wear comfortable closed-toed and closed-heeled shoes with quiet rubber soles and stockings or socks in PHAR 151 and labs. Shoes meant for outdoor wear are required to be worn for all PHAR classes and related activities.
4. Jewelry is to be kept at a minimum.
5. Fingernails should be clean and no more than fingertip length to prevent the spread of infection in lab and PHAR 151.
6. BPCC Pharmacy Technician students are expected to have good personal hygiene. Offensive odors and excessive use of perfumes and colognes is discouraged.
7. Hair is to be neat, clean, and tidy. Long-hair is to be restrained at all times. Extremes in hair styles and/or color and facial hair are not acceptable.
8. Students on clinical rotation and in programmatic classes will be expected to conduct themselves in a professional and helpful manner at all times.
9. Students should not bring headphones or any other electronic device to rotations that will distract or prevent them from performing the tasks and learning experiences provided by the clinical sites.
10. Any unprofessional behavior at the clinical site or in programmatic classes will result in site reassignment or a referral for disciplinary action to the Office of Student Services with a recommendation of dismissal from the program.
11. If a clinical site requires a more specific dress code, the student will abide by the clinical facility’s requirements.
PROFESSIONAL BEHAVIOR POLICY

Students enrolled in the Pharmacy Technician Program are required to abide by the BPCC Code of Conduct (available on the BPCC website).

In addition to requirements related to technical skill development during clinical practice experiences, the Program additionally expects students to demonstrate affective behaviors consistent with a “professional”. Students are expected to conduct themselves in a professional manner at all times during clinical experiences. The policies and procedures of the Program and of the Clinical Facility must be adhered to. Specifically, the Program has defined the expected affective behaviors/skills as:

- Commitment to Learning
- Interpersonal Skills
- Communication Skills
- Effective Use of Time & Resources
- Use of Constructive Feedback
- Problem Solving
- Critical Thinking
- Professionalism
- Responsibility
- Stress Management
- Integrity
- Honesty
- Empathy

Preceding the first clinical experience, students will receive more detailed descriptions, expectations and examples related to each of the affective skills.

Preceptor and instructor feedback is solicited during each clinical experience on the student’s professional skills and course requirements related to which skills must be satisfactory during the rotation(s).

CELL PHONE POLICY

Cell phone or other electronic device usage (included but not limited to blue tooth devices, text messaging, phone calls, camera, MP3 or iPod, audio recording, etc.) is prohibited during clinical activity. If allowed by the facility, a student may utilize their cell phone in facility approved areas and during facility approved times (such as a lunch break). Any violation of a facility’s cell phone policy may result in dismissal from a clinical facility and possibly the clinical program.
MISUSE OR ABUSE OF COMPUTER EQUIPMENT, PROGRAMS AND DATA

BPCC encourages and embraces technology and the opportunities for learning it provides. However, students must behave in a manner that is ethical and legal when utilizing the computers, internet, and wireless internet connection at School and in a clinical setting. Students are only permitted to perform activities that are academic in nature when using these resources. The computer and internet usage is monitored to ensure these resources are not abused. Failure to act in a manner that is ethical and/or legal will result in disciplinary action.

Bossier Parish Community College Library/Technology Resource Center (TRC) provides connectivity to LOUIS (the Louisiana Library Network) and the Internet. All use of the TRC is subject to federal, state, and local law, and BPCC regulations. All students using the Technology Resource Center must have a valid BPCC ID. An acceptable use policy is posted in the TRC.

SOCIAL MEDIA

Online communication through social media and networking is a recognized form of daily communication. BPCC’s Allied Health Programs have expectations for responsible, professional and ethical behavior with this form of interaction/expression. These guidelines are intended to more clearly define Program expectations for appropriate student behavior related to social media and to protect the privacy and confidentiality of patients, fellow students, faculty/staff, clinical educators and BPCC affiliated facilities.

For the purposes of this policy, “social media” include but are not limited to:

- Social networking sites such as Facebook or MySpace
- Video and photo sharing websites such as YouTube, Snapfish, Flickr
- Microblogging sites such as Twitter
- Weblogs and online forums or discussion boards
- Any other websites or online software applications that allow individual users to post or publish content on the internet

BPCC Program students are expected to understand and abide by the following guidelines for use of social media:

- Students should be aware that there is really no such thing as a private social networking site. Comments can be forwarded or copied and search engines can retrieve posts years after the original publication date, even if the post has been deleted.
- Employers are increasingly conducting web searches on job candidates before extending offers. Content posted that is unprofessional or irresponsible may cost students job opportunities.
- Understand that as part of entering a profession, students will interact with individuals who reflect a diverse set of customs, values and points of view. As a professional, caution should be used to not only avoid obviously offensive comments (ethnic slurs,
defamatory comments, personal insults, obscenity, etc.) but also to demonstrate proper consideration of privacy and of topics that may be considered objectionable or inflammatory, such as politics and religion.

- Students are prohibited from initiating “friend-requests” (or the like) with clinical instructors or other staff of facilities to which they have been assigned. Students are also prohibited from initiating or accepting friend requests from patients/clients of those clinical facilities.

- A violation of the privacy of a patient, instructor, clinical affiliate, college faculty/staff member or classmate is extremely serious. This includes violations to HIPAA and FERPA policies and additionally may include disclosure of confidential information related to business practices of clinical affiliates. Such behavior may result in failure of a clinical practice course, a recommendation to the Office of Student Services for dismissal from the program and may also put the student at risk of legal liability. Students utilizing social media should make absolutely no reference to patients, clinical sites or clinical instructors, even if names are not given or if the student attempts to remove identifying information from the comment.

- Posting/publication/distribution of pictures, audio or video of patients, clinical affiliate facilities/instructors/staff, college facilities/faculty/staff or classmates is prohibited unless the student receives written permission from the subject(s), clinical affiliate, and the Program/college.

- Students should use discretion when selecting the appropriate time and place for utilizing social media so as not to interfere with classroom instruction/learning or clinical experience performance. For example, posting “status updates” during class or during the clinical day from a smart phone is prohibited.

Violations of the social media policy are considered professional behavior violations and will result in Programmatic Counseling and if appropriate a disciplinary referral to the Office of Student Services.

STUDENT SAFETY

BPCC strives to maintain a safe and secure atmosphere for members of the student body, faculty, staff, and the general public. The College makes every effort to provide such an environment but stresses that campus safety is the responsibility of the entire campus community. The BPCC Pharmacy Technician program subscribes to all general safety and crime prevention policies and procedures as outlined in the BPCC Catalog as well as the BPCC Student Handbook.
BPCC’S UNDER NO OBLIGATION

BPCC strives to provide the best education for all of its students. The School’s attention and compliance with regulatory and accreditation agencies is continuous. However, a student’s graduation or completion of a course or program does not ensure a student’s ability to successfully pass a national credentialing or certification examination or approval for licensure that may be required to practice. It is the student’s responsibility to maintain his/her adequate academic and clinical skill and to further improve them to a mastery level if passing a national credentialing or certification examination is one’s goal. It is the student’s responsibility to meet the criteria set forth by the licensure board or organization if obtaining a license is one’s goal. Graduation or successful completion of a BPCC course or program only indicates a student has met the minimum requirements set forth by BPCC and/or its regulatory and accreditation agencies.

STUDENT COMPLAINTS FROM EXTERNAL SOURCE

A complaint from an external source, filed against a student enrolled in the BPCC Pharmacy Technician Program, who at the time of the complaint was acting in a capacity to represent the College will be dealt with according to the policies and procedures established by Bossier Parish Community College.

A complaint which falls outside of existing policies for discipline will be documented and forwarded to the Dean of Science, Nursing, and Allied Health. Actions taken related to these complaints will vary depending upon the nature of the complaint. Documentation of these complaints and actions taken will be maintained within the Division office.
CLINICAL SPECIFIC POLICIES AND PROCEDURES

For the purposes of this handbook section “clinical” shall refer to all components of the curriculum in which the student is assigned to locations outside of the BPCC classroom and laboratory. These include, but are not limited to hospitals, clinics, physicians’ offices, and surgical centers. Students will also be responsible for following the clinical site’s policies and procedures while in their facility.
CLINICAL ATTENDANCE POLICY

Students are required to attend all clinical classes as scheduled. In the event of illness, emergency or other situation causing absence or tardiness, the student is required to follow the procedure as described in the following.

1. Notify the Pharmacy Technician Program Director (318-678-6215) or the Clinical Coordinator (318-678-6306) and leave a message as soon as the student determines he/she will be absent or tardy. After notifying the instructor of the absence or tardy, a written note must also be mailed, faxed (318-678-6199), or emailed to awynn@bpcc.edu and ehuff@bpcc.edu. Lack of written explanation of absence or tardy within one week of incident will result in the absence or tardy being classified as unexcused.

2. The student must also notify the clinical experiential site prior to the beginning of the scheduled time for a tardy or absence. A telephone call to the site is mandatory with the student speaking to the pharmacist or designated contact employee.

3. One unexcused absence or tardy will result in written counseling and a reduction of the student’s grade by 10% for the PHAR 151 course. Two unexcused absences or tardies will result in a recommendation to the Office of Student Services for dismissal from the program.

Failure to follow the procedure will result in written counseling and a recommendation of disciplinary action with the Office of Student Services contacted.

Students who are tardy (1 minute or more) are considered absent and the same procedure and policies described above apply.

Absences are considered unexcused unless the absences are due to illness, mandatory military exercises, jury duty, personal or family emergencies, or sanctioned school activities.

Students should be aware that if employment interferes with attendance and participation in clinical classes these absences will be unexcused and students will be subject to written counseling and grade reduction of 10% for PHAR 151 per incident. Also a recommendation of disciplinary action to the Office of Student Services with consequences as stated above with unexcused absences policy.

CLINICAL BADGE

While in clinical rotations students must display facility appropriate identification as specified by the clinical site and the Louisiana Board of Pharmacy, such as a hospital or BPCC issued ID badge and BPCC issued clinical student ID badge. Students must return this security badge/card to the program director by a specified date. Failure to submit the badge/card will result in the immediate release of the student’s name to Bossier Parish Community College’s Office of Student Services. A “Hold” will be placed on the student’s file preventing the release of the student’s records. This will interfere with graduation, registration, or obtaining a copy of official transcripts (transferring to another school). If a “Hold” is placed for this reason, it will be
removed once the security badge/card has been returned to the Program Coordinator, Erin Liesveld (B105).

SUMMARY OF ROLE/RESPONSIBILITIES OF THE STUDENT DURING CLINICAL EXPERIENCES

While individual clinical practice course syllabi describe requirements for each clinical experience specifically, students participating in clinical education courses have the following global responsibilities:

a. Secure and wear appropriate uniform/dress designated by each site
b. Assume travel and accommodation expenses related to each assigned clinical site
c. Read and abide by the policies, procedures and standards of the College, the Program, the clinical facility and the profession.
d. Fulfill and maintain all prerequisite requirements for clinical education identified by the Program and the clinical site
e. Actively participate in the clinical learning process
f. Complete all assignments requested by the Program or the clinical site
g. Complete a Student Assessment of the Clinical Education Site/Clinical Experience form and submit to the PHAR 151 instructor
h. Complete a Student Assessment of the Clinical Program form and submit to the program director

Certain behaviors, including but not limited to the following, may result in immediate removal from the clinical site:

- Violation of patient’s rights
- Violation of patient’s confidentiality
- Falsifying data or records
- Illegal behavior or act
- Possession or use of intoxicants or narcotics
- Failure to follow the instructions of employees of the facility
- Any conduct that results in dismissal from a clinical site or programmatic course
- Failure to submit to a drug test or a positive drug test result
- Failure to submit to a criminal background check
- Jeopardizing patient safety
- Failure to maintain personal health insurance
- Failure to consent to a background check, drug/alcohol screen, or Release of Information for Preparation of Clinical Rotation

PROHIBITION AGAINST PERFORMING SERVICES

Students do no perform services in lieu of a clinical site’s staff or employees.
CARE OF PATIENTS WITH KNOWN ACTIVE TUBERCULOSIS (TB)

Students in BPCC clinical programs are not TB mask fit-tested, therefore, they should not care for patients with known active TB. If the facility the student is performing clinical rotations in fit-tests the student, the student may care for patients with known active TB. Please contact Erin Liesveld (eobanion@bpcc.edu) with questions or concerns.

PATIENT/CLIENT CONFIDENTIALITY

HIPAA

Students are expected to respect patient rights at all times during the education process and after completion of course / programmatic enrollment. Any and all information students have exposure to during laboratory, classroom, field trips, and clinical rotation is to remain confidential. Failure to maintain this confidentiality is unethical and illegal. Breaches of confidentiality will not be tolerated. The Office of Student Services will be contacted in such an instance.

Specifically per HIPAA guidelines, the following behaviors are prohibited:

- Releasing confidential patient/client information by any means (i.e., verbally, electronically, or in print) to any individual/agency who does not have the legitimate, legal or clinical right to the information
- Unauthorized use, copying, or reading of patient medical records
- Unauthorized use, copying or reading of employee/hospital records
- Taking patient records outside the clinical facility
- Any tampering of patient information

This policy/agreement applies not only to patients/clients with whom the student has direct contact, but for any personal/confidential information the student may have access to while in the clinical setting.

The student must use discretion when discussing patient/client information with other appropriate individuals to assure that the nature of the discussion remains professional and pertains only to information clinically relevant. The student must make every effort to assure that such conversations cannot be overheard by those not involved in the patient's care.

Violations of this policy/agreement may result in sanctions and may be grounds for dismissal from the clinical program.

Some clinical facilities will have additional policies related to protecting patient/client information that the student will be expected to follow.
Business Practices

Students are expected to respect the confidentiality of business practices at all times during the education process and after completion of course / programmatic enrollment. Any and all information students have exposure to during laboratory, classroom, field trips, and clinical rotation is to remain confidential. Failure to maintain this confidentiality is unethical and in some cases illegal. Breaches of confidentiality including but limited to the release of information regarding equipment used, computer software capabilities, documentation protocols, or medication formulations will not be tolerated. The Office of Student Services will be contacted in such an instance.

Specifically the following behaviors are prohibited:

- Releasing confidential business practices by any means (i.e., verbally, electronically, or in print) to any individual/agency who does not have the legitimate, legal or clinical right to the information
- Unauthorized use, copying, or reading of confidential business practices
- Unauthorized use, copying or reading of employee/hospital records
- Taking documentation of business practices outside the clinical facility
- Any tampering of business practice documentation

This policy/agreement applies not only to business practices with whom the student has direct contact, but for any confidential information the student may have access to while in the clinical setting.

The student must use discretion when discussing business practice information with other appropriate individuals to assure that the nature of the discussion remains professional and pertains only to information clinically relevant. The student must make every effort to assure that such conversations cannot be overheard by those not involved in the clinical setting’s business practices.

Violations of this policy/agreement may result in sanctions and may be grounds for dismissal from the clinical program.

Some clinical facilities will have additional policies related to protecting business practice information that the student will be expected to follow.

Protected Health Information (PHI) and the Educational Experience

If students need to bring protected health information (PHI) back to the institution for teaching purposes, the student must remove all patient-identifying elements and receive approval from the instructor and/or preceptor prior to removal from the institution. NO copies are to be made of patient sensitive chart information. Students may not take any patient imaging studies from the institution.
Publication

A student shall not submit for publication any material relating to the clinical rotation without prior written approval by the clinical site and BPCC.

MALPRACTICE/MEDICAL INSURANCE POLICY

Students are provided malpractice insurance while enrolled in the Pharmacy Technician program by the Louisiana Office of Risk Management in the amount of $5,000,000 per occurrence. Coverage terminates when a student graduates or is no longer enrolled. This policy covers students only during assigned clinical rotations.

Accidents or Illness expenses that occur at a clinical facility are not the responsibility of the clinical affiliate or BPCC. Each student must assume responsibility for the cost of treatment.

Health Insurance for students enrolled in clinical programs is not provided by BPCC. Students are required to maintain personal health insurance during the duration of their clinical practice. A student unable to maintain health insurance will not be permitted to participate in clinical rotations. Students will accrue unexcused absences for the time missed.

SAFETY, ACCIDENT/INJURY AND INSURANCE INFORMATION

Students are to perform all tasks with safety for patients, staff, faculty, and themselves as priority. However, even in the most cautious environments accidents occur.

BPCC does not have insurance covering injury of a student in a classroom setting. If a student is injured in a classroom, all efforts to obtain care for the student will be made, however, the student will be responsible for any and all costs related to care.

BPCC has insurance coverage for students injured in a laboratory. In the event a student is injured while in a laboratory setting, the student must contact the instructor immediately to initiate the appropriate protocol and documentation of the event. Initially, the student’s health insurance will be processed and then BPCC’s laboratory insurance will be applied.

Students are required to have their own personal health insurance to assist with any costs related to injury or illness that occurs during clinicals. If a student is injured during a clinical rotation, the student should immediately contact the hospital preceptor. The preceptor will obtain care for the student according to the facility’s protocol, however, the student will be responsible for any and all costs related to care.

In the event a student is exposed to a bloodborne pathogen, the following protocol is to be followed (excerpt from Exposure Control Plan-Bloodborne Pathogens, Office of Risk Management, BPCC):
Exposure

In the event of possible exposure to bloodborne pathogens the following protocol will be followed:

For contact with needles or other sharps:

1. Decontaminate the needlestick or other sharps injury (i.e., shards of glass) with soap and water for 30 seconds, OR
2. Use an appropriate antiseptic (e.g., iodine, Betadine) for 30 seconds

For exposure other than by needle or other sharps:

1. Contact lenses must be removed immediately and disinfected before reuse or discard
2. 2. Flush the exposed mucous membrane site (e.g., eyes, nose, or mouth) with water (eyewash station is available) or sterile saline for 10—15 minutes
STUDENT RESOURCES
EQUAL OPPORTUNITY STATEMENT

The Bossier Parish Community College equal opportunity statement is located in the general catalog. It may be accessed via the internet at: http://www.bpcc.edu/catalog/current/equalopportunitystatement.html.

STUDENT SERVICES DIVISION

The mission of the Student Services Division is to maximize student success in achieving a well-rounded education. The Student Services Division coordinates its services with all the other divisions within the College to enhance the educational experiences of the students and to support the mission of Bossier Parish Community College. For a complete listing of the services provided by the Student Services Division refer to the website (http://www.bpcc.edu/studentservices/index.html).

CODE OF STUDENT CONDUCT

The code of student conduct which includes acts that constitute sanctionable misconduct, academic misconduct, disciplinary policies and procedures, disciplinary hearing procedures and the appeals process is located at http://www.bpcc.edu/studenthandbook/index.html. Disciplinary actions are based on treatment of the student as an individual. The nature and gravity of a situation will determine the form of disciplinary action taken. Disciplinary action will be administered by the Office of Student Services with input from the Pharmacy Technician Program.

ACADEMIC INTEGRITY POLICY

Students should be aware of the Student Academic Integrity policy described in the Student Handbook and that if the policy is violated, they will be subjected to disciplinary sanctions listed in the Student Handbook.

ACADEMIC APPEAL POLICY (DUE PROCESS)

Students have the right to appeal any grade or disciplinary action. The process of appeal is described in BPCC Student Handbook, available on-line at http://www.bpcc.edu/studenthandbook.

PROGRAM COST AND FINANCIAL AID

Students are responsible for tuition, fees, books, uniforms, fingerprinting, background checks, required exams, supplies, workshops/conferences, travel, lodging, food, and vaccinations/laboratory tests associated with completion of the Pharmacy Technician Program. A clinical fee is charged in addition to regular tuition for each program with a clinical component. This fee is required each semester that a student is scheduled to practice in a clinical facility. A fee will be charged for national certifications, if offered, separate from clinical fee.

Information on tuition and fees may be found via the internet at the following location: http://www.bpcc.edu/registration/tuitionfees.html. For information on financial aid contact the Financial Aid office or refer to the Financial Aid website (http://www.bpcc.edu/financialaid/index.html).
STUDENT LOGIN INFORMATION GUIDE

Please allow 24 hours after submitting your admissions application to be provided a username.

LOLA:

1. Go to www.bpcc.edu and select the LOLA icon on the home page.
2. Select “Don’t know your username?”
3. Enter SSN and date of birth, click “Find My Username”, click “Continue”
4. Type the temporary password:
   - First initial of first name (lowercase) +
   - First initial of last name (lowercase) +
   - Birthdate (mmddyy) +
   - P@ss
   - Temporary Password
   EXAMPLE: John (j) 
   EXAMPLE: Smith (s) 
   EXAMPLE: May 10, 1975 (051075) 
   EXAMPLE: P@ss
   EXAMPLE: j051075P@ss
5. Once you have logged into LOLA for the first time, you will be asked to create a new password:
   - Passwords cannot contain the user’s first or last name
   - Length must be between 12 and 20
   - Must contain at least one uppercase letter and one number
   - Must contain one of these characters: @ * = +
   - Password EXAMPLES: CallMej5555555, Mybday=010109, student@BPCC2014

myBPCC:

Students can utilize myBPCC for announcements, assignments, grades, and other important information. Students taking courses for the first time at BPCC are encouraged to complete the myBPCC orientation prior to the start of class.

1. Go to my.bpcc.edu (or to the BPCC home page and click on the myBPCC icon).
2. Username: Your LOLA username
3. Password: Your LOLA password
4. If you do not know your LOLA credentials, you cannot attempt to recover them at LOLA. You will need to provide your Social Security Number and Date of Birth. The system will then give you the username for the account for verification.
   At this point you are prompted for a new password. Simply, provide a new password that satisfies the outlined requirements and you will be able to access LOLA and myBPCC.

   Note: After three (3) failed login attempts your account will be locked for approximately 15-30 minutes. To prevent this, please ensure you are using the proper login credentials.

BPCC STUDENT EMAIL:

Students are assigned a BPCC student email after registering for classes and will be available approximately one week prior to the start of the semester.

1. Go to student.bpcc.edu/webmail OR to www.bpcc.edu, click on Current Students, scroll down & click on Student Email.
2. Username: BPCC username
3. Password: 6-digit birthdate
   Example: John Smith was born May 10, 1975 = Password: 051075

BPCC COMPUTER:

Students will be granted access to BPCC computers approximately one week prior to the start of the semester.

1. Username: BPCC username
2. Password: 6-digit birthdate
   Example: John Smith was born May 10, 1975 = Password: 051075

BPCC Wi-Fi:

Students will be granted access to BPCC Wi-Fi at the same time that the student’s email is assigned. Select and connect to the wireless network BPCClink2 on laptops, smartphones, tablets, or other wi-fi devices. If a log-on page does not show immediately, open any web browser to access.

1. Username: BPCC username
2. Password: 6-digit birthdate
   Example: John Smith was born May 10, 1975 = Password: 051075

BPCC USERUSERNAME is identical for all of the following:
LOLA
myBPCC
Student email
BPCC computers
BPCC wifi

Questions? Email mybpcc@bpcc.edu or call Educational Technology at 318-678-6023.

Questions? Call Computer Services at 318-678-6418.

revised 6-15-15
### Bossier Parish Community College

#### Health Status Statement for the Pharmacy Technician Program

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date of Exam:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth:</td>
<td>Social Security Number:</td>
</tr>
<tr>
<td>Height:</td>
<td>Weight:</td>
</tr>
<tr>
<td>Allergies:</td>
<td>Medications (list over-the-counter and prescribed):</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vision</th>
<th>Hemia:</th>
<th>Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>With correction: Right 20/</td>
<td>Condition of inguinal rings:</td>
<td>Varicocele:</td>
</tr>
<tr>
<td>Left 20/</td>
<td></td>
<td>Hydrocele:</td>
</tr>
<tr>
<td>Without correction: Right 20/</td>
<td></td>
<td>Medical conditions that may require attention during academic attendance, laboratory practice, or clinical rotations:</td>
</tr>
<tr>
<td>Left 20/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reaction of pupils:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evidence of disease or injury: Right</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Left</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Able to see color and shades of color:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Able to perceive depth:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ears:</th>
<th>Reflexes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hearing with correction: Right</td>
<td>Patellar:</td>
</tr>
<tr>
<td>Left</td>
<td>Bomberg:</td>
</tr>
<tr>
<td>Hearing without correction: Right</td>
<td></td>
</tr>
<tr>
<td>Left</td>
<td></td>
</tr>
<tr>
<td>Nose &amp; throat:</td>
<td></td>
</tr>
<tr>
<td>Teeth &amp; gums:</td>
<td></td>
</tr>
<tr>
<td>Heart:</td>
<td>Apparent Mental Illness:</td>
</tr>
<tr>
<td>Hypertrophy:</td>
<td>Any Evidence of Trauma:</td>
</tr>
<tr>
<td>Arrhythmia:</td>
<td>Deformities:</td>
</tr>
<tr>
<td>Blood pressure S</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Murmurs:</td>
<td></td>
</tr>
<tr>
<td>Pulse:</td>
<td></td>
</tr>
<tr>
<td>Lungs:</td>
<td></td>
</tr>
<tr>
<td>Abdomen:</td>
<td></td>
</tr>
<tr>
<td>Spine:</td>
<td></td>
</tr>
<tr>
<td>Anus:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Does the student have any medical condition that prevents them from meeting the following Essential Requirements for the Pharmacy Technician program?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Walk at varying speeds for prolonged period: Yes</td>
<td>No</td>
</tr>
<tr>
<td>Sit for prolonged periods of time: Yes</td>
<td>No</td>
</tr>
<tr>
<td>Work in a prolonged period of standing: Yes</td>
<td>No</td>
</tr>
<tr>
<td>Frequent twisting of body: Yes</td>
<td>No</td>
</tr>
<tr>
<td>Kneel frequently: Yes</td>
<td>No</td>
</tr>
<tr>
<td>Bend forward frequently: Yes</td>
<td>No</td>
</tr>
<tr>
<td>Pull up to 50 lbs: Yes</td>
<td>No</td>
</tr>
<tr>
<td>Push up to 60 lbs: Yes</td>
<td>No</td>
</tr>
<tr>
<td>Climb stairs: Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

### Classify Examinee:
- **Box I:** Physically fit to perform in the pharmacy technician program.
- **Box II:** Unfit for performance in the pharmacy technician program.

#### Remarks:

<table>
<thead>
<tr>
<th>Exercising Physician’s Signature</th>
<th>Exercising Physician’s Printed Name</th>
</tr>
</thead>
</table>

Rev 09/16
HANDBOOK CONSENT FORMS
STUDENT INFORMATION SHEET

Date: ____________________________  Program: ________________________________

Name: ____________________________________________________________

Alias (Maiden Name, Any other names due to marriage/divorce/adoption)

Mailing Address: __________________________________________________________

Cell Phone Number: ______________________________________________________
Home Phone Number: _____________________________________________________

MyBPCC Username: _________________________________________________________

Email Address (other than BPCC email): ______________________________________

Student ID number: ______________________  Date of Birth: _______________________

Last 4 of Social Security Number: __________________________________________

Name of Emergency Contact: _______________________________________________

Emergency Contact Number(s): ______________________  ________________________
BPCC PHARMACY TECHNICIAN PROGRAM ACCEPTANCE

I _________________________________________ (name) accept the appointment to the BPCC Pharmacy Technician Clinical Program for the ________________________ __ (semester) through ________________ (semester). I understand that if for any reason that I do not complete the program in the two consecutive semesters that I have listed above, that I will be required to repeat the application process with the other applying students for the dates that I wish to attend. Returning program students will be accepted based on availability of lab space and clinical sites for second semester clinicals after the current continuing class has registered. I understand I will also need the Program Director's approval.

Signed _________________________________________________________

Date ___________________________________________________________
STUDENT PROGRAM HANDBOOK ACKNOWLEDGEMENT

I, _______________________________________________________, acknowledge receipt of a Student Program Handbook for the Pharmacy Technician Program. I accept the responsibility of abiding by the rules and procedures contained in the Student Program Handbook. My signature below also indicates my understanding that the policies are contained in the Student Clinical Handbook do not replace the policies and procedures found in the Bossier Parish Community College Student Handbook or Catalog. In addition, I understand that I will also be responsible for abiding by the policy and procedure of a specific clinical affiliate while in their facility.

________________________________________________________  ____________________________
Student’s Signature                                      Date

________________________________________________________
Student’s Printed Name
BACKGROUND CHECKS

Background checks are a required prerequisite for BPCC’s clinical affiliates. Students enrolled in a program requiring clinical placement, shall consent to have a background check(s) performed and for the results to be shared with school administration, clinical faculty, and clinical affiliates. It is the student’s responsibility to fully disclose all incidents that result in an arrest, warrant, or violation of the law before, during, or after the background check. Any above referenced activities shall result in immediate disclosure of said information to current or potential clinical affiliates and an additional background check being performed with all results disclosed to the clinical sites. Omission of or failure to disclose information will be regarded as an intentional falsehood and shall be reported to the clinical sites.

Any and all findings will be released to the above named parties and to any accrediting agency and/or regulatory agency as required by law. Although positive findings do not immediately interfere with the student’s standing in the clinical program, the findings will be released to the clinical affiliate. It is the clinical affiliate’s decision to permit a student to perform a clinical rotation in their facility.

Should a student be unable to complete all required rotations or assignments due to refusal of a clinical affiliate to accept the student, the student may be unable to complete the clinical course and may ultimately be unable to complete the clinical program. Contact Erin Liesveld, Program Coordinator, (eobanion@bpcc.edu) room B105 for further information.

By signing and dating the bottom of this policy, the signor acknowledges that they have read, agree to comply with, and understand the policy above.

__________________________________  ____________________
Signature                                      Date

__________________________________
Printed Name

2 Excluding moving and nonmoving traffics, except DWI and DUI
AUTHORITY TO RELEASE DRUG AND / OR ALCOHOL TESTING RECORDS

As part of the drug policy for clinical students at Bossier Parish Community College, I, _______________________________________, do hereby voluntarily consent to drug/alcohol testing. I also authorize and give full written permission to the testing agency to release the results to Bossier Parish Community College. Information may be released for the purpose of confirming eligibility to continue in the program, as required by regulating agencies, and for participation in clinical classes, as required by clinical affiliates. Except as permitted by the testing program, the College will exercise its best effort to assure that all test results remain confidential. Bossier Parish Community College may also advise others, within the normal reporting lines, of a positive result for illegal drugs or for banned legal drugs, where such disclosure is appropriate.

I understand that as a student, if I test positive for drugs or alcohol, I will be immediately dismissed from the program.

_____________________________________
Student Name (print)

____________________________________
Student Signature

Date

Information may be released to the following:

Bossier Parish Community College: Erin Liesveld, Program Coordinator
Carolyn Burroughs, Dean
Program Director
Clinical Faculty
Clinical Affiliates
CONSENT FOR INFORMATION RELEASE IN PREPARATION FOR CLINICAL ASSIGNMENT

I, _______________________________________________________, authorize Bossier Parish Community College (BPCC) and its agents to release my name, contact information, social security number, date of birth, background check results, drug/alcohol screen results, health information, OSHA certification, HIPAA certification, American Heart Association Health Care Provider Basic Life Support Certification, health insurance information, and information regarding my performance as necessary to a third party for the sole purpose of obtaining and maintaining approval for clinical assignment while enrolled in the Pharmacy Technician Program. I know it is my responsibility to inform BPCC of any changes or updates in the above named information.

_______________________________________ ______________________
Student’s Signature Date

_____________________________________________________
Student’s Printed Name
I, _______________________________________________________, understand that my graduation from or completion of the Pharmacy Technician Program does not ensure my ability to successfully pass a national credentialing or certification examination or obtain approval for licensure that may be required to practice. I know it is my responsibility to maintain adequate academic and clinical skill and to further improve them to a mastery level if passing a national credentialing or certification examination is my goal. I accept the responsibility for initiating and completing the credentialing or certification process.

I know it is my responsibility to meet the criteria set forth by the licensure board or organization if obtaining a license to practice is my goal. I accept the responsibility for initiating and completing the licensure process.

I understand that graduation or successful completion of a BPCC course or program only indicates that I have met the minimum requirements set forth by BPCC and/or its regulatory and accreditation agencies.

____________________________________  __________________
Student’s Signature                        Date

____________________________________
Student’s Printed Name
MEMORANDUM OF UNDERSTANDING

I understand that a portion of my education in the Pharmacy Technician Program at Bossier Parish Community College (BPCC) will include clinical placements in health care facilities. One purpose of clinical education is to acquaint students with the reality of clinical practice of a health care profession. I understand that during clinical placement, I will be subject to the known and unknown risks those members of my profession experience in the provision of health care. These may include exposure to people with infectious and communicable diseases, chronic and degenerative diseases, mental illness, and risks attendant to the work environment. I realize however that as a student, I am not eligible for coverage under the College’s or facility’s workmen’s compensation insurance, and there is no mechanism for compensation in the event I am injured during my clinical placement.

Every attempt has been made by the Bossier Parish Community College’s Pharmacy Technician Program to protect my interests. I have been provided basic instruction in prevention procedures and in the application of reasonable and prudent clinical practices, which can serve to limit unnecessary exposure and constitute a measure of safety for me and the patients I treat. I understand that it is my responsibility to apply these procedures and to take appropriate steps to protect my patients and myself. As a condition of placement in a clinical affiliation, I will be required by the facility and the College to show proof of health insurance. I also understand that another condition of placement in a clinical affiliation is completion and submission of immunizations and laboratory testing. Further, I will be expected to abide by whatever policy (ies) the facility has regarding risk exposure management for its employees, even though I am not considered by the College or the facility to be an employee of the facility.

The program director, for the program in which I am enrolled, has offered to answer any questions that I may have about these risks and the precautions I can take to avoid them. If I have any questions before, during, or after the clinical affiliations, I will contact my program director. Also, I understand that I may stop any participation in the clinical affiliation at any time I think my personal safety, or that of the patients I treat is in jeopardy and agree to contact my program director immediately should this occur.

I have a right to privacy, and all information obtained in connection with this affiliation that can be identified with me will remain confidential as far as possible within state and federal laws.

I voluntarily agree to participate in clinical affiliations arranged by the Bossier Parish Community College Pharmacy Technician Program.

In addition, I acknowledge that I have read, understand and will abide by clinical policies as established by the BPCC Allied Health Division as presented to me in the Program Handbook.

__________________________  ______________________
Signature of Student        Date

________________________________________________
Printed name of Student
PATIENT/CLIENT CONFIDENTIALITY STATEMENT

I acknowledge that I have received training in protecting patient/client confidentiality and HIPAA guidelines. In the course of my clinical training I will have access to confidential information related to patients/clients of the facilities that I enter. I have been informed that it is my responsibility as a student enrolled in a clinical program at Bossier Parish Community College to maintain confidential any information related to patients and/or clients. I specifically understand that per HIPAA guidelines, the following behaviors are prohibited:

- Releasing confidential patient/client information by any means (i.e., verbally, electronically, or in print) to any individual/agency who does not have the legitimate, legal or clinical right to the information
- Unauthorized use, copying, or reading of patient medical records
- Unauthorized use, copying or reading of employee/hospital records
- Taking patient records outside the clinical facility
- Any tampering of patient information

I understand that this policy/agreement applies not only to patients/clients with whom I have direct contact, but for any personal/confidential information I may have access to while in the clinical setting.

I further understand that I must use discretion when discussing patient/client information with other appropriate individuals to assure that the nature of the discussion remains professional and pertains only to information clinically relevant. I will make every effort to assure that such conversations cannot be overheard by those not involved in the patient’s care.

I am aware that violations of this policy/agreement may result in sanctions and may be grounds for dismissal from the clinical program.

I understand that some clinical facilities will have additional policies related to protecting patient/client information that I will be expected to follow.

________________________  _________________________
Student Signature                                                                   Date
I, ________________________________, understand that when I utilize the computers, internet, and wireless internet connection I must behave in a manner that is ethical and legal. I agree to perform only activities that are academic in nature when using these resources. I am aware that my and internet usage are monitored and failure to act in the manner described will result in disciplinary action.

Student Signature __________________________ Date ____________
STUDENT ACKNOWLEDGEMENT OF ASHP ACCREDITATION STANDARD & MODEL CURRICULUM FOR PHARMACY TECHNICIAN TRAINING PROGRAMS

I, ________________________________________________, acknowledge receipt of the ASHP Accreditation Standard for the Pharmacy Technician Training Programs and understand the ASHP Accreditation Standard for the Pharmacy Technician Training Programs shapes my Pharmacy Technician educational experience. I am also aware of the ASHP Model Curriculum that BPCC instructors and clinical sites are following. I am able to access a hard copy at www.ashp.org.

__________________________________________          ______________________
Student’s Signature                              Date

__________________________________________
Student’s Printed Name
AUTHORIZATION FOR IMAGING RELEASE

I do hereby irrevocably authorize Bossier Parish Community College, and employees thereof to copyright, publish, and use in all forms and media and all manners for advertising, trade, promotion, education, exhibition, or any other lawful purpose whatsoever, still, single, multiple of moving photographic portraits, pictures, or videos in which I may be included in whole or in part, or composite or distorted in character, or form, in conjunction with or without my own name, or reproductions thereof in color or otherwise or other derivative works made through any medium.

I do hereby waive any right that I may have to inspect or approve the finished product or the advertising or other copy that maybe used in connection therewith or the use to which it may be applied.

I do hereby warrant that I am of full age and have every right to grant release in my own name in the above regard. Further, I have read the above authorization and release, prior to its execution, and I am fully familiar with the contents thereof.

Signature: _________________________ Date: _______________________
BOSSIER PARISH COMMUNITY COLLEGE WAIVER

I, ___________________________________________, hereby, for myself, my heirs, executors, administrators and assigns, waive and release any and all rights and claims for damages I may have against Bossier Parish Community College, the Louisiana Community and Technical College System, the State of Louisiana and any and all agents, employees, representatives, successors and assigns of said parties for any and all injuries which may be suffered by me in connection with my participation in attending, completing or participating in any field trip associated with Bossier Parish Community College.

_________________________   ____________________________
Date   Student’s Signature

_________________________
Student’s Printed Name
NOT RETURNING TO BPCC TECHNICIAN PROGRAM FORM

I, ____________________________________________________________, decided on (date)__________________________ not continue with the BPCC pharmacy technician program’s clinical classes (PHAR 110, PHAR 120, and PHAR 151). I am aware that failure to return to the BPCC pharmacy technician classes the next semester they are offered indicates that I am forfeiting my position in the Pharmacy Technician program. I am aware that my name will be submitted to the Louisiana Board of Pharmacy as no longer being a BPCC Pharmacy Technician student. I am aware that my failure to return also results in all previously submitted clinical prerequisites being disposed of at the beginning of the next semester.

I am aware that if I decide to return at a later date, I must schedule an appointment according to the guidelines of the Intention of Returning to BPCC Pharmacy Technician Program policy and meet all the requirements for BPCC pharmacy technician program students.

Signed ____________________________________________ Date ______________________

Student’s Printed Name: ____________________________________________________________

Program Director ______________________________ Date ______________________

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