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WELCOME

Welcome to the Pharmacy Technology program. This program is three (3) terms, (9 months) in length. Upon successful completion of this program, a diploma will be awarded.

Indian Hills Community College is accredited by the Higher Learning Commission of Colleges and Schools and a member of the North Central Association.

The Pharmacy Technology Program is part of the Health Sciences Division. Jill Budde is the Executive Dean, Career and Workforce Education and Heidi Jones is Associate Dean of Health Sciences. The Program Director is Heather Larson. Joseph Miller and Shawn Berry are the Program Instructors.

This student handbook has been developed by the staff and administration of the Health Sciences Division of Indian Hills Community College. Its purpose is to serve as a guide for all students enrolled in the Pharmacy Technology program. The handbook supplements the Indian Hills Community College Student Handbook and College Catalog; consequently all policies and procedures from the student code of conduct handbook are to be observed in addition to those outlined in the following pages.

This booklet contains specific information that may help you understand the policies and procedures of the Pharmacy Technology Program. Please read the handbook carefully and ask questions if any of the information is unclear. The Program Director and Program Instructors are the best resources for answering questions that you might have concerning program policies or procedures.

STAFF DIRECTORY

Jill Budde, Executive Dean, Career and Workforce Education	641-683-5165
Heidi Jones, Associate Dean, Health Sciences	641-683-5292
Vicki Ellis, Health Sciences Department Assistant	641-683-5247
Heather Larson, Program Director	641-683-5311

INDIAN HILLS COMMUNITY COLLEGE INSTITUTIONAL MISSION STATEMENT

Indian Hills Community College changes lives by inspiring learning, diversity, social enrichment, and regional economic advancement.

INDIAN HILLS COMMUNITY COLLEGE VALUES

- Academic Excellence and Student Success
- Integrity, Relationships, and Teamwork
- Acceptance, Inclusion, and Accessibility
- Tradition and Culture
- Innovation and the Future

INSTITUTIONAL PURPOSE

Indian Hills Community College is dedicated to providing a dynamic and timely response to the ever-changing needs of our business community and the populace of our small towns and rural areas. In this context, it is our purpose to provide, to the greatest extent possible, the following education opportunities and services.

1. The first two years of college work, including pre-professional education.
2. Career and technical training.
3. Programs for in-service training and retraining of workers.
4. Programs for high school completions for students of post-high school age.
5. Programs for all students of high school age who may best serve themselves by enrolling for career and technical training, while also enrolled in a local high school, public or private.
6. Programs for students of high school age to provide advanced college placement courses not taught at a student's high school while the student is also enrolled in the high school.
7. Student personnel services.
8. Community services.
9. Career and technical education for persons who have academic, socioeconomic or other disabilities which prevent succeeding in regular career education programs.
10. Training, retraining and all necessary preparation for productive employment of all citizens.
11. Career and technical training for persons who are not enrolled in a high school and who have not completed high school.
12. Developmental education for persons who are academically or personally under prepared to succeed in their program of study.

PHARMACY TECHNOLOGY PROGRAM MISSION STATEMENT

To provide a program of Pharmacy Technician education which builds upon previous experiences and affords the student the opportunity to acquire knowledge, skills, and attitudes necessary to become a competent Pharmacy Technician.

PHARMACY TECHNOLOGY PROGRAM PHILOSOPHY

Indian Hills Community College, as a community centered institution, strives to meet the needs of all people for post-secondary education. The college believes every opportunity should be provided for each student to develop to his/her maximum potential in order that he/she might become a valuable citizen who contributes to our complex and ever-changing society.

The faculty of the Pharmacy Technician program believes that learning is an individual and continuous process resulting in a behavioral change which can be measure; and that learning is facilitated an affected by motivation, self-discipline, and structured experience. We believe it is also the responsibility of the instructor to create an environment at is conducive to student learning. We further believe that the role of the instructor is to identify learning needs, guide the learner, and assess student-learning outcomes. Attainment of student – learning outcomes will be determined through the use of classroom and practicum assessment techniques.

We believe that the Pharmacy Technician student is an adult learner and as such shares the responsibility for his/her learning. This allows the student to develop into a life-long learner, effective practitioner, and a responsible citizen. We also believe that students are accountable to the legal and ethical practices of the Pharmacy Technician profession.

PHARMACY TECHNOLOGY PROGRAM OUTCOMES

Upon successful completion of the program the graduate will:

1. possess the knowledge, skills and behaviors necessary to assist the pharmacist in serving patients/customers
2. demonstrate the ability to obtain certification within one year
3. use effective oral and written communication appropriate to the profession
4. be able to maintain medication and inventory control systems
5. be able to participate in the administration and management of pharmacy practice

TO THE STUDENT:

Occasionally you will encounter circumstances requiring assistance or guidance. The following is a partial list of potential problems and who to see:

Problem	Who to See
Difficulty/concern with a specific course	Instructor
Difficulty with course work in general or problems of a general nature	Program Director Associate Dean Executive Dean SUCCESS Center
Concerns about clinical rotations	Clinical Coordinator Program Director Associate Dean Executive Dean
Problems/concerns at clinical site	Clinical Instructor Clinical Coordinator Program Director Associate Dean Executive Dean
Information concerning Policies and Procedures	Program Director Associate Dean Executive Dean
Personal Problems	Program Director Instructor Associate Dean Executive Dean
Concerns about the program	Program Director Associate Dean Executive Dean
Feel free to talk to any staff member if you think he/she can help you.	

PHARMACY TECHNOLOGY DO'S

1. Expect to spend from 2 to 3 hours per day on course homework.
2. Come to class regularly, be on time and be alert and/or access online course materials in a timely manner.
3. Ask questions frequently.
4. Take responsibility for your own learning.
5. Submit all required assignments by the due dates provided in each course.

PHARMACY TECHNOLOGY DON'TS

1. Expect instructors to do everything for you.
2. Waste time and energy trying to decide whether or not a course is relevant.
3. Complain to people who cannot help you.
4. Procrastinate with your work or with looking for solutions to problems.

PROSPECTIVE STUDENTS

This post-secondary program is designed for both traditional and non-traditional type students who have a high school diploma or equivalent.

ENTRANCE REQUIREMENTS

A high school diploma or its equivalent is required for admission. Prospective students must:

- 1) Complete an IHCC application**
- 2) Request high school and college transcripts**
- 3) Take the ACT and/or ACCUPLACER assessment**

To be considered for admission to the Pharmacy Technology program, prospective students must have achieved a 2.5 GPA on their most recent transcript. For a GPA from a college transcript to be considered, the applicant must have completed a minimum of eight (8) semester hours at that college. Qualified applicants will be required to complete an online orientation session and additional requirements provided at the orientation session. Meeting minimum requirements does not guarantee acceptance into the Pharmacy Technology program.

ACADEMIC SCHEDULE

The Pharmacy Technology Program is three (3) terms in length and is comprised of online, hybrid and clinical instruction. Each term is approximately three (3) months (12 instructional weeks) long.

Term I: Students complete online course work. Students complete both online and face-to-face session/s for Pharmacy Simulation at dates to be determined by the instructor.

Term II: Students complete online course work. Students complete both online and face-to-face session/s for Pharmacy Simulation II & Pharmacy Technician II at dates to be determined by the instructor.

Term III: Students attend practicum rotations for 176 hours. Students will spend 11 8-hours days in a retail pharmacy and 11 8-hour days in a hospital pharmacy.

At no time will students be assigned/allowed to be involved in classes and clinical more than forty (40) hours per week.

PHARMACY TECHNOLOGY PROGRAM CURRICULUM

COURSE#	COURSE NAME	CREDIT HOURS
Term I		
PHR 100	Intro to Pharmacy Technician	3.0
PHR110	Pharmacy Technician I	3.0
PHR145	Pharmacy Simulation I	1.0
BIO161	Basic Anatomy and Physiology	3.0
SPC101	Fundamentals of Oral Communication <u>or</u>	<u>3.0</u>
SPC122	Interpersonal Communications	
	Term Total	13.0
 Term II		
PHR115	Pharmacy Technician II	5.0
PHR130	Pharmaceutical Calculations	1.0
PHR141	Pharmacy Operations	3.0
PHR148	Pharmaceutical Simulation II	1.0
HSC212	Pathophysiology	3.0
HSC230	Employment Preparation	1.0
	Term Total	14.0
 Term III		
PHR150	Pharmacy Technician Practicum	<u>2.0</u>
	Term Total	2.0
	 PROGRAM TOTAL	 29.0

Curriculum and Course Descriptions

TERM I

- PHR 100 Intro to Pharmacy Technician 3**
This course will provide students with the history of pharmacy, law and ethics of pharmacy, ways to protect patient confidentiality and the different roles of pharmacy technicians. Students will obtain appropriate communication, management and teamwork skills necessary to healthcare field. Safety and infection control policies and procedures, continuing education, and major trends in the pharmacy profession will also be presented.
- PHR110 Pharmacy Technician I 3**
This course provides the student with the roles and responsibilities of the Pharmacy Technician. The different areas of patient-care settings, dosage forms, abbreviations, referencing, competency, communication, prescription processing, over-the-counter medications, complementary alternative medicine, and hospital pharmacy will be presented.
- PHR 145 Pharmacy Simulation I 1**
This simulation experience provides the student with the opportunity to apply knowledge and develop skills as a pharmacy technician in an environment without impact, or potential impact, on patients.

TERM II

- HSC230 Employment Preparation 1**
This course is designed for students preparing to seek employment. Written documents including letters and resumes will be discussed and created. Job seeking techniques including interviewing skills and human relation skills will also be addressed.
- HSC 212 Pathophysiology 3**
The nature, cause, and treatment of disease are the focus of pathophysiology. The characteristics and etiology of diseases are presented using appropriate medical terminology to help students understand the relationship between clinical signs and disease processes.
- PHR130 Pharmaceutical Calculations 1**
This course provides the student with the knowledge and skill necessary to perform dosage conversions and calculations. The apothecary system, metric system and common household measurements are presented. Mathematical calculations used to determine drug dosage is demonstrated.

PHR115	Pharmacy Technician II Prescription processing, repackaging, compounding, aseptic technique, pharmacy stock, billing and psychopharmacology will be discussed. Body systems and related pharmaceuticals will be examined. Students will be introduced to the basic sciences of pharmacy technicians, pharmacy organizations and the future of technicians. Prerequisites: PHR110 Pharmacy Technician I	5
PHR 141	Pharmacy Operations Procurement, billing, reimbursement, inventory management, and patient and medication safety will be discussed. Students will be introduced to tech-check-tech and the future of technicians.	3
PHR 148	Pharmacy Simulation II This advanced simulation experience provides the student with the opportunity to apply knowledge and develop skills as a pharmacy technician in an environment without impact, or potential impact, on patients.	1
 TERM III		
PHR150	Pharmacy Technician Practicum The practicum experience provides the student with the opportunity to apply knowledge and develop skill in the roles and responsibilities of a pharmacy technician in a hospital and/or retail pharmacy. Prerequisites: PHR110 Pharmacy Technician; Concurrent with PHR115 Pharmacy Technician II.	2

PROGRAM POLICIES

Non-Discrimination Policy

It is the policy of Indian Hills Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family, or marital status in its programs, activities, or employment practices as required by the Iowa Code §§216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

If you have questions or complaints related to compliance with this policy, please contact Kristen Parks, Director of Human Resources/Equity Coordinator, 525 Grandview Ave, Ottumwa, IA 52501, 683-5108; Chris Bowser, Executive Dean, Student Services (students), 683-5159; Darlas Shockley, Executive Dean, Arts & Sciences (students with disabilities), 683-5174; U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312/730-1560, fax 312/730- 1576.

CIVIL RIGHTS

Indian Hills Community College is in compliance with all federal regulations pertaining to post-secondary institutions. Indian Hills Community College declares and reaffirms to its students, employees, and the public that it is firmly committed to a policy of recruitment, employment, and promotion in all job classifications and for all educational programs without regard to color, sex, sexual orientation, gender identity, marital status, religion or genetic information.

SEXUAL HARASSMENT

Sexual harassment is a form of sexual discrimination in violation of Title VII of the Civil Rights Act of 1964.

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's school performance or creating an intimidating, hostile or offensive classroom or clinical environment. Behaviors that may constitute sexual harassment include (but are not limited to):

- Sexual innuendo or comments about a person's body
- Sexual jokes or stories
- Whistling at someone or making "cat calls"
- Looking a person up and down
- Making sexually suggestive gestures, facial expressions or body movements

- Displaying sexually suggestive visuals
- Patting or pinching
- Any touch of a sexual nature
- Massaging of the neck, shoulders or back
- Standing close or brushing up against another person

If you believe you are being sexually harassed, report the situation to the classroom or clinical instructor, Program Director, Associate Dean or Executive Dean of Health Sciences. The Executive Dean of Health Sciences and the Executive Dean of Student Services at IHCC will investigate reported cases of sexual harassment. The Executive Dean of Health Sciences can be reached at 641-683-5165 and the Executive Dean of Student Services can be contacted at 641-683-5159. Sexual harassment will not be tolerated and is cause for dismissal from the radiologic technology program.

GRIEVANCE AND APPEALS PROCEDURES

- 1) Students shall first try to resolve their difference with the person against whom they have a complaint.
- 2) If the differences are not resolved, the student shall take his/her concern to the coordinator or instructor of the appropriate course.
- 3) If this does not resolve the problem, the student shall meet with the appropriate department chair/associate dean. In the event the situation involves a violation of the standards of student conduct as outlined in the Policy for Student Conduct Suspension and Dismissal or the program student handbook, a written statement shall be prepared notifying the student of the alleged violation and intended action.
- 4) If the problem is not resolved, the student shall have three (3) days to request a hearing with the Executive Dean of Students. The Executive Dean of Students will hold a hearing within three (3) days of the request and receive all evidence by listening to the testimony of the student and other relevant witnesses and considering any relevant documents. Within two (2) days of the hearing, the Executive Dean of Students will issue a decision.

STUDENT GRIEVANCE PROCEDURE FOR DISCRIMINATORY PRACTICES

A policy for grievances by students and parents of students, in addition to grievances for applicants for employment and employees of Indian Hills Community College has been established as follows:

Level 1:

A student or parent with a complaint of discrimination on the basis of gender, race, age, national origin, disability, or religion may discuss it with the instructor, counselor, supervisor, administrator, or contact the person most directly involved in order to solve it informally.

Level 2:

If the grievance is not resolved at Level 1, and the grievant wishes to pursue the case, it may be formalized by filing a complaint in writing to the next level of supervision. If the grievant is a student or parent of a student, a copy of the grievance should be forwarded to the Executive Dean of Students. A meeting will be set up between the grievant, the appropriate dean, and any other representatives of the college involved. The formal meeting must take place within 15 school days after the written grievance has been received in the office of Student Services. One additional meeting may be needed to resolve the matter. A final written decision will be supplied to the grievant by the appropriate dean within 30 school days after receipt of the original complaint. If the grievance is still unresolved, the grievant may proceed to Level 3.

Level 3:

At Level 3, the grievant will present a written appeal to the President of the college within 10 school days after the grievant has received the report from the appropriate dean. The grievant may also request a personal meeting with the President of the college or his/her designee. A decision will be rendered by the President or his/her designee within 10 school days after the receipt of the written appeal. This procedure in no way denies the right of the grievant to file a formal complaint with the Iowa Civil Rights Commission, the Federal Office of Civil Rights, or the Equal Employment Opportunity Commission for Mediation or Rectification of Civil Rights Grievances, or to seek private counsel for complaints alleging discrimination.

ACADEMIC POLICIES

HONESTY

- 1) Honesty is expected in all actions and activities related to the Pharmacy Technology Program.
- 2) Cheating is defined as the use of unauthorized resources by a student during a test and/or written assignment. This includes using notes, books or other written information during a test or duplicating someone else's work.
- 3) Test questions will be answered without prompts and all written work is expected to be original.
- 4) A violation of this policy will result in a zero (0) for the test or a failure (F) for the written assignment.
- 5) In the event that a student is suspected of violating this policy the instructor or administrator suspecting the violation shall prepare a written statement notifying the student of the alleged violation.
- 6) The student has the right to appeal. All appeals are to follow the Student Appeal Process outlined in this handbook.

PREREQUISITES

The Pharmacy Technology core curriculum must be completed in the order offered. Core curriculum classes include all Pharmacy Technology classes in addition to Basic Anatomy & Physiology. If a student fails any of these core curriculum courses he/she will not be allowed to continue in the program.

If a student has course work equal to a course required in the Pharmacy Technology curriculum, he/she will be awarded transfer credit. This decision is made by the Registrar in consultation with the Pharmacy Technology Program Director, the Associate Dean and Executive Dean of Career and Workforce Education.

GRADING POLICY

In order to graduate, a student must receive a passing grade in all courses listed for that major and achieve a cumulative grade point average (GPA) of 2.00 or above. This is equivalent to a "C" average.

Any student whose current term GPA falls below 2.00 will be placed on academic probation for the next term. Academic probation may affect your financial aid. See the Financial Aid Counselor for clarification of your individual situation.

Two consecutive terms of academic probation in succession will result in dismissal from the college unless the student receives special permission to continue.

Conferences will be scheduled periodically to discuss grades, progress, and concerns. Students may schedule conferences with the instructor or program director at any time. **Students are expected to take the initiative in scheduling conferences when grades are below average.**

Grades are based upon individual achievement, not upon the relative performance of your classmates. Should a student be unable to complete some portion of assigned course work during the regular term, a mark of "I" (incomplete) may be assigned. In such cases, the student must then complete the course work by midterm of the subsequent term. "Incomplete" grades automatically convert to the letter grade "F" unless the work is satisfactorily completed within the time period specified.

Students who wish to terminate or withdraw from the program are required to obtain appropriate papers. Withdrawal forms are obtained in the Health Sciences office located in the Rural Health Education Center. Proper termination procedures insure that the student does not receive grades of "F" for all of the courses he/she was enrolled in at the time of withdrawal. All withdrawals must be completed prior to two weeks before the end of the term. Refer to the IHCC Student Handbook for additional information.

The Health Sciences Division grading is based upon the following percentage scale. This grading scale is required by all health sciences programs.

Percentage Scale	Letter Grade	Numerical Grade
93-100%	A	4
85-92%	B	3
78-84%	C	2
75-77%	D	1
0-74%	F	0

You may compute your GPA at any time by following this example:

Course	Credit Hours	x	Numerical Grade	=	Grade Points
Employment Prep	1		2 (C)		02
Pharmaceutical Calculation	1		2 (C)		02
Medical Terminology	2		2 (C)		04
Pharmacy Technician II	5		4 (A)		20
Credit Hours Attempted =	09		Total Cr. Points =		28

Total Grade Points divided by Credit Hours Attempted = Grade Point Average (GPA)
(28 divided by 9 = 3.11 GPA).

Should a student detect any errors concerning his/her grades, he/she should notify the school within two weeks after the grade has been posted. The student should check his/her grades for accuracy. If you have questions regarding your GPA, contact your instructor or the Associate Dean.

The student may also be requested to leave the college at any time for unsatisfactory attendance, work, or conduct. The cooperating agencies, with the college's approval, may request withdrawal of any student from the Practicum experience. Students will be given an opportunity to meet with the faculty and other interested parties to discuss the problems before any final action is taken.

TESTING

- 1) Tests will be given throughout each course. Each instructor will determine the time and content of the tests.
- 2) Each student must notify the course instructor prior to test time if he/she is going to be absent.

- 3) Tests missed as a result of an absence will be taken or arrangements will be made on the first day of the student's return to school. An alternate format covering the same course objectives may be used for make-up tests. The student that misses a test must initiate the make-up process with the instructor. The instructor will then schedule a make-up test.
- 4) Comprehensive laboratory tests may also be given.
- 5) Final examinations are scheduled for each course at the end of each term.

REENTRY POLICY

Program statistics indicate that students that repeat specific courses more than one time or re-enter the program multiple times are less likely to be successful on the national certification examination. To support student success the following repeat policy statements have been developed.

Students will be allowed to repeat a non-core course one time if they do not achieve a final grade of a "C" (78%) or better.

Pharmacy is the most legally regulated of all health professions. As such, the definition of a technician is also very specifically worded. As of July 2010, any person that intends to seek employment as a pharmacy technician must register with the Iowa Board of Pharmacy as a Technician Trainee when starting a training program. That person **must** pass a certification exam from a nationally – accredited technician board within one year of registering with the Board. If they are not certified within the one year time-limit, they **may not** practice in a pharmacy.

The unfortunate consequence of this is that when a student is accepted into the Pharmacy Technology program they will have only one opportunity to successfully complete all the required courses. The student must register with the Iowa Board of Pharmacy at the start of the program and several of the classes (Pharmacy Technician I, Pharmacy Technician II, Pharmacy Calculations, and Pharmacy Practicum) are only offered once per year. This means that if the student cannot complete one of those classes, their Technician Trainee registration will expire before they are offered again, and that student will not be allowed to work in pharmacies. That means they will not be allowed to participate in the clinical practicum experiences that are required to complete the program.

Therefore it is vitally important that every student who is accepted into the Pharmacy Technology program make every effort to keep up-to-date on assignments and other class materials. There is not sufficient time in a two-term program to "catch up" if one falls behind. Consequently no late assignments will be accepted and it will be the

responsibility of the student to monitor the Course Schedule and make sure all assignments are turned in on time.

PLACEMENT

The ability of a student to get a job in his/her career field upon graduation is a very important part of the educational process. The Health Sciences Division, working cooperatively with each student, will do everything possible to see that this objective is met.

- The student is responsible to actively seek employment.
- The division will keep students informed of known available employment opportunities.
- The student should provide the Program Director with placement data once a position is accepted.

PRACTICUM POLICIES

Two practicum experiences will be scheduled at a hospital and retail pharmacy, giving the student the opportunity to apply knowledge in a real life situation that has been acquired in the classroom and laboratory setting.

COURSE OUTLINE: PHR150 Pharmacy Technician Practicum

Course Credits: 2 semester hours

Practicum Hours: 180 hours (176 hours of on-site experience and 4 hours mock PTCB examination) during Sumer Term (Term III) of the program

Prerequisite: **Must obtain Iowa Technician Trainee registration prior to starting practicum. If another state is involved, contact the Program Director for information.**

Students are required to be at the assigned practicum location at the time determined by the program director in cooperation with the practicum supervisor. The assigned hours will be accordance with actual working shifts in the assigned pharmacy.

The practicum supervisor will be responsible for the learning experiences of students in each pharmacy.

Students must remember that the facility/business is cooperating with the college to provide the necessary experiences for learning the pharmacy technician's role and responsibilities. As such, students must recognize they are guests of the cooperating pharmacy and conduct themselves in an appropriate manner, observing any special rules and regulations applicable to those who work for that pharmacy.

STUDENT RESPONSIBILITIES DURING PRACTICUM

1. The student shall conduct him/herself in accordance with the rules, regulations and procedures governing other employees of the cooperating facility.
2. The student is not an employee of the cooperating facility and, therefore, is not covered by Social Security, Unemployment Compensation or Workmen's Compensation.
3. The student is responsible for his/her own health care insurance.
4. The student is responsible for his/her own transportation to and from the Practicum experience.
5. The student shall perform job functions as agreed upon by the Practicum Supervisor at the practicum site and the Program Director of the IHCC Pharmacy Technology Program.
6. The student will be responsible for his/her own supplies to complete assignments.
7. The student shall observe the confidentiality status of personal and medical information concerning patients and patient records. The student shall also observe the confidentiality status of all operational phases of the facility and its staff.
8. The student shall observe the time scheduled for the Practicum experience mutually agreed upon by the practicum supervisor, the program director, and the student.
9. The student is responsible for contacting the Practicum Supervisor and the Program Director of the Pharmacy Technician Program in case of Absence. Time must be made up for any absence.
10. The student shall complete assigned practicum activities with the understanding that he/she does not receive a stipend.
11. Children may not attend practicum with the parent.
12. Before leaving the cooperating facility, the student must report off to the Practicum Supervisor.
13. Background checks must be completed prior to beginning the Practicum experience.

14. The use of computers at clinical facilities for personal use is prohibited. Some clinical facilities may require students to sign forms in recognition of this policy.

PRACTICUM ATTENDANCE POLICY

Prospective employers consider attendance records a good indicator of future employee behavior. We consider attendance important for that reason and because learning rarely takes place if you are absent, regardless of the reason. Therefore, to satisfactorily complete the objectives of the Pharmacy Technology program, the following policies must be adhered to:

- 1) Students are expected to be present for all practicum experiences to attain the objectives of the program. **If a student is unable to attend, he/she is to report his/her absence each day--stating name and reason.** On practicum days the student will notify the Practicum Supervisor along with an email to the Program Director. Failure to comply will result in a conference report and possible removal from the practicum site.
- 2) All absences and failure to be on time for the practicum experiences will be documented in the student's record. **Any student being more than 10 minutes late will be considered absent for that day.**
- 3) The faculty will review attendance frequently to determine if each student is meeting the objectives of the program. Documentation of missed practicum days will be made on the time card provided to each student at the beginning of the program. Each student is responsible for making sure the time card is signed by the Practicum Supervisor. The student will include a copy of the time card in at the end of each term to the Program Director for review. Failure to meet these objectives will result in the student meeting with the faculty and possible termination from the program.
- 4) Students needing to take a Leave of Absence (maternity, surgery, death in immediate family, hospitalized child) may submit a written request to the Program Director for review by the Attendance Review Committee.

Approval is based on the following:

- a) If the student's previous performance indicates he/she is able to achieve the objectives of the program, and
- b) If it is possible for the faculty to plan the student's program so all learning experiences can be satisfactorily completed.

If the leave is granted, the student will be scheduled to make up the practicum days missed following graduation (Summer Term).

- 5) A maximum maternity leave of four (4) weeks will be granted for an uncomplicated pregnancy. Any further extension of maternity leave will require a written excuse from the attending physician.
- 6) Before leaving the practicum site, the student must report to the Practicum Supervisor.
- 7) To successfully complete the Pharmacy Technician Practicum (PHR150) the student must complete 176 hours of practicum.

PRACTICUM DRESS CODE

Student enrolled in the Pharmacy Technology program represent the college and the profession of a Pharmacy Technician. It is imperative that certain standards be met and a dress code followed. All students in Health Sciences should be neat and clean at all times. During class periods, students may use their own judgment in attire, but it must conform to the codes of decency. Shoes must be worn at all times.

While at the practicum site, students are to follow the dress code for Indian Hills Community College Pharmacy Technician students:

Uniform Dress Code:

- 1) Students enrolled in the Pharmacy Technician program will be required to wear professional attire. A maroon IHCC Pharmacy Technology uniform shirt and dress pants/slacks are required. The Pharmacy Technology uniform shirt may be purchased in the IHC Bookstore. No jeans will be allowed. Full shoes must be worn. No sandals or Crocs are allowed.
- 2) Clothes must be clean, neatly pressed and free of odor at all times.
- 3) Students must be clean, free of body odor and have well-trimmed fingernails.
- 4) Makeup must be conservative in nature.
- 5) Hair must be neat. Beards and mustaches should be neatly trimmed and not excessive in length.
- 6) Jewelry must be kept to a minimum.
- 7) Appropriate undergarments must be worn.
- 8) Photo identification badges denoting Student Pharmacy Technician status will be worn when in attendance at any cooperating facility. Arrangements will be made by the Program Director for obtaining the student identification badges.
- 9) Students with visible body piercing jewelry will not be allowed to attend the Practicum Experience (i.e. eyebrow, nose, tongue, or lip).
- 10) All visible tattoos must be covered.

Any student who chooses to disregard the dress code will be verbally warned once and the second infraction will warrant a written warning. A third infraction will result in suspension from the practicum site. A conference will be held with the Program Director in the Pharmacy Technician program.

PROFESSIONAL CONDUCT

When at a pharmacy site, employees and students must conduct themselves in a professional manner. Any serious violation or several minor violations could lead to dismissal from the program.

- 1) The student is responsible for being available for instruction in his/her assigned area.
- 2) The student will be ready for the Practicum Experience at the assigned time and will report to the supervising pharmacist.
- 3) The student is responsible to the supervising pharmacist when in the Practicum setting.
- 4) The student will develop a sense of protection for the health and well-being of the client and themselves by careful and complete Pharmacy Technician practices.

The following are examples of misconduct in the classroom and Practicum site:

- 1) Falsifying records or dishonest behavior.
- 2) Leaving the practicum experience during assigned hours without permission.
- 3) Loafing or sleeping on the premises.
- 4) Conducting personal business during practicum hours.
- 3) Failure to follow instructions or neglect of duties assigned.
- 4) Any immoral conduct such as use of alcohol or illegal drugs while on duty or reporting for practicum or class under the influence of alcohol or drugs.
- 5) Fighting, horseplay, disorderly conduct, loud talking or the possession of weapons on cooperating facility/agency or college property.
- 6) Acting in a discourteous manner toward clients, physicians, pharmacy staff, instructors or peers. This includes the use of vile or abusive language.
- 7) Abuse of time spent on breaks or lunch.
- 8) Disregarding practicum site safety rules.
- 9) Smoking in unauthorized areas.
- 10) Disclosing confidential/private information about clients, students, pharmacists, physicians or staff.
- 11) Theft, destruction or misuse of pharmacy property.
- 12) Having excess absenteeism or tardiness.
- 13) Violating dress code.
- 14) Refusing to provide service to a client because of race, color, sex, religion, age, beliefs or handicaps.
- 15) Parking in unauthorized areas.
- 16) Having cell phones on during the practicum experience.

CONFIDENTIALITY

All patient information that students have access to is personal and private; therefore, confidentiality is crucial. Any violation of the “patient right” would be possible cause for dismissal. Violation would include, but not be limited to:

- a) Discussing information about a patient in an inappropriate setting, or with someone not related to the care of the patient.
- b) Taking pictures of the patient for personal keeping.
- c) Exposing a patient unnecessarily.
- d) Handling inappropriately the personal possessions of the patient, such as going through a patient’s purse/wallet without authorization by the patient.
- e) Contacting patient by e-mail, text messaging or Facebook for personal reasons.

All students will adhere to the HIPPA (Health Insurance Portability and Accountability Act) regulations of the facility they are attending.

PRACTICUM PREREQUISITES CHECKLIST

All of the below components must be completed and uploaded using the Castle Branch Portal. If any of the following items are not completed/met by the deadline, the student will not be placed for practicum and cannot continue in the program. If this occurs, the student will lose any placement priorities for assignment. If perchance a student has been assigned, and any item has not been received by practicum start time, the student will be immediately pulled from his/her practicum site until such time as they are completed. The student will make up the time missed at the end of the scheduled rotation, at the discretion of the site and program officials.

The following must be complete and uploaded to Castle Branch prior to the start of practicum:

Health requirements:

- Physical exam (obtain Physical form from HS office on main floor of RHEC)
- Immunization/disease records
- Titers where necessary (if can’t prove disease or immunization)
- TB Skin Test - 2 step PPD
- Hepatitis B series begun (or waiver)
- Drug Screening (obtain form from HS office on main floor of RHEC)
- Copy of Health Insurance card/coverage (if required by clinical facility)

College requirements:

- Completion of all core and specified support courses with a minimum of a “C”.
- Enrollment/registration in appropriate Practicum course
- Initial program course requirements:
 - HIPAA/Confidentiality -
 - Blood Borne Pathogens -

}

Mandatory Reporting; Child Abuse Training - on-line, in initial
Mandatory Reporting; Dependent Adult Abuse Training – program
course

Or submit certificate good for 5 years

Miscellaneous:

- Limited Criminal Background Check (TJC requirement of all hospitals)

NOTE: *Immunization records are the hardest to locate, so the student should begin to locate those as soon as possible.*

The following sections provide more information regarding required practicum materials.

MANDATORY BACKGROUND CHECKS

Criminal and Abuse Background Checks

National and State criminal and dependent adult/child abuse checks are required of every student preparing to enroll in an Indian Hills Community College Health Sciences program. The cost of the required checks is the responsibility of the student/applicant.

The Criminal and Dependent Adult/Child abuse background check procedure is established to meet the requirements for the partnerships between the College and the clinical facilities and/or sites. Students who have a criminal history, and are cleared to participate in an IHCC Health Sciences academic program, are still responsible to work with their professional licensing or certification board for determination if they are eligible to sit for that profession's licensure or certification.

Timeline for completion of background check policy: (Non- CNA students)

- Check must be run PRIOR to the Last day to Drop of the first term of the program, or the student will not be allowed to participate in core class or labs.
- Students who change from 1 IHCC Health Sciences program to another *without* a term between may use the first program's check ONLY if it is no more than 12 months since the initial check was run.
 - *Students entering the ECE program must undergo that specific process to enter, regardless of previous checks.
- Students who complete a Health Sciences program and have more than one term before the next program start will need to have the check repeated, no matter how long ago the first check was completed.

Criteria used to determine whether a student is ineligible to participate in an Indian Hills Community College Health Sciences program:

At Any Time	<ul style="list-style-type: none"> • Refusal to participate in the background check or evaluation process. • Iowa DHS record check evaluation determines the student is not eligible to participate in the clinical portion of the course and/or to work in a health care facility. • A felony conviction. • A felony, serious misdemeanor or aggravated misdemeanor charge with an outstanding disposition or warrant. • A serious misdemeanor or aggravated misdemeanor conviction in which the probationary period has not been completed. • A criminal conviction, of any kind, related to past employment, and/or a healthcare system or organization. • Inclusion on the child, dependent adult and/or sexual abuse registry.
The Past 5 Years	<ul style="list-style-type: none"> • A criminal conviction of any kind related to illegal distribution or theft of drugs.
The Past 2 Years	<ul style="list-style-type: none"> • A serious or aggravated misdemeanor conviction of theft or a pattern of theft convictions.
The Past 1 Year	<ul style="list-style-type: none"> • A criminal conviction related to the possession of drugs, paraphernalia, and/or illegal substances.
<p>Any of the criteria listed below may disqualify you from enrollment in IHCC's Health Sciences programs based on factors such as job/program relatedness, patterns, timeframes and/or completion of sentence.</p>	
<ul style="list-style-type: none"> • Recent criminal conviction(s) or charges of any type. • A misdemeanor conviction involving domestic abuse with injury, violence, or sexual misconduct. • A pattern of criminal convictions or charges. • 2 or more OWI convictions. 	
<p><i>*While enrolled in any Health Sciences program at IHCC, it is expected that students report all child abuse, dependent adult abuse, and/or criminal activity, in which they are involved, to IHCC within forty-eight (48) hours of the incident. Failure to do so could result in criminal charges per Iowa Code and removal from the program.</i></p>	

Process for Criminal and Abuse Background Checks

National/State Background Check-(\$32.00)

Students who enroll in a non-nursing Health Sciences program will be required to complete a National Background Check and the Iowa Adult and Child Protective Services check through One Source:

www.indianhills.edu/HealthSciencesBackgroundCheck

- Click or copy and paste the above quick link and then click on "Indian Hills Community College" to complete the background check.
- Please read the instructions prior to completing the form and submitting the online payment. Payment is required to complete the check.

- Next click on the Iowa Adult and Child Protective Services Release links at the bottom of the page and print both forms.
 - The release forms will need to be filled out by the student and then emailed, faxed, or mailed to One Source in order for the background check to be entirely implemented and complete.

The student's signature is required on both printed release forms.

Email-orders@onesourcebackground.com

Fax- 1-800-929-8117

Mail- One Source

P.O. Box 24148

Omaha, NE 68124

The background check must be completed prior to starting the program or as directed by the program director for special circumstances. Students who fail to complete the required checks may not be able to attend laboratory or clinical.

PHYSICAL EXAMINATION/FLU VACCINE

Pharmacy Technician students will be in direct contact with clients at the participating facility. It is extremely important that each student have a physical examination prior to starting the clinical component to assure both the student and the affiliate that the student is physically able to participate in the activities required. Each student will have a physical performed by a licensed physician, physician assistant or a nurse practitioner. The completed form will be kept in the student's permanent file. The Physical Examination and proof of flu vaccines must be submitted to Castle Branch prior to Spring Break.

A two-step skin test will be required prior to being allowed at a clinical site. A current TB skin test is then expected to be kept current (annually) for the length of the nursing program. If the skin test expires during the program year a two-step TB skin test will be required. Failure to produce required documentation of the physical examination of the physical examination, immunizations, flu vaccines, and two step TB on request while student is participating in a practicum experience will result in the student being sent home and receiving an absence for the day.

DRUG SCREENING POLICY

Students will be required to have a drug screen performed prior to beginning clinical experiences. Students will be provided with information on approved screening agencies by the clinical facility and/or radiology program. The student is responsible for any fee(s) incurred.

Each facility may have different testing procedures (waived, confirmatory, specific assay, DNA testing, etc.). The student will be expected to abide by the facility's requirements and policies for that drug screen testing procedure.

A confirmed positive test will result in dismissal from the clinical site and from the program. A positive test is considered for:

- any illegal substances (as defined by state and federal regulation), and/or
- any medications for which the student does not have appropriate physician records or prescriptions, along with documentation from physician indicating that he/she is under their care for a diagnosed medical condition, and that the medication is for the treatment of that condition.

The student is expected to provide a FULL list of any medications/drugs along with dosages, frequency, and the last time they were ingested, at the time of the drug screen. Some medications can remain in the system for up to a month or longer, and some tests will be sensitive enough to pick up consumption several months ago. Also, second-hand smoke from marijuana (or cigarettes) may remain in the body system for several days or longer.

Possible steps that may take place include:

- A test showing that the student has ingested a medication for which he/she is appropriately prescribed might still require provision of additional testing and documentation; proving that the levels are in the therapeutic range and are not recreational. This validation is again at the student's expense. Failure to comply with this or the clinical affiliate's policy could result in the immediate dismissal from the program.
- In the event that the student believes the test is in error, and there is a "False Positive", it is the responsibility of the student to be re-tested or obtain a more exhaustive workup within 72 hours. The results of the second test will be considered validation of the first. Failure to comply with obtaining the second level test in the allotted time will result in the assumption that the student is admitting to the first test results and that he/she does not want to contest the findings. This again may result in immediate dismissal from the program.
- Note: During the validation of the sample and testing, the student may be placed on "Clinical Leave" pending the results of the second test. If this happens, the student will still be expected to make up the clinical time. Time frames of this
- The use of other people's urine, "masking agents", or any attempt to falsify, invalidate, or cover up results, will result in an immediate dismissal from the program. All test samples are to be original, fresh, and unadulterated, whether they are urine, saliva, blood, hair, DNA, or other samples that have been requested. Failure to comply and give the required sample will result in the immediate dismissal from the program.

- Consumption of alcohol, and the metabolites of such, may or may not be tested. Impairments due to alcohol and other medications are dangerous and risky for both the student and others. Because of safety, and with appropriate screening or documentation of impairments related to this, immediate dismissal from the program can take place on these grounds.

Student's may at any time during the program be asked to have a random drug screen completed at the student's expense. If the student has a substance abuse problem, he/she should seek help. The student can contact Student Health Services, 641-683-5336, or a local substance abuse center or treatment center.

EMPLOYMENT DURING PRACTICUM

Students are not to be substituted for paid staff during any directed practice assignments. Students may not take the responsibility or the place of "qualified" staff. However, after demonstrating proficiency, students may be permitted to perform procedures with careful supervision.

HEALTH RELATED POLICIES

STUDENT HEALTH STATEMENT

Each student is required to sign a student health statement which includes a list of physical abilities requirements at the beginning of a program and upon return to clinical following absence due to health status that have the potential to influence patient/student safety and affect the quality of care provided by the student.

STUDENT HEALTH SERVICES

The Indian Hills Community College Student Health Services provides campus based health services to currently enrolled students. The clinic serves as an outreach for health promotion and disease prevention, as well as care for students in need of acute care of minor illnesses and injuries. Student Health Services stabilizes and/or arranges transportation for emergency medical care during clinic operation hours.

Student Health Services is located on the first floor of Trustee Hall, Bldg. 15. Clinic hours of operation are Monday through Thursday, 7:15am – 4:45pm IHCC Health Services is staffed by a receptionist, a nurse, and an advanced registered nurse practitioner who practice under medical protocols approved by a community physician.

Health Service is provided on a first-come, first-serve basis; however, if the waiting period is inconvenient, an appointment will be set up for a more convenient time. Emergencies or urgent problems will take first priority.

GENERAL RESPONSIBILITIES AND EXAMPLES OF PHYSICAL REQUIREMENTS FOR PHARMACY TECHNICIAN PROFESSIONAL

Observes professional ethics in maintaining confidential information acquired concerning the personal, financial, medical or employment status of patients. Students must: follow accepted safety practices, report safety hazards, initiate appropriate action, and participate in safety instruction programs.

PHYSICAL ABILITIES REQUIREMENTS				
ACTIVITY	OCCASIONALLY (1-33%)	FREQUENTL Y (34-66%)	CONTINUOUSLY (67-100%)	% OF HOURS
A. Sitting	X			
B. Walking		X		
C. Standing		X		
D. Bending		X		
E. Squatting		X		
F. Climbing	X			
G. Kneeling	X			
H. Twisting	X			
I. Lifting (0-50 lbs)				
J. Lifting (50+ lbs)	X			
K. Carrying (0-50 lbs)	X			
L. Carrying (50+ lbs)	X			
M. Pushing (0-300 lbs)	X			

CLINICAL PROTECTIVE HEALTH POLICY

The PharmacyTechnology faculty at Indian Hills Community College believes that physical and mental health is essential components of well-being and is imperative for successful performance in the program. An alteration or limitation in physical or mental functioning has the potential to influence patient safety and affect the quality of care provided by the student.

To assure that patient safety is not compromised and to avoid the increased risk of student injury, the faculty, using professional knowledge and judgment, may request the student to leave the clinical setting if the student's physical or mental status is

impaired. Physical and mental impairment that potentially may affect student performance in the clinical setting may include, but is not limited to:

- contagious conditions (ex. chicken pox, influenza, herpes simplex)
- immune-suppressed conditions (ex. chemotherapy)
- physical limitations (ex. back/neck injury, fracture, sprain, surgery)
- impairment of judgment/mental function (ex. prescription drug, drug or alcohol use/abuse)
- cognitive impairment (ex. anxiety disorder, panic disorder, depression)
- uncorrected visual/hearing impairment

When the faculty member becomes aware of any of the identified or similar conditions, the following procedure will be followed:

Procedure:

1. After gathering sufficient information concerning the physical and/or mental status of the student, the instructor will determine the feasibility of the student remaining in the clinical setting. If it is determined that the student is not able to perform at the expected level due to physical illness or limitations and/or mental impairment, the student will be dismissed from the clinical setting.
2. The student will be notified that dismissal from the clinical setting will result in a clinical absence or absences that will be addressed as specified in the student handbook.
3. The instructor will notify the Program Director of the student's health status and the action taken within 24 hours.
4. Documentation of the student's status and instructor's action will be completed on a Conference Report within 24 hours and a copy will be submitted to the Health Sciences Department Office within 48 hours.
5. A signed note by a physician (MD or DO) will be required at the discretion of the instructor and in consultation with the Associate Dean before the student can return to the clinical setting. Information provided by the physician must include a statement confirming that the student's condition has resolved and no longer present a patient/student safety concern. The student must be able to resume functioning at a level compatible with meeting clinical requirements and achieving clinical competence.
6. The student will be required to sign a student health statement before returning to clinical. Physical Ability Forms will be available with the Pharmacy Technology instructors or in the Health Sciences office.

BLOODBORNE PATHOGENS & HIV POLICY FOR HEALTH SCIENCE PROGRAMS

Students may be participating in activities within the Health Sciences Programs, which have potential for exposure to infectious diseases including but not limited to Hepatitis B and HIV. All measures must be exercised to minimize the risk. Students who fail to comply, jeopardizing the safety of others or themselves, may be asked to withdraw from these programs.

In the event of a significant exposure (e.g. an occupational incident involving eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious material, including saliva), the student must report the incident **immediately** to the instructor or clinical supervisor and file an incident report for the college.

Follow-up evaluation will be required consistent with Federal regulations. This may involve going to their personal physician or the emergency room. Students are responsible for the cost of their own medical care.

Hepatitis B

It is highly recommended that all students providing direct patient or childcare in the Health Sciences Department receive immunization against Hepatitis B. Although this is not required, it is highly recommended and is considered to be an extremely good investment. Students are particularly vulnerable to contamination, as their hand skills generally are not yet well developed. Although the incidence of the infection is relatively low, the outcome can be fatal. Since there is a vaccine available, all health care providers who are at risk are encouraged to become immunized.

The Disease

Health care professionals are at increased risk of contracting Hepatitis B infection. Hepatitis B is usually spread by contact with infected blood or blood products and risk of acquiring Hepatitis B increases with the frequency of blood contact. Hepatitis B virus may also be found in other body fluids, such as urine, tears, semen, vaginal secretions and breast milk. Hepatitis B infection can have severe consequences, including progressive liver damage and the possibility of developing hepatocellular carcinoma. Six to ten percent of the people who contract the virus become chronic carriers.

The Vaccine

Vaccination is the only available means of protection against Hepatitis B. No currently available therapy has proven effective in eliminating the infection. This vaccine, prepared from recombinant yeast cultures, is free of association with human blood or blood products. Full immunization requires three doses of the vaccine over a six-month period. Because of the long incubation period for Hepatitis B, it is possible for unrecognized infection to be present at the time the vaccine is given, and in that case, the vaccine would not prevent development of clinical hepatitis.

Procedures

You will need your physician's approval or order prior to being immunized. He or she will provide you with information regarding the contraindications and side effects of the vaccine. Contact your physician for additional information.

Education

As part of the curriculum all students in Health Sciences programs will receive instruction regarding Hepatitis B and HIV prior to providing patient care. This shall include but not be limited to:

1. epidemiology
2. method of transmission
3. universal blood and body fluid precautions
4. types of protective clothing and equipment
5. work practices appropriate to the skills they will perform
6. location of appropriate clothing and equipment
7. how to properly use, handle, and dispose of contaminated articles
8. action to be taken in the event of spills or personal exposure
9. appropriate confidentiality and reporting requirements
10. review of program policy related to refusal to care for specific patients.

Post Exposure Procedure for Health Science Students

1. If a student has been exposed to a contaminant parenterally (needle stick or cut) or superficially through a mucous membrane (eye or mouth) they are to follow the following procedure:
 - a. immediately wash the affected area with the appropriate solution (soap and water, alcohol, water),
 - b. seek appropriate medical attention through their personal physician (students are responsible for their own medical care). This may include baseline testing for HIV antibody at this time, followed by recommended series of testing. (Physicians may also inquire about the students status in regard to tetanus and hepatitis immunization at this time.)
 - c. follow institutional (agency) policy regarding determining HIV and hepatitis status of patient, (students are responsible for the cost of any testing)
 - d. maintain confidentiality of patient,
 - e. seek appropriate counseling regarding risk of infection.

Guidelines for HIV Positive Health Care Providers

1. The Center for Disease Control has specific guidelines for health care workers, which are revised periodically. They have been incorporated into these policies and are reviewed annually.
2. There shall be no routine serological testing or monitoring of students for Hepatitis B or HIV infection.
3. Barrier or universal blood and body fluid precautions are to be used routinely for all patients. These include:
 - a. The use of glove(s) when:
 - 1) cleaning rectal and genital areas;
 - 2) carrying soiled linen;
 - 3) bathing patients, if the student has a cut on the hand;
 - 4) suctioning or irrigating even if the orifice does not require sterile technique;
 - 5) there is, at any time, a possibility of spillage of blood or body fluid onto the student's hands, (i.e. accucheck, discontinuing an I.V., I.M.s) regardless of the presence of open lesions;

- 6) emptying urine drainage bags, suction catheters, colostomy and ileostomy pouches; and
 - 7) providing mouth care.
- b. The use of masks, goggles or glasses and/or aprons when there is a possibility of fluids splashing onto the face or body and clothing.

Specific Guidelines for Known HIV - Infected Health Science Students

1. HIV positive health sciences students who do not perform invasive procedures need not be restricted from work/clinical experience unless they have other illnesses or signs and symptoms for which such restrictions would be warranted.
2. HIV positive health sciences students should wear gloves for direct contact with mucous membrane or non-intact skin of patients.
3. HIV positive health sciences students who have exudative lesions or weeping dermatitis should refrain from direct patient care and from handling patient care equipment and utensils.
4. Reasonable accommodations will be made within the curriculum to assist the HIV positive student to meet course/program objectives.
5. The policy of agencies utilized for clinical experience will supersede college policy if they are more stringent.
6. Confidentiality will be maintained whenever possible, with only the appropriate individual(s) being informed of the HIV status of health sciences students.

PREGNANCY POLICY

According to the U.S. Nuclear Regulatory Commission: Regulatory Guide 8.13 a student enrolled in the Radiologic Technology Program who becomes pregnant will be provided the following options related to the pregnancy.

The regulations allow a pregnant student to decide whether to formally declare the pregnancy to the advantage of lower dose limits for the embryo/fetus. The choice whether to declare a pregnancy is completely **voluntary, and at any time can the student, in writing, withdraw the declaration of previously declared pregnancy.**

The Pharmacy Technology Program provides the following options:

- 1) A student may voluntarily declare the pregnancy by notifying the Program Director in writing and providing a physician's statement that includes name, a declaration of pregnancy, the estimated date of conception (only the month and year need be provided), and the date that the Program Director was provided the letter. If this option is chosen the student will conference with the Program Director regarding NRC Regulations and potential risk.

If the student chooses to voluntarily declare the pregnancy, the following options will be provided. The student may:

- a) Sign a Release of Liability Statement releasing Indian Hills Community College and the Clinical Education Setting from liability and to continue in the program. The signed “Release of Responsibility” will be included in the student’s permanent IHCC record. The student will review a copy of the Radiation Protection Regulations and Current Reports from the National Council for Radiation Protection and the Nuclear Regulatory Commission regarding the effects of radiation on the unborn fetus. The student will be provided an additional fetal monitoring dosimeter and will be directed in the use of this dosimeter.
 - b) Withdraw from the program and re-enter when an opening is available. Typically, this would be the following year.
 - c) A student must have a medical release from her doctor to return to clinicals.
- 2) If the student chooses not to declare the pregnancy no further action by the Program Director or other officials will result.

TUBERCULOSIS POLICY

Indian Hills Community College programs in Health Sciences have adopted the following policy: Students enrolled in the clinical education portion of all Health Sciences Programs will not knowingly be assigned to provide care to individuals who have active tuberculosis.

IHCC does and will continue to require an annual TB Skin test on all students at their own expense. Initially students will be required to complete a two-step TB Skin Test if they have not had a previous one within the past year. See Student Physical Form. If a student is exposed to an individual who tests positive for tuberculosis the protocol for medical follow-up of the institution where the student is assigned will be implemented.

HAZARDOUS MATERIALS/WASTE POLICY

The proper handling, storage, and disposal of hazardous materials and waste products is everyone’s responsibility. Contact your instructor immediately if you suspect exposure to or contact with any hazardous materials.

Your instructor will acquaint you with the following for any areas in which hazardous materials are in use:

- Location of the Material Safety Data Sheets (MSDS)
- Protective clothing, etc. required for handling materials
- Proper disposal of used or unwanted materials and waste

**PHARMACY TECHNOLOGY PROGRAM
STUDENT INFORMATION SHEET**

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone (Home) _____

(Cell) _____

(Work) _____

Email _____

Emergency Telephone: _____

Previous Pharmacy Experience: Yes No

If yes, explain: _____

POLICY AGREEMENT

1. Receipt of Indian Hills Community College Pharmacy Technology Program Policy Manual

I understand I am responsible to read the Pharmacy Technology Program Policy Manual completely and will be held accountable for complying with all policies and procedures of the Pharmacy Technology program. It is my responsibility to ask for clarification from the staff/faculty regarding any policy or procedure I do not understand. I will read new policies or procedures that are issued by the program. I understand that I am also responsible to read and comply with the general student policies of IHCC.

2. Responsibility for Conduct and Actions as a Pharmacy Technology Student

I understand that having been admitted to the IHCC Pharmacy Technology program, I am held responsible for my conduct and actions as a pharmacy technician student. I understand that breach of IHCC or the Pharmacy Technology program policies may result in consultation, and perhaps probation, suspension or dismissal depending on the nature of my actions.

3. Titles VI and XII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972

I understand that IHCC complies with Titles VI and XII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and other federal laws and regulations; and does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This

includes, but is not limited to admissions, employment, financial aid and educational services. I understand I may follow the grievance procedure guidelines described in this handbook if I wish to file a complaint.

4. Medical Treatment

I understand I am responsible for payment for any medical treatment that may be necessary and is not covered under the provisions of the Iowa Code.

5. Computer User Agreement

As a condition of using the IHCC computer equipment, I agree not to use the equipment to duplicate copyrighted software in violation of its end user's license agreement, whether it is my personal copy or is owned by IHCC. I assume liability for any copyright infringements caused by me.

I have received the Pharmacy Technology Program Policies and Procedures Manual and have read and understand that I am responsible for its contents.

Student Signature: _____ Date: _____

CONFIDENTIALITY STATEMENT

Throughout the Pharmacy Technology Program at Indian Hills Community College I will have access to patient information. I realize that (name) this information is private and should be kept confidential. I realize that any unauthorized release of information is punishable by fine and/or imprisonment.

Throughout my education in the Pharmacy Technology Program at Indian Hills Community College, I will at no time inappropriately release confidential information and I will adhere to the Code of Ethics of the profession. I understand that release of unauthorized patient information will result in immediate termination from the Indian Hills Community College Pharmacy Technology Program.

Student Signature: _____ Date: _____

ACADEMIC INTEGRITY STATEMENT

Indian Hills Community College expects a full commitment to academic integrity from each student. Your signature on the form is your commitment to academic integrity as a student enrolled in the program.

Academic integrity means:

- Your work on each assignment will be completely your own. Collaboration with another classmate on any assignment will be pre-approved by your instructor
- You will not copy or share test questions, materials or assignments without instructor permission.

- You will not practice plagiarism in any form nor allow others to copy your work.
- You will not misuse content from the Internet.
- You will report to the instructor cheating incidents that are personally witnessed in or out of class or in the clinical setting. The standards in healthcare require the reporting of any unethical behavior that is witnessed and this professional practice begins upon entry into healthcare education.

Plagiarism is defined as copying or using ideas or words (from another person, an online classmate, or an Internet or print source) and presenting them as your own. It also includes submitting the same (or nearly the same) paper in more than one course without instructor permission. This is considered self-plagiarism.

Please be aware that all instructors use a myriad of technologies to check student work for authenticity. If an instructor confirms that a student has plagiarized work in any manner, the student will be subject to consequences determined by IHCC administration and may be removed from the course with a failing grade.

I acknowledge that I have read the Academic Integrity Statement agree to the policies and procedures stated therein.

Student Signature: _____ Date: _____

PROFESSIONAL CONDUCT STATEMENT

When caring for patients, employees and students must conduct themselves in a professional manner. Any serious violation or several minor violations could lead to dismissal from the program.

1. The student is responsible for being available for instruction in his/her assigned area.
2. The student will be ready to begin clinical at the assigned time and will report to the clinical instructor or the supervisor of the department.
3. Students are to be directly supervised by a registered pharmacy technician or pharmacist.
4. Students are to be under indirect supervision in areas of demonstrated clinical competence.
5. The student is responsible to the clinical instructor and in his/her absence the supervisor of the department.

The following examples are considered misconduct:

1. Falsifying records or dishonest behavior.
2. Leaving a clinical area during clinical hours without permission, loafing or sleeping on the premises or conducting personal business during clinical hours.
3. Failure to follow instructions or neglect of duties assigned.
4. Any immoral conduct such as the use of alcohol or illegal drugs while on or off duty.
5. Fighting, horseplay, disorderly conduct, loud talking or the possession of weapons on health care facility property.
6. Threatening any person while in the clinical setting.

7. Discourtesy toward patients, visitors, physicians or fellow workers. This includes the use of vile or abusive language.
8. Abuse of time spent on breaks or lunch.
9. Disregard for health care facility safety rules.
10. Smoking in unauthorized areas.
11. Chewing gum while with patients.
12. Disclosing information about patients, students, technologists or physicians and their practices.
13. Theft, destruction or misuse of hospital property or that of patients.
14. Absenteeism and tardiness.
15. Violating dress code.
16. Refusing to provide care to a patient because of patient's race, color, sex, religion, age, socioeconomic status, beliefs, or disabilities.
17. Destroying, stealing or misusing hospital, patient or college property.

This list is not all inclusive and the school reserves the right to review student conduct and determine the disciplinary action to be taken.

Student Signature: _____ Date: _____

INDIAN HILLS COMMUNITY COLLEGE CONSENT FORM

For good and valuable consideration, I hereby consent and authorize Indian Hills community College to reproduce, publish, circulate, and otherwise use for advertising purposes, my name and/or signature and/or portrait and/or photograph and/or name of employer and the attached voluntary statement or statements or any part thereof, in black or white or in colors in magazines, newspapers, rotogravure sections of publications, booklets, circulars, posters, billboards, radio and/or television scripts, radio broadcast transcriptions, and/or telecasts and all other forms of publication or circulation, or any of them in advertising or any other publicity; and I hereby release said Indian Hills Community College of and from any and all rights, claims, demands, actions, or suits which I may or can have against it or them on account of the use or publication of said material.

I consent that Indian Hills Community College may release the following to health care facilities for potential employment evaluation purposes:

Attendance record	<input type="checkbox"/> yes	<input type="checkbox"/> no
Grade Point Average	<input type="checkbox"/> yes	<input type="checkbox"/> no
Instructor Evaluation	<input type="checkbox"/> yes	<input type="checkbox"/> no

I consent that Indian Hills Community College may release the following to employment recruiters:

Name yes no
Home Address yes no
Email Address yes no
Phone Number yes no

I consent that Indian Hills Community College may release the following to clinical sites for the purpose of completion of a background check:

Name (current & previous) yes no
Home Address yes no
Social Security Number yes no
Date of Birth yes no

I consent that Indian Hills community College may request information regarding my job performance from employers and consumers for program assessment purposes.

yes no

Student Signature _____ Date

IOWA BOARD OF PHARMACY

APPLICATION FOR PHARMACY TECHNICIAN TRAINEE REGISTRATION

Registration No. & Expiration: _____
(assigned by Pharmacy Board)

REGISTRATION FEE: \$20.00

Failure to register within 30 days of starting employment or on-site experience (college-based or ASHP-accredited training program) as a pharmacy technician trainee requires payment of an additional fee of \$20 (total fee \$40).

PLEASE TYPE OR PRINT IN INK.

1. Name, Residence/Mailing Address:

Remit check or money order payable to:
 IOWA BOARD OF PHARMACY
(DO NOT SEND CASH)

2. Iowa County of Residence: _____

3. Home Telephone No.: (____) _____

4. Gender: Male Female

5. Social Security No.: _____

6. Date of Birth: _____

E-Mail Address: *(optional)* _____

A pharmacy technician trainee registration is valid for no more than one year starting the date employment or training as a pharmacy technician begins. National certification and registration as a certified pharmacy technician is required before the technician trainee registration expires. If national certification is not completed prior to expiration of the technician trainee registration, employment as a pharmacy technician must be terminated.

7. Do you currently have any physical or mental condition that in any way impairs or limits your ability to perform the duties of a pharmacy technician with reasonable skill and safety or have you ever used any drugs, alcohol, or other chemical substances that in any way impair or limit your ability to perform the duties of a pharmacy technician with reasonable skill and safety?

YES NO If you responded 'yes,' please explain on a separate sheet.

8. Have you ever been charged, convicted, found guilty of, or entered a plea of guilty or no contest to a felony or misdemeanor crime (*other than minor traffic violations with fines under \$100*)?

YES NO If you responded 'yes,' please explain on a separate sheet.

9. Have you ever had a health profession license or registration (*pharmacy technician, pharmacist, nurse, physician, etc.*) issued in Iowa or another state suspended, revoked, or disciplined?

YES NO If you responded 'yes,' please explain on a separate sheet.

10. CURRENT EMPLOYMENT:

Indicate **all** Iowa pharmacies where you are **currently** employed as a pharmacy technician trainee or are (or will be) performing functions requiring pharmacy technician registration. Please include the Iowa license number for each pharmacy and the month and year employment as a pharmacy technician trainee began (or is scheduled to begin). If you are not currently working as a pharmacy technician but are required to obtain a pharmacy technician registration because you are enrolled in a college-based technician training program, please check this box.

PHARMACY NAME, ADDRESS, CITY	PHARMACY LIC.#	DATE HIRED	HOURS/WEEK

11. National pharmacy technician certification is required within one year of beginning employment or training as a pharmacy technician. Anticipated date of certification: _____ PTCB ICPT

* * *If you are currently nationally certified, you must complete the "Initial Application for Certified Pharmacy Technician Registration" available on the Board's website www.state.ia.us/ibpe or from the Board office.

12. EDUCATIONAL BACKGROUND:

Circle highest grade completed

1 2 3 4 5 6 7 8 9 10 11 12 High School Graduate or Equivalent (GED)? Yes No

Name and location of schools or training BEYOND high school	Dates Attended		Field of Study	Degree Obtained
	MM/YY	MM/YY		

13. Are you currently enrolled in a college-based or ASHP-accredited pharmacy technician training program?
 YES NO If 'yes,' please identify the program name, sponsor, and anticipated completion date.

(Program Name) *(Program Sponsor or Location)* *(Anticipated Completion Date)*

14. EMPLOYMENT EXPERIENCE:

List your employment experience for the past two years, starting with the most recent. Do not include current employment which you have already listed in Item 10 on the reverse.

BUSINESS/COMPANY NAME	POSITION TITLE	COMPANY ADDRESS	CITY, STATE, ZIP	DATES EMPLOYED

REMIT TO: IOWA BOARD OF PHARMACY
 400 S.W. EIGHTH STREET, SUITE E
 DES MOINES, IA 50309-4688
 PHONE: (515) 281-5944

Information provided on this application may be disclosed pursuant to 657 IAC Chapter 14.

Privacy Act Notice: Disclosure of your Social Security number on this registration application is required by 42 U.S.C. §666(a)(13) and Iowa Code §§252J.8(1) and 261.126(1) (2007), and Iowa Code §272D.8(1) (Supp. 2008). The number will be used in connection with the collection of child support obligations, college student loan obligations, and debts owed to the state of Iowa, and as an internal means to accurately identify registrants, and may be shared with taxing authorities as allowed by law including Iowa Code § 421.18 (2007).

I hereby swear under penalty of perjury that the information provided in this application is true and correct. I understand that failure to provide complete and truthful information may constitute grounds for denial, revocation, or other disciplinary sanctions against my pharmacy technician registration.

**SIGN
HERE**

Signature of Pharmacy Technician Applicant

Date

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AND
WILL BE RETURNED TO THE APPLICANT**