Department of PHARMACY TECHNICIAN
Student Handbook 2024-2025
San Jacinto Community College

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Dear Student:

Welcome to the San Jacinto Community College Pharmacy Technology Certificate Program. This Student Handbook was written especially for you. It is reviewed and revised annually and is designed to provide guidance and direction for your success in this program. Therefore, this handbook will be a valuable resource that can assist you in many ways.

First, it contains policies of the college and of the Pharmacy Technician Program. Second, it contains expectations for personal professionalism and academic achievement for the coming year. Lastly, it contains signature forms that you will be asked to sign and uphold throughout your time with us. Keep it in a safe place, so that you may refer to it from time to time or as the need arises. We all wish you much success in the completion of this program and in the attainment of your career choice. Soon, we are confident that you will become a Certified Pharmacy Technician.

Our program here at San Jacinto Community College is accredited as an advanced pharmacy technician program by the American Society of Health System Pharmacists (ASHP) and the Accreditation Council for Pharmacy Education (ACPE). This organization works with other regulatory bodies and agencies to set the standard for pharmacy practice nationwide. It will take a minimum of three semesters of full-time, continuous study to complete the required courses. Upon completion, students will be prepared and qualified to sit for a national certification exam that is required to become a Certified Pharmacy Technician.

Our program is presented using three learning methodologies: didactic, simulation and externship. Many of our courses are offered face-to-face and others are delivered via a hybrid model or are fully distance learning (i.e., online). Success in the program requires that students attend a minimum of 90% of the class hours to achieve the competencies of the course work as outlined in this handbook. Students will be expected to study and prepare assignments both in and outside of the classroom.

The major skills that determine success in this program include abilities to perform the necessary tasks and responsibilities entailed in the practice of pharmacy as a technician in both the community and institutional pharmacy practice settings. This program offers graded courses that are designed to equip students with the knowledge and skills to head directly into the pharmacy workforce and meet the needs of employers in our area.

The goal of San Jacinto Community College is **student success**. For this reason, students are encouraged to discuss any concerns regarding the program with any of the faculty and staff found in our department. We look forward to working with you and assisting you in achieving the goal of obtaining your Pharmacy Technician Certificate and passing the national exam for credentialing.

Sincerely,

Irene Villatoro BS, Ph.R.T., CPhT
San Jacinto Community College North
Pharmacy Technician Program Director

Sara Byars, B.S., C.Ph.T, Ph. T. R.
San Jacinto Community College South
Pharmacy Technician Program Director

SAN JACINTO COMMUNITY COLLEGE MISSION, VISION, AND VALUES

Mission

San Jacinto Community College is focused on student success, academic progress, university transfer, and employment. We are committed to opportunities that enrich the quality of life in the communities we serve.

Vision

San Jacinto Community College will advance the social and economic mobility of all members of our community. We will be known for our excellence in teaching and learning, our intentional student-centered support, and our commitment to every student. We will be the preferred workforce and economic development partner in the region and a champion for lifelong learning. San Jacinto Community College will inspire students to explore opportunities, define their educational and career paths, and achieve their goals and dreams.

Values

We embrace a core truth at San Jacinto Community College: The ultimate measure of our success is your success.

Every student's pathway is unique, and San Jacinto Community College students are a diverse mosaic — blending many perspectives on success. For one-fifth of our student body, being the first in the family to attend college is a life-changing act that propels future generations to succeed. Others aspire to master a trade or special interest, jump-start a new career, prepare for university transfer or help their communities succeed. Most San Jacinto Community College students are working professionals, and their success requires a flexible pathway that balances college, work and family.

No matter how you define it, success for every graduate drives our value system at San Jacinto Community College. We are committed to seven deeply held beliefs:

Integrity: We Act Honorably and Ethically
"We conduct ourselves in ways that are professional, instill confidence, and promote trust."

Inclusivity: We Grow through Understanding
"We respect and learn from the diversity of our cultures, experiences, and perspectives."

Collaboration: We Are Stronger Together
"We believe in the power of working together."

Innovation: We Embrace New Possibilities
"We anticipate change, explore opportunities, and create continuously evolving solutions."

Accountability: We Are Responsible Individually and Collectively
"We take ownership for our commitments and outcomes."

Sense of Community: We Care for Those We Serve
"We demonstrate concern for the well-being and success of our students, our communities, and our people."

Excellence: We Strive for Outstanding Results
"We take risks, we assess our work, and we aspire to improve the quality of everything we do."

SAN JACINTO COMMUNITY COLLEGE STATEMENTS OF PURPOSE

This San Jacinto Community College (SJC) Pharmacy Technician Program was developed collaboratively by the pharmacists and pharmacy technicians in our service area along with San Jacinto Community College faculty and administrators. The program was established in August 1999 with the primary purpose of providing a reliable formal education and training to students who desired to become pharmacy technicians. Since then, this program has been contributing to the collective role of SJC as a community college by providing the immediate community and the neighboring towns with highly competent technicians equipped with professional skills, knowledge, and ethics. Nevertheless, the increasing challenge in job responsibilities of the pharmacy technician and the continuous changes and innovations in the field of pharmacy demand that the program be constantly reviewed and evaluated to meet the needs of the evolving changes.

PHARMACY TECHNICIAN PROGRAM OBJECTIVE AND DESCRIPTION OF PROFESSION

The objective of the Pharmacy Technician Program at San Jacinto Community College is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level and advanced-level positions in pharmacies as well as prepare for national certification.

Workforce Education Manual (WECM) Description

Classification of Instructional Programs (C.I.P.) 51.0805

An instructional program that teaches the skills necessary to process, prepare, label, and maintain records of physicians' medication orders and prescriptions in a community pharmacy. Designed to train individuals in supply, inventory, and data entry. Includes customer service, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, record keeping, stock level adjustment, data input, editing, and legal parameters. For institutional pharmacy practice, topics include hospital pharmacy organization, workflow and personnel, medical and pharmaceutical terminology, safety techniques, data entry, packaging and labeling operations, extemporaneous compounding, inpatient drug distribution systems, unit dose cart fills, quality assurance, drug storage, and inventory control.

SCANS Competencies

In 1990, the U.S. Department of Labor established the Secretary's Commission on Achieving Necessary Skills (SCANS) to examine the demands of the workplace and whether our nation's students are capable of meeting those demands. The Commission determined that today's jobs generally require competencies in the following areas:

A. Resources: Identifies, organizes, plans and allocates resources
B. Interpersonal: Works with others
C. Information: Acquires and uses information
D. Systems: Understands complex interrelationships
E. Technology: Works with a variety of technologies

The Texas Higher Education Coordinating Board requires that all degree plans in institutions of higher education incorporate these competencies and identify to the student how these competencies are achieved in course objectives. The specific competencies and objectives for each course will be included in the course syllabus.

Texas Administrative Code Description (Chapter 297 Rule 297.6)

Pharmacy technicians must have completed a training program that has covered the following areas and additional areas appropriate to the duties of pharmacy technicians and **pharmacy technician trainees** in the pharmacy:

- Orientation
- Review of job descriptions
- Communication techniques
- Laws and rules
- Security and safety
- Prescription drugs:
    - Basic pharmaceutical nomenclature
    - Dosage forms
- Drug orders:
    - Prescribers
    - Directions for use
    - Commonly used abbreviations and symbols
    - Number of dosage units
    - Strengths and systems of measurement
    - Routes of administration
    - Frequency of administration
    - Interpreting directions for use
- Drug order preparation:
    - Creating or updating patient medication records
    - Entering drug order information into the computer or typing the label in a manual system
    - Selecting the correct stock bottle
    - Accurately counting or pouring the appropriate quantity of drug product
    - Selecting the proper container
    - Affixing the prescription label (technicians only, trainees not allowed)
    - Affixing auxiliary labels, if indicated
    - Preparing the finished product for inspection and final check by pharmacist's drug product prepackaging
- Pharmacy technicians and pharmacy technician trainees compounding non-sterile pharmaceuticals shall meet the training & education requirements specified in the rules for the class of pharmacy in which the pharmacy technician or pharmacy technician trainee is working
- Pharmacy technicians and pharmacy technician trainees compounding sterile pharmaceuticals shall meet the training and education requirements specified in the rules for class of pharmacy in which the pharmacy technician or pharmacy technician trainee is working.

Texas State Board of Pharmacy Job Description

According to the Texas State Board of Pharmacy, "A Pharmacy Technician is an individual whose responsibility in a pharmacy is to provide technical services that do not require professional judgment regarding preparing and distributing drugs. A Pharmacy Technician works under the direct supervision of and is responsible to a pharmacist."

Technicians' duties within a **community pharmacy** practice setting will include: preparing prescription labels, entering prescription data into a computer system; taking a stock bottle from the shelf for a prescription; preparing and packaging of prescription drug orders (i.e. counting tablets/capsules, measuring liquids and placing in prescription container); reconstituting medication; initiating and receiving refill authorization requests; prepackaging and labeling prepackaged drugs; obtaining and recording information required to be maintained in patient medication records; compounding non-sterile pharmaceuticals.

Technicians' duties within an **institutional pharmacy** setting may include prepackaging and labeling unit and multiple dose packages; preparing, packaging, compounding or labeling prescription drugs pursuant to medication orders; bulk compounding; compounding sterile pharmaceuticals for inpatients only; distributing routine orders from stock supplies to patient care areas.

While enrolled in a training program, students are considered technician trainees. Per Texas State Board of Pharmacy, technician trainees must successfully register with TSBP prior to beginning training (externship) in a Texas licensed pharmacy. Furthermore, a person may be designated as a pharmacy technician trainee for no more than two years and the requirements for registration as a pharmacy technician must be completed within the two-year period.

Career Opportunities

Employment of pharmacy technicians is expected to increase by 21 percent from 2016 – 2026, which is much faster than the average for all occupations. This demand will be due to the expansion of retail pharmacies, the increased number of middle-aged and elderly people, and the increasing roles and responsibilities of pharmacy technicians.

Graduates of our program can work anywhere in the nation as pharmacy technicians in areas such as (but not limited to):

- Retail pharmacies
- Compounding pharmacies
- Hospitals
- Nursing homes
- Home health care
- Public and government health agencies

Earning Potential

Pharmacy Technician Annual Wages: $39,651 per year*
Source: texaswages.com, Annual Median Wages, Gulf Coast Region, pulled Spring 2024

CODE OF ETHICS FOR PHARMACY TECHNICIANS

American Association of Pharmacy Technicians, Inc.

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

I. A pharmacy technician's first consideration is to ensure the health and safety of the patient, and to use knowledge and skills to the best of his/her ability in serving others.

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

III. A pharmacy technician assists and supports the pharmacist in the safe, efficacious and cost-effective distribution of health services and healthcare resources.

IV. A pharmacy technician respects and values the abilities of pharmacists, colleagues and other health care professionals.

V. A pharmacy technician maintains competency in his/her practice, and continually enhances his/her knowledge and expertise.

VI. A pharmacy technician respects and supports the patient's individuality, dignity and confidentiality.

VII. A pharmacy technician respects the confidentiality of patients' records and discloses pertinent information only with proper authorization.

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

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

X. A pharmacy technician associates with and engages in the support of organizations which promote the profession of pharmacy through utilization and enhancement of pharmacy technicians.

Approved by the AAPT Board of Directors
1/7/1996

PROGRAM SUMMARY AND OUTCOMES

The purpose of this handbook is to navigate students through the process of preparing for courses and evaluations specific to the Pharmacy Technology Certificate Program.

The program consists of ten "classroom" (modality may vary) and laboratory courses accounting for 544 contact hours of instruction, simulation, and review. Upon successful completion of these courses, students will then be placed in two separate, unpaid clinical rotations for a length of 128 hours each (totaling 256 hours of externship experience). The curriculum includes foundational courses for the community pharmacy practice setting and the institutional (hospital) pharmacy practice setting, which will be mirrored in the student's clinical rotation experience at the end of their time in the program. The entire program consists of a total of 800 contact hours.

The Pharmacy Technology Certificate Program focuses on preparing students to perform on-the-job duties of a community or institutional pharmacy technician. Additionally, upon completion of the program, students will be prepared to sit for and successfully pass the national examination that confers the title of Certified Pharmacy Technician (CPhT).

Program Accreditation

The San Jacinto Community College Certificate of Pharmacy Technology Program holds many accreditations and levels of national recognition at both the north and south campus. See an explanation of each below:

- The American Society of Health-Systems Pharmacists (ASHP) accredits the San Jacinto Community College Certificate of Pharmacy Technology Program as an Advanced level program. This accreditation serves as formal recognition of the high quality of education and care provided by the program. Their contact information is:

  ASHP
  4500 East-West Highway, Suite 900
  Bethesda, MD 20814

- The Pharmacy Technician Certification Board (PTCB) recognizes the San Jacinto Community College Certificate of Pharmacy Technology Program. This recognition means that PTCB has reviewed the program in its entirety and found that it successfully provides learners with the foundational knowledge that will help them be successful on PTCB exams. Their contact information is:

  PTCB
  2215 Constitution Avenue NW, Suite 101
  Washington, DC 20037

- The Accreditation Council for Pharmacy Education (ACPE) accredits the San Jacinto Community College Certificate of Pharmacy Technology Program as a provider of continuing pharmacy education. This accreditation serves as formal recognition that a program is judged to meet established qualifications and educational standards through initial and subsequent periodic evaluations. It primarily applies to the course entitled PHRA 1345 – Compounding Sterile Preparations and Aseptic Technique. Their contact information is:

  ACPE
  190 S. LaSalle Street, Suite 3000
  Chicago, IL 60603

Texas House Bill 1508

Texas House Bill 1508 requires colleges to inform students with a criminal background that a criminal record may preclude them from being licensed for certain professions. For students in this course who may have a criminal background, please be advised that your criminal history could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please speak with your faculty member or department chair.

National Examination and Certification Credentialing

A person can become a Certified Pharmacy Technician (CPhT) by passing national examination. Two entities offer a national exam for certification – the Pharmacy Technician Certification Board (PTCB) via the Pharmacy Technician Certification Exam (PTCE) and the National Healthcareer Association (NHA) via the Exam for the Certification of Pharmacy Technicians (ExCPT). Both exams are administered electronically throughout the year via a third-party organization outside of San Jacinto Community College.

Registration for either exam must be completed online, and an appointment scheduled for a test date. Students will receive an automatic pass/fail result upon completion of the exam. Applicants must wait 60 days before retesting, if necessary. Convicted felons are prohibited from taking either exam. For more information on eligibility requirements, fees, and test dates/locations, see the PTCB website at http://www.ptcb.org or the NHA website at www.nhanow.com.

Individuals who pass the national examination must then update their registration with the Texas State Board of Pharmacy (TSBP) as a Registered Pharmacy Technicians (Ph.T.R.). For further information concerning registration process and fees, please see the state board website at http://www.tsbp.state.tx.us.

ASHP ACCREDITATION STANDARD FOR PHARMACY TECHNICIAN TRAINING PROGRAMS

San Jacinto Community College's Pharmacy Technology Program is based on the following 15 standards that reflect current and future pharmacy technician functions and responsibilities:

Standard 1 - Personal/Interpersonal Knowledge and Skills

Key Elements for Entry Level:

1.1	Demonstrate ethical conduct.
1.2	Present an image appropriate for the profession of pharmacy in appearance and behavior.
1.3	Demonstrate active and engaged listening skills.
1.4	Communicate clearly and effectively, both verbally and in writing.
1.5	Demonstrate a respectful and professional attitude when interacting with diverse patient populations, colleagues, and professionals.

1.6	Apply self-management skills, including time, stress, and change management.
1.7	Apply interpersonal skills, including negotiation skills, conflict resolution, customer service, and teamwork.
1.8	Demonstrate problem solving skills.
	Additional Key Elements for Advanced Level:
1.9	Demonstrate capability to manage or supervise pharmacy technicians in matters such as conflict resolution, teamwork, and customer service.
1.10	Apply critical thinking skills, creativity, and innovation.
1.11	Apply supervisory skills related to human resource policies and procedures.
1.12	Demonstrate the ability to effectively and professionally communicate with other healthcare professionals, payors and other individuals necessary to serve the needs of patients and practice.

Standard 2 - Foundational Professional Knowledge and Skills

	Key Elements for Entry Level:
2.1	Explain the importance of maintaining competency through continuing education and continuing professional development.
2.2	Demonstrate ability to maintain confidentiality of patient information, and understand applicable state and federal laws
2.3	Describe the pharmacy technician's role, pharmacist's role, and other occupations in the healthcare environment.
2.4	Describe wellness promotion and disease prevention concepts.
2.5	Demonstrate basic knowledge of anatomy, physiology and pharmacology, and medical terminology relevant to the pharmacy technician's role.
2.6	Perform mathematical calculations essential to the duties of pharmacy technicians in a variety of settings.
2.7	Explain the pharmacy technician's role in the medication-use process.
2.8	Practice and adhere to effective infection control procedures.
	Additional Key Elements for Advanced Level:
2.9	Describe investigational drug process, medications being used in off-label indications, and emerging drug therapies.
2.10	Describe further knowledge and skills required for achieving advanced competencies.
2.11	Support wellness promotion and disease prevention programs.

Standard 3 - Processing and Handling of Medications and Medication Orders

	Key Elements for Entry Level:
3.1	Assist pharmacists in collecting, organizing, and recording demographic and clinical information for the Pharmacist Patient Care Process.
3.2	Receive, process, and prepare prescriptions/medication orders for completeness, accuracy, and authenticity to ensure safety.
3.3	Assist pharmacists in the identification of patients who desire/require counseling to optimize the use of medications, equipment, and devices.
3.4	Prepare patient-specific medications for distribution.
3.5	Prepare non-patient-specific medications for distribution.
3.6	Assist pharmacists in preparing, storing, and distributing medication products including those requiring special handling and documentation.
3.7	Assist pharmacists in the monitoring of medication therapy.
3.8	Maintain pharmacy facilities and equipment.
3.9	Use information from Safety Data Sheets (SDS), National Institute of Occupational Safety and Health (NIOSH) Hazardous Drug List, and the United States Pharmacopeia (USP) to identify, handle, dispense, and safely dispose of hazardous medications and materials.
3.10	Describe Food and Drug Administration product tracking, tracing and handling requirements.

3.11	Apply quality assurance practices to pharmaceuticals, durable and non-durable medical equipment, devices, and supplies.
3.12	Explain procedures and communication channels to use in the event of a product recall or shortage, a medication error, or identification of another problem.
3.13	Use current technology to ensure the safety and accuracy of medication dispensing.
3.14	Collect payment for medications, pharmacy services, and devices.
3.15	Describe basic concepts related to preparation for sterile and non-sterile compounding.
3.16	Prepare simple non-sterile medications per applicable USP chapters (e.g., reconstitution, basic ointments and creams).
3.17	Assist pharmacists in preparing medications requiring compounding of non-sterile products.
3.18	Explain accepted procedures in purchasing pharmaceuticals, devices, and supplies.
3.19	Explain accepted procedures in inventory control of medications, equipment, and devices. Explain accepted procedures utilized in identifying and disposing of expired medications.
3.20	Explain accepted procedures in delivery and documentation of immunizations.
3.21	Prepare, store, and deliver medication products requiring special handling and documentation.
	Additional Key Elements for Advanced Level:
3.22	Prepare compounded sterile preparations per applicable, current USP Chapters.
3.23	Prepare medications requiring moderate and high level non-sterile compounding as defined by USP (e.g., suppositories, tablets, complex creams).
3.24	Prepare or simulate chemotherapy/hazardous drug preparations per applicable, current USP Chapters.
3.25	Initiate, verify, and manage the adjudication of billing for complex and/or specialized pharmacy services and goods.
3.26	Apply accepted procedures in purchasing pharmaceuticals, devices, and supplies.
3.27	Apply accepted procedures in inventory control of medications, equipment, and devices.
3.28	Process, handle, and demonstrate administration techniques and document administration of immunizations and other injectable medications.
3.29	Apply the appropriate medication use process to investigational drugs, medications being used in off-label indications, and emerging drug therapies as required.
3.30	Manage drug product inventory stored in equipment or devices used to ensure the safety and accuracy of medication dispensing.
	Standard 4 - Patient Care, Quality and Safety Knowledge and Skills
	Key Elements for Entry Level:
4.1	Explain the Pharmacists' Patient Care Process and describe the role of the pharmacy technician in the patient care process.
4.2	Apply patient- and medication-safety practices in aspects of the pharmacy technician's roles.
4.3	Explain how pharmacy technicians assist pharmacists in responding to emergent patient situations, safely and legally.
4.4	Explain basic safety and emergency preparedness procedures applicable to pharmacy services.
4.5	Assist pharmacist in the medication reconciliation process.
4.6	Explain point of care testing.
4.7	Explain pharmacist and pharmacy technician roles in medication management services.
4.8	Describe best practices regarding quality assurance measures according to leading quality organizations.
	Additional Key Elements for Advanced Level:
4.9	Verify measurements, preparation, and/or packaging of medications produced by other healthcare professionals.
4.10	Perform point-of-care testing to assist pharmacist in assessing patient's clinical status.
4.11	Participate in the operations of medication management services.
4.12	Participate in technical and operational activities to support the Pharmacists' Patient Care Process as assigned

| 4.13 | Obtain certification as a Basic Life Support Healthcare Provider. |

Standard 5 - Regulatory and Compliance Knowledge and Skills

Key Elements for Entry Level:

5.1	Describe and apply state and federal laws pertaining to processing, handling and dispensing of medications including controlled substances.
5.2	Describe state and federal laws and regulations pertaining to pharmacy technicians.
5.3	Explain that differences exist between states regarding state regulations, pertaining to pharmacy technicians, and the processing, handling and dispensing of medications.
5.4	Describe the process and responsibilities required to obtain and maintain registration and/or licensure to work as a pharmacy technician.
5.5	Describe pharmacy compliance with professional standards and relevant legal, regulatory, formulary, contractual, and safety requirements.
5.6	Describe Occupational Safety and Health Administration (OSHA), National Institute of Occupational Safety and Health (NIOSH), and United States Pharmacopeia (USP) requirements for prevention and treatment of exposure to hazardous substances (e.g., risk assessment, personal protective equipment, eyewash, spill kit).
5.7	Describe OSHA requirements for prevention and response to blood-borne pathogen exposure (e.g., accidental needle stick, post-exposure prophylaxis).
5.8	Describe OSHA Hazard Communication Standard (i.e., "Employee Right to Know").

Additional Key Elements for Advanced Level:

5.9	Participate in pharmacy compliance with professional standards and relevant legal, regulatory, formulary, contractual, and safety requirements.
5.10	Describe major trends, issues, goals, and initiatives taking place in the pharmacy profession.

Standard 6 - Authority and Responsibility provided to Program Director

6.1	The program director is accountable for the overall quality of the program. He/she has considerable latitude in delegating instructors' and preceptors of records' responsibilities.
6.2	The program director: (a) is a licensed pharmacist or a nationally certified pharmacy technician; (b) has at least five years of experience as a pharmacist or pharmacy technician in pharmacy practice prior to entering the position; (c) adheres to the state's regulations for licensure or registration in the practice of pharmacy; and (d) demonstrates on-going continuing education in the field of pharmacy and/or education.
6.3	If the program director is a pharmacy technician, he/she: (a) has graduated from an ASHP/ACPE-accredited pharmacy technician training program; or (b) possesses or is actively pursuing, with a written plan for achieving, at least an Associate's Degree; or (c) has an appropriate state teaching credential.
6.4	To stay current with professional issues, the program director is a member of a national pharmacy or education association and a state pharmacy association. He/she ensures that memberships in pharmacy and education associations are represented among the program faculty members.
6.5	The program director ensures that there is a sufficient complement of appropriate program faculty and staff to meet the needs of the program and to enable compliance with the Standards.
6.6	In the simulated portion of the program, the program director takes necessary precautions to ensure an effective and safe level of direct supervision of students.
6.7	Maintains records required in the Standards for at least three years or the time period specified by the institution's policy.
6.8	For the experiential component of the program, the program director or a qualified pharmacy technician instructor: (a) selects adequate and appropriate experiential sites; (b) documents that each experiential site has proper licensing; (c) determines that students will have the opportunity to practice a sufficiently wide range of activities in order to achieve the desired knowledge, skills, and abilities; (d) reviews experiential training sites within the 12-month period prior to students being assigned/active in a site; (e) ensures that affiliation agreements for all sites are completed and current; and (f) ensures that the preceptor of record has received instruction regarding the requirements of the program and the responsibilities of the site.

6.9	The program director ensures that students' achievement of educational objectives is evaluated appropriately, to include their knowledge, skills, and abilities leading to Entry-level or Advanced-level pharmacy technician job competencies.

Standard 7 – Strategic Plan

7.1	The program develops a strategic plan that is reviewed annually and revised every three years.
7.2	The plan: (a) reflects the role of the program within the community; (b) includes short-term and long-term program goals; (c) has specific measurable objectives; (d) has strategies for achieving the goals and objectives of the strategic plans; (e) has a schedule for analyzing and evaluating the plan and progress on the plan; and (f) addresses program outcomes. (See section 14.2)

Standard 8 – Advisory Committee

An advisory committee, comprised of a broad-based group of pharmacists, faculty, pharmacy technicians, and others as deemed appropriate, is established and meets at least twice a year. The advisory committee has specific authority for approving:

8.1	The curriculum;
8.2	Experiential training sites;
8.3	Criteria for admission and dismissal;
8.4	Criteria for successful completion of the program; and
8.5	The training program's strategic plan.

Standard 9 – Curricular Length

Students are required to complete the number of hours for each component to graduate.

9.1	The training schedule consists of a minimum of 400 hours total, of health-related education and training, extending over a period of at least 8 weeks.
9.2	The period of training includes the following educational modalities: Didactic; Simulated; and Experiential.
9.3	The minimum number of hours for each component is as follows: Didactic – 120 hours; Simulated – 50 hours; Experiential – 130 hours (total of 300 hours); plus 100 additional hours, to obtain the minimum of 400 hours of training total. The additional 100 hours may be allocated to the three educational modalities listed above, based on the discretion of the program director and faculty.
9.4	Programs document their method of time calculation and the attribution of hours of academic instruction within all instructional components for the program.

Key Elements for Advanced Level:

9.5	The training schedule consists of a minimum of 600 hours total, of health-related education and training, extending over a period of at least 15 weeks (at least 7 additional weeks beyond Entry-level requirements).
9.6	The minimum number of hours for each component is as follows: Didactic – 160 hours (40 additional hours beyond Entry-level requirements); Simulated – 100 hours (50 additional hours beyond Entry-level requirements); and Experiential – 200 hours (70 additional hours beyond Entry-level requirements); plus 140 additional hours beyond Entry-level requirements, to equal a minimum of 600 hours training total. The additional 140 hours may be allocated to the three educational modalities listed above, based on the discretion of the program director and faculty.

Standard 10 – Curricular Composition and Delivery

10.1	The didactic component provides a foundation that prepares students for the simulated and experiential components.
10.2	The simulated component: (a) is a hands-on practice of skills without impact, or potential for impact, on patients and occurs before the experiential component; (b) includes sufficient equipment and supplies for each student to realistically simulate an actual work environment and achieve the program's educational competencies; (c) while each skill may be taught in isolation, by the end of the simulated component, students will be able to perform each skill in a sequential manner the way the skill is performed in an actual pharmacy setting; and (d) prepare students for the experiential component.

10.3	(a) Students in an Entry-level program complete at least one experiential rotation in a dispensing pharmacy setting where the student will utilize skills learned during their Entry-level curriculum. (b) Students in an Advanced-level program complete at least one additional experiential rotation, in addition to any completed during an Entry-level program. This advanced experiential rotation takes place in a facility where the student will utilize skills learned during the Advanced-level curriculum.
10.4	Experiential training sites are recognized by an organization(s) appropriate to the practice setting (e.g., licensed by the State Board of Pharmacy).
10.5	The sequence of activities to transition from simulated to experiential is: (a) observation (student observes expert performing task); (b) simulation (including observation, feedback, and evaluation by an expert); and (c) experiential performance under supervision.
10.6	The preceptor of record: (a) is a person who works at the experiential site and coordinates or oversees students' activities; (b) has at least two years of experience in the type of pharmacy setting for which they are training students; (c) is a certified pharmacy technician or licensed pharmacist; and (d) acts as a liaison between the site and the program director to ensure that the student receives the intended educational experience and is evaluated effectively. (e) ensures that only qualified pharmacy personnel are assigned to train students. (f) ensures that required documentation (e.g., academic and professional record, student time sheets, evaluations) is submitted to the program in a timely fashion.

The following apply to programs using distance learning:

10.7	Distance learning programs comply with all Key Elements of Standard 10.
10.8	Program directors and faculty make appropriate and effective use of technology to teach specified objectives. The technology is made readily accessible by students, including, but not limited to, reasonable accommodations for unexpected technology outages.
10.9	The program verifies that a student who registered for distance education or is participating in program-related off-campus activities is the same student attending the clinical experiential portion of the program, receiving credit, and graduating.
10.10	The technology ensures engagement and assessment of skill understanding throughout the course and provides procedures for response to student questions in a timely manner.

Standard 11 – Student Recruitment, Acceptance, Enrollment, and Representation

11.1	A policy and process is documented and provided to student recruitment personnel (staff who enroll prospective students, such as telephone marketers, enrollment advisors, and admissions representatives), that includes guidance to them as follows: (a) prior to the application process, providing prospective applicants complete and accurate information on the total student financial obligation they will incur by participating in the program; (b) prior to enrollment, providing students complete and accurate information about financing options and answering any questions; and (c) prior to enrollment, informing students that illicit drug use, criminal background checks, and immunization status may prevent future employment as a pharmacy technician, and that externship sites, employers, and State Boards of Pharmacy have regulations about drug use, criminal backgrounds, and immunization status.
11.2	The organization establishes qualifications that the applicants possess to ensure that they are reasonably likely to be able to achieve the educational goals and objectives of the program.
11.3	The organization determines with reasonable certainty, prior to acceptance of the applicant, that the applicant has proper qualifications to enroll. At a minimum, the student: (a) attends high school, possesses a high school equivalency certificate, or is a high school graduate; (b) has demonstrated English language proficiency (including reading, writing, and speaking), except in cases where the native language of the country or territory in which the program is taking place is different (e.g., Puerto Rico); (c) has demonstrated math proficiency sufficient to fulfill the requirements of pharmacy technician job responsibilities; (d) meets the minimum age requirements that are based on states requirements for employment of pharmacy technicians; and (e) obtained a certificate to illustrate that the student has obtained training in an ASHP/ACPE accredited program (for Advanced-level admissions).
11.4	The program has a documented process to assess applicants' background pertaining to any illicit drug use and criminal background. This information is used to make appropriate decisions regarding continuation in a program.

11.5	Reasonable accommodations are made for students and applicants with disabilities who request accommodation.
11.6	The organization provides applicants, prior to enrollment, with information about: (a) qualifications to enroll; (b) the purpose of the training program; (c) requirements for state registration or licensure as a pharmacy technician; (d) requirements for obtaining and maintaining national pharmacy technician certification; (e) programmatic and institutional accreditation status; (f) prospects for employment; (g) realistic salary expectations or referral to local, state, or national statistics for salary expectations; (h) total program cost; (i) the program's dismissal policy including academic and non-academic criteria, including, but not limited to the organizations Student Code of Conduct; and (j) graduate performance on national exams posted on public-facing materials and websites.
11.7	The program director ensures that a process for determining requirements and conditions for graduation is documented and implemented.
11.8	The following applies to distance programs: (a) the program provides information regarding applicants' technology requirements for the program.

Standard 12 – Faculty/Instructors

12.1	Faculty/instructors have demonstrated expertise with at least three years of experience, and current knowledge in the areas in which they are instructing.
12.2	Faculty members/instructors adhere to state regulations for licensure or registration to practice as a pharmacist or pharmacy technician.
12.3	Faculty/instructors that are pharmacy technicians maintain national certification.
12.4	Faculty members, including the program director, instructors, and preceptors are evaluated regularly: (a) using a process that is defined and implemented; (b) incorporate feedback from students and graduates; and (c) information gained from evaluations for continuous improvement is analyzed, defined, and implemented.

Standard 13 – Documentation

Records related to the following are maintained and stored for three years (if the program has been in existence for at least three years) or the time period specified in institutional policy.

13.1	Qualifications of the program director and instructors.
13.2	Training activities that delineate the scope and period of training.
13.3	Activities performed in the didactic, simulated, and experiential segments of the program.
13.4	Reviews experiential training sites within the 12-month period prior to students being assigned/active in a site, experiential training site pharmacy services, and the onsite preceptor of record.
13.5	Programs recognize only those pharmacy technicians who have successfully completed the pharmacy technician training program by awarding an appropriate certificate or diploma.
13.6	The certificate is signed by the program director and a superior of the program director of the institution.
13.7	The certificate contains the name of the organization, program name and location, student name, completion date, and confirmation that the program is ASHP/ACPE- accredited or in ASHP/ACPE candidate status, and if the program is an "Entry-level" or "Advanced-Level".
13.8	The organization shall maintain a list of all graduates from their program (beyond the minimum of the three-year period).

Standard 14 – Assessment of Competency Expectations

The program's staff conducts regular, ongoing, formative, and summative assessments of student competencies and program effectiveness that are used in the continuous quality improvement process.

14.1	(a) Criteria-based assessment of students' competencies occurs in each component of the program (didactic, simulated, and experiential). (b) The final phase of the simulated component of the program includes observation, feedback, and evaluation by an instructor/faculty member. (c) The program director ensures that student evaluation is ongoing, systematic, and assesses students' progress toward meeting the requirements for graduation. (d) Students receive frequent criteria-based feedback on their performance that enables them to identify strengths and weaknesses and gives them direction on how to improve. (e) Evaluations are documented and kept on file. (f) Assessment data used in the continuous quality improvement process is actively maintained.

14.2	Program assessments include but are not limited to: (a) program completion; (b) performance on national certification examinations or performance on a psychometrically valid evaluation; (c) program satisfaction, including student, graduate, and employer satisfaction; (d) job placement; and (e) assessment data used in the continuous quality improvement process is actively maintained.

Standard 15 – Assessments of Structure and Process

15.1	The program develops resources and implements a plan to assess attainment of standards 6-13.
15.2	Documentation of use of assessment data in the continuous quality improvement process is maintained.
15.3	If permitted by the program, policies and procedures are developed and implemented for transfer credit and course waivers.

LOCATIONS AND CONTACT INFORMATION

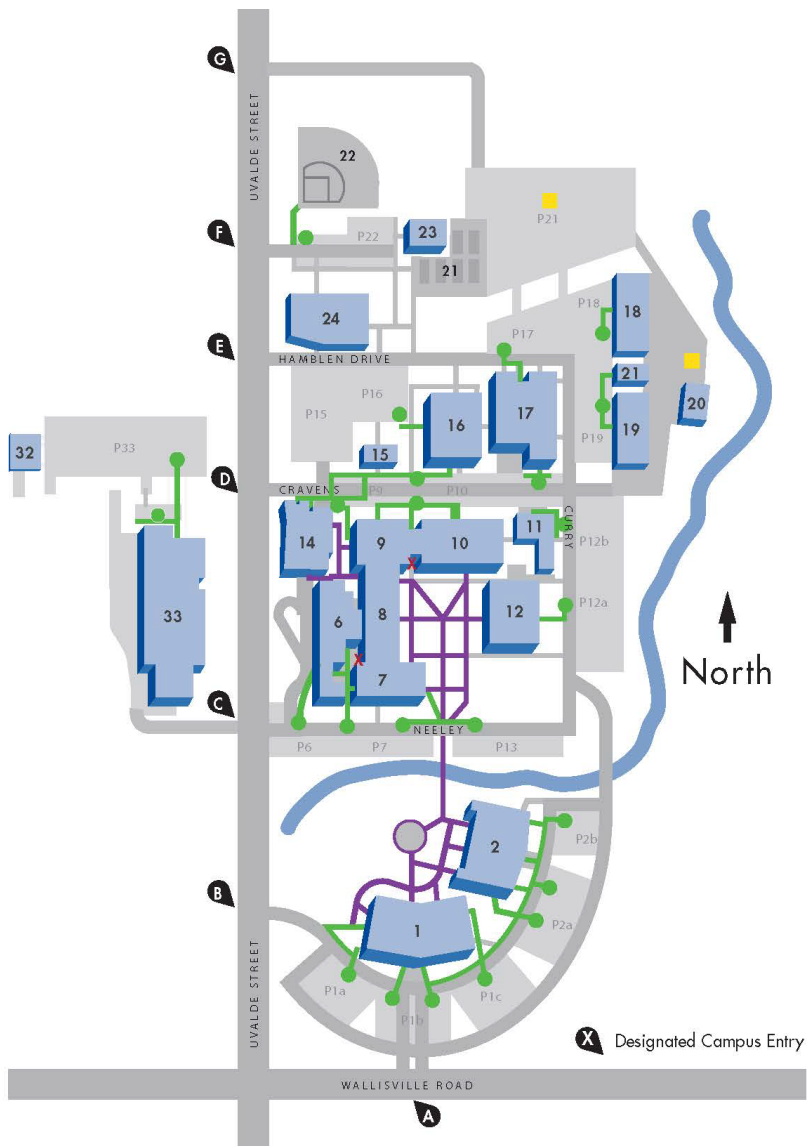| Campus	North Campus	South Campus
Address	Building 17 (Health/Natural Sciences) 5800 Uvalde Rd. Houston, TX 77044	Building 1 (Health/Natural Sciences) 13735 Beamer Rd. Houston, TX 77089
E-mail address	north.pharmtech@sjcd.edu	south-pharmtech@sjcd.edu
Program Offerings	• Fall Semester, full or part-time • Dual Credit or Early College (high school students only)	• Fall Semester, full or part-time • Spring Semester, full or part-time
Program Director	Irene Villatoro, B.S, Ph.T.R., CPhT irene.villatoro@sjcd.edu	Sara Byars, B.S, Ph.T.R., CPhT sara.byars@sjcd.edu
Clinical Liaison	Irene Villatoro, B.S, Ph.T.R., CPhT irene.villatoro@sjcd.edu	Estrellita Coronado, BBA, Ph.T.R., CPhT estrellita.coronado@sjcd.edu
Faculty	Dr. Tamara Williams, Pharm. D. Tamara.williams@sjcd.edu	Estrellita Coronado, BBA, Ph.T.R., CPhT estrellita.coronado@sjcd.edu
Administrative Assistant	Emily Garcia emily.garcia@sjcd.edu	Jamie Ward jamie.ward@sjcd.edu

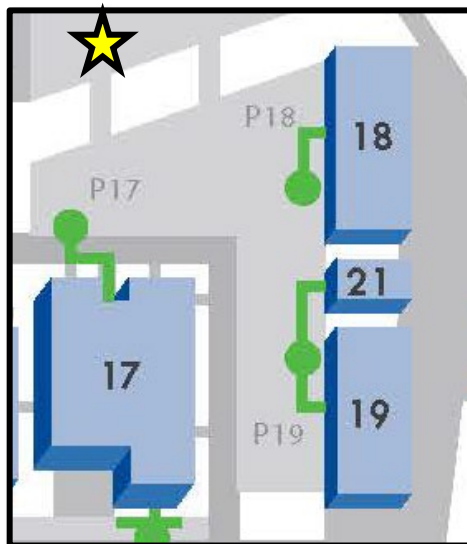## North Campus Pharmacy Lab – Building 17, floor 1, room 1019

SAN JACINTO℠ COLLEGE

NORTH CAMPUS

N1	Fine Arts Center
N2	Interactive Learning Center
N6	Welcome Center
N7	Burleson Classroom Building
N8	Spencer Building
N9	Brightwell Building
N10	Wheeler Building/Police
N11	Bezos Academy Houston – North Shore
N12	Student Center/Bookstore
N14	Library
N15	North Chiller Plant-Main Campus
N16	Gymnasium
N17	Science and Allied Health Building
N18	Industrial Technology-Auto Collision
N19	General Service Building/Deliveries
N20	Facilities Services/Storage
N21	Auxiliary Services
N22	Baseball Field
N23	Baseball Training Facility
N24	Cosmetology and Culinary Center
N32	North Chiller Plant-CIT
N33	Center for Industrial Technology

North

- ● Accessible Parking
- — Accessible Route from Parking
- — Accessible Route within Site
- ■ No Accessible Parking
- X No Accessible Route

X Designated Campus Entry

5800 Uvalde Rd.
Houston, Texas 77049
281-998-6150

An Equal Opportunity Institution
Updated 10/19/2022

Note that the star represents the muster, or gathering, point for all emergency evacuation situations for all students in the pharmacy technician program on this campus while they are in class.

South Campus Pharmacy Lab – Building 1, floor 2, room 258

North

SAN JACINTO COLLEGE
SOUTH CAMPUS

|	
S1	Science and Allied Health Building
S2	Engineering and Technology Center
S5	East Plant
S6	Welcome Center
S7	Academic Wing-North
S8	Academic Hall
S9	Academic Wing-South
S10	Library
S11	Student Center/Bookstore
S12	Interactive Learning Center
S13	Jones Classroom Building
S14	HVAC Technology
S15	Fine Arts Center
S21	Gymnasium
S22	General Services Building/Deliveries
S23	West Plant
S24	Cosmetology Center
S25	Softball Field
S25a	Softball Training Facility
S26	Soccer Field
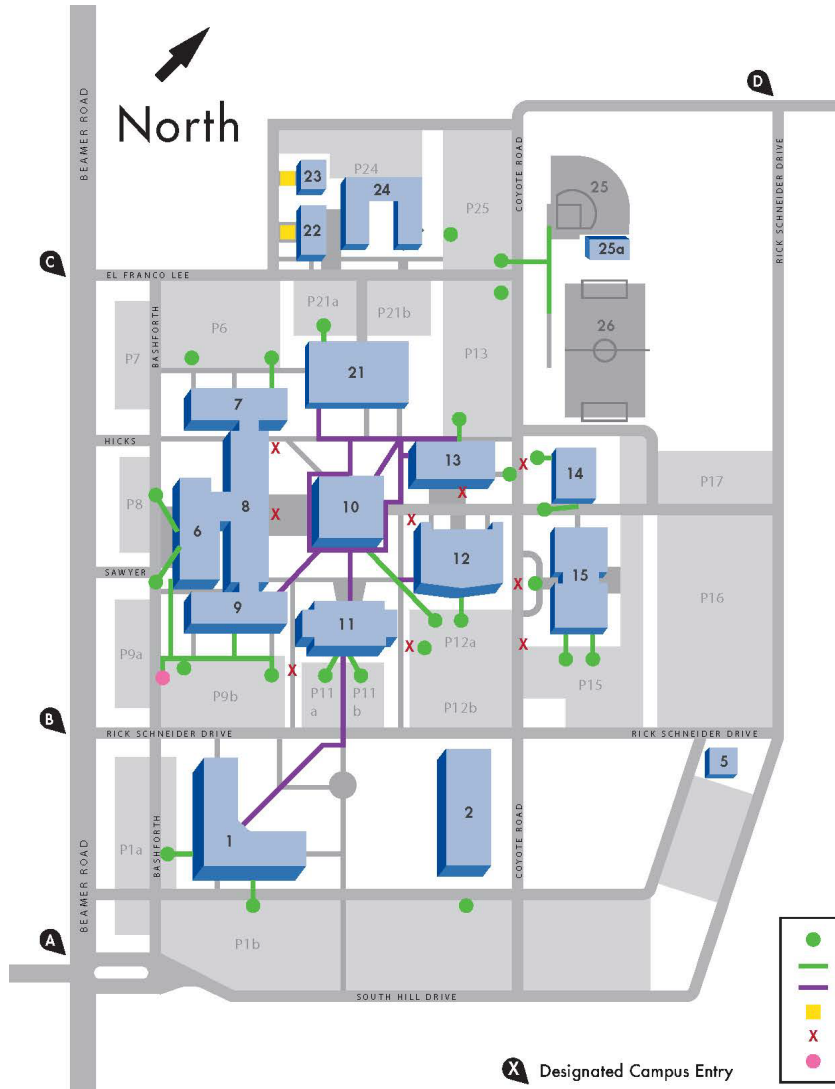
Legend:
- ● Accessible Parking
- — Accessible Route from Parking
- — Accessible Route within Site
- ▪ No Accessible Parking
- X No Accessible Route
- ● Metro Bus Stop
- X Designated Campus Entry

13735 Beamer Rd.
Houston, Texas 77089
281-998-6150

An Equal Opportunity Institution

Updated 10/19/2022

Note that the star represents the muster, or gathering, point for all emergency evacuation situations for all students in the pharmacy technician program on this campus while they are in class.
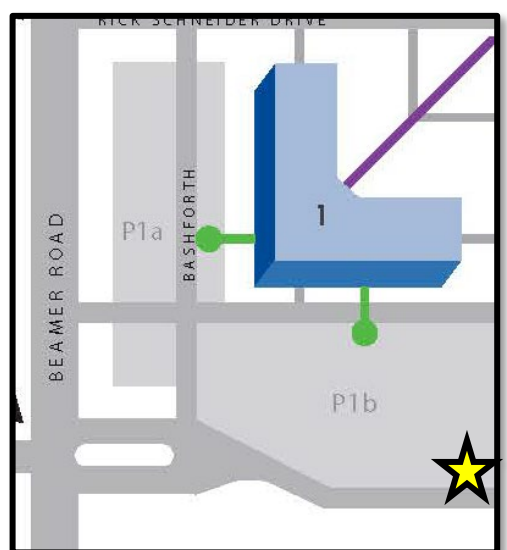
APPROXIMATE TOTAL COSTS FOR THE PHARMACY TECHNICIAN PROGRAM

(AS OF SUMMER 2024)

Entrance Fees:	Background Check /Drug Screen/Immunization Tracker			$109.00
	TSBP Registration (Trainee License)			$105.00
	Misc. Fees (Immunizations)*			Varies
San Jacinto College Fees:		**In-District ($83 per SCH)***	**Out-of-District ($144 per SCH)***	**Out-of-State / International ($223 per SCH)***
1st Semester: (13 credit hours)	Tuition Fee	$1,079.00	$1,872.00	$2,899.00
	Textbooks**	$345.00	$345.00	$345.00
	Total	$1,424.00	$2,217.00	$3,244.00
2nd Semester: (13 credit hours)	Tuition Fee	$1,079.00	$1,872.00	$2,899.00
	Textbooks**	$150.00	$150.00	$150.00
	Total	$1,229.00	$2,022.00	$3,049.00
3rd Semester: (6 credit hours)	Tuition Fee	$498.00	$864.00	$1,338.00
	Textbooks**	$60.00	$60.00	$60.00
	Total	$558.00	$924.00	$1,398.00
Total for All Semesters (including estimated costs, which will vary, and entrance fees)		$3,425.00	$5,377.00	$7,905.00

*Price may vary on individual shots needed/third party payment plan
**Estimated cost of books based on purchases of new physical books direct from San Jac Bookstore
***SCH = semester credit hour

Paying for College

- Cash/Credit Card
- Pay as You Go – website
- Financial Aid (FAFSA code 003609)
- Scholarships
- Grants
- Loans
- GI Bill

> More information about payment options can be found on our website at https://www.sanjac.edu/admissions/paying-for-college/

APPROXIMATE SCHEDULE OF CLASSES

All students in the pharmacy technician program fall under the degree plan code of "4PHAR" and will receive a Certificate of Technology upon completion of all requirements. Classes are offered in the Fall, Spring, and Summer semester's, and will vary on the delivery of the course depending on the subject and when a student applies. The meeting times of classes may vary depending on availability.

Student Schedule Example – Credit Student [Full-Time]

Semester	Course
1st	PHRA 1202 Pharmacy Law
	PHRA 1305 Drug Classification
	PHRA 1313 Community Pharmacy Practice I
	PHRA 1309 Pharmaceutical Mathematics I
	HPRS 1206 Essentials of Medical Terminology
2nd	PHRA 1441 Pharmacy Drug Therapy and Treatment
	PHRA 1347 Pharmaceutical Mathematics II
	PHRA 1345 Compounding Sterile Preparations and Aseptic Technique
	PHRA 1349 Institutional Pharmacy Practice
3rd	PHRA 1261 Clinical – Pharmacy Technician I
	PHRA 2261 Clinical – Pharmacy Technician II
	PHRA 1243 Pharmacy Technician Certification Review

Please note that all students admitted into the program are considered full-time students unless otherwise stated. Part-time students must discuss their graduation plan and course sequencing with the program director prior to the start of their first semester.

Student Schedule Example – Dual Credit (DC) Student* [North Only]

Must be enrolled in Crosby, CE King, and/or Channelview ISD

11th (Junior Year)	12th (Senior Year)
Fall HPRS 1206 Essentials of Medical Terminology PHRA 1202 Pharmacy Law PHRA 1313 Community Pharmacy Practice I	**Fall** PHRA 1347 Pharmaceutical Mathematics II PHRA 1345 Compounding Sterile Preparations and Aseptic Technique PHRA 1441 Pharmacy Drug Therapy and Treatment
Spring PHRA 1309 Pharmaceutical Mathematics I PHRA 1305 Drug Classification PHRA 1349 Institutional Pharmacy Practice	**Spring** PHRA 1261 Clinical – Pharmacy Technician I PHRA 2261 Clinical – Pharmacy Technician II PHRA 1243 Pharmacy Technician Certification Review

Student Schedule Example – Early College High School (ECHS) Student* [North Only]

Must be enrolled in Galena Park ISD Early College Program

9th (Freshman Year)	10th (Sophomore Year)
Fall (No Classes)	**Fall** PHRA 1313 Community Pharmacy Practice I HPRS 1206 Essentials of Medical Terminology
Spring (No Classes)	**Spring** PHRA 1309 Pharmaceutical Mathematics I PHRA 1305 Drug Classification
11th (Junior Year)	**12th (Senior)**
Fall PHRA 1202 Pharmacy Law PHRA 1345 Compounding Sterile Preparations and Aseptic Technique	**Fall** PHRA 1261 Clinical – Pharmacy Technician I PHRA 1441 Pharmacy Drug Therapy and Treatment
Spring PHRA 1349 Institutional Pharmacy Practice PHRA 1347 Pharmaceutical Mathematics II	**Spring** PHRA 2261 Clinical – Pharmacy Technician II PHRA 1243 Pharmacy Technician Certification Review

ADMISSIONS CRITERIA AND PROCESS

Before beginning the application process, students must:

- ☐ Have, or be in the process of obtaining through our dual credit office, a high school diploma or GED.
- ☐ Have a valid Social Security Number.
  - This is a requirement to obtain a pharmacy technician in training license through the Texas State Board of Pharmacy, which is a clinical prerequisite (discussed further in this handbook) as well as a requirement to be behind the counter and participate in an internship with any pharmacy within the state of Texas (per the Texas State Board of Pharmacy). More information can be found here: https://www.pharmacy.texas.gov/applicants/tech-trainee.asp

<u>Steps:</u>

1) Apply to San Jacinto College (https://www.sanjac.edu/admissions/how-to-apply/).

2) Complete and submit a program application (note that they are campus specific). See more information here: https://www.sanjac.edu/programs/areas-of-study/health/pharmacy-tech/admission-info

3) Place an order on the third-party website called CastleBranch (https://www.castlebranch.com/online_submission/package_code.php) using one of the following codes:

- If you are planning to attend the North Campus, use the package code "SQ27"
- If you are planning to attend the South Campus, use the package code "SV21"

The cost of the package code should be $109. These codes give students a background check, a drug screening process, and an immunization tracker. **To get accepted into the program per ASHP standards, students must have a clear background check and a negative 10-panel drug screen.** These processes must be completed using CastleBranch. No other background check service or drug screening process will be accepted. This process may need to be completed again before placement into a clinical setting if either process is over a year old.

NOTE: Illicit drug use, criminal backgrounds, and immunization status may prevent future employment as a Pharmacy Technician. Our program wants to be sure there are no barriers from completing the program or gaining a license from the Texas State Board of Pharmacy. Additionally, our accreditation and affiliation sites require students to have a clear background (no evidence of criminal history) and a negative 10-panel drug screen. If students get a positive result on their drug screening, they have proof of current and valid prescriptions sent to CastleBranch. The Texas State Board of Pharmacy, future employers, and the National Testing agencies have set requirements for Background Checks and Drug Screens. For more information, please visit https://www.pharmacy.texas.gov/TechTrainee.asp

DISCLAIMER: Satisfying these requirements prior to admission and before placement into a clinical setting does not ensure eligibility for licensure or future employment. Clinical agencies can establish more stringent standards, if they so desire, to meet regulatory requirements for their facility. Clinical agencies can conduct additional background checks and/or drug screening checks at their discretion. If a student is found to be ineligible for clinical placement at any time during the program, the student is unable to meet clinical learning objectives and will be withdrawn pending resolution of the situation.

4) While waiting to be admitted into the program, gather all immunization records. Proof of the following immunizations will need to be uploaded to each student's individual CastleBranch account after admission and upon completion of the first semester in the program:

- ☐ **Tetanus-diphtheria (Tdap)**: Proof of one dose that is less than 10 years old.
- ☐ **Measles, Mumps, and Rubella (MMR)**: Proof of 2 doses.
- ☐ **Hepatitis B**: Proof of 2 doses (of Heplisav-B®) or 3 doses (all other brands). Note that the 3-dose series can take 4-6 months to complete.
- ☐ **Varicella (chickenpox)**: Proof of 2 doses.
- ☐ **Influenza (flu)**: Proof of one dose for the current flu season. Usually available by September of each calendar year.
- ☐ **Tuberculosis (TB)**: Proof of a negative result (can be via skin test, blood test, or Xray image) that is less than 1 year old

  - o ***A Message from San Jacinto Community College concerning Immunizations:*** Students enrolling into San Jacinto Community College programs with external learning experiences (i.e., clinical, practicum, externship, cooperative, etc.) will be required to comply with the immunization requirements and policies of the clinical/external learning sites to engage in all clinical/external learning experiences. Vaccination requirements at clinical/external learning sites are implemented pursuant to the independent authority of such facilities and are not mandated by San Jacinto Community College. Failure to meet the immunization requirements mandated by clinical/external learning sites may

limit a student's ability to complete the program and/or may delay the student's graduation date. San Jacinto Community College does not process exemptions, and students should address potential vaccination exemptions directly with the clinical/external learning site.

NOTE:

a. Clinical sites may request additional testing and/or repeated or additional vaccines (such as the COVID-19 vaccine series) to be accepted for clinical rotation (additional charges may apply). Additionally, the cost of vaccinations and potential titer testing is the responsibility of the student.

b. These immunizations are required by our clinical sites and enforced by our Advisory Board Committee.

c. Students can upload documentation of the immunization itself, or if the documentation was lost or is unavailable, immunity can be validated with an antibody titer test (a blood test completed by a physician). Proof of diagnosis of the disease through other means is not accepted. It is the responsibility of the student to ensure that all submissions are cleared. Rejections or errors must be resolved in a timely manner by the student and might involve contacting CastleBranch directly.

DISCLAIMER: Healthcare professions include inherent health and safety risks. Therefore, all Pharmacy Technician students are required to be compliant with Texas Administrative Code Rule 97.64 related to immunizations for the protection of themselves and patients.

5) Once admitted, register as a pharmacy technician trainee with the Texas State Board of Pharmacy (www.pharmacy.texas.gov/applicants/tech-trainee.asp) by the start of the second semester at a minimum. The link for a step-by-step video tutorial on how to apply to the Texas State Board can be found here: https://www.youtube.com/watch?v=-tVjez7plQY

NOTE: This process requires both an application fee ($55.00, to be filled out online) and a fingerprinting session (less than $50, to be scheduled via e-mail) which allows the state to conduct a criminal background check. The total approximate cost is $105.00. These fees are the sole responsibility of the student. The registration obtained at the end of this process is valid for two-years and is non-renewable. It can take several months to complete so be sure to follow all the deadlines given by the clinical liaison and/or program director. If the TSBP Trainee License will expire before or during placement in a clinical site, students must register to take and subsequently pass either national exam, then upgrade to a fully registered technician with the state board prior to enrolling in the clinical courses.

COMPLETION REQUIREMENTS:

Students will receive a syllabus at the beginning of each course that will outline the student learning outcomes as they relate to that course. Instruction will be developed to train and evaluate students to achieve mastery of the course competencies and additional requirements defined by the instructor. **Students must earn a final grade of "C" (70%) or above, in all courses to progress to the next semester of the program**.

Students who score lower than 70% (i.e., a "D" or "F") in any course within the pharmacy technician degree plan must notify the Pharmacy Technician Program Director if they wish to continue in the program. The student may be allowed to repeat the failed course once, or the student may be required to reapply for admission after a break in enrollment (more information can be found on a break in enrollment further into this handbook). The student and the Program Director will determine the course of action required and create a graduation plan.

Students must complete two (2) unpaid Clinical Rotations consisting of 128 hours each. Consideration could be made for co-requisite coursework while in clinical but will require program director approval. This will be evaluated on a case-by-case basis. Students must meet the competencies outlined in the Clinical Handbook and

attend 100% of the contact hours (documented on the time sheet provided in the Clinical Handbook by the site preceptor) to successfully complete their internship. Additionally, students will be evaluated on workplace behaviors and technical performance designating areas of strength or improvements. Inappropriate behavior and unethical actions are grounds for dismissal from the externship. Additional information and details are available in the Clinical Handbook.

After completion of ALL course work and proof of graduation registration, students will receive their ACPE IV certification if they passed the competencies required as outlined in PHRA 1345.

CLINICAL PREREQUISITES

The purpose of clinicals is to provide the student with instruction and practice in the pharmacy environment. Because this is a learning experience, students will not be paid (or compensated) for their activities and time spent at their site. Furthermore, the clinical rotations are not designed to be a job placement for students.

To enroll in the pharmacy clinical rotations, students must:

- Sign the Student Handbook Acknowledgement form (found at the end of this handbook)
- Sign the Clinical Handbook Student Acknowledgement form (found at the end of the Clinical Handbook given out at orientation)
- Attend a **mandatory** clinical orientation
- Be physically able to perform the duties of a pharmacy technician, including but not limited to:
    - Standing up to 8 hours at a time
    - Lifting up to 40 pounds of weight
- Be able to provide and/or obtain other information as deemed necessary by the site of the clinical rotation not detailed in this handbook
- Have reliable transportation to and from the site and the ability to pay for parking (if applicable).
- Successfully complete all prerequisite course work scoring 70% (C) or above.
- Have proper documentation uploaded to CastleBranch by the mandatory due date provided by the Program Director and/or Clinical Liaison. This documentation includes but is not limited to:
    - A clear background check that is less than 1 year old.
    - A negative 10-panel drug screening that is less than 1 year old.
    - Updated immunization records. (See more information on page 21 of this handbook)
    - Driver's license or other photo identification.
    - Pharmacy Technician Trainee Registration via the Texas State Board of Pharmacy

STUDENT GUIDELINES

Class and Lab Attendance Policies:

It is important to attend every class so that no information is missed. Per the college policy, students must attend a minimum of 90% of all scheduled classes each semester to successfully complete each course. This may look different depending on the course that is missed:

Example for 16-week course:

Course (Course Hours per Week):	Max Days Missed
HPRS 1206; PHRA 1202, 1243 (2)	1 days
PHRA 1309, 1305, 1313, 1347, 1349, 1345 (3)	2 days
PHRA 1441 (4)	3 days

Failure to attend at least 90% of a class could result in a grade of "FX" which would hinder financial aid assistance, constitute possible removal from the program OR require a re-take of the course to receive the completion certificate for the program. For Dual Credit and Early College Students, absent days will be reported to the appropriate High School.

Students must alert the instructor of record per course missed prior to an absence, if possible (see course syllabus). Missing class will count as an unexcused absence; however, an absence may be excused if the student has documentation for the absence, such as a doctor's note, a jury summons, a police report, or other official documentation giving justifiable reasoning for the missed day. All documentation must be given to the instructor of record upon the student's return to class or at the latest, 1 business day after the event in question to change the status of the absence from "unexcused" to "excused".

Students will receive a written warning via a performance counseling form as soon as they reach the maximum unexcused absences per semester. If further unexcused absences occur, disciplinary action with the Program Director and/or Department Chair will occur.

If an exam or lab activity is missed during an excused absence, students must communicate with the instructor of record for a make-up session immediately upon their return to class. The make-up session must be completed within 2 business days of the date missed. Failure to communicate or make-up the work will result in a grade of zero for the work missed.

Tardiness:

Attendance is taken at the beginning of class and/or laboratory sessions. Therefore, a student is tardy when they enter a classroom or laboratory 1 minute after the scheduled start time.

Students will receive a written warning via a performance counseling form if they are tardy for more than 2 class periods or if they are more than 15 minutes late for a course. If further tardiness occurs, disciplinary action with the Program Director and/or Department Chair will occur.

It is the student's responsibility to make sure the instructor marks the student present within these guidelines when they are tardy. See each instructor's course syllabus for further clarification on more specific tardy policies.

Leaving Early:

To satisfy the "90% attendance" rule, students may not leave class early unless formerly excused by the instructor of record. A formal excuse will not be given unless a student has appropriate documentation before or immediately after the event in question. Documentation requirements are the same as exampled in the "Attendance" section above.

Example for 16-week course:

Course (Course Hours per Week):	Leaving Early Definition
HPRS 1206; PHRA 1202, 1243 (2)	≥ 12 minutes before the end of class
PHRA 1309, 1305, 1313, 1347, 1349, 1345 (3)	≥ 18 minutes before the end of class
PHRA 1441 (4)	≥ 24 minutes before the end of class

Students will receive a written warning via a performance counseling form if they leave class early without prior approval or documentation. If further occurrences arise, disciplinary action with the Program Director and/or Department Chair will occur.

Clinical Attendance Policies:

Students will record their time in and out of their site **daily** via the clinical folder and time sheet. A clinical preceptor must verify and attest to the hours earned by initialing the final column of the time sheet for each date of attendance immediately prior to the student leaving the site for the day. Students are required to communicate with the clinical instructor and the clinical preceptor regarding **any** change in previously agreed upon schedules – this includes tardies, absences, staying late, changing/switching shifts, working additional days, etc. In addition, students must follow site specific procedures regarding changes in schedules as they vary widely. Clinical preceptors should be the point-of-reference for this information and should be contacted immediately if a student anticipates arriving late or cannot attend on a specific date.

If a student arrives unprepared for their shift while in clinicals (out of dress code, lacking any portion of required paperwork, etc.), they can be dismissed from the clinical site for the day by the clinical preceptor/site or the clinical instructor. All missed hours must be made up prior to the end of the rotation as indicated by the clinical instructor.

Students that are unable to successfully demonstrate/perform any psychomotor skill safely and competently in the clinical setting for which they have been previously trained in the lab will be required to immediately complete remediation in the pharmacy lab on campus. Students requiring remediation will not be allowed to return to their site until the clinical coordinator/instructor verifies and attests to their successful remediation. If a student is unsuccessful during remediation, they will be counted absent for the clinical day in question.

Excessive absences might result in a grade of "incomplete" or "FX" depending on the circumstance. Students will meet with the clinical instructor and program director to determine how to best move forward. See the College Catalog (section: Class Attendance) for further clarification on these policies.

Dress Code:

Students are required to wear the approved hunter green scrubs with the San Jac marketing logo from the vendor discussed at orientation, a solid-colored undershirt, and closed-toed, closed-back shoes that fully cover the foot for the duration of their time on campus or for any pharmacy technician program related class, event, or activity and while at their clinical site. Shoes may not have holes in them, nor may they be "slip-on" style. Tennis shoes are best. If needed, only a zip up jacket will be acceptable – no sweatshirts, hoodies or other styles of outerwear are acceptable. Scrub tops and bottoms should be visible at all times for the duration of their time on campus or for any pharmacy technician program related class, event, or activity and while at their clinical site. On lab days, students should refrain from wearing jewelry of any kind per the lab rules for safety and student success. Students must also comply with any site-specific dress code requirements while at their clinical sites. Students who come to class/clinicals out of uniform will be subject to disciplinary actions as outlined in this handbook.

Electronic Communication:

Students must claim their email address by visiting www.sanjac.edu/email and must check it along with each Blackboard site on a daily basis. This is the only email address your instructors have to communicate with you during your college experience here at San Jacinto Community College. Students experiencing any problems with email accounts should contact Tech Support at 281-998-6137.

Tutoring:

Student success is very important to us; therefore, tutoring will be mandatory for students scoring below a 70% on any exam, quiz or assessment. This will be done on an appointment basis only. It is the student's responsibility to schedule this meeting within a week of the grade being published. Students seeking general help can meet with the instructor of record for a course during their office hours as listed on each course syllabus.

Course Failure and Retake Policy:

Students who fail one course in a semester will meet with the program director to review their degree plan. If a student fails more than one course during a semester, or more than 2 courses in the program in total, they will be dismissed from the program without the ability to rejoin at any point in the future.

Breaks in Enrollment:

Students who are accepted into the Pharmacy Technician program are expected to complete the program according to their degree plan within consecutive, concurrent semesters unless extenuating circumstances apply. Students are required to discuss anticipated delays or breaks in this succession

with the program director and a re-evaluated degree plan must be discussed and agreed upon by both parties. Students who take longer to complete the original degree plan or re-evaluated degree plan may be required to repeat courses, retake the background check and drug screen test, and submit an updated immunization record.

Students who fail to return to the program after 2 semesters (Fall, Spring, or Summer) following a break in enrollment will be required to start the program from the beginning due to the retention of information needed for national examination and job duties in the field.

Cancelled Courses

San Jacinto reserves the right to cancel a course if minimum enrollment is not attained three (3) business days prior to the beginning of the class. Pre-enrolled students will be contacted by telephone if a class is cancelled. Students will automatically receive a 100% refund for the course and/or have the opportunity to enroll in another course.

Mobile Phones:

Mobile phones can be disruptive in the classroom and laboratory areas in several ways. All mobile phones must be placed on 'silent' mode in any setting and while in lab, they should be secured in assigned lockers during instruction and simulation. If there is a need to check and/or receive a call, the student **must** inform the instructor in advance and an agreement must be reached. Students who create a disturbance using a mobile phone may be asked to leave the class/lab session and written up via a performance counseling form.

Dual Credit and Early College Information (North Campus Only):

Students who are enrolled with our local ISD can complete the Pharmacy Technician Certification Program during their High School years. The Pharmacy Technician courses will give credit to a High School course that aligns with student learning outcomes. All books and materials will be given by the ISD. San Jacinto Community College is not responsible for transportation to and from the college. Students must come on time and leave when class is dismissed by the instructor. Any student that does not attend class will be report to the San Jacinto Community College Dual Credit Office. Any student that scores below a 70% or is failing the courses will be reported to the Dual Credit Office. The Dual Credit office will then report to the ISD to have personal consultations with student and guardian/parents. Students who fail more than 2 classes in the program will be reported to the Dual Credit Office to be removed from the program. Students may be financially responsible to retake courses or for failed courses. San Jacinto Community College does not follow ISD school calendars so please refer to program course calendars. San Jacinto Community College is not aware of any mandatory state testing or official days missed, so please alert all instructors of record for all anticipated absences.

Accommodations for changes in Health Status, Pregnancy, Disabilities, and Communicable Diseases

The Pharmacy Tech Program is a physically and mentally demanding profession. Core performance standards expected for members of this profession are reflected within the guidelines and rules of the Texas State Board of Pharmacy and can be found here: https://www.pharmacy.texas.gov/techduties.asp. Students must be capable of completing core educational requirements and achieving the necessary competencies in the basic and clinical sciences. The goal is to develop a deep, robust medical knowledge base and outstanding clinical skills, with the ability to appropriately apply them, effectively interpret information and contribute to decisions across a broad spectrum of situations in any pharmacy setting. Critical skills are needed for the successful navigation of core experiences and include the ability to observe, communicate, perform motor functions, as well as to understand, integrate core knowledge and skills, and to behave appropriately in varied educational and professional situations.

On occasion, reasonable accommodations maybe requested by otherwise-qualified candidates to meet the technical standards required for the program. Requests for accommodations will be granted if the requests are reasonable, do not cause a fundamental adulteration of the duties and responsibilities of a pharmacy technician, do not cause an undue hardship on the College, are consistent with the standards of the profession of pharmacy, and are recommended by the College's Accessibility Services Office. The College's Accessibility Services Office evaluates requests for accommodations from students who register with that office. Depending on the type of disability, the ASO will make every effort to recommend an appropriate accommodation for academic success. The Pharmacy Tech Program will work with the college's ASO to evaluate student requests for accommodation in light of The Pharmacy Tech Program requirements. Inquiries about accessibility services, eligibility requirements, and medical documentation requirements may be addressed to accessibility.services@sjcd.edu or by visiting the Center for Advising, Career & Transfer on campus.

In some instances, a student may be pregnant, have an injury, communicable disease, or short-term impairment that temporarily prevents the student from attending class or participating in required program activities. Students with a temporary health condition or a change to a health condition that affects their ability to attend a class or clinical or to satisfy a program requirement shall report to their instructor as promptly as possible, but no later than the first day of returning to class or clinical. The student shall provide documentation from their health provider (such as a return to school/clinical form) identifying necessary restrictions and expected duration of the conditions or restrictions to the Program Director. Accommodations may include, for example, modifying the physical environment (such as a change in seating), extending deadlines and/or allowing the student to make up a test or assignment, and excusing medically necessary absences. The student shall submit updated medical documentation following the subsequent medical appointments if new or different restrictions are imposed or if the anticipated duration of the impairment changes. Requests for accommodations will be granted if the requests are reasonable, do not cause a fundamental adulteration of the duties and responsibilities of a pharmacy technician, do not cause an undue hardship on the College, are consistent with the standards of the profession of pharmacy and requirements of the program. All requests for academic accommodations will be reviewed by the Program Director, Department Chair, and Dean in consultation with the office of Accessibility Services and Compliance and Judicial Affairs.

The Accessibility Services Office and The Pharmacy Tech Program are committed to ensuring that all of the information regarding a student's disability or health is maintained confidentially as required by law.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct record which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Complaint Process:

If you feel any students, staff, or faculty of the San Jacinto Community College Pharmacy Technician Program have behaved in an unsafe or inappropriate manner, please first discuss the concerns with the instructor (if applicable). If unresolved or not appropriate for the situation, schedule a meeting with the Program Director. The program director will evaluate the complaint and work towards a resolution for all parties involved. If the program director is unable to make a resolution, parties may schedule an appointment with the Department Chair of Health Science and from there, the Dean of Health Science. Please be aware that all issues, concerns, and comments students have are a priority to our program, but there is a hierarchy that must be followed.

When discussing a complaint, please provide the following information in writing: date, nature of the incident/complaint, name and contact information of the person who is issuing the complaint. Please allow 48-72 hours for a turnaround on all e-mails submitted to the party in question. All issues will be addressed in the order they are received.

CONDUCT, DISCIPLINE AND DISMISSAL POLICIES

The purpose of the Pharmacy Technician Program is to help students achieve their career goals. For the program to be successful, the student must demonstrate behavior conducive to the learning process, and the college must create an environment for maximum learning. Guidelines and processes for this to happen are in place and available for the student in the *San Jacinto Community College Student Handbook.* All students are held accountable to policies, rules and regulations of the San Jacinto Community College District while on the premises and during their clinical externship.

Professional behavior/conduct is a critical aspect of pharmacy and is mandated for all students while in class, on the college campus, while in uniform and/or in their clinical setting. Unprofessional behavior or conduct will **NOT** be tolerated in this program. Failure to abide by the policies of the program and individual courses may result in the following progressive actions in an uninterrupted fashion until completion of the program:

The first violation will result in:

1. A verbal warning followed by an e-mail from the instructor of record.

Repeating **the same** violation will result in:

1. Documentation of violation on a performance counseling form. All forms will be placed in the student's folder and a copy will be given to the student.
and
2. Appointment with the Instructor and/or Program Director to discuss action and remediation.

Performance counseling forms are meant to serve as a form of accountability and documentation for the student and the instructor of record/program director. A student may have multiple performance counseling forms for various reasons without punitive consequences as long as remediation is met with good faith. Failure to comply with the actions dictated within the performance counseling form will result in disciplinary action.

If disciplinary action is required due to lack of compliance according to the performance counseling form or evidence of any one or more of the infractions detailed below, the following will occur:

1. Documentation of violation on a disciplinary form. All forms will be placed in the student's folder and a copy will be given to the student.
and
2. Appointment with the Program Director and/or Department Chair to discuss actions moving forward.
   a. The program director will review the incident within 2 business days of the appointment to determine if the violation in question constitutes dismissal from the program.

Upon receiving any two disciplinary violations, students will be dismissed from the program.

Immediate dismissal from the program will follow documented evidence of any one or more of the following infractions:

1. Willful lying or deceit.
2. Verbal or physical abuse, fighting or confrontation of patients, fellow classmates/peers, faculty, college staff, pharmacy, or hospital staff.
3. Falsification of records including but not limited to: Clinical Time Sheets, Immunization Records, Legal Documents, Examinations, and Validations.
4. Theft of any college or clinical site items including but not limited to equipment, supplies, medications, and personal items.
5. Patient neglect of any kind.
6. Any HIPAA violation or breach of confidentiality either at the clinical site or at the college.
7. Failure to acknowledge and honor the code of ethics of the San Jacinto Community College, the Pharmacy Technician Program and Affiliated Pharmacies.
8. Inability to render safe competent patient care.
9. Giving any form of medication without direct supervision of the pharmacist or designated preceptor.
10. Documentation of two medication errors at a clinical rotation, including any violation of the seven rights of drug administration. The right: patient, medication, dose, route, time, documentation, refusal.
11. Failure to follow directives from the preceptor or any member of the management team at the clinical site.
12. Leaving the clinical setting without prior and proper notification to the instructor of record and/or Director of the Program.
13. Any inappropriate behavior while in uniform on or off campus at any time.
14. Any violation of the San Jacinto Community College Code of Student Conduct (https://publications.sanjac.edu/student-handbook/code-student-conduct/).

Students who have been dismissed from the pharmacy technician program will be removed from all PHRA courses, have their major code changed to general studies, and are ineligible for readmission to the program at any point in the future. Students are responsible for all financial and transcript processes after the dismissal meeting with the program director.

RULES AND SAFETY GUIDELINES FOR THE PHARMACY LABORATORY

1. Students may not stay in the laboratory without Instructor supervision or knowledge.
2. No food or drink is to be consumed in the laboratory.
3. No horseplay or inappropriate behavior will be tolerated in or around the laboratory.
4. Students must keep the following items turned OFF and always contained within their backpack: mobile phones, any music generating device (e.g. iPod, mp3 players, etc.), smart tablets, personal laptops and smart watches.
5. Personal belongings such as backpacks and purses must be stored in the lockers during lab time. Students may bring their own lock to secure belongings, but the locker must be unlocked and empty before leaving for the day.
6. Students must inform the supervisor of any illness, injury, medication, or circumstance which may impair performance.
7. Concerning attire:
    - Clean/Ironed SJC scrub set must be worn during lab sessions
    - Only a zip-up coat may be worn over scrubs as a means of staying warm
    - Tennis shoes must be worn at all times; no open-toed shoes will be permitted within the lab
    - Hair below the shoulder should be tied back or confined in a bouffant cap.
8. Punctuality to practical classes is important. Classes start with a short tutorial which may include important safety information. Latecomers must report to the instructor before work can begin.
9. Students must immediately report all injuries, accidents, spills and breakages to the instructor. An incident report may be filed for documentation purposes.
10. Broken glass must be placed in the sharp's container and not the wastepaper bins.
11. Students must be familiar with the evacuation procedures and the location of fire extinguishers, eye wash stations, and the emergency shower.
12. Students will minimize fire risk by following these guidelines:
    - Avoid excessive heat when using a hot plate. Use as low a heat as possible to conform to the method of preparation. Whenever possible, use water-baths instead of heating directly on the hotplate.
    - Always use water-baths for heating oils, fats or waxes.
      - Check the water bath regularly. If the water level is low, either add more water or alert the instructor.
    - Never leave preparations unattended while heating.
    - Do not leave spatulas, stirring rods or thermometers in containers while heating as they can tip the container over.
    - Do not sit glass bottles, jars or slabs on the water-bath or hotplate the heat can break these
    - Turn off hotplates when not in use.
13. Students will do their best to avoid contact with drugs and chemicals by following these guidelines:
    - Latex or nitrile gloves must be worn when contact is possible.
    - Avoid the production of airborne particles when mixing or grinding drugs by stirring too vigorously.
    - If contact occurs with the skin, wash the affected area thoroughly with water.
14. Students will keep bulk containers and stock solutions contamination free by following these guidelines:
    - Keep the lid with its container and replace the lid immediately after use.
    - Do not put damp or contaminated spatulas into chemical containers.
    - Return drug containers to the correct shelf position promptly after use.

- Do not return excess or unwanted chemicals and solutions to stock bottles.
15. Students will dispose of unwanted chemicals correctly using the waste containers provided. Solids, semi-solids (including fats and waxes) and oily liquids must be disposed of in the waste containers and not into the sink or wastepaper bins.
16. Students will review the Material Safety Data Sheets (MSDS) or Safety Data Sheet (SDS) of a chemical to learn more about the chemical's physical properties, potential health hazards and appropriate first aid, what to do if spillage occurs, its use and storage, and appropriate waste disposal. MSDS's/SDS's for each chemical used in laboratory classes are available upon request.
17. Students will use electronic balances appropriately by following these guidelines:
    - Do not place any equipment, other than for weighing purposes, on the electronic balances
    - Spilled chemicals must be cleaned off balances immediately. Ask a laboratory supervisor for assistance if necessary.
    - Avoid pressing down on the balance pan with the spatula when weighing.
    - Do not press buttons or sensor pads repeatedly while waiting for a visual display.
    - Never apply undue pressure to buttons or sensor pads on the electronic balances.
18. Students will use the laptop and desktop computers provided in the classroom appropriately by following these guidelines:
    - Usage during scheduled class time should be relevant to the class.
    - Do not print anything without first consulting the instructor.
    - Do not change computer settings on any laptop.
    - Report any computer or printing problems to the instructor.
    - Observe the normal rules of computer use.
19. Students will keep the laboratory space clean by following these guidelines:
    - Keep textbooks and reference books away from splash or spillage. Reference books should be returned to the bookshelf immediately after use.
    - Equipment should be washed in warm soapy water, rinsed, dried, and returned to the appropriate storage space after use. Sponges, tissue, and absorbent paper are available for cleaning.
    - Ethanol can be used for cleaning. Tissue soaked in ethanol is suitable for removing oil, grease, and some ethanol soluble drugs such as coal tar from equipment prior to washing in warm soapy water.

STUDENT SERVICES

Counseling Services:

Counselors are available to help current students with personal, career and academic concerns that affect academic success and quality of life. To make an appointment with a counselor, call the Center for Advising, Career and Transfer at:

North
Building 6 (The Welcome Center), Rm 170
Phone #: 281-998-6150 ext. 2317

South
Building 6 (The Welcome Center), Rm 120
Phone #: 281-998-6150 ext. 3444.

The Student Success Center:

To supplement traditional classroom learning, the Student Success Centers at all three San Jacinto Community College campuses provide a wide range of educational resources to help students to not only learn, but to also excel in college. Since the centers began operations in 2005, student usage at each site has steadily increased, and statistics indicate that the centers are indeed helping students to succeed. The College's student success centers provide an innovative "one-stop-shop" concept that features tutoring, supplemental instruction, classroom presentations, mentoring, special events, advising, and counseling that augments and enhances what students learn in classrooms.

North	**South**
Building 14 (The Library), Rm 105	Building 10 (The Library), 1st floor
Phone #: 281-998-6150 ext. 7808	Phone #: 281-998-6150 ext. 3868

Bookstores on Campus:

The college bookstore (Barnes & Noble) stocks the required texts for all classes. Students are allowed to obtain their textbooks in any format they choose, and from any source that they choose.

North	**South**
Building 12 (The Student Center)	Building 11 (The Student Center)
Phone #: 281-459-7111	Phone #: 281-922-3410

Interactive Learning Centers (ILC):

ILCs are equipped with computers, printers, collaboration space, bar stool height table and chairs, and comfy seating. All software is protected by copyright and not to be reproduced.

North	**South**
Building 2, Room 119	Building 12

Accessibility Services:

The Accessibility Services Office offers a variety of support services for students facing all types of challenges, such as learning disabilities, visual and hearing impairment, communication disorders, mobility issues, head injuries, chronic illness, and ADD. Services are coordinated to fit the individual needs of the student. Academic counseling, priority requests and referral information are also available. Students requesting the services are responsible for providing educational or psychological/medical documentation from a qualified professional verifying the need for the services. New students are encouraged to contact the Accessibility Services Office prior to registration.

North	**South**
Building 6 (The Welcome Center)	Building 6 (The Welcome Center)
Phone #: 281-998-6150 ext. 7364	Phone #: 281-998-6150 ext. 390

Financial Aid

Texas Public Educational Grants (TPEG) are for students enrolled in credit and certain continuing education courses whose educational costs are not met in whole or in part from other sources. TPE Grants may be used to assist students who have demonstrable financial need but may be ineligible for other aid programs. Students may also seek Federal Student loans, using the standard FAFSA forms. Please see an advisor in the Financial Aid office for assistance.

North	**South**
Building 6 (The Welcome Center), Rm 150	Building 6 (The Welcome Center), Rm 181
Phone #: 281-998-6150	Phone #: 281-998-6150

Library:

The college library has an information center where students can receive assistance in using print and non-print materials, electronic full-text resources, the Internet, and database services to supplement classroom and distance learning. Electronic resources are available to students both on-campus and off-campus. Willful damage to library materials (or property) or actions disturbing other library users may lead to loss of library privileges. Damage cases are referred to the appropriate authorities for further action. All books and other library materials must be returned before the end of each semester. No transcript may be issued until the student's library record is cleared.

North	**South**
Building 14 (The Lehr Building)	Building 10 (The Parker Williams Building)
Phone #: 281-459-7116	Phone #: 281-998-6150, ext. 3306

Inclement Weather and School Closure Policies:

Providing a safe and secure environment for our students, faculty, and staff is a top priority at San Jacinto Community College. Considering the tragic situations in recent years at other colleges, the College has partnered with Blackboard Connect to create SJC ALERTME, which will contact members of the campus community through voice and text messages in the event of an emergency. SJC ALERTME will provide San Jacinto Community College with another communication tool to keep students, faculty, and staff informed during threatening situations and weather-related closings. To receive voice and text messages, you must provide your telephone and/or cell phone number to the College by logging into your account on SOS and clicking on the red SJC ALERTME tab. SJC ALERTME will be activated when the College determines a serious threat exists and the College community must take immediate action to remain safe and secure. The system will also be used to announce unscheduled College and / or campus closing, or cancellation of classes due to severe weather.

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SAN JACINTO COMMUNITY COLLEGE STUDENT HANDBOOK & SUPPLEMENTAL INFORMATION ACKNOWLEDGEMENT FORM

I acknowledge by signing below that I have received the San Jacinto Community College Pharmacy Technician Program Student Handbook and that I understand the following:

Initial

_____ The program curriculum is based upon the 15 Learning Goals of the ASHP Accreditation Standard, which I will learn about during my first semester in this program.

_____ I am responsible for reading and understanding all of the contents and policies related to the Pharmacy Technician Program and I may ask the Program Director or other faculty of the program any questions regarding the contents of this Handbook.

_____ I am responsible for abiding by the guidelines so stipulated in the "*San Jacinto Community College Pharmacy Technician Program Student Handbook*".

_____   _____
Student's signature   Date

_____
Student's name (printed)