



PHMT 0000 Pharmacy Technician Orientation

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Advisement Hours: Monday – Friday 3:00 p.m. – 4:30 p.m. by appointment.

Introduction

Welcome to the Pharmacy Technician program at the Davis Technical College (Davis Tech)! The purpose of this program orientation is to acquaint you with information specific to the program and its unique policies and procedures. You are required to read this document thoroughly and discuss any unclear sections with your instructor or a Career and Academic Advisor. You may also review college policies on the Davis Tech website (davistech.edu), or in Student Services.

Program Description

The Pharmacy Technician program is designed to prepare individuals to support pharmacists by performing a wide range of practice-related duties for retail, hospital, compounding, long-term care, and mail-order and other pharmaceutical settings.

Program Objective

Students will learn and apply the following while enrolled in the Pharmacy Technician program:

- Demonstrate knowledge of top 200 prescription medications and their drug classes
- Demonstrate knowledge of top 100 over-the-counter medications and their drug classes
- Recognize the filling process for prescriptions and medication orders
- Performing practice-related duties for retail, hospital, home care, mail-order and other pharmaceutical settings
- Demonstrate proficiency in medical terminology and prescription sig codes in order to interpret prescriptions
- Demonstrate proficiency in USP <795>, <797>, and <800> practices and requirements
- Demonstrate proficiency in pharmacy management, safety standards, and administration
- Recognize necessary preparations for the Pharmacy Technician Certification Exam national board exam

Learning Resources

Student Resource Center

The classroom includes a Student Resource Center where you will find industry publications, periodicals, manuals, media materials. In addition, you will be given opportunities to use equipment and materials, such as computers with Internet access and software applications that are currently being used in industry.

Electronic Student Resources

Your Canvas orientation course contains electronic learning resources that can be used throughout your time in the program. Each canvas course links to these resources, and they will be updated regularly. If you find a frequently used resource (website, video, tutorial, etc.) that you think would be helpful for other students in your program, consider sharing the link with your instructor.

First Aid Supplies

The classroom also includes first aid kit, and other supplies needed in case of emergency. Evacuation maps can be found in strategic locations throughout the college.

Instructor Response Time

Your instructor will respond to any question regarding the program, assignments, or assessments in 24 hours within the Davis Tech operational schedule.

Student Policies and Procedures

You may find further information on institutional student policies and procedures here: <http://www.davistech.edu/student-policies>.

Scheduling and Attendance

Adult students must be scheduled for a minimum of 15 hours and high school students must be scheduled a minimum of two class periods. Following course enrollment, the student receives a schedule that shows the date by which they must complete the course. Students who fail to complete a course by the end date will be required to re-enroll and repay for the course.

The guidelines for attendance are based upon that of a working environment. ***If you were at your place of employment and you were continually late or leaving early, you probably wouldn't have your job for long.*** We are willing to work with you if you have special circumstances, but you must learn to communicate these to your instructor.

- Clock-in window is 10 minutes before and after the bell.
- If you are 11-20 minutes late, you will be marked tardy.
- If you clock-in more than 20 minutes late, you will be marked absent.
- If you leave before the last 10 minutes of class, you will be marked absent.
- If you have a medical or personal reason that you cannot be here, please be sure to contact the instructor so we can put it in your file. If it is longer than two days, you will need to bring in a doctor's note. Things do come up, and we will do our best to work with you, but remember, we cannot excuse absences in the system.



Work-Based Activities

Students will enroll in a Pharmacy Technician program externship where they will work with local companies to apply skills learned through their course work in a real-world setting. The instructor will work with pharmacy partners to arrange and manage the details of the externship. Consult with your instructor to see the written instructional plan that specifies the objectives, experiences, competencies, and evaluations for these courses.

Students with Disabilities

If you have a disability that may require accommodations, contact and work through the counseling service located in Student Services.

Performance Standards

Grading

Davis Tech courses are competency-based, requiring you to demonstrate your knowledge and skill according to industry-based objectives and performance standards. Course lengths are based on actual clock-hours and are calculated on the average length students are expected to complete designated course work. At the beginning of each course, you receive course curriculum which provides guided learning modules for you to follow. This includes the amount of time that should be spent on each learning activity. This will help you to meet industry time standards and to complete course work in an appropriate amount of time. You will receive a grade for each course. You must earn a 90% or above to pass. The grading scale used throughout this program will be:

A	94 – 100%
A-	90 – 93%
B+	87 – 89%
B	84 – 86%
B-	80 – 83%
C+	77 – 79%
C	74 – 76%
C-	70 – 73%

Canvas exams will be available during class time in the classroom using LockDown Browser and can be taken upon completion of a chapter/unit. Tests may consist of multiple-choice, matching, true/false, fill in the blank, and short essay. When you are ready for an exam, simply load LockDown Browser and ask an instructor to enter the password.

Under no circumstances should you discuss the content of tests or quizzes in or outside of class. Students who discuss examination items will be subject to the ramifications of academic misconduct.

Classroom Rules

- You have two years to complete the Pharmacy Technician Course and Externship, the national exam, and to become licensed. The two year period begins when you receive your



trainee license that must be submitted to DOPL before you begin courses. Please see the instructor if you did not receive the background check from and trainee application.

- You are required to complete a drug screening at Layton IHC WorkMed. You are subjected to random drug screenings throughout the program and at the externship.
- You will need to sign into Northstar every morning using your Student ID number. Please tell the instructor immediately if you are not able to log in.
- Students must attend class a minimum of **15 hours per week for adult students**. Failure to do so will result in the student being taken out of the Pharmacy Technician Program.
- Class is held from 8:00 AM to 11:00 AM and 12:00 to 3:00 PM.
- Please call or e-mail your instructor immediately if you will not be able to make it to class.
- You must complete an unpaid externship. The instructor will find each site for you with your help/suggestions of where you'd like to go. You may complete all externship hours in one pharmacy, or you may split it up into two different pharmacy settings (i.e. retail and hospital).
- When you finish a class, you will need a yellow slip from your instructor to sign up for the next class. You will pay for one class at a time. Tuition is due at the time you sign up for classes. Every time you sign up for a new class, you will need to get the corresponding syllabus from your instructor.
- Absolutely no cheating is tolerated. This includes: writing the answers down and taking them to the test with you, telling other students what is on the test, telling other students the answer to any test question whatsoever, etc. If you are caught cheating, you will be removed from the program.
- If a student needs to pay for a class a second time, they will be placed on probation. This excludes emergencies and unforeseen problems.

Academic Performance

Your success in this program is important to us. We will work with you to help you succeed, but if we feel that you are not meeting the minimum standards as described in this orientation, we are committed to taking appropriate actions to help you improve. The following steps may be taken if you fail to meet the minimum performance, progress and attendance standards or violate Pharmacy Technician program policies and procedures:

Academic Probation

Students who are on academic probation may lose federal financial aid, scholarship eligibility, or sponsorship and benefits, as determined in accordance with college Financial Aid requirements and Department of Education regulations.

If you are unable to complete a course by the course end date or meet program performance standards, you will be put on probation and a Student Improvement Plan will be developed. The plan will include details of the unsatisfactory performance, outline a plan and time frame for performance improvement and describe the process that will be used to monitor and evaluate future performance. This Plan will be submitted to Student Services to become part of your student record. The Plan will be signed by you and the instructor.



Dismissal

You may be dismissed from the program for failure to meet the academic standards stated in this handbook, or for inappropriate conduct as defined by DATC, the College of Health Professions, the program, or the medical profession. The following are some reasons that you may be terminated from the Pharmacy Technician program:

- Failure to maintain 85% attendance after warning and probation.
- Failure to progress through proficiencies in a timely manner (85% standard time).
- Failure to acquire clinical skills.
- Unsafe actions at the externship site that places you, other students, staff, or patients at risk of injury.
- Breach of confidentiality
- Displays of behavior that are considered harassment, sexual or otherwise.
- Cheating on tests.
- Failure to complete externship due to lack of professionalism, absenteeism, and/or skills. (If you are asked to leave an externship site due to the above behaviors, you will be removed from the program.

Problem Resolution

If you are not satisfied for any reason with classroom management, grading or academic disciplinary actions taken, discuss your concerns with faculty in your program. If this does not resolve your concerns, please contact Student Services.

Placement Services

Placement services are available to you when you complete your program. These services include resume review, interview skills, and job placement assistance.

Student Follow-up

Your success in finding employment is an indication of the quality of our instruction. To evaluate the effectiveness of our programs, we ask that you notify your instructor if you are already employed, you become employed, or your employment status changes. You may also report current military service, the pursuit of additional education, or reasons that may prevent you from completing your program or finding employment. If we do not receive a response from you, a Davis Tech employee will contact you to request your employment status.

