The Pharmacy Technology program conducted at Craven Community College, New Bern, North Carolina, is accredited by the American Society of Health-System Pharmacies.

For more information concerning accreditation, please visit the ASHP website at www.ashp.org/technician
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Welcome

Welcome to the Pharmacy Technology Program. The faculty and staff wish you success in the pursuit of your educational goals.

The Craven Community College (CCC) Pharmacy Technology Program Student Handbook has been compiled by the faculty to provide information pertinent to students enrolled in the Pharmacy Technology Program. Read this handbook in its entirety as you are expected to abide by all the regulations and guidelines that are contained within this document.

The purpose of this handbook is to detail policies and procedures specific to this program. The handbook is constructed to be used as a supplement to the Craven Community College Student Handbook and serves to bridge the overriding polices of the College with the policies specific to this program. The policies and procedures set forth in this handbook are designed to support the success of the student. Students enrolled in Craven Community College Allied Health programs are expected to agree to and abide by the Student Discipline Policy and Student Rights and Responsibilities regulations as outlines in the CCC Student Handbook.

This handbook should be used as a supplement to the CCC Student Handbook. A copy of the CCC Student Handbook is available for students that require a copy.

The Pharmacy Technology Program is just one of the programs within the College of Allied Health. The College of Allied Health is comprised of the following programs: Associate Degree Nursing, Licensed Practical Nursing, Health Information Technology, Medical Office Administration, Physical Therapy Assistant, and Medical Assistant. The College of Allied Health is committed to providing quality educational programs for the purpose of developing successful health care professionals. Developing care, competent health care professionals prepared for diverse contemporary practice requires interactions with patients and patient services, thereby resulting in an educational environment with unique characteristics and requirements.

The Allied Health programs prohibit discrimination. Access to its programs or activities shall not be limited on the basis of race, color, religion, national origin, age, gender, sexual orientation, political affiliation or disability.
Introduction

You have chosen to pursue a career in pharmacy as a Pharmacy Technician. The role of a Pharmacy Technician is exciting, challenging and rewarding. Pharmacy Technicians assist pharmacists in daily operations of pharmacy which do not require the professional judgment of the pharmacist. The role of a pharmacy technician is filled with responsibility. In fact, the level of responsibility cannot be stressed sufficiently for you to fully realize its scope, and you will be faced with it constantly as you go about your daily functions. The Student Handbook has been prepared to help you learn and understand some of these responsibilities that apply directly to you as a student in the Pharmacy Technology program.

One very important word that you should understand now is ETHICS. Ethics is a mode of conduct and behavior. A pattern of proper conduct at all times is essential in persons desiring a career in any profession. The ethical responsibilities associated with a career in health care make it necessary for those practicing in this domain to carefully consider all of their actions both on and off duty.

It is absolutely essential that all members of the medical team understand that the patient comes first! The regulations embodied in this handbook were all written with this though in mind. Each student should realize that the contents of the manual are not intended to be discriminatory to anyone. Furthermore, the content are those polices, regulations, and procedures now in effect. The College reserves the right to make changes at any time to reflect current Board polices, administrative regulations and procedures, and amendments by state law. Students are urged to study the contents of this handbook carefully, for they are responsible for observing the regulations contained herein. Any questions or comments concerning material in the Student Handbook should be addressed to the Program Coordinator.

During the first few weeks and months in this training program, you will need to learn cooperation. Your first and closet associates will be your colleagues—those fellow students who occupy the chairs around you. As a member of the class, it is your immediate responsibility to work together. You will need to accept the attitudes and ideals of some class members that are very much different from you own. Whenever there is discontentment or disharmony within the class, the goals of the class cannot be reached successfully. A student who can discuss, demonstrate and debate in a proper manner is an individual who will learn. In any profession, in order to be successful, a person must be able to list, ask questions, express opinions, correct mistakes and make use of his or her abilities. Try and keep your relationship with your colleagues on an equal level. Help each other. Discuss and solve your problems together. A competitive atmosphere is desirable because competitiveness propagates success.

We home that you will find the Program to be fun and exciting as you obtain the skills and knowledge needed to be a successful Pharmacy Technician. Again, welcome!
The Pharmacy Technician

The primary role of any person within the profession of pharmacy is to ensure that patients receive the correct drug therapy for their medical condition. The Pharmacy Technician is responsible for assisting the pharmacist in providing this care by performing tasks that do not require the professional judgment of a pharmacist and can be reviewed by a pharmacist to ensure accuracy. The role of the pharmacy technician is vital to the future of pharmacy because the pharmacy technician can perform duties which will allow the pharmacists more time to spend delivering patient care.

Some of the roles of the Pharmacy Technician include:

Information Management
- Assist with drug use evaluations
- Collect data for drug therapy monitoring activities

Medication Preparation
- Compound and reconstitute medications
- Perform mathematical calculations
- Prepare parenteral nutrient solutions and antineoplastic agents

Medication Dispensing
- Certify the complete drug order/prescription
- Fill and price outpatient prescriptions

Medication Inventory Management
- Control pharmacy purchases and inventory

Education
- Train other technicians

Patient Assessment
- Assist pharmacist with immunizations
- Perform routine blood-work labs

The practice of pharmacy is changing to meet the needs of a changing world. As a result, the role of the Pharmacy Technician is changing. Pharmacy Technicians are being relied upon more and more to perform the routine, day-to-day functions in the pharmacy so that the pharmacist
can spend more time expanding and adapting their practice to meet the needs of their patients. Today, Pharmacy Technicians can expect to find excellent employment opportunities in a variety of settings in Austin and throughout the United States, good pay, and the chance for advancement and new opportunities.

Certification demonstrates to potential employers that you have mastered a specific body of knowledge and skills relating to pharmacy. The national Pharmacy Technician Certification exam is administered by the Pharmacy Technician Certification Board (PTCB). The national PTCE is administered as a computer-based test.

Pharmacy Technicians may, also, become involved in a variety of national, state, and local organizations. Students are strongly encouraged, but not required, to become members of at least one professional organization. Benefits of membership may include receiving newsletters, journals, mailings, and continuing education. These organizations represent hundreds to thousands of pharmacy personnel and work as a collective voice to bring change to the profession. Members can also vote on various issues at the national, state, and local levels, which will impact the future of pharmacy.

Prospects for Employment

Good job opportunities are expected for full-time and part-time work, especially for technicians with formal training or previous experience. Job openings for pharmacy technicians will result from the expansion of retail pharmacies and other employment settings, and from the need to replace workers who transfer to other occupations or leave the labor force.

Employment of pharmacy technicians is expected to grow faster than the average for all occupations, by 32% through 2020 due to the increased pharmaceutical needs of a larger and older population, and to the greater use of medication. The increased number of middle-aged and elderly people—who, on average, use more prescription drugs than do younger people—will spur demand for technicians in all practice settings. With advances in science, more medications are becoming available to treat more conditions.

Cost-conscious insurers, pharmacies, and health systems will continue to emphasize the role of technicians. As a result, pharmacy technicians will assume responsibility for more routine tasks previously performed by pharmacists. Pharmacy technicians also will need to learn and master new pharmacy technology as it surfaces. For example, robotic machines are used to dispense medicine into containers; technicians must oversee the machines, stock the bins, and label the containers. Thus, while automation is increasingly incorporated into the job, it will not necessarily reduce the need for technicians.
Almost all States have legislated the maximum number of technicians who can safely work under a pharmacist at one time. In some States, technicians have assumed more medication dispensing duties as pharmacists have become more involved in patient care, resulting in more technicians per pharmacist. Changes in these laws could directly affect employment.

**Salary Expectations**

In North Carolina, the hourly mean wage is $13.34 for Pharmacy Technicians.

Median hourly earnings of wage and salary pharmacy technicians in 2010 were $13.65 nationwide. The lowest 10 percent earned less than $9.54 and the highest 10 percent earned more than $19.57. Median hourly earnings in the industries employing the largest numbers of pharmacy technicians in 2010 were as follows:

<table>
<thead>
<tr>
<th>Industry</th>
<th>Median Hourly Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospitals</td>
<td>$15.58</td>
</tr>
<tr>
<td>Grocery stores</td>
<td>$13.80</td>
</tr>
<tr>
<td>Pharmacies and Drug Stores</td>
<td>$13.05</td>
</tr>
<tr>
<td>Departments Stores</td>
<td>$12.40</td>
</tr>
<tr>
<td>Other General Merchandise stores</td>
<td>$12.18</td>
</tr>
</tbody>
</table>

Certified technicians may earn more. Shift differentials for working evenings or weekends also can increase earnings. Some technicians belong to unions representing hospital or grocery store workers.


**Program Mission Statement**

The diploma in Pharmacy Technology program supports the mission of the North Carolina Community College System and the mission of Craven Community College. The faculty provide strong foundations in pharmacy knowledge along with safe and effective skills. We instill professionalism using the Code of Ethics of Pharmacy Technicians. The goal of the program
grade is to successfully pass a National Exam and gain certification as a pharmacy technician (CPhT) and be employable thus providing optimal pharmaceutical care to the community we serve.

Accreditation Standard

The Pharmacy Technology Program is accredited by the American Society of Health System Pharmacists (ASHP). To remain accredited, the Program must follow “ASHP Accreditation Standard for Pharmacy Technician Training Programs.” The Standard consists of eight parts: Part I – Administrative Responsibility for the Training Program, Part II – Qualifications of the Training Site, Part III – Qualifications of the Pharmacy Service, Part IV – Qualifications of the Program Director and Preceptors, Part V – Qualifications and Selection of the Applicant, Part VI – Technician Training Program, Part VII – Experimentation and Innovation, and Part VIII – Certificate. A copy of the Standard is available from the Department Chair. In addition, the Standard will be discussed in more detail during Introduction to Pharmacy.

The purpose of gaining accreditation is to demonstrate that the Training Program meets or exceeds the requirements of the Standard. As a student and graduate of a training program, accreditation is important for several reasons. First, accreditation ensures that you are receiving training and skills that reflect the national standard. Second, employers will know that the education and training you received meets the Standard’s criteria. Finally, accredited programs must constantly work to remain up-to-date on pharmacy practice trends. Because of this continuous evaluation process, students can be sure that they are learning the most current information available relating to pharmacy.

Pharmacy Technology Program Goals

The Pharmacy Technology Program goals are based on the objectives found in the “ASHP Accreditation Standard for Pharmacy Technician Training Programs, Part VII.”

1. Assist the pharmacist in collecting, organizing, and evaluating information for direct patient care, medication use review, and departmental management.

2. Receive and screen prescriptions/medication orders for completeness and authenticity.

3. Prepare medications for distribution.

4. Verify the measurements, preparation, and/or packaging of medications produced by other technicians.

5. Distribute medications.
6. Assist the pharmacist in the administration of immunizations.

7. Assist the pharmacist in the identification of patients who desire/require counseling to optimize the use of medications, equipment, and devices.

8. Initiate, verify, assist in the adjudication of, and collect payment and/or initiate billing for pharmacy services and goods.

9. Purchase pharmaceuticals, devices, and supplies according to an established purchasing program.

10. Control the inventory of medications, equipment, and devices according to an established plan.

11. Assist the pharmacist in monitoring the practice site and/or service area for compliance with federal, state, and local laws; regulations; and professional standards.

12. Maintain pharmacy equipment and facilities.

13. Assist the pharmacist in preparing, storing, and distributing investigational medication products.

14. Assist the pharmacist in the monitoring of medication therapy.

15. Participate in the pharmacy department’s process for preventing medication misadventures.

16. Take personal responsibilities for assisting the pharmacist in improving direct patient care.

17. Display ethical conduct in all job-related activities.

18. Maintain an image appropriate for the profession of pharmacy.

19. Resolve conflicts through negotiation.

20. Understand the principles for managing change.

21. Appreciate the need to adapt direct patient care to meet the needs of diversity.

22. Appreciate the benefits of active involvement in local, state, and national technician and other pharmacy organizations.

23. Appreciate the value of obtaining technician certification.

24. Understand the importance of and resources for staying current with changes in pharmacy practice.

25. Communicate clearly when speaking and or in writing.
26. Maximize work efficiency through the use of technology.

27. Efficiently solve problems commonly encountered in one’s own work.

28. Display a caring attitude toward patients in all aspects of job responsibilities.

29. Maintain confidentiality of patient and proprietary business information.


31. Efficiently manage one’s work whether performed alone or as part of a team.

32. Function effectively as a member of the health care team.

33. Balance obligations to one’s self, relationships, and work in a way that minimizes stress.

34. Understand the use and side effects of prescription and nonprescription medications used to treat common disease states.

35. Assist the pharmacist in assuring the quality of all pharmaceutical services.

Pharmacy Technician Entry-Level Proficiencies

The following proficiencies are those determined by the American Society of Health-System Pharmacists published in the Practice Standards of ASHP.

Upon completion of the program:

1. The technician should demonstrate appropriate knowledge and understanding of pharmacy’s role in the health-care industry, including quality improvement processes that may be used to monitor pharmacy’s ability to fulfill its responsibilities within a given health-care system.

2. The technician should have a thorough knowledge and understanding of the duties and responsibilities of pharmacy technicians, including standards of ethics governing pharmacy practice.

3. The technician should have a working knowledge of the pharmaceutical and medical terms, abbreviations, and symbols commonly used in the prescribing, dispensing, administering, and charting of medications in the institution.

4. The technician should have a working knowledge of the general chemical and physical properties of drugs handled in the manufacturing and packaging operations used in the delivery of pharmaceutical services.
5. The technician should be able to perform the arithmetical calculations required for the usual dosage determinations and solution preparation.

6. The technician should be able to perform the essential functions relating to drug purchasing and inventory control.

7. The technician should demonstrate a working knowledge of drug dosages, routes of administration, and mechanical, automatic, or robotic drug delivery systems.

8. The technician should have a working knowledge of the procedures and operations relating to the manufacturing, packaging, and labeling of drug products.

9. The technician should have a working knowledge of the procedures and operations relating to aseptic compounding and parenteral admixture operations.

10. The technician should exhibit the ability to perform the usual technician functions associated with contemporary drug distribution systems.

11. The technician should be able to perform the manipulative and recordkeeping functions associated with the dispensing of prescriptions for ambulatory patients.

Professional Ethics and Confidentiality

Students must remember at all times that the information in a pharmacy is confidential. Students shall not tell patients, parents, friends, relatives, or non-pharmacy employees any information regarding the prescription(s) a patient receives. Refer to the regulations in the Health Insurance Portability Accountability Act (HIPAA). Detailed information regarding HIPAA compliance is provided in the section of this manual entitled “Health Sciences Division Policy and Procedures”. Failure to comply with HIPAA or any applicable laws may carry serious penalties, including, but not limited to, dismissal from the program and legal action.

A Pharmacy Technician works under the supervision of a licensed pharmacist, and is responsible for performing activities that do not require the professional judgment of the pharmacist or can be evaluated by a pharmacist for accuracy. Since Pharmacy Technicians assist pharmacists in providing patient care, student Pharmacy Technician should comply with the following “Code of Ethics for Pharmacists” that is published in Practice Standards of ASHP:

Preamble

Pharmacists are health professionals who assist individuals in making the best use of medications. This Code, prepared and supported by pharmacists, is intended to state publicly the principles that form the fundamental basis of the roles and responsibilities of pharmacists.
These principles, based on moral obligations and virtues, are established to guide pharmacists in relationships with patients, health professionals, and society.

**Principles**

I. A pharmacist respects the covenantal relationship between the patient and the pharmacist.

II. A pharmacist promotes the good of every patient in a caring, compassionate, and confidential manner.

II. A pharmacist respects the autonomy and dignity of each patient.

III. A pharmacist acts with honesty and integrity in professional relationships.

IV. A pharmacist maintains professional competence.

V. A pharmacist respects the values and abilities of colleagues and other health professionals.

VI. A pharmacist serves individual, community, and societal needs.

VI. A pharmacist seeks justice in the distribution of health resources.

In addition, the American Association of Pharmacy Technicians has a Code of Ethics specifically for Pharmacy Technicians. Pharmacy Technician students should become familiar with the following and implement the principles in their daily practice as a pharmacy technician:

**Preamble**

Pharmacy technicians are healthcare professionals who assist pharmacists in providing the best possible care for patients. The principles of this code, which apply to pharmacy technicians working in all settings, are based on the application and support of the moral obligations that guide all in the pharmacy profession in relationships with patients, healthcare professionals, and society.

**Principles**

1. A pharmacy technician’s first consideration is to ensure the health and safety of the patient, and to use knowledge and skills most capably in serving others.

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

3. A pharmacy technician assists and supports the pharmacist in the safe, efficacious, and cost-effective distribution of health services, and healthcare resources.
4. A pharmacy technician respects and values the abilities of pharmacists, colleagues, and other healthcare professionals.

5. A pharmacy technician maintains competency in practice, and continually enhances professional knowledge and expertise.

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

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

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

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

10. A pharmacy technician associates and engages in the support of organizations that promote the profession of pharmacy through the use and enhancement of pharmacy technicians.

Failure to comply with these codes of ethics is cause for immediate dismissal from the program. Personal relationships with clinical personnel are strongly discouraged.

Admission Requirements

Applicants accepted into the Program must meet the following requirements:
• Math Assessment
• Reading Assessment
• Writing Assessment
• Immunizations and Health Records
• Criminal background check and Drug Screening

Health Data Requirements

Health sciences students must possess the physical abilities and characteristics required to meet the technical standards for their health sciences program. Therefore, all health sciences students are required to have a health assessment performed by a physician or other approved
licensed health professional within six months of beginning a health sciences program. Once the Health Data Form, which includes the requisite Two–Step TB test, has been completed, submit a copy to the pharmacy department administrative assistant. Keep a copy of the Health Data Form for your records. The Two-Step TB skin test is valid for one year only.

### Technical Standards and Essential Functions

The Pharmacy Technician Program for the performance of common pharmacy technician functions. The pharmacy technician student must be able to apply the knowledge and skills necessary to function in a variety of classroom, lab and/or clinical situations while providing the essential competencies of pharmacy technicians. These requirements apply for the purpose of admission and continuation in the program.

<table>
<thead>
<tr>
<th>Categories of Essential Functions</th>
<th>Definition</th>
<th>Example of Technical Standard</th>
</tr>
</thead>
</table>
| Observation                        | Ability to participate actively in all demonstrations, laboratory exercise, and clinical experiences in the professional program component and to assess and comprehend the condition of all clients assigned to him/her for examination, diagnosis, and treatment. Such observation and information usually requires functional use of visual, auditory, and somatic sensations. | Visual (Corrected as necessary)  
  • Able to visually discriminate increment readings on syringes  
  • Able to read instrument scales  
  • Able to enter and review data during use of computer equipment  
  • Able to visually discriminate different colored and shaped objects  
  • Recognize and interpret facial expressions and body language  
  • Assess the environment at a distance  
  
  Auditory (corrected as necessary)  
  • Recognize and respond to soft voices or voices under protective garb  
  • Recognize and respond to voices over the telephone, |
| Communication | Ability to communicate effectively in English using verbal, non-verbal and written formats with faculty, other students, clients, families and all members of the healthcare team. | • Able to elicit information, • Assess nonverbal communications • Transmit information to clients, fellow students, faculty and staff, and members of the healthcare team • Receive, write and interpret written communication in both academic and clinical settings |
| Motor | Sufficient motor ability to execute the movement and skills required for safe and effective care and emergency treatment | • Eye-hand coordination and finger dexterity required to achieve the psychomotor objectives (use of a spatula and tablet counter, mortar and pestle, balance and weight set, needles, syringes, and the skills of counting and pouring) • Lift up to 50 pounds • Stand for long periods of time (8-12 hours) |
| Intellectual Ability to collect, interpret and integrate information and make decisions. | • Read and comprehend relevant information in textbooks, prescriptions and medication orders, medical records and professional literature  
• Measure, calculate, reason, analyze and synthesize  
• Utilize intellectual abilities, exercise good judgment and complete tasks, within required time limits  
• Retain information  
• Apply knowledge to new situations and problem solving scenarios |
|---|---|
| **Behavioral and Social Attributes** | Possess the emotional health and stability required for full utilization of the student’s intellectual abilities, the exercise of good judgment, the prompt completion of all academic and patient care responsibilities and the development of mature, sensitive, and effective relationships with clients and other members of the health care team.  
Possess the ability to tolerate taxing workloads, function effectively under stress, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in |
|  | • Manage heavy academic schedules and deadlines  
• Perform in fast paced clinical situations  
• Display flexibility  
• Sustain professional activities for protracted periods under conditions of physical and emotional stress  
• Demonstrate emotional health required for full utilization of intellectual abilities and exercise of good judgment.  
*Demonstrate integrity, concern for others, interpersonal skills, interest and motivations.  
*Accepts responsibility and accountability for one’s own actions. |
clinical settings with patients.
Possess compassion, integrity, concern for others, and motivation.
Possess the ability to demonstrate professional behaviors and a strong work ethic

*Develop mature, sensitive and effective relationships with clients and others.
*Comply with the professional standards of the pharmacy profession.

Qualified applicants with disabilities are encouraged to apply to the program. It is the responsibility of the student to contact the ADA Coordinator if they feel they cannot meet one or more of the technical standards listed. CCC campuses offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations. Students are encouraged to do this three weeks before the start of each semester.

Health Sciences programs establish technical standards and essential functions to insure that students have the abilities required to participate and potentially be successful in all aspects of the respective programs. Students are required to meet technical standards and essential functions for the Pharmacy Technician Program as indicated. If an applicant or student is unable to meet all of the outlined standards, he/she may be withdrawn from the program.

**Criminal Background Checks**

Successful completion of a criminal background check is required for admission and continuation in the Pharmacy Technology Program. This information needs to be completed by the timeframe that is given to you by the Program Coordinator. These checks are performed by USInfo Group, the results are sent directly to Clinical sites. The faculty and staff at Craven Community College have no knowledge of the information attained by the background checks.

**Immunizations**

Healthcare professions include inherent health and safety risks. Therefore, all health sciences students are required to be compliant with regulations related to immunizations for the protection of themselves and patients. Submit proof of all required immunizations to the pharmacy department administrative assistant. Keep a copy of your immunization records for your personal records.
## Pharmacy Technology Curriculum

### SEMESTER-1 (Fall)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 163</td>
<td>Basic Anatomy and Physiology</td>
<td>5</td>
</tr>
<tr>
<td>PHM 110</td>
<td>Introduction to Pharmacy</td>
<td>3</td>
</tr>
<tr>
<td>PHM 111</td>
<td>Pharmacy Practice I</td>
<td>4</td>
</tr>
<tr>
<td>PHM 115</td>
<td>Pharmacy Calculations</td>
<td>3</td>
</tr>
<tr>
<td>PHM 115A</td>
<td>Pharmacy Calculations Lab</td>
<td>1</td>
</tr>
<tr>
<td>PHM 120</td>
<td>Pharmacology I</td>
<td>3</td>
</tr>
</tbody>
</table>

### SEMESTER-2 (Spring)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHM 118</td>
<td>Sterile Products</td>
<td>4</td>
</tr>
<tr>
<td>PHM 132</td>
<td>Pharmacy Clinical</td>
<td>2</td>
</tr>
<tr>
<td>PHM 125</td>
<td>Pharmacology II</td>
<td>3</td>
</tr>
<tr>
<td>PHM 140</td>
<td>Trends In Pharmacy</td>
<td>2</td>
</tr>
<tr>
<td>PHM 160</td>
<td>Pharmacy Dosage Forms</td>
<td>3</td>
</tr>
<tr>
<td>ENG111</td>
<td>Expository Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

### SEMESTER-3 (Summer)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHM 135</td>
<td>Pharmacy Clinical</td>
<td>5</td>
</tr>
<tr>
<td>PHM 165</td>
<td>Pharmacy Professional Practice</td>
<td>2</td>
</tr>
<tr>
<td>CIS 113</td>
<td>Computer Basics</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Credits: 44**
Approximate Cost of Program*

Prospective students should refer to the current CCC catalog for tuition and fee rates. In addition to tuition and fees, the following expenses are estimated for the pharmacy technology program.

- Books (pharmacy technology program only)(All Classes) $850
- Scrubs $25-40
- 3X5 index cards $1-2 package
- Current immunizations $75
- Student Pharmacy Association Membership $10 annually
- Technician-in-Training license $15
- Student Pharmacy Association Membership $10 annually
- Choose one of the following annual memberships:
  - ASHP Membership (Can get either Student or Technicians) $30-$58
  - NPTA Membership $54
  - AAPT Membership $25
- Application for Graduation fee $15
- PTCB exam fee $120
- Student Liability Insurance (billed with PHM 132) $16
- North Carolina technician license fee (background check) $50 $35 renewal
- Student Pharmacy Association pinning ceremony and other functions $Varies

If you are applying for financial assistance you may be eligible for an increase to your expense budget based on the above estimated expenses. Please contact the Office of Student Financial Assistance for the instructions on how to request an expense review.

*Prices subject to change; consult current catalog
Core Course Descriptions

PHM 110: Introduction to Pharmacy
This course introduces pharmacy practice and the technician’s role in a variety of pharmacy settings. Topics include medical terminology and abbreviations, drug delivery systems, law and ethics, prescription and medication orders, and the health care system.

PHM 111: Pharmacy Practice
This course provides instruction in the technical procedures for preparing and dispensing drugs in the hospital and retail settings under supervision of a registered pharmacist. Topics include drug packaging and labeling, out-patient dispensing, hospital dispensing procedures, controlled substance procedures, inventory control, and non-sterile compounding.

PHM 115: Pharmacy Calculations
This course provides an introduction to the metric, avoirdupois, and apothecary systems of measurement and the calculations used in pharmacy practice. Topics include ratio and proportion, dosage determinations, percentage preparations, reducing and enlarging formulas, dilution and concentration, aliquots, specific gravity and density, and flow rates.

PHM 115A: Pharmacy Calculations Lab

PHM 118: Sterile Products
This course provides an introduction to intravenous admixture preparation and other sterile products, including total parenteral nutrition and chemotherapy. Topics include aseptic techniques; facilities, equipment, and supplies utilized in admixture preparation; incompatibility and stability; laminar flow hoods; immunizations and irrigation solutions; and quality assurance.

PHM 120: Pharmacology I
This course introduces the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include nutritional products, blood modifiers, hormones, diuretics, cardiovascular agents, respiratory drugs, and gastrointestinal agents.
PHM 125: Pharmacology II

This course provides a continuation of the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include autonomic and central nervous system agents, anti-inflammatory agents, and anti-infective drugs.

PHM 132: Pharmacy Clinical

This course provides an opportunity to work in hospital pharmacy settings under a pharmacist’s supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications.

PHM 135: Pharmacy Clinical

This course provides an opportunity to work in retail pharmacy settings under a pharmacist’s supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications.

PHM 140: Trends in Pharmacy

This course covers the major issues, trends, and concepts in contemporary pharmacy practice. Topics include professional ethics, continuing education, job placement, and the latest developments in pharmacy technician practice.

PHM 160: Pharmacy Dosage Forms

PHM 165: Professional Pharmacy Practice

This course provides a general overview of all aspects of pharmacy technician practice. Emphasis is placed on pharmacy law, calculations, compounding, pharmacology, and pharmacy operations.

Pharmacy Technology Classroom and Laboratory

The Pharmacy Technology Program is located in Perdue Hall in F-110. That is where all core classes and labs will take place unless otherwise notified. The Pharmacy Technology Program Coordinators office is located in Perdue F-112.
Bookstore, Textbooks and Supplies

All pharmacy Technology Textbooks can be purchased at the campus bookstore located BIT building Suite H. Students will be required to purchase a set of Charcoal gray scrubs that are embroidered with the college and program logo, these scrubs will serve as your clinical uniform. Students are also required to purchase a Craven Community College name tag.

Email Accounts and Student Contact Information

All Pharmacy Technology students are REQUIRED to maintain their active Craven Community College email account throughout the program. Students should be checking this email routinely for communication from course instructors. Students are also required to maintain updated contact information (email, telephone and address) with Craven Community College.

Attendance Policy.

Students are expected to always come to class and lab prepared. This includes bringing the correct textbook, and assignments which are due, materials for note taking, calculators and accessories to be used in class or lab.

1. Classroom

   Class attendance for each Pharmacy Technician course is expected. Except for contagious illness or documented emergency, absences are strongly discouraged. The student is required to notify the instructor if an absence is anticipated.

   Students who miss more than three (3) class sessions may receive a full letter point deduction from their overall grade – which may result in failing the course.
   Roll will be taken at every class meeting. If absences exceed three (3) during fall and spring semesters or two (2) during the summer semester, the student will lose one (1) letter grade for each additional absence unless there are documented medical or other emergencies.

   A student who is five (5) minutes late is considered tardy. Three (3) tardies constitute one absence.

   If absent, the student is responsible for contacting the instructor to obtain any assignments or handouts.
Absences from scheduled examinations are strongly discouraged. There will be no routine re-tests given in any Pharmacy Technician class unless prior arrangements have been made between the student and the instructor.

2. Laboratories

Absences from student laboratory sessions are strongly discouraged due to the difficulty in planning and scheduling make-up sessions. Repeating the lab is virtually impossible. Unless prior arrangements have been made, a grade of zero will be assessed for each wet lab exercise missed. Study questions and dry lab exercises may still be turned in for credit at the instructor’s discretion.

3. Practicum Sites

Regular and punctual attendance on all practicum days is required. Absences or tardies from the practicum for reasons other than health or other documented emergencies will not be tolerated, and the student may be subject to withdrawal from the program. The student must make up all absences, regardless of excuse. The student must coordinate the make-up day with the course instructor and the preceptor at the pharmacy. The student must notify their preceptor at the pharmacy and their Pharmacy Technician course instructor of all absences or tardiness as far in advance as possible or at least within the first half-hour they are scheduled.

A student who is late by 15 minutes or more will be considered officially tardy. Three official tardies will constitute one absence.

Grading and Academic Requirements

It is expected that each student will successfully demonstrate competency in classroom work and in laboratory clinical skills. Because this is a competency-based program, at the beginning of each didactic course the student will be given a list of course objectives by the instructor. Although calculation of final grades varies somewhat in each didactic course, the student must pass, with a minimum of 75% in both the lecture and the laboratory components of the course. Please note that even though the average of the two components may be 75% or greater, failure to achieve 75% or better in BOTH sections (lecture and lab) of the course, will result in a failing grade for the course. Specifics are presented in the syllabus given to the student on the first day of class.

Final grades will be assigned according to the following scale:

A = 90 – 100%
B = 80 – 89%
C = 70-79%
D = 60-69%
F = 59% and below
A grade of “C” or above is required for passing any pharmacy specific courses of the program.

Mandatory Mid-Semester Meetings
All students are required to meet with the Pharmacy Department Chair at the mid-point of each semester while enrolled in pharmacy courses. This is an opportunity to discuss the students standing in each course, determine regulatory requirements which must be met, develop a student academic plan, and complete mandatory paperwork. Students who fail to meet with the Department Chair at the mid-point of the semester will not be allowed to enroll in next semester courses until the meeting has been completed.

Dress Code

1. While on campus and in Pharmacy Technician lectures, students may wear clothing and footwear appropriate for the college learning environment. The student should demonstrate appropriate hygiene to avoid offensive odor. Please avoid wearing perfume or cologne.

2. In the student laboratory, appropriate clothing must be worn at all designated times as per the specific course syllabus. Close-toed shoes must be worn in the lab at all times.

3. During clinical rotation, the student must adhere to the dress code of the facility to which he/she is assigned. In addition to the facility’s dress code, or if the dress code is optional, the following rules apply:

   a. Students must comply with number 2 above. If the pharmacy requires the student to wear a scrub uniform, it must be GRAY in color. The student is responsible for purchasing the correct scrub uniform. The student must wear their nametag.
   b. Students must not wear clothing made of denim material of any color. (No jeans or JEAN skirts, etc.)
   c. Students must not wear t-shirts, unless they are of one color with no words, letters, slogans, graphics, etc., of any kind
   d. Students must wear closed-toe shoes (no sandals or canvas shoes) with socks or hosiery.
   e. While attending practicum rotations, student’s hair must be clean, neat and of a normal hair color.
   f. Before attending practicum rotation, students must bathe regularly to avoid offensive odor. In addition, students must refrain from use of cologne/perfume/aftershave lotion, or makeup.
   g. Keep fingernails clean and at a reasonable length.
   h. Dress tactfully. Avoid wearing clothes that are overly revealing, which may represent a safety hazard or which may be offensive to patients or fellow personnel.
   i. Students not conforming to the dress code of the facility or the program may be sent home from the practicum site at the preceptor’s or course instructor’s discretion.
All Students:
1. Gray scrubs purchased at CCC Bookstore with CCC Pharmacy Technology Logo
2. Sneakers
3. Craven Community College Name Tag (purchased through Bookstore)

Males:
1. Hair: clean. Neat and well groomed. Hair must be cut above the collar. Trimmed mustaches are permitted. Beards are allowed if kept short and neatly trimmed (no longer than one (1) inch). No extreme hairstyles, dyeing, bleaching or tinting is permitted.
2. Fingernails: Must be short, neat and clean
3. Jewelry: Limited to watch and wedding ring
4. No aftershave, cologne, etc.

Females:
1. Hair: must keep hair back off the face at ALL times. Hair that falls on the shoulders at the sides must be tied back in a ponytail or worn up in the back. No extreme hairstyles, dyeing, tinting or bleaching is permitted.
2. Fingernails: Must be short, neat and clean. Clear polish is acceptable NO colored nail polish will be worn.
3. Makeup: Discreet use of makeup will be accepted. Avoid heavy use of eyeshadow, eyeliner, and blush. Perfume is NOT to be used at all.
4. Jewelry: limited to watch and wedding ring.

**No visible body-piercing rings are permitted. This includes but is not limited to earrings, tongue rings, nose rings, eyebrow rings, etc**
**All Body art/Tattoos must be covered with clothing**

Hospital/Location Visitation
Students are prohibited from entering a hospital or any other pharmacy or health care setting while wearing a scrub uniform, and/or CCC student nametag at any time other than when required to be there for a class or practicum rotation. Any student found to be out of compliance may be withdrawn from the Program.

Cell Phones

Cell phones MUST be muted during class. Each cell phone interruption will be counted against your grade. If you must answer a call during class or lab, please excuse yourself from the class to make/take the call. Do NOT answer the phone during class or lab. NO texting is allowed during class.
Rotation Eligibility for Pharmacy Practicum

Pharmacy Technician practicum sites are not easily acquired. Availability of sites may vary from semester to semester. Students will be assigned a practicum on a first-come-first-served basis. There is no guarantee that the student will receive their desired practicum site.

The Pharmacy Practicum is in the second and third semester of the program. The student must have successfully completed all previous semester classes before they are eligible to enroll in the Pharmacy Practicums.

Some clinical agencies require Criminal Background Checks and or Drug Screens for students prior to clinical rotations. The agency will deny the student access to the clinical facility if the background check is unsatisfactory. If a student cannot attend a clinical rotation, the student will be unable to complete course and program requirements necessary for graduation. Those that this applies to will be given notice when assignments are made.

Externship Policy

Pharmacy Technician students are not allowed to be scheduled in place of qualified staff during any practicum rotation. Should a clinical institution wish to employ a currently-enrolled Pharmacy Technician student, the institution is strongly encouraged to contract with the student for employment once the student has finished their clinical rotation. Students are not allowed to participate in a rotation at a clinical site or for the same company with which they are scheduled to complete their practicum externship.

Transportation

Students must have reliable transportation to and from Craven Community College and to and from the assigned clinical facility. No transportation will be provided by the college, faculty or clinical facility.

Accidents

All accidents that occur while on clinical assignments resulting in patient, clinical personnel or personal injury to the student and or damage to equipment must be reported in a timely manner (24 hours or less) to the Program Coordinator, and should be reported directly to the clinical supervisor.
Counseling Services

Professional counselors are available at both Craven Community College Campuses to provide confidential assistance to students by appointment and on a drop-in basis.

The counselors assist with the most frequently expressed student concerns:

<table>
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<th>Academic/Education Planning:</th>
<th>selecting courses, degree planning, and information on transferring CCC credits to other schools</th>
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<tbody>
<tr>
<td>Career:</td>
<td>job-search strategies, career exploration, skill identification, resume writing, job interviewing, goal setting, and vocational assessment</td>
</tr>
<tr>
<td>Counseling:</td>
<td>personal adjustment, time management, relationships, communication, trust building, and stress management</td>
</tr>
</tbody>
</table>

Counselors also provide an assessment program. Vocational interest inventories identify areas of interest in career fields. Aptitude tests assess skills and abilities. Personality tests clarify problem areas in personal functioning. Students can consult with a counselor to determine if an assessment is needed.

Basically, the counselors are the persons to see for any type of help you might need. If they cannot provide the information or assistance you need, they will be able to refer you to someone who can.

If serious problems exist, the Pharmacy Technician Department Chair may require a student to make an appointment with a counselor.

Learning Labs

The Academic Skills Center provide free tutorial services and tailored individual instruction to a diverse student population in an open-access lab setting. The labs provide subject area tutors for all mathematics courses, English, developmental writing, and reading. Tutoring support is available for many courses that include writing and research components. Modes of delivery include traditional one-on-one tutoring and small group tutoring, skills review workshops, guided study groups, self-paced independent study, and computer-based tutorials. Please notify the Program Coordinator if you would like a referral to use the services that are offered.
Student Financial Aid

Craven Community College provides information on financial aid to assist students; the financial aid program includes scholarships, grants, loans, and part-time employment.

The college expects students to make a maximum effort to assist themselves and provide a portion of their college expenses. Students should view financial aid only as a supplement to the financial resources of the applicant.

Financial aid can only be used for courses taken for college credit. Financial aid is not available for courses taken on an alternative basis.

The Financial Aid Offices can provide the necessary forms and provide additional information.

Library Facilities

The library is located on the second floor of the Barker Building on the New Bern Campus. The book collection, located on open shelves and covering fields of medicine, nursing, and allied health.

Computers and printers are available for student use.

For specific subject or assistance, please consult the librarian for more information.

Emergency Instructions

Craven Community College has procedures in place to help ensure the safety of students during an emergency. Emergency instruction signs are posted in each campus classroom. They indicate evacuation routes, outside rally locations, and indoor shelter-in-place areas. Administrators-in-charge and emergency evacuation coordinators are designated in all facilities to assist students and staff in an emergency.

Medical Emergencies
In the case of severe bleeding, breathing problems, or chest pains, call 911. For other medical emergencies.

Severe Weather/Outdoor Hazards
In cases of severe weather or other dangerous conditions outdoors, students will be directed to shelter-in-place areas inside the building. Do not go outside or move to another building. Do not use elevators. Upon being alerted by a public address system, alarm, or campus administrator, students will move immediately to shelter-in-place areas indicated on the
emergency signs posted in each classroom. Shelter-in-place areas are located in the lowest floor possible of the building, in the center of the building, and away from glass.

Fire
Upon hearing a continuous alarm or verbal warning, students should evacuate the building immediately and move to the fire evacuation rally location indicated on the emergency signs posted in each classroom. Do not run. Do not use elevators.
1. Leave the building through the nearest exit.
2. Take personal belongs if they are in the same room.
3. Close all doors behind you. Do not lock them.
4. Report to fire evacuation rally location. You must be accounted for at rally location.
5. Students and staff will be permitted to re-enter the building when the administrator-in-charge or emergency evacuation coordinator gives a verbal “all clear” signal.

Please check Craven Community College’s website for delays and cancellations for weather, and check email for any assignments required as make-up

Gunman on Campus
Students or staff who see an armed person or receive information that an armed person is on campus should to take the following steps.
1. Contact the Campus Security by cell phone, pay phone, or off-campus phone.
2. Turn off lights, close and lock doors.
3. Get on the floor out of the line of fire. Seek available cover.
4. Wait until an “All Clear” given by a police officer or authorized, known voice

Family Education Rights and Privacy Act
The following statement concerning student records maintained by the Craven Community College District is published in compliance with the Family Education Rights and Privacy Act of 1974. The release of information to the public without the consent of the student will be limited to that designated as directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in activities, dates of attendance, degrees, certificates and awards, name of the previous educational institution attended, student classification and enrollment status. Any student objecting to the release of all or any portion of such information must notify Admissions and Records within the first 12 class days of the semester. The restriction will remain in effect until revoked by the student.
Forms and Documentation

The forms provided in this section are your copy of the forms that you must sign during the new student orientation. During the new student orientation session, you will initial, sign, and date the handout copies of each of these forms, and turn them in to the Pharmacy Technician Department Chair. These will become part of your permanent record. Failure to turn in required forms, immunizations, and other documentation may result in termination from the pharmacy technician program. Please keep this handbook and refer to the enclosed forms often, as your signature indicates your agreement to abide by each of the policies listed in the Pharmacy Technician Handbook.
Statement of Understanding

Please read each statement below. Initial each statement in the space indicated, and provide your name, signature, and date below.

1. _____ I have read, I agree to, and I will comply with each of the policies outlined in the Pharmacy Technician Handbook. Furthermore, I agree to, and will comply with, the course requirements as outlined in each course syllabus.

2. _____ I understand that while performing my regularly assigned duties, I may be exposed to blood, body fluids, or tissues. I will use the appropriate personal protective equipment required when there is an inherent potential for mucous membrane or skin contact with blood, body fluids or tissues, or a potential for spills or splashes of them. Appropriate protection may include the use of gloves, gowns, masks, face shields, eye protection, mouthpieces, resuscitation bags, and other protective equipment. I understand that if I fail to use available personal protective equipment, I may be subject to disciplinary action.

3. _____ I understand the immunization requirements as outlined on the Health Sciences website. I understand that failure to provide proof of the necessary immunizations may result in my being dropped from the pharmacy technician program.

4. _____ I have read through the information on the Health Data Form as outlined on the Health Sciences website. I understand that failure to provide the completed Health Data Form and requisite two-step TB skin test may result in my being dropped from the pharmacy technician program. I understand that the two-step TB skin test must be within the past 90 days prior to starting the program.

5. _____ I have been informed regarding the inherent health/safety hazards in the health care field and release CCC from any liability for such hazards.

6. _____ I agree to the CCC criminal background check and agree to immediately notify the Dean of Health Sciences in writing of any subsequent changes in criminal history that occur after the admission background check has been completed.

7. _____ I will complete all clinical educational training and coursework and submit signed documentation to the program coordinator or program administrative assistant in the method outlined in the practicum workbook (will be provided in the practicum orientation session).

8. _____ I have read, understand, and acknowledge that I am capable of performing each of the “Technical Standards and Essential Functions” as presented, or with reasonable accommodation as documented by the Office of Students with Disabilities. (If accommodation is required, please confer with the Department Chair of the Program immediately).
9. _____ I agree to read the Pharmacy Technology Program Student Handbook in its entirety. I will inform my instructor via email if I have any questions or concerns about anything contained in the handbook. I agree to email my instructor within 10 days of the start of the first semester of the pharmacy program if I have any questions or concerns.

10. _____ I agree to review the CCC Student Handbook on the webpage and abide by all of the policies outlined therein.

11. _____ I understand that I must attend a mandatory mid-semester meeting with the Department Chair every semester while I am enrolled in the pharmacy program. I further understand that I will not be allowed to register for next semester courses until this meeting has been completed.

12. _____ I understand that I am required to maintain a current CCC Gmail student email account. I understand that college, campus, program and course information will be distributed by this medium and that I am responsible for reading, understanding and complying with that information. I agree to check my CCC Gmail account at least three times a week.

13. _____ I understand that I may be subject to additional clinical requirements such as drug screening and additional criminal background checks as required by my practicum site. I understand that my belongings, including my car, may be searched while I am on the property of the practicum site during my externship rotation.

14. _____ If I have a problem, or concern with an instructor or other course related issue, I will first address it directly, with that instructor. If that fails to bring resolution, I will contact the Pharmacy Department Chair, in writing, for further assistance in resolving the matter.

15. _____ I understand that the Pharmacy Technician program has an obligation to report various statistics to their accrediting agencies. In order to assist with this reporting obligation, I agree to complete a “Student Self-Evaluation” every semester while enrolled in the Pharmacy Technician program. I also agree to complete the “Pharmacy Technician Graduation Exit Survey” form prior to graduating from the program. In addition, I agree to inform the Pharmacy Department Chair upon completion of the PTCE, and upon obtaining pharmacy employment.

By signing this form I attest that I have been informed of all of the statements it contains, and that I have had an opportunity to ask questions to gain complete clarity on each of the components of the Statement of Understanding form. Furthermore, I understand that by signing this form, I completely agree to abide by each component of the Statement of Understanding document. I understand that failure to follow the components contained in the Statement of Understanding may result in disciplinary action, up to and including dismissal from the program.

Printed Name __________________________ Signature __________________________ Date_______
Grounds for Dismissal

The Grounds for Dismissal are listed below. It should be pointed out that a student may be dismissed from the program at any time during his/her training for violation of any one of the grounds listed.

1. Failing grades in Pharmacy Technology and/or College Courses

2. Insubordination

3. The conviction and/or known use of, distribution of or possession of illegal drugs/controlled substances

4. Failure to accomplish clinical assignments or objectives

5. Unprofessional or Unethical conduct

6. Cheating (Academic Dishonesty) or falsification of official college documents

7. Breach of Confidentiality

8. If any clinical site refuses to allow a student on the property for violations such as theft or misconduct, or behavior that threatens the safety of patients, themselves or others, the student will not be permitted to continue.

Printed___________________________________________________

Signature__________________________________________________

Date______________________________________________________
Student Confidentiality Statement

The patient has the right to every consideration of privacy concerning his own medical care program. Case discussion, consultation, examination and treatment are confidential and should be conducted discreetly. Those not directly involved in his care must have the permission of the patient to be present. The patient has the right to expect that all communications and records pertaining to his/her care should be treated as confidential.

A Patient’s Bill of Rights (1975)

As a condition of my clinical experience, I agree NOT to divulge to unauthorized persons, any confidential information obtained from observations, conversations, correspondence, personal records, clinical materials, and/or any other sources. I will not publish or otherwise make public any confidential information such that the person involved will be identifiable or harmed, except as I may be legally required to do so.

I also understand that prior to my practicum externship, I must complete mandatory Health Science Student HIPAA training and sign an additional Confidentiality Agreement. I further understand that the Health Science Student HIPAA training is valid for one year, and that I will be required to repeat the Health Science Student HIPAA training if my enrollment in the Pharmacy Technician program lasts longer than one year.

I understand that any violation of this confidentiality agreement is very serious and warrants disciplinary action.

Printed___________________________________________________

Signature__________________________________________________

Date______________________________________________________
Authorization To Release Reference Information

I authorize Craven Community College Pharmacy Technology Program Director to release information regarding my performance while enrolled in the program.

This information may be released to prospective employers whom I have given as a reference to the Program Coordinator.

This information may be given out by telephone, email, or letter.

Printed___________________________________________________

Signature__________________________________________________

Date______________________________________________________
Oath of a Pharmacy Technician

I dedicate myself to providing pharmacy technician services of the highest quality to all patients, regardless of situation or circumstance, and I will consider the health and safety of my patients my primary concern.

I will uphold the highest principles of moral, ethical, and legal conduct, and will perform my duties with honesty and integrity.

I will use my knowledge, skills, and abilities, in order to assure optimal patient treatment outcomes, while always operating within the pharmacy technician’s scope of practice. I will maintain patient confidentiality and promote individual dignity, and will treat all patients with respect, compassion, and appreciation for diversity.

I will work closely with Pharmacists and other health care professionals to ensure that quality pharmaceutical care is dispensed without error.

I will strive to provide excellent customer service and effective communication, supported by an exceptional work ethic, while maintaining absolute accuracy and ensuring patient health and safety.

I will stay informed regarding developments in the field of pharmacy and will maintain professional competency, striving to continually enhance my knowledge, skills, and expertise.

I will participate in the evolution of a pharmaceutical practice that improves patient care, and will actively support organizations that further the profession and support the advancement of pharmacy technicians.

I will respect, value, and support my colleagues, foster a sense of loyalty and duty to the profession of pharmacy, and actively participate as a member of the healthcare team.

I will strive to conduct myself with professionalism and integrity and maintain a full appreciation of the responsibility that the public entrusts to me.

Printed___________________________________________________

Signature__________________________________________________

Date_____________________________________________________
Student Information/ Plan

Student: __________________________________________ Student ID: ______________________

Address: __________________________________________ City: Zip __________________________

Home Phone: _______________________________ Cell Phone: _____________ Other: _____________

CCC Gmail address: ________________________________________________________________
(Note: you MUST maintain a valid CCC gmail account while in Pharm. Technology program)

Health Data Form  Y  N  Immunization Form  Y  N  Background/Drug Screen Y  N

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<th>Emergency Contact:</th>
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<th>Curriculum Plan:</th>
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<td>Date: _______________ Semester Enrolled in Program: ____________________</td>
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