Pharmacy Technician
Policies and Procedures
Manual

Pharmacy Technology
Program

2016 – 2017
HORRY-GEORGETOWN TECHNICAL COLLEGE
Grand Strand Campus- Speir Building
3501 Pampas Drive
Myrtle Beach, S.C. 29577
(843) 477-2117

Program Officials

Program Director: Kevin Hope, RPh, BCNP
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Office: 1282-Q

Chair Person: Scott Cyganiewicz
Chairperson/Professor / Program Director of EMT/ Paramedic Program

Dean: Dr. Christy Cimineri
Dean / Allied Health
HGTC ACADEMIC CALENDAR

Fall Semester 2016

April 1 - Reminder: Priority Deadline Fall 2016 Financial Aid
June 20 - Documents deadline Fall 2016 Financial Aid
July 20 - Reminder: First tuition deadline Fall 2016 purge for nonpayment
August 10 - Reminder: Second tuition deadline Fall semester purge for nonpayment
August 11 - Late Registration Fees apply for Fall 2016 classes
August 22 - Academic Year begins – Faculty return Contract Begins
August 22-26 - Academic Advising Days/Professional Development (Admin Days)
August 24 - Reminder: Final tuition deadline Fall semester purge for nonpayment
August 29 - Classes begin – Full Fall Semester and Fast Forward I
Aug 29-Sept 2 - Report of Non-Attendance Full Fall
August 29-30 - Report of Non-Attendance Fast Forward I
August 30 - Last Day to Add/Drop for Fast Forward I
September 2 - Last Day to Add/Drop for Full Fall Semester
September 5 - Labor Day Holiday – College closed (FNWD)
September 14 - Reminder: Final tuition deadline Flex Start purge for nonpayment

September 19 - Classes begin – Flex Start
Sept 19-21 - Report of Non-Attendance Flex Start
September 21 - Last day to Add/Drop for Flex Start

October 1 - Graduation Application Deadline for Fall 2016

October 3 - Academic Advising for Spring 2017 - Schedule viewable in Wavenet

October 17 - Registration begins for Spring 2017

October 17 - Last Day of Classes for Fast Forward I

October 18 - Exams Fast Forward I

October 19 - Grades due for Fast Forward I

October 19 - Classes begin – Fast Forward II

October 19-20 - Report of Non-Attendance Fast Forward II

October 20 - Last Day to Add/Drop for Fast Forward II

October 24 - Documents Deadline Spring 2017 Financial Aid

November 7 - Deadline for withdrawals non-punitive grade – Full Fall & Flex Start

November 8 - Election Day, No Classes (Admin Day)

November 23 - No Classes, College Closed at 1:45 pm (FNWD)

Nov 24-25 - Thanksgiving Holidays (FNWD)

December 1 - Registration begins for Maymester 2017

December 7 - Reminder: First tuition deadline Spring 2017 purge for nonpayment

December 12 - Last Day of Classes for Full Fall, Flex Start and Fast Forward II

December 6 - Full Fall & Flex Start - Last T only class

December 7 - Full Fall & Flex Start – Last W only class

December 8 - Full Fall & Flex Start – Last TR and Thursday only class

December 12 - Full Fall & Flex Start – last MW, MWF, and Monday only class
Dec 13-15 - Exams Full Fall & Flex Start

December 16 - Grades due by 12:00 pm

Dec 16-19 - Faculty Advising/Professional Development (Admin Days)

December 20 - Students can view grades 5:00 pm / Financial Aid Status Viewable (FNWD)

Dec 21-Jan 2 - Winter Break (FNWD)

**Spring Semester 2017**

January 3-College Reopens - Faculty Return

January 3-Deadline for Financial Aid Appeals

January 3-6-Faculty Administrative Days (Admin Days)

January 4-Reminder- Final tuition deadline Full Spring purge for nonpayment

January 5-Late Registration Fees Apply for Spring 2017 classes

January 9-Courses begin-Full Spring Semester and Fast Forward I

January 9-10-Report of Non-Attendance Fast Forward I

January 9-13-Report of Non-Attendance Full Spring

January 10-Last day to Add/Drop Fast Forward I

January 13-Last day to Add/Drop Full Spring Classes

January16 -Martin Luther King, Jr. Day - College Closed (FNWD)

January 25-Reminder - Final tuition deadline Flex Start purge for nonpayment

January 30-Courses begin - Flex Start

Jan 30 - Feb 1-Report of Non-Attendance Flex Start
February 1-Last day of Add/Drop Flex Start
February 15-Academic Advising for Summer 2017 - Schedule viewable in WaveNet
February 27-Last Day of Classes Fast Forward I
February 28-Exams Fast Forward I
March 1- Registration begins for Summer 2017
March 1-Graduation Application Deadline for Spring 2017
March 1-Grades Due Fast Forward I
March 1-Classes begin Fast Forward II
March 1-2--Report of Non-Attendance Fast Forward II
March 2-Last Day of Add/Drop Fast Forward II
March 13-Academic Advising for Fall 2017 - Schedule viewable in Wavenet
March 17-Deadline for withdrawals non-punitive grade - Full Spring & Flex Start
March 27-31-Spring Break - no classes (FNWD)
April 3-Registration begins for Fall 2017
April 27-Last Day of Classes
April 24-Full Spring & Flex Start - Last Monday only class
April 25-Full Spring & Flex Start - Last Tuesday only class
April 26-Full Spring & Flex Start - Last M/W, M/W/F, & Wednesday only class
April 27- Full Spring & Flex Start - Last T/R and Thursday only class
April 28-Study Day
May1-Documents deadline Summer 2017 Financial Aid
May1-4-Exams - Full Spring, Flex Start & Fast Forward II
May 8-Grades due by 12:00 pm
May 8-19-Faculty Advising/Professional Development (Admin Days)
May 9 - Scholar's Luncheon 12:00 pm

May 10 - Commencement - Tentative

May 10 - Students can view grades by 5:00 pm / Financial Aid Status Viewable

May 19 - 9 month employment agreement ends

**Summer Semester 2017**

May 01 - Deadline for Financial Aid Appeals

May 03 - *Reminder:* Final tuition deadline Maymester purge for nonpayment

May 04 - Late Registration Fees apply for Maymester 2017 classes

May 08 - Classes begin for Maymester

May 09 - Report of Non-Attendance

May 09 - Last Day to Add/Drop

May 10 - *Reminder:* Final tuition deadline Full Summer & Summer I purge for nonpayment

May 11 – Late Registration Fees apply for Full Summer & Summer I classes

May 22 - Contracts begin for Summer

May 22 - Classes begin for **Full Summer and Summer I**

May 22-23 - Report of Non-Attendance for **Summer I**

May 22-26 - Report of Non-Attendance for **Full Summer**

May 23 - Last Day to Add/Drop **Summer I**

May 26 - Last Day to Add/Drop **Full Summer**

May 29 - Memorial Day - College Closed

May 31 – *Reminder:* Final tuition deadline Flex Start purge for nonpayment
June 01 - Maymester classes end

June 01 - Graduation Application Deadline for Summer 2017

June 02 - Maymester exams

June 05 - Grades Due for Maymester by 5:00 pm

June 05 - Classes Begin - **Flex Start**

June 5-7 - Report on Non-Attendance for **Flex Start**

June 07 - Last day to Add/Drop **Flex Start**

June 21 – **Reminder**: Final tuition deadline Summer II purge for nonpayment

June 22 – Last Day of Classes **Summer I**

June 23 - Exams **Summer I**

June 26 - Grades due by 12:00 pm **Summer I**

June 26 - Classes begin **Summer II**

June 26-27 - Report of Non-Attendance for **Summer II**

June 27 - Last Day to Add/Drop **Summer II**

July 3-7 - Independence Holidays - No classes (July 4 College closed) (FNWD)

July 11 - Deadline for withdrawals non-punitive grade - Full & Flex

August 4 - Last Day of Classes **Full Summer & Summer II**

August 7-10 - Exams **Full Summer & Summer II**

August 11 - Grades due by 12:00 noon **Full Summer and Summer II**

August 11 - Summer employment agreements end
Introduction

Welcome to Horry Georgetown Technical College and to the Pharmacy Technology Program! This manual, in addition to the college catalog & student handbook, is intended to serve as a guide to the policies and procedures that govern the pharmacy technician program. In the event that there is conflicting information in the two references, the information in these policies and procedures manual will prevail. Although every reasonable effort has been made to provide factual information, the faculty of the pharmacy technician program reserves the right to revise statements in this manual at any time. Revisions, after appropriate approval, will be communicated in writing by the program director.

The pharmacy technology program is a full time diploma program that is delivered over the course of three semesters. While it is an intense program requiring dedication and determination, most students will agree that it is an enjoyable program with many opportunities for professional growth and development. At the conclusion of this program, students will take the national certification examination (PTCE) and use the initials CPhT (certified Pharmacy Technician) upon successful completion. This program is intended to provide proficiency and skills that will make graduates fully competitive in today’s job market.

Please feel free to contact me at anytime to discuss elements of the program or of the profession itself. I am excited to have you as part of our 2016-2017 program!

Kevin Hope, RPh, BCNP
Associate Professor/ Program Director
kevin.hope@hgtc.edu
(843) 477-2117
**Philosophy Of the Pharmacy Technician Program**

Pharmacy has for many years been nationally ranked as one of the top 5 “most trusted professions” and with that perception comes vast responsibility. State laws and statutes are allowing pharmacy technicians more freedom and latitude in their defined roles than in previous years. With these changes in defined roles, more stringent requirements on the certification process are evolving both nationally and on state levels.

My role as program director is to train students in a comprehensive and interactive fashion that will ultimately create valuable educated support staff to the profession of pharmacy. The program has been designed for active learning, with many laboratory and simulated experiences along the way. The program is intended to prepare students for the PTCE exam, as well as provide a solid foundation for those who continue their education within other related arenas.

**Code of Ethics for Pharmacy Technicians**

Pharmacy technicians are health care professionals who assist pharmacists in providing 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.

- 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.
- 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.
- A pharmacy technician assists and supports the pharmacist in the safe, efficacious and cost effective distribution of health services and health care resources.
- A pharmacy technician respects and values the abilities of pharmacist, colleagues, and other health care professionals.
- A pharmacy technician respects and supports the patient’s individuality, dignity, and confidentiality.
- A pharmacy technician respects the confidentiality of patient’s records and discloses pertinent information only with proper authorization. A pharmacy technician never assists in the dispensing, promoting, or distributing of
medications or medical devices that are not of good quality, or do not meet the standards required by law.

- 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.
- A pharmacy technician associates with and engages in the support of organizations, which promotes the profession of pharmacy through the use and enhancement of pharmacy technicians.

**Lines of Communication**

The pharmacy technician program uses a line of communication (a.k.a –chain of command) for solving problems, answering questions, offering suggestions, etc. This is used for students as well as faculty and administration. If you are having difficulty resolving a situation through the usual means please follow the following diagrams:

- **Assistant Chair/Professor Pharmacy Technology Program**
  Kevin Hope, RPh, BCNP

- **Chairperson/Professor / Program Director of EMT/ Paramedic Program**
  Scott Cyganiewicz

- **Assistant Vice President for Academic Affairs: Nursing and Associated Healthcare Sciences**
  Dr. Christy Cimineri

- **Senior Vice President for Academic Affairs**
  Dr. Marilyn Fore

**Areas of Assessment**

- Critical thinking and problem solving
- Group participation in and out of class assignments
- Professional effectiveness
- Communication
- Academic preparedness
- Employment
**Student Learning Outcomes**

1. Assist the pharmacist in customer needs, assessment, and service
2. Deliver complete and correct prescriptions and accurate information modeling professional behaviors, ethics, and appearance.
3. Calculate necessary calculations for any compounded product, IV dilution, or TPN mixture.
4. Verify medication packed, measured or prepared by other technicians (tech-check-tech)
5. Practice good control inventory for medications, equipment, supplies, and devices
6. Assist in billing, adjudication, and collection of payment for goods and services
7. Achieve state licensure

**Program Goals**

Students are expected to meet the ASHP goals listed below. Learning outcomes will be assessed in class, lab, or clinics, by faculty, and/or clinical preceptors. The program goals are set in accordance with the ASHP goals

**Program Goals (in adherence with current ASHP accreditation standards):**

**Personal/Interpersonal Knowledge and Skills**

1. Demonstrate ethical conduct in all job-related activities.
   a. PHM 111, PHM 173, PHM 175
2. Present an image appropriate for the profession of pharmacy in appearance and behavior.
   a. PHM 111, PHM 173, PHM 175, IDS 105
3. Communicate clearly when speaking and in writing.
   a. PHM 101, PHM 103, PHM 110, IDS 105, PHM 173, PHM 175
4. Demonstrate a respectful attitude when interacting with diverse patient populations.
   a. PHM 111, PHM 173, PHM 175
5. Apply self-management skills, including time management, stress management, and adapting to change.
   a. IDS 105, PHM 173, PHM 175
6. Apply interpersonal skills, including negotiation skills, conflict resolution, and teamwork.
   a. IDS 105, PHM 173, PHM 175
7. Apply critical thinking skills, creativity, and innovation to solve problems.
   a. PHM 101, PHM 103, PHM 111, PHM 112, PHM 113, PHM 110, PHM 173, PHM 175

**Foundational Professional Knowledge and Skills**

8. Demonstrate understanding of healthcare occupations and the health care delivery system.
   a. PHM 101, PHM 110
(9) Demonstrate understanding of wellness promotion and disease prevention concepts, such as use of health screenings; health practices and environmental factors that impact health; and adverse effects of alcohol, tobacco, and legal and illegal drugs.
   a. PHM 101, PHM 110

(10) Demonstrate commitment to excellence in the pharmacy profession and to continuing education and training.
   a. PHM 173, PHM 175

(11) Demonstrate knowledge and skills in areas of science relevant to the pharmacy technician’s role, including anatomy/physiology and pharmacology.
   a. PHM 101, PHM 103, PHM 111, PHM 112, PHM 113, PHM 110, PHM 124, PHM 173, PHM 175

(12) Perform mathematical calculations essential to the duties of pharmacy technicians in a variety of contemporary settings.
   a. PHM 111, PHM 112, PHM 113, PHM 173, PHM 175

(13) Demonstrate understanding of the pharmacy technician’s role in the medication-use process.
   a. PHM 101, PHM 103, PHM 110

(14) Demonstrate understanding of major trends, issues, goals, and initiatives taking place in the pharmacy profession.
   a. PHM 101, PHM 103, PHM 110

(15) Demonstrate understanding of non-traditional roles of pharmacy technicians.
   a. PHM 101, PHM 110

(16) Identify and describe emerging therapies.
   a. PHM 114, PHM 124

(17) Demonstrate understanding of the preparation and process for sterile and non-sterile compounding.
   a. PHM 101, PHM 110, PHM 111

Processing and Handling of Medications and Medication Orders

(18) Assist pharmacists in collecting, organizing, and recording demographic and clinical information for direct patient care and medication-use review.
   a. PHM 173, PHM 175

(19) Receive and screen prescriptions/medication orders for completeness, accuracy, and authenticity.
   a. PHM 173, PHM 175, PHM 114

(20) Assist pharmacists in the identification of patients who desire/require counseling to optimize the use of medications, equipment, and devices.
   a. PHM 173, PHM 175

(21) Prepare non-patient-specific medications for distribution (e.g., batch, stock medications).
   a. PHM 111, PHM 173, PHM 175

(22) Distribute medications in a manner that follows specified procedures.
   a. PHM 173, PHM 175

(23) Practice effective infection control procedures, including preventing transmission of blood borne and airborne diseases.
   a. PHM 111, PHM 110, PHM 173, PHM 175

(24) Assist pharmacists in preparing, storing, and distributing medication products requiring special handling and documentation [(e.g., controlled substances, immunizations, chemotherapy, investigational drugs, drugs with mandated Risk Evaluation and Mitigation Strategies (REMS)].
   a. PHM 173, PHM 175
(25) Assist pharmacists in the monitoring of medication therapy.
   a. PHM 173, PHM 175
(26) Prepare patient-specific medications for distribution.
   a. PHM 173, PHM 175
(27) Maintain pharmacy facilities and equipment, including automated dispensing equipment.
   a. PHM 173, PHM 175
(28) Use material safety data sheets (MSDS) to identify, handle, and safely dispose of hazardous materials.
   a. PHM 111, PHM 110, PHM 173, PHM 175

Sterile and Non-Sterile Compounding
(29) Prepare medications requiring compounding of sterile products.
   a. PHM 110, PHM 173, PHM 175
(30) Prepare medications requiring compounding of non-sterile products.
   a. PHM 111, PHM 173, PHM 175
(31) Prepare medications requiring compounding of chemotherapy/hazardous products.
   a. PHM 110, PHM 173, PHM 175

Procurement, Billing, Reimbursement and Inventory Management
(32) Initiate, verify, and assist in the adjudication of billing for pharmacy services and goods, and collect payment for these services.
   a. PHM 173, PHM 175
(33) Apply accepted procedures in purchasing pharmaceuticals, devices, and supplies.
   a. PHM 110, PHM 173, PHM 175, PHM 103
(34) Apply accepted procedures in inventory control of medications, equipment, and devices.
   a. PHM 110, PHM 173, PHM 175, PHM 103
(35) Explain pharmacy reimbursement plans for covering pharmacy services.
   a. PHM 110, PHM 173, PHM 175
(36) Apply patient- and medication-safety practices in all aspects of the pharmacy technician’s roles.
   a. PHM 111, PHM 110, PHM 173, PHM 175
(37) Verify measurements, preparation, and/or packaging of medications produced by other healthcare professionals (e.g., tech-check-tech).
   a. PHM 111, PHM 110, PHM 173, PHM 175
(38) Explain pharmacists’ roles when they are responding to emergency situations and how pharmacy technicians can assist pharmacists by being certified as a Basic Life Support (BLS) Healthcare Provider.
   a. PHM 101, CPR pre-requisite
(39) Demonstrate skills required for effective emergency preparedness.
   a. PHM 101, CPR pre-requisite
(40) Assist pharmacists in medication reconciliation.
   a. PHM 173, PHM 175
(41) Assist pharmacists in medication therapy management.
   a. PHM 173, PHM 175
**Technology and Informatics**

(42) Describe the use of current technology in the healthcare environment to ensure the safety and accuracy of medication dispensing.
   a. PHM 101, PHM 110, PHM 173, PHM 175

**Regulatory Issues**

(43) Compare and contrast the roles of pharmacists and pharmacy technicians in ensuring pharmacy department compliance with professional standards and relevant legal, regulatory, formulary, contractual, and safety requirements.
   a. PHM 103

(44) Maintain confidentiality of patient information.
   a. PHM 101, PHM 103, PHM 173, PHM 175

**Quality Assurance**

(45) Apply quality assurance practices to pharmaceuticals, durable and non-durable medical equipment, devices, and supplies.
   a. PHM 101, PHM 110, PHM 111, PHM 173, PHM 175

(46) Explain procedures and communication channels to use in the event of a product recall or shortage, a medication error, or identification of another problem.
   a. PHM 101, PHM 103, PHM 173, PHM 175

**Faculty Office Hours**

The program director will be available during posted office hours, unless otherwise announced. Hours will be posted outside the office door. Although I maintain an “open door” policy, appointments are encouraged so that I may devote the appropriate amount of time to student’s individual needs. I may also be reached by voice mail (843-477-2117) or via email (kevin.hope@hgtc.edu). HGTC's Student Success Center provides additional resources, including tutoring, at no cost. Students are encouraged to make the most of this resource:

(https://www.hgtc.edu/current_students/studentsuccesscenter/)

Per ASHP guidelines, students will be asked to periodically schedule appointments with the program director to discuss the trainees’ objectives and progress in the program. These sessions are for your benefit, with the objective being to explore alternative methods that can be utilized to make your learning a more positive experience.

HGTC does not discriminate on the basis of race, sex, age, national, or ethnic origin, religion, disability, ancestry, political affiliation, marital status or unfavorable discharge from military service. Please, see the student handbook for specific statements regarding these policies.
LIBRARY

There are two libraries of reference books and periodicals maintained by HGTC. Students have the privilege of using these materials for their studies.

The college library maintains study materials in the reference library and in general circulation. The resource material in general circulation or in the reference library (with the program directors written permission) must be checked out and returned on schedule. A lost book or reference must be replaced at the student’s expense.

The library has both a general and medical computerized index system to aid the students in locating articles needed for research papers, computers, and DVDs. Students are encouraged to use these facilities.

ADVISING SESSIONS

Advising sessions are held with students by the program chairperson and faculty as deemed necessary by the faculty and/or student. Advisement may cover students’ status with regard to academic standing, clinical performance, professional demeanor, and attendance.

Clinical instructors will be meeting with students every 2-3 weeks to review clinical performance. Please be advised that students have access to their academic records in compliance with the provisions of the Buckley Amendment. Academic records are found on Wave Net and in Degree Works.

The program director is regularly available to students Monday-Friday as scheduled and posted on the door of Room 1282-Q, Speir Building. To schedule an appointment, please call 843-477-2117. All program faculty have an open door policy with regard to students.

VISITORS

Except for emergencies, students are not permitted to receive visitors in the classroom or clinical sites at any time. You are to instruct your friends to wait for you in the lobby or outside the building in which the classroom is located or outside of the clinical site.
**WORK STOPPAGE POLICY**

In the event that the clinical site is unable to function or continue in routine manner because of a strike, temporary closure, or any other incident that would hinder clinical education to fall below ASHP/ACPE standards, the program will make every effort to reassign students to other clinical centers on a temporary basis.

**TELEPHONE USE AND COURTESY**

The telephones in faculty offices and classrooms are intended for school business and may not be used to make personal calls. Emergencies are an exception. The telephones in the clinical education centers are intended for pharmacy business and may not be used for personal calls. When you answer the phone at any of the clinical sites please use proper phone courtesy, identify yourself, state the name of the facility and the department name.

Cell phone usage in most clinical sites is prohibited. In the classroom, cell phones must be off or silent (for emergency or instructional use).

**STUDENT OUTSIDE EMPLOYMENT POLICY**

Students are permitted, but not encouraged, to hold full-time jobs during their pharmacy tech. program educational process. The Program requires that full-time employment schedules must not conflict with the students daily assignment schedules and that the student does not function in the aforementioned capacities during clinical education assignment hours. As a result of the continuous monitoring of the students’ progress by program officials, should it be documented that the students’ performance is below the required academic standards then the program director will strongly recommend that the student reevaluate their work schedule. All students are aware of the consequences of meeting said academic requirements. Students are not permitted to intern at the site of their employment.

**STUDENT PREGNANCY POLICY**

**Declaration** of pregnancy, although voluntary, is strongly encouraged, and must be done in **writing**. Students will be referred to Dana Gasque, Clinical Admissions Coordinator (843-477-2025) to complete the HGTC Pregnancy Policy and Pregnancy Clearance form. The final decision of reporting is made solely by the student. It is strongly recommended that the students let their preceptors be aware of the pregnancy. Some drugs are known teratogens and should not be handled by students who are pregnant or planning to get pregnant. The student will not be forced to take any specific action.
Although it is both procedure and practice of this program to offer the utmost protection to all students, Horry-Georgetown Technical College Pharmacy Technology Program or any of its clinical affiliates will not be responsible for injury to either the mother or child during pregnancy.

**POLICY FOR TRANSFER OF PHARMACY TECHNICIAN COURSES**

Requests for course transfer and exemption will be handled on an individual basis. Transfer and exemption requests must be declared PRIOR to the beginning the Pharmacy Technician curriculum. The following guidelines will be used when determining each situation:

1. Must have taken comparable credit hour course in American Society of Healthcare Systems Pharmacist (ASHP) accredited Pharmacy Technician program within the last two years and have achieved a grade of “C” or better.

2. To achieve full transfer credit for courses that have a lab component, students may be required to demonstrate proficiency by attending labs designated by the program coordinator and performing specific lab procedures.

3. Proficiency exams will be given to assess lab and clinical skills and must be successfully completed at the level of the competency consistent with those of the current students.

**SCHOLASTIC REQUIREMENTS**

In order to graduate, the student must make a “C” or better in all PHM classes and all support courses. You must also maintain a cumulative 2.0 GPA. Failure is defined as receiving a grade less than a “C” in any course and will cause the student to be dropped from the program. The student may be considered for readmission. Readmission will not be considered after second failure.

All PHM courses will be graded according to the following grade scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Minimum Score</th>
<th>Maximum Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90</td>
<td>100</td>
<td>Outstanding</td>
</tr>
<tr>
<td>B</td>
<td>80</td>
<td>89</td>
<td>Above Average</td>
</tr>
<tr>
<td>C</td>
<td>70</td>
<td>79</td>
<td>Average work</td>
</tr>
<tr>
<td>D</td>
<td>60</td>
<td>69</td>
<td>Marginal performance</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
<td></td>
<td>Failure to meet min requirement</td>
</tr>
</tbody>
</table>
Final grades are letter grades and will be available via WaveNet at the end of each term. Faculty members will not issue grades or progress reports to parents or family members, nor will they be issued by phone.

Please reports all changes in address or personal information through WaveNet. Failure to do so can delay important correspondence and receipt of grades.

**READMISSION POLICY PROCEDURES**

Readmission is NOT automatic and will be considered on a case by case basis. The following steps are required to be considered:

1. Complete an exit interview with the Program Director at the time of exit from the program.
2. Request consideration for re-admission by certified mail or hand deliver to the Program Director by the first day of registration prior to the term of readmission. The request must explain why readmission should be considered. The Program Coordinator, Department Head and Dean will evaluate the student’s request, academic, clinical, and professional performance.
3. If space is available and the student receives an acceptable evaluation, he/she will be notified by the Program Director.
4. Students who are readmitted will complete updated records for all clinical clearance items required of PHM students.
5. The following items will be determining factors for re-admission:
   a. Student’s academic status in the program at the time of withdrawal
   b. If out of program more than two semesters student must
      - Take a proficiency exam and lab practical
      - Complete a “student update” form in the admissions office
      - Reapply for admission to college
   c. PHM courses older than two calendar years at the time of readmission will not be accepted.

**Failing Pharmacy Courses**

*During the first semester, if a student fails any PHM classes, he or she will not be able to continue in the program, and will have to reapply to the program, subject to the guidelines stated above.*
**STUDENT WITHDRAWAL POLICY**

All students at Horry-Georgetown Technical College will follow the Withdrawal process as stated under the Attendance Policies and Procedures listed in the College catalog. It is expected that in order to remain in good standing the student should:

1. Seek advice and counseling from either the Program Director, faculty advisor and/or student counselor to help them understand the implications of their decision and what options may be available to them.

2. The student and/or the faculty of the class may withdraw the student through Wave net.

3. The faculty or Program Director at any time may withdraw the student from the program due to breach of policy. In this case the student will be counseled and informed with written documentation that this will occur.

**Classroom Guidelines**

The following policies have been developed to assist you in your classroom and externships experiences. **A high level of professionalism and respect are expected from all students at all times.** These guidelines have been adopted to maintain a consistent level for your training experience and for a positive impact on patient care.

**Classroom Attendance Policy**

HGTC maintains a general attendance policy requiring students to attend a minimum of eighty percent (80%) of all classes in order to receive credit. Attendance for class, labs, and clinical will all be kept separately. Program requirements take precedence over work schedules. Students are responsible for all missed classwork. **Lab assignments cannot be “made up”**. Any missed lab, for any reason, will receive a grade of ‘0’. The lowest lab grade at the end of the semester will be dropped.

1. Students are expected to be on time for classes, labs, and clinical. Tardiness is considered unprofessional and most unsatisfactory in health care field. All absences for class and lab are considered unexcused.
2. Any student who misses more than 3 consecutive days for clinical should expect to be asked to provide proper documentation for the missed time. The student is also expected to follow all communication procedures outlined in the semester’s clinical manual. All absences for class and lab are considered unexcused.
3. Medical, dental, and other appointments should not be scheduled during class, lab, or clinical times. These will generate unexcused absences unless extenuating circumstances prevail.

4. A student who leaves more than 30 minutes early will receive an absence for the class, lab, or clinical.

5. At 3 absences, students will be given a written warning. Students withdrawn from a course due to excessive absences will receive a grade of W or WF in accordance with the college policy.

6. In the event that you know that you are going to be absent from an EXAM, the following steps are to be taken:
   - Call or Email the program director, or the course instructor (477-2117 or kevin.hope@hgtc.edu). Leave a message if no answer. The message should include your name, reason for absence, and expected date of return.

7. Participation counts in labs and clinical.

8. Sporadic attendance will result in an unprofessional evaluation and/or dismissal from the program.

9. **Lecture quizzes may not be made up.** The lowest three quiz scores at the end of the semester will be dropped.

10. **Lecture exams may not be made up.** The student will be permitted to substitute the cumulative final exam score for the lowest lecture exam score, which may include a ‘zero’ score for an examination missed for any reason.

11. **A grade of ‘Incomplete’ will only be granted under extreme circumstances. Failure to complete a course will lead to failing the class.**

**FUNERAL LEAVE**

You will be granted a maximum of three days excused absence for a death in your immediate family. Immediate family shall include husband, wife, child, mother, father, sister, brother, mother in law, father in law, and you or your spouse’s grandparents. Exception may be granted only by the chairperson.

**SNOW/INCLEMENT WEATHER POLICY**

The program will follow the Horry-Georgetown Technical College policies and decisions in regard to inclement weather. For clinic and for didactic days please follow the public media announcements for Horry-Georgetown Technical College specifically (NOT Horry county schools). The HGTC website (www.hgtc.edu) will additionally be updated with the most current information under such circumstances.
**Electronic Device Etiquette**

It is recognized that personal communication devices, including smartphones, can play a fundamental role in both education and urgent personal connections (for example, a school calling about a sick child). For this reason, use of such devices is permitted in the classroom, with specific reservations:

1. Please set all devices to ‘silent’ or ‘vibrate’ during instructional time.
2. Use of devices during testing is NOT allowed.
3. Please limit use of devices to urgent personal connections and educational purposes directly related to the course material being discussed.
4. If you receive an urgent text/call during class that requires immediate attention, please quietly excuse yourself from the classroom to respond to the call.
5. Please refrain from using ‘ear buds’ or continually using the device as a learning distraction. Professor retains the right to disallow the use of such devices should the policy become a distraction.
6. When on experiential rotations, students are expected to abide by the policies of that institution.

**CRIMINAL BACKGROUND CHECKS and DRUG TESTING POLICY**

**Section I: Background Checks**

All students enrolled in any of the Nursing and Health Sciences programs are required to have Criminal Background checks prior to their entrance into the program. *It is a requirement of all the clinical affiliates and is listed under acceptance requirements for the programs in the college catalog.* If possible, students should try to get a positive record expunged. The following is the course of action that takes place after the background checks are completed:

- Background checks go directly to Student Services.
- The student will be informed if a background check has violations that need to be sent to the clinical sites.
- The student will be advised by the VP of Student Services as to the proper protocol to follow.
- The clinical site personnel will determine if the student may intern at that site.
- The student will be informed by Student Services as to the outcome.

*A student turned down by any site will be dropped from the program. Students’ may not complete the program without their clinical education.*
**Section II: Drug Testing**

Students need to be informed that at any time a clinical site may require them to take a drug test. If a student is asked to leave a clinical site because of a drug violation, that student will be dropped from the program. In addition, a student may be dropped from the program if evidence supports that he/she has reported to a clinical site under the influence of alcohol or drugs.

*Illicit drug use, criminal background checks, and immunization status may prevent future employment as a pharmacy technician. These records are required by the PTCB, State board of Pharmacy, and employers*

**Section III: Student Acknowledgement**

Students need to understand that these are program policies needed to uphold the integrity of the sponsoring clinical affiliates. If a student is dropped from the program due to the above issues, it is recommended that the student contact student services to see what other options the College may have to offer. If a student believes that he/she was wrongfully dropped from the program, protocols listed under the Student Grievance Procedure for the South Carolina Technical College System will apply. (Appendix C)

**Probationary- Dismissal Policy for Unprofessional Behavior**

The following information describes prohibitive conduct which may be cause for dismissal from the program. No food is allowed during labs, as it creates issues in regard to safety and sterility.

Prohibited conduct is not limited to these items, but also includes information from the college’s student’s code in the student handbook.

- Insubordination, including willful negligence or refusal to perform tasks in the manner assigned by instructors, preceptors, or other authority figures.
- The use of alcoholic beverages while in any class, lab, or clinical setting OR reporting to class/lab, or pharmacy assignment while under the influence of alcoholic beverages. This includes hangovers.
- The possession, use, or abuse of drugs or controlled substances (not including those for a prescribed necessary condition) while in class or on clinical assignment. Remember, this is a pharmacy program. If you violate this code, you will be dismissed. There will be no second chances on drug offenses.
- Unauthorized release of confidential information (HIPPA violation). This includes confidential information pertaining to your classmates, as well as any confidential material covered in class, labs, or clinical. Violating HIPPA is a
serious offense. Requests for information concerning a patient should be referred to the department supervisor while on clinical.

- Theft of college property or medical facility property, property of fellow students, or pharmacy employees.
- Any act of damage or any abuse of college or pharmacy property including careless or intentional damage to college or pharmacy property.
- Failure to observe or adhere to established laboratory safety, and infection control policies or any demonstration of unsafe behavior.
- Conduct which is considered improper, unprofessional, or inappropriate while in lab, class, or pharmacy.
- Offensive, harassing, or insulting behavior. Use of profanity or insulting gestures.
- Frequent absences from didactic lab/clinical.
- Receipt of unprofessional evaluations.
- Breach of rules and regulations of the clinical education centers and/or college.
- Dishonesty.
- Sleeping on scheduled clinical education shifts.
- Habitual absence without permission or proper explanation.

*If a student should be convicted of a crime (other than a minor traffic violation) while enrolled in the program, he/she should immediately schedule an appointment with the program director. These situations will be dealt with on a case by case basis and may result in disciplinary action, including dismissal from the program.

**Probationary- Dismissal Policy for Unsafe Health Practices**

Examples include, but are not limited to:

- Failure to report all health disorders to the program director in writing.
- Failure to seek and maintain proper care for health related disorders.
- Failure to protect self, peers, staff, and patients from actual or potential health hazards.
- Use of controlled substances prior or during clinical rotations that would impair judgment and/or behavior. Justified uses are medically diagnosed conditions that require around the clock treatment.
**Professional Development**

Please be sure to review the Student Handbook. By signing the “Acknowledgement” at the end of this P&P Manual you will be agreeing to adhere to the Student Code contained therein. While enrolled in the Pharmacy Technician Program you are expected to be a productive member of a health care team. This means recognizing the importance of professional conduct, confidentiality standards, and ethical-legal issues in healthcare. If a student falsifies any information (this includes times sheets, lunches, etc.) or behaves in a manner that causes a preceptor to ask the you be removed from the site, you will be immediately dismissed from the program. The following characteristics will be used by your preceptors to evaluate your professional/personal growth while on rotation.

- Cooperation/Teamwork
- Appropriate professional attitude and demeanor
- Honesty and integrity
- Respect for patient confidentiality
- Respect and courtesy toward instructors, superiors, classmates, and coworkers
- Responsibility and dependability (appropriate class/lab/clinic participation, preparation, and attendance)
- Initiative
- Appropriate professional appearance – neat and clean grooming
- Appropriate conduct under stressful situations
- Enthusiasm
- Ability to respond appropriately to constructive criticism – it’s not a personal attack
- Restrain from abusive behavior towards others
- Be cognizant of and adhere to channels of authority

**Grievance Policy:**

All disciplinary actions and grievance proceedings will be conducted according to the college’s policies as outlined in the student handbook.
CORRECTIVE DISCIPLINARY PROCEDURES

The following progressive guidelines are followed for corrective disciplinary procedures:

**Level One**

The first step in corrective discipline is a verbal warning. The reason for the warning and the result if the behavior is repeated will be communicated to you. These warnings are routinely documented.

**Level Two**

A written or second Level warning is the next step in the corrective discipline procedure. The reason for the warning and the result if the behavior is repeated will be documented for your personal file. The program director and/or clinical coordinator will be notified of this event.

**Level Three**

A final, written warning involving the same offense or a variety of offenses will be documented. The program director and/or clinical coordinator will be immediately notified of this event for evaluation and recommendation of further action. A level three warning will constitute grounds for immediate dismissal from the clinical affiliate and/or dismissal from the program.

> At any time while a student in the pharmacy technology program, 2 final warning letters is grounds for immediate dismissal.

**Developing a Good Work Ethic**

Developing a good work ethic from the beginning of one’s employment is of the utmost importance. It leaves an impression that you will carry with you for the rest of your time at that organization. Work ethic is not only governed by the rules of the workplace but by the moral and ethical values someone develops personally. It’s not a technical skill evident on the surface but something a bit more subtle that employers find a rare but priceless trait. It’s also a difficult thing to teach, but we will seek to encourage and aid each student in developing the qualities that go into making a good work ethic. Some of which include:

1. Honesty with yourself and others
2. Dependability and punctuality
3. Pursuit of excellence and quality of work
4. Willingness to work as a team
5. Admittance and correction of mistakes
6. Ownership of delegated responsibilities
7. Overall positive attitude
8. Appreciation of assistance
9. INITIATIVE – doing something without being asked
10. Following through to the completion of assignments

**PHARMACY ORGANIZATIONS**

Although faculty appreciates the thought, State law prohibits us from accepting gifts, nor are we allowed to attend private functions.

This program encourages students and faculty to become involved in local, state, and national pharmacy organizations.

**CLASS DRESS CODE**

Pharmacy Technician students will maintain a neat, groomed and professional appearance at all times. Proper aseptic technique will be used at all times to ensure that the students’, patients’, and co-workers’ health and safety are protected at all times.

**Appropriate dress includes:**

- White lab coat with HGTC identification tag should be worn at all times during labs.
- Close-toed and back comfortable shoes or sneakers in good repair (no sandals or flip-flops).
- Professional business/casual attire (no shorts or t-shirts, please) OR Scrubs (Galaxy blue or black) may be worn in pharmacy classes.
- No chewing tobacco products or smoking, including “vapor” products
- Hair should be neatly combed, beard or mustache must be neatly trimmed at all times. Hair must be pulled out of your face and not dangling over your shoulders into the IV hood during sterile compounding labs.
- Any head-dress or ornamentation should be kept away from the face and front of body to prevent obstruction while preparing medications.
• Good personal hygiene is of utmost importance when working with other people.
• Nails must be kept at short length to prevent contamination when preparing sterile products. No polished or artificial nails are allowed while working in labs. Failure to remove these nails will result in failure of the lab portion and sterile preparation portions of the above mentioned courses.

**STUDENT HEALTH POLICY**

During the first semester, all information on the physical evaluation form must be completed and submitted to Dana Gasque, the Clinical Admissions Specialist for Allied Health at HGTC (843-477-2025). Current requirements will be sent to incoming students via the e-mail address on file. The most current list of departmental requirements is located on the HGTC website. Current forms may be downloaded online at:

http://www.hgtc.edu/academics/academic_departments/Healthscience/PharmacyTechnician.html

Current requirements include:

• CPR certification for the health care providers: Students will not be able to attend clinical rotations (Spring & Summer semesters) without a current CPR card.
• Background checks and urine drug screens
• Proof of current liability insurance
• A current health exam including immunizations. Your physician must certify that you are free of infectious disease. Students entering the pharmacy technician program should be both physically, and mentally healthy to withstand the rigors of clinical work.
• Proof of completion of the Hepatitis B vaccination series by the end of the 1st semester, or a signed waiver form.
• TB test, proof of chicken pox, or vaccine.
• Completing GHO modules
• Registration with the South Carolina Board of Pharmacy

A. Students are required to notify the program coordinator immediately of any change in physical, or mental health status, as such changes may impact class or clinical assignments and/or progression. Written physician documentation
as to the ability to perform essential functions may be required to continue in the program.

B. A student with a serious or extended illness (emotional, neurological, infectious, physical, or psychological) while enrolled in the Pharmacy Technician program is advised to seek the care of a healthcare provider. The student may be requested to submit periodic documentation to the department addressing the student’s ability to safely perform the functions of a Pharmacy Technician Student. A student with a communicable disease should adhere to CDC and DITEC guidelines regarding measures to prevent transmission of the illness to others. Every effort will be made to accommodate to the specific needs of the individual student resulting from an illness, utilizing at the College’s guidelines for the Americans with Disabilities Act. If the student is not in compliance with the College health and safety guidelines or jeopardizes the health and safety of another student or patient due to unsafe behavior, he/she may be dismissed.

C. Falsification or omission of information on the student’s medical record form or application for admission form shall be grounds for dismissal. All information will be held in the strictest confidence and only authorized College personnel will have access.

D. Students with any medication allergies should report them to the Program Director at the beginning of the first semester. We will be working with many different medications both in lab and at clinical sites. If you have an allergy it is important that any exposure be avoided. This includes LATEX.

SAFETY AND INFECTION CONTROL POLICIES AND PROCEDURES

Universal Blood and Body Fluid Precautions:

The Occupational Safety and Health Administration’s (OSHA) “Universal Blood and Body Fluid Precautions” standards have minimized the risk of infection with blood-borne illnesses. The Allied Health Department utilizes these guidelines because medical history and exam cannot reliably identify all patients infected with HIV, Hepatitis B, or other blood-borne pathogens. Although the risk is minimized, Universal Precautions should consistently be used for ALL patients. We will go through a more in-depth OSHA training module to learn more about the steps to protect ourselves from these risks. Examples of Specific Safety and infection Control Procedures:

PPE
Gloves
Lab coats
Hand Washing
Clean-up and disposal procedures
NO horseplay in lab or clinical
Sharps Procedure

**CLINICAL SITE NON-SMOKING POLICY**

Many of our clinical affiliates currently have hospital-wide no smoking policies. Each site has adapted its own policies. As stated: no smoking on any hospital grounds; this includes in one’s car. The employee may be allowed to punch out, and then drive off the hospital property to smoke. This must all be done during a 30 minute lunch break. Students must follow all rules/guidelines of employees while at the clinical site. Any student that breaks these rules may be terminated.

** There is NO smoking on the HGTC campus- Speir Healthcare Building

**COMMUNICABLE DISEASE POLICY**

When caring for patients with communicable diseases (hepatitis, acquired immune deficiency syndrome, tuberculosis, meningitis, etc.) students must be directly supervised by a qualified health care provider and will follow the exact procedures established by the clinical education center. Students who may have a communicable disease must report the condition in accordance with the policies of the clinical affiliate where they are assigned. In the event the student has come in contact with a communicable disease while at the clinical site, they will be notified and treated accordingly.

Students must have a yearly TB test while in the program and must supply proof of such to Dana Gasque, Clinical Admissions Specialist (843-477-2025).

**CLINICAL EDUCATION RELATED INJURIES/ILLNESSES**

An accident/illness involving faculty, staff or student worker must be reported immediately to the human resources department before seeking medical treatment, if possible, so an accident/incident report can be completed and workers compensation can be notified. In the event someone in human resources cannot be notified, the injured party may contact the college’s workers compensation insurance carrier, Compendium services, to complete an accident/incident report and to receive clearance for treatment at 877-709-2667. If the incident is an emergency, please notify the
human resources as soon as the proper medical attention has been rendered for verification of workers compensation coverage.

Note: if an injury or illness is determined to be of a more serious nature to require more than first eight attention, public safety should be contacted immediately. If the injured person requires medical attention, public safety will call 911 or a family member's number provided by the victim or from emergency contact information on wave that. If the injury requires immediate action before the arrival of public safety, one bystander should also dial 911 or dial a family member. Employees of HGTC should not transport an injured person to the hospital or doctor's office, but should follow the transport in order to assist with information. If public safety cannot be reached then 911 should be called immediately and the injured person should not be moved without the supervision of qualified medical personnel.

In any event, if an accident occurs, proper documentation needs to be completed. An accident report needs to be filled out stating the name of the injured party, the location of the accident, his or her identification number (social or H number), his/her address and phone number, the date and time of the accident, whether there were witnesses, and a brief description of what occurred. A copy of the report needs to be distributed to the following departments: human resources, the respective supervisor, and the Dean/Provost of the specific campus.

If you need to go to the doctor's office, the following locations work in conjunction with all workers compensation:

Convenient for the Grand Strand campus:

Doctors Care- Carolina Forest- 200 Middleburg Dr, MB, SC 29579  843-903-6650
Doctors Care- No. Myrtle Beach- 1714 Hwy 17, MB, SC, 29582     843-361-0705
Doctors Care- Strand Medical- 1220 21st Ave, MB, SC           843-626-9379

Tuberculosis Exposure at Clinical Site HGTC Policy

1. SC DHEC is responsible for tracking all positive TB patients and making sure that they are taking their medication.
2. If a student comes into contact “exposure” to an active TB patient we need to notify our local DHEC Office.
3. They will need the Students Name & Phone Number, the source individuals name and date of exposure.
4. They will contact the student and perform the following:
   a. PPD SKIN TESTING – If it is negative then the process is complete.
b. If PPD is positive then they will draw blood work to determine if there is active TB. If they are negative they the process is complete.

c. If the blood work is positive they will do a Chest X-ray to determine how much TB is present and decide how to treat.

Our direct contact for TB exposure is Jackie Norris, RN and she can be reached at (843) 915-8868.

The college official or the student will call Mrs. Norris and follow the appropriate instructions.

**HGTC- Pharmacy Technician Program**

**Criminal Background Checks and Drug Testing Policy**

**Section I: Background Checks**

All students enrolled in any of the Nursing and Health Sciences programs are required to have Criminal Background checks prior to their entrance into the program. *It is a requirement of all the clinical affiliates and is listed under acceptance requirements for the programs in the college catalog*. If possible, students should try to get a positive record expunged. The following is the course of action that takes place after the background checks are complete:

- Background checks go directly to Student Services.
- The student will be informed if a background check has violations that need to be sent to the clinical sites.
- The student will be advised by the VP of Student Services as to the proper protocol to follow.
- The clinical site personnel will determine if the student may intern at that site.
- The student will be informed by Student Services as to the outcome.

*A student turned down by any site will be dropped from the program. Students’ may not complete the program without their clinical education.*

**Section II: Drug Testing**

Students need to be informed that at any time a clinical site may require them to take a drug test. If a student is asked to leave a clinic site because of a drug violation, that student will be dropped from the program. *It is clearly stated in the Pharmacy Tech. P&P manual that a student can be dropped from the program if reporting to a clinical site under the influence of alcohol or drugs.*
*If a clinical site asks to have a student removed because of drug testing results, the student will be dropped from the program.*

*Illicit drug use, criminal background checks, and immunization status may prevent future employment as a pharmacy technician. These records are required by the PTCB, State board of Pharmacy, and employers*

Students need to understand that these are program policies needed to uphold the integrity of the sponsoring clinical affiliates. If a student is dropped from the program due to the above issues, it is recommended that they contact student services to see what other options the College may have to offer. If a student thinks they were wrongfully dropped, they may follow the protocols listed under Student Grievance Procedure for the South Carolina Technical College System. (Appendix A)
Appendix A

Accreditation Standards for Pharmacy Technician Education and Training Programs

Effective January 15, 2015
Accreditation Standards for Pharmacy Technician Education and Training Programs

Introduction

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

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

The importance of academic freedom is recognized by ASHP. Therefore, the standards are stated in terms which allow flexibility in the development of an educational program. ASHP encourages experimentation, innovation, alternative methods for meeting these standards, organizational individuality, and achievement of excellence in accredited programs.

The roles of pharmacy technicians are evolving and vary according to state and setting. Pharmacy technicians assist and support licensed pharmacists in providing health care and medications to patients. Pharmacy technicians must have a broad knowledge of pharmacy practice and be skilled in the techniques required to order, stock, package, compound, and otherwise prepare medications.

Definition of Terms

In these standards, the following definition of terms will be used:
• “will,” “shall,” and “must” - an absolute requirement;
• “should” and “may” - a recommended guideline;
• educational goals - broad, general statements of intended learning;
• educational objectives - specific descriptions of what students need to be able to do in observable, measurable terms, the sum of which lead to achievement of the educational goal; and,
• learning activities or instructional strategies - methods employed to enable learners to acquire the knowledge and/or skills defined in educational goals and objectives.
Standard 1: Administration

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

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

1.3 Program Director Authority and Responsibility
The program director shall have authority and responsibilities that are commensurate with those of other allied health, technical, or vocational training programs offered by the organization. This individual must have appropriate authority to direct all aspects of training. The program director must have the opportunity to contribute to the development, revision, and selection of qualifications of the applicants for acceptance as trainees.

1.4 Advisory Committee
An advisory committee comprising a broad-based group of pharmacists, faculty, pharmacy technicians, and others as deemed appropriate must be established and meet at least twice a year. The advisory committee must have specific authority for affirming:
1.4.a. the curriculum makes possible the attainment of all educational goals and objectives;
1.4.b. criteria for experiential training sites;
1.4.c. criteria for admission;
1.4.d. criteria for successful completion of the program; and,
1.4.e. the training program’s strategic plan.
1.5 Non-Discriminatory Practice
Reasonable accommodation must be made for students and applicants with disabilities.

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

1.7 Records
Records related to the following must be maintained and stored for three years or the time period specified in institutional policy:
1.7.a. qualifications of the program director and instructors;
1.7.b. training activities that delineate the scope and period of training;
1.7.c. activities performed in the didactic, simulated, and experiential segments of the program; and,
1.7.d. annual review of the qualifications of the experiential training sites, experiential training site pharmacy services, and the onsite experiential site coordinator.

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

2.1 Program Director
2.1.a. The program director must be accountable for the overall quality of the program. He/she shall have considerable latitude in delegating instructors’ and experiential site coordinators’ responsibilities.
2.1.b. The program director must:
(1) be a licensed pharmacist or a nationally certified pharmacy technician;
(2) have at least five years of experience in pharmacy practice prior to entering the position;
(3) adhere to the state’s regulations for licensure or registration in the practice of pharmacy; and,
(4) demonstrate on-going continuing education in the field of pharmacy and/or education.
2.1.c. If the program director is a pharmacy technician, he/she:
(1) should have graduated from an ASHP-accredited pharmacy technician training program; and,
(2) must possess or be pursuing actively, with a written plan for achieving, an Associates Degree or an appropriate state teaching credential at a minimum.
2.1.d. To stay current with professional issues, the program director must be a member of a national pharmacy or education association and a state pharmacy association. He/she must ensure that memberships in pharmacy and education associations are represented among the program faculty members.

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

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

2.2 Faculty/Instructors

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

2.3 Experiential Site Coordinator

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

2.3.b. Experiential site coordinators must have demonstrated contribution and commitment to pharmacy practice and patient care, and have at least three years experience in the type of pharmacy setting for which they are training students. 2.3.c. If experiential site coordinators delegate training responsibilities, it must be to an experienced staff member.

2.3.d. Experiential site coordinators must act as a liaison between site and the program director to ensure that the student receives the intended educational experience and is evaluated effectively.

Standard 3: Education and Training Program

3.1 Preparation

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

3.2 Program Currency

The program curriculum must be current.

3.3 Program Length and Composition

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

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

3.3.c. The minimum number of hours for each component is as follows: Didactic – 160 hours; Simulated – 80 hours; Experiential – 160 hours. The remaining hours may be allocated to these three areas as the program director and faculty see fit.
3.3.d. Students’ experiential activities must be performed in at least two different types of contemporary pharmacy settings, one of which must be a dispensing pharmacy (e.g., hospital, community).

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

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

3.3.g. Simulated
(1) The simulated component is defined as practice of skills without impact, or potential for impact, on patients and must occur before the experiential component. The final phase of the simulated component of the program must include observation, feedback, and evaluation by an instructor/faculty member.
(2) The simulated component must include sufficient equipment and supplies to realistically simulate an actual work environment.
(3) While each skill may be taught in isolation, by the end of the simulated component, students must perform each skill in a sequential manner the way the skill is performed in a pharmacy.
(4) The simulated component of the program must be adequate in scope to prepare trainees for practice in a variety of contemporary pharmacy settings.
(5) The amount of time each trainee spends in the simulated portion of the program must be documented. (6) Equipment and supplies must be appropriate and sufficient to enable students to achieve the program’s educational goals.

3.3.h. Experiential
(1) Experiential sites must be selected by the program director or a qualified pharmacy technician instructor who participates in the pharmacy technician education and training program.
(2) Experiential training sites must be only in organizations that have sought and accepted outside appraisal of facilities and patient care practices. The external appraisal must be conducted by a recognized organization appropriate to the practice setting.
(3) The program director or qualified designee (pharmacy technician, pharmacist) must document that each experiential site has proper licensing.
(4) The program director or qualified designee (pharmacy technician or pharmacist) must determine annually that the site employs properly qualified staff and will provide students with experience in a high-quality pharmacy practice.
(5) The program director or qualified designee (pharmacy technician or pharmacist) must determine that students will have the opportunity to practice a sufficiently wide range of activities to enable them to prepare for the experiential component of the program.
(6) The program director or designee must review experiential training sites annually.
(7) The program director must ensure experiential sites and technician education and training programs have affiliation agreements that are up-to-date.
(8) The program director and faculty must ensure adequate and appropriate experiential sites for the experiential portion of the program.
3.4 Sequence of Instruction
The sequence of activities to transition from simulated to experiential must be:
3.4.a. observation (student observes expert performing task);
3.4.b. simulation (including observation, feedback, and evaluation by an expert); and,
3.4.c. experiential performance under supervision.

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

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

3.6.b. Goals
Personal/Interpersonal Knowledge and Skills
(1) Demonstrate ethical conduct in all job-related activities.
(2) Present an image appropriate for the profession of pharmacy in appearance and behavior.
(3) Communicate clearly when speaking and in writing.
(4) Demonstrate a respectful attitude when interacting with diverse patient populations.
(5) Apply self-management skills, including time management, stress management, and adapting to change.
(6) Apply interpersonal skills, including negotiation skills, conflict resolution, and teamwork.
(7) Apply critical thinking skills, creativity, and innovation to solve problems.

Foundational Professional Knowledge and Skills
(8) Demonstrate understanding of healthcare occupations and the health care delivery system.
(9) Demonstrate understanding of wellness promotion and disease prevention concepts, such as use of health screenings; health practices and environmental factors that impact health; and adverse effects of alcohol, tobacco, and legal and illegal drugs.
(10) Demonstrate commitment to excellence in the pharmacy profession and to continuing education and training.
(11) Demonstrate knowledge and skills in areas of science relevant to the pharmacy technician’s role, including anatomy/physiology and pharmacology.
(12) Perform mathematical calculations essential to the duties of pharmacy technicians in a variety of contemporary settings.
(13) Demonstrate understanding of the pharmacy technician’s role in the medication-use process.
(14) Demonstrate understanding of major trends, issues, goals, and initiatives taking place in the pharmacy profession.
(15) Demonstrate understanding of non-traditional roles of pharmacy technicians.
(16) Identify and describe emerging therapies.

**Processing and Handling of Medications and Medication Orders**
(17) Assist pharmacists in collecting, organizing, and recording demographic and clinical information for direct patient care and medication-use review.
(18) Receive and screen prescriptions/medication orders for completeness, accuracy, and authenticity.
(19) Assist pharmacists in the identification of patients who desire/require counseling to optimize the use of medications, equipment, and devices.
(20) Prepare non-patient-specific medications for distribution (e.g., batch, stock medications).
(21) Distribute medications in a manner that follows specified procedures.
(22) Practice effective infection control procedures, including preventing transmission of blood borne and airborne diseases.
(23) Assist pharmacists in preparing, storing, and distributing medication products requiring special handling and documentation [(e.g., controlled substances, immunizations, chemotherapy, investigational drugs, drugs with mandated Risk Evaluation and Mitigation Strategies (REMS)].
(24) Assist pharmacists in the monitoring of medication therapy.
(26) Maintain pharmacy facilities and equipment, including automated dispensing equipment.
(27) Use material safety data sheets (MSDS) to identify, handle, and safely dispose of hazardous materials.

**Sterile and Non-Sterile Compounding**
(28) Prepare medications requiring compounding of sterile products.
(29) Prepare medications requiring compounding of non-sterile products.
(30) Prepare medications requiring compounding of chemotherapy/hazardous products.

**Procurement, Billing, Reimbursement and Inventory Management**
(31) Initiate, verify, and assist in the adjudication of billing for pharmacy services and goods, and collect payment for these services.
(32) Apply accepted procedures in purchasing pharmaceuticals, devices, and supplies.
(33) Apply accepted procedures in inventory control of medications, equipment, and devices.
(34) Explain pharmacy reimbursement plans for covering pharmacy services.
Patient- and Medication-Safety
(35) Apply patient- and medication-safety practices in all aspects of the pharmacy technician’s roles.
(36) Verify measurements, preparation, and/or packaging of medications produced by other healthcare professionals (e.g., tech-check-tech).
(37) Explain pharmacists’ roles when they are responding to emergency situations and how pharmacy technicians can assist pharmacists by being certified as a Basic Life Support (BLS) Healthcare Provider.
(38) Demonstrate skills required for effective emergency preparedness.
(39) Assist pharmacists in medication reconciliation.
(40) Assist pharmacists in medication therapy management.

Technology and Informatics
(41) Describe the use of current technology in the healthcare environment to ensure the safety and accuracy of medication dispensing.

Regulatory Issues
(42) Compare and contrast the roles of pharmacists and pharmacy technicians in ensuring pharmacy department compliance with professional standards and relevant legal, regulatory, formulary, contractual, and safety requirements.
(43) Maintain confidentiality of patient information.

Quality Assurance
(44) Apply quality assurance practices to pharmaceuticals, durable and non-durable medical equipment, devices, and supplies.
(45) Explain procedures and communication channels to use in the event of a product recall or shortage, a medication error, or identification of another problem.

Standard 4: Students

4.1 Student Recruitment, Acceptance, and Enrollment
4.1.a. A policy and process must be documented and provided to student recruitment personnel (staff who enroll prospective students, such as telephone marketers, enrollment advisors, and admissions representatives), that includes guidance to them as follows:
(1) prior to the application process, providing prospective applicants complete and accurate information on the total student financial obligation they will incur by participating in the program;
(2) prior to enrollment, providing students complete and accurate information about financing options and answering any questions; and,
(3) prior to enrollment, informing students that illicit drug use, criminal background checks, and immunization status may prevent future employment as a pharmacy technician, and that externship sites, employers, and State Boards of Pharmacy have regulations about drug use and criminal backgrounds.
4.1.b. Subject to and in accordance with applicable state and/or territorial laws, the organization must establish qualifications that applicants must possess to ensure that they are reasonably likely to be able to achieve the educational goals and objectives of the program.

4.1.c. Subject to and in accordance with applicable state and/or territorial laws, the organization must also determine with reasonable certainty, prior to acceptance of the applicant, that the applicant has proper qualifications to enroll. At a minimum, the student must:

1. be attending high school, possess a high school equivalency certificate, or be a high school graduate;
2. have English language proficiency (including reading, writing, and speaking), except in cases where the native language of the country or territory in which the program is taking place is different (e.g., Puerto Rico);
3. have math proficiency sufficient to fulfill the requirements of pharmacy technician job responsibilities; and,
4. meet the minimum age requirements, which must be based on state requirements for employment of pharmacy technicians.

4.1.d. Subject to and in accordance with applicable state and/or territorial laws, the program must have a documented process to assess students' background pertaining to any illicit drug use and criminal background. This information must be used to make legally compliant and appropriate decisions regarding acceptance.

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

Standard 5: Evaluations and Assessments

5.1 Scope and Appropriateness of Students’ Evaluation
5.1.a. The program director must ensure that students’ achievement of educational objectives is evaluated appropriately, to include their knowledge, skills, and abilities leading to entry-level pharmacy technician job competencies.
5.1.b. Assessment of students’ achievement must occur in each component of the program (didactic, simulated, and experiential).

1. If permitted by the program, policies and procedures must be developed and implemented for transfer credit and course waivers.

5.2 Frequency and Relevance of Students’ Evaluation Feedback
The program director must ensure that students’ evaluation is ongoing, systematic, and assesses students’ progress toward meeting the requirements for graduation. Students must receive frequent feedback on their performance that enables them to identify strengths and weaknesses, and gives them direction on how to improve. Evaluations shall be documented and kept on file.
5.3 Post Program Preparation
The program director or designee must provide students with information and resources to prepare them for employer-accepted and nationally recognized certification, registration, and/or licensure.

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

5.5 Program Assessment
The program’s staff must conduct regular and ongoing assessments of program effectiveness and use the evaluations for continuous improvement of the program. Measures shall include, but are not limited to:
5.5.a. performance on national certification or licensure exams;
5.5.b. program completion;
5.5.c. program satisfaction, including student, graduate, and employer satisfaction; and,
5.5.d. job placement.

Standard 6: Graduation and Certificate

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

6.2 Certificate
6.2.a. Programs shall recognize those pharmacy technicians who have completed successfully the pharmacy technician training program by awarding an appropriate certificate or diploma.
6.2.b. The certificate must be signed by the highest ranking officer of the institution and the program director.
6.2.c. Programs must not issue a certificate to an individual who has failed to complete the prescribed program or to meet the intent of this accreditation standard.
6.2.d. The certificate must contain the name of the organization, program name and location, student name, completion date, and confirmation that the program is ASHP-accredited or in an ASHP application-submitted status.

Approved by the ASHP Board of Directors on April 12, 2013; developed by the ASHP Commission on Credentialing. This version supersedes the ASHP Accreditation Standard for Pharmacy Technician Training Programs, approved September 27, 2002. For existing programs this revision of the accreditation standard takes effect January 15, 2015. Until that time the current standard, which was approved September 27, 2002, remains in effect. Existing programs are free to convert to the new standard any time after January 1, 2014. Any new programs starting after January 1, 2014 must begin by using this standard.

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Appendix B

Pharmacy Technician State Certification Requirements for South Carolina

South Carolina Board of Pharmacy
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**Pharmacy Technician State Certification Requirements**

As of January 1, 2005, requirements for state certification in South Carolina are:

1. Current Pharmacy Technician Registration

2. Submit a copy of high school diploma or GED.

3. Complete a formal academic training program that includes:
   
   a. introduction to pharmacy and health care systems;
   b. pharmacy law and ethics;
   c. pharmacy calculations;
   d. pharmacology;
      (1) Anatomy and physiology;
      (2) Therapeutic agents;
      (3) Non-prescription drugs;
   e. pharmacy operations;
      (1) drug distribution systems;
      (2) records management and inventory control;
      (3) ambulatory and institutional practice;
   f. compounding;
      (1) aseptic technique;
      (2) nonsterile compounding;
   g. general education;
      (1) medical terminology;
      (2) interpersonal relations;
      (3) communications;
      (4) computers/keyboarding;
   h. problem solving/critical thinking’s
   i. experiential training (practical experience).

A certificate, diploma, or degree from a formal academic pharmacy technician training program must be accredited by American Society of Health System Pharmacist (ASHP).

4. Pass the Pharmacy Technician Certification Board (PTCB) exam.

5. Complete an Affidavit of Experience certifying completion of 1,000 hours of practice (in additional to the experiential training component of education) under the supervision of a licensed pharmacist.
The following duties may be performed by a registered technician after the supervising pharmacist carefully considers the individual’s abilities and/or qualifications:

- Assist RPh. in providing effective, appropriate, and safe pharmacy service
- Assist RPh. in preparing Rx
- Handling of legend drugs or devices, to include but not limited to, receiving shipments of pharmaceuticals and stocking of shelves and bins
- Accepting WRITTEN prescriptions only
- Receive verbal request from patients for available refills.
- Perform initial interpretation of licensed practitioner orders
  - Select from available stock legend drugs and devices for Rx preparation
  - Enter Rx information into computer, including drug allergies. *ONLY A LICENSED RPH MAY OVERRIDE Drug Utilization Review and Drug Interaction Alerts.
- Place meds in a suitable container
  - Appropriately label Rx container
  - Check for drug outdates
  - Deliver dispensed meds to a licensed healthcare provider
  - Fill and maintain unit does carts
  - Change unit dose medication cassettes
  - Stock automatic dispensers
  - Process medications returned for credit according to permitted facility’s policies and procedures
  - Discard expired returns according to facility’s policies and procedures
- May process new Rx medications sales only after RPh provides counseling to the patient.
  - Compound, or mix meds.
  - Mix drugs in a dry form with water to make them an active liquid med.
  - Prepare IV solutions.
  - Repackage bulk medications.

**SOUTH CAROLINA BOARD OF PHARMACY**

**APPROVED DUTIES FOR STATE CERTIFIED PHARMACY TECHNICIANS**

The following additional duties may be performed by a state certified pharmacy technician after the supervising pharmacist carefully considers the individual’s abilities and/or qualifications:

- Receive and initiate verbal telephone orders.
- Conduct prescription transfers.
- Check a technician’s refill of medications if the medication is to be administered by a licensed healthcare professional in an institutional setting.
- Check a technician’s repackaging of medications from bulk to unit dose in an institutional setting.
**Requirements:**

1. Applicant must have a high school diploma or equivalent.

2. Applicant must submit an application ($40) to the pharmacy board.

3. Applicant must work for 1000 hours as a registered technician with limited responsibilities.

4. Applicant must complete a board-approved technician training course.

5. Applicant must submit a renewal application ($15) to the pharmacy board annually by July 1st. Renewal applications can be submitted online. For renewal, 10 hours of CE by ACPE or CME approved continuing education must be completed. Four of those hours must be obtained through attendance of lectures, workshops, or seminars.

6. Technicians must complete a board-approved training program that meets the criteria **SC Prac Act 40-43-82 (D)**

As of November of 2009, The Board of Pharmacy shall register pharmacy technicians who are performing pharmacy functions under the supervision of a pharmacist. An applicant for registration as a pharmacy technician must be: (a) seventeen years of age or older;

(b) A high school graduate or the equivalent.

(2) A registration is valid from July one through June thirtieth and is renewable on dates as prescribed by the department with the consent of the board. An application for renewal must be on a board approved form provided by the department and must be submitted and accompanied by an annual fee in an amount established in accordance with Section 40-1-50. A pharmacy technician who has failed to properly renew a registration before July first shall immediately cease practice and refrain from performing any duties as a pharmacy technician. Reinstatement of a registration must be granted upon the board receiving a renewal application and renewal and penalty fees.
(3) A pharmacy technician shall display his or her current registration in a conspicuous place in the primary pharmacy or drug outlet in which the technician is employed, so that the current registration is easily and readily observable by the public. A technician working in a pharmacy or drug outlet where the technician’s registration is not posted must have his or her wallet registration card with him or her.

(4) Notwithstanding the requirements of this section or any other provision of law, a pharmacy technician student who is enrolled in a pharmacy technician training program that is approved by the board may be placed in a pharmacy for the purpose of obtaining practical training, and the pharmacy technician student is required to be registered pursuant to this section. A pharmacy technician student shall wear identification that indicates his or her student status when performing the functions of a pharmacy technician.

(5) It is unlawful for a person who is not registered as a pharmacy technician under this chapter, or who is not otherwise exempt from the requirement to register as a pharmacy technician, to perform the functions of a registered pharmacy technician or hold himself or herself out to others as a person who is registered to perform the functions of a registered pharmacy technician in this State.

(B)(1) An individual may be certified by the board as a pharmacy technician if the individual has:

(a) worked for fifteen hundred hours under the supervision of a licensed pharmacist as a registered pharmacy technician or has completed a Board of Pharmacy approved pharmacy technician course as provided for in subsection (D); however, beginning July 1, 2004, to be certified as a pharmacy technician an individual must have worked for one thousand hours under the supervision of a licensed pharmacist as a technician and must have completed an American Society of Health-System Pharmacists (ASHP) accredited technician program or a Board of Pharmacy approved technician course as provided for in subsection (D);

(b) a high school diploma or equivalent; and

(c) passed the National Pharmacy Technician Certification Board exam or a Board of Pharmacy approved exam and has maintained current certification; and

(d) fulfilled continuing education requirements as provided for in Section 40-43-130(G).

(2)(a) Beginning July 1, 2012, an individual who wishes to work as a pharmacy technician in this State must be certified by the board as a pharmacy technician after completion of one of the following requirements:

(i) completion of all the requirements of Section 40-43-82(B)(1);
(ii) certification in another state as a pharmacy technician if the requirements for certification in that state are equivalent to the requirements of this State;

(iii) successful completion of a program for the training of pharmacy technicians by any of the branches of the Armed Forces of the United States; or

(iv) attainment and proof of valid current certification by the Pharmacy Technician Certification Board (PTCB) or a Board of Pharmacy approved exam if the applicant graduated from a post-secondary school for training pharmacy technicians in another state and that state did not require that its approved schools be accredited by the American Society of Health-System Pharmacists (ASHP); and worked for one thousand hours under the supervision of a licensed pharmacist as a pharmacy technician.

(b) Before July 1, 2012, an individual who has worked as a pharmacy technician for a minimum of two thousand hours under the supervision of a licensed pharmacist and passed the Pharmacy Technician Certification Board (PTCB) exam or a Board of Pharmacy approved exam and has maintained current certification must be certified by the board as a pharmacy technician.

(c) Notwithstanding any requirements in this chapter, a registered pharmacy technician registered pursuant to this section before July 1, 2012, is exempt from the requirements of this subsection.

(3) The pharmacist-in-charge shall verify compliance with the requirements of item (a) of subsection (B)(1) and maintained a record of this requirement in a readily retrievable manner for inspection.

(C) Notwithstanding any other provision of this chapter, a supervising pharmacist may authorize a certified pharmacy technician to:

(1) receive and initiate verbal telephone orders;

(2) conduct one time prescription transfers;

(3) check a technician's refill of medications if the medication is to be administered by a licensed health care professional in an institutional setting;

(4) check a technician's repackaging of medications from bulk to unit dose in an institutional setting.

(D) A formal academic pharmacy technician training program that leads to a certificate, diploma, or higher degree accredited by the American Society of Health-System Pharmacists (ASHP) or another national accrediting organization may be approved by the board if it includes at a minimum:
(1) introduction to pharmacy and health care systems;
(2) pharmacy law and ethics;
(3) pharmacy calculations;
(4) pharmacology;
   (a) anatomy and physiology;
   (b) therapeutic agents;
   (c) prescription drugs;
   (d) nonprescription drugs;
(5) pharmacy operations;
   (a) drug distribution systems;
   (b) records management and inventory control;
   (c) ambulatory and institutional practice;
(6) compounding;
   (a) aseptic technique;
   (b) nonsterile compounding;
(7) general education;
   (a) medical terminology;
   (b) interpersonal relations;
   (c) communications;
   (d) computers/keyboarding;
(8) problem solving/critical thinking;
(9) experiential training (practical experience).

(E) A pharmacist whose license has been denied, revoked, suspended, or restricted for disciplinary purposes is not eligible to be registered as a pharmacy technician.
(F) Notwithstanding the requirements of this section or any other provision of law or regulation, an individual who works as an unpaid volunteer under the personal supervision of a licensed pharmacist or who handles legend drugs in a pharmacy department of a free medical clinic staffed by a licensed pharmacist may be registered as a pharmacy technician and may perform pharmacy functions as a pharmacy technician without payment of a registration fee or filing with the board; provided, that a register is maintained in the pharmacy department of the free medical clinic bearing the name of every such volunteer performing pharmacy functions as a pharmacy technician and documenting each volunteer's period of service. This special registration is valid only in the free medical clinic. The register must be kept for a period of three years. For the purposes of this section, 'free medical clinic' means a permitted facility that provides medical services, including the dispensing of legend drugs and other medications, free of any charge to members of the public."

SECTION 2. Section 40-43-86(B)(4)(b) of the 1976 Code, as last amended by Act 251 of 2004, is further amended to read:

"(b) The pharmacist-in-charge shall develop and implement written policies and procedures to specify the duties to be performed by pharmacy technicians. The duties and responsibilities of these personnel shall be consistent with their training and experience. These policies and procedures shall, at a minimum, specify that pharmacy technicians are to be personally supervised by a licensed pharmacist who has the ability to control and who is responsible for the activities of pharmacy technicians and that pharmacy technicians are not assigned duties that may be performed only by a licensed pharmacist. One pharmacist may not supervise more than three pharmacy technicians at a time; through June 30, 2006, at least one of these three technicians must be state-certified, and after June 30, 2006, at least two of these three technicians must be state-certified, and beginning July 1, 2012, all technicians must comply with the requirements of Section 40-43-82(B)(2). If a pharmacist supervises only one or two pharmacy technicians, these technicians are not required to be state-certified except beginning July 1, 2012, all technicians must comply with the requirements of Section 40-43-82(B)(2). Pharmacy technicians do not include personnel in the prescription area performing only clerical functions, including data entry up to the point of dispensing, as defined in Section 40-43-30(14)."
It is the policy of Horry-Georgetown Technical College that the State Student Code and Grievance Procedure shall govern and guarantee due process for all students.

Student Code for the South Carolina Technical College System (3-2-106.1)
The Student Code for the South Carolina Technical College System is revised periodically and, if a recent revision has been done, an approved copy is available from the office of the Associate Vice President for Student Affairs. A statement on College policy on student conduct and due process procedures follows.

I. GENERAL PROVISIONS

A. Principles

Technical college students are members of both the community at large and the academic community. As members of the academic community, students are subject to the obligations that accrue to them by virtue of this membership. As members of the larger community of which the College is a part, students are entitled to all rights and protection accorded them by the laws of that community.

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instance, college discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the College. However, when a student’s violation of the law also adversely affects the College’s pursuit of its recognized educational objectives, the College may enforce its own regulations. When students violate College regulations, they are subject to disciplinary action by the College whether or not their conduct violates the law. If a student’s behavior simultaneously violates both College regulations and the law, the College may take disciplinary action independent of that taken by legal authorities.

The Student Code for the South Carolina Technical College System sets forth the rights and responsibilities of the individual student.
B. Solutions of Problems

The College will seek to solve problems by internal procedures of due process. When necessary, off-campus law enforcement and judicial authorities may be involved. In situations where South Carolina Technical Colleges have shared programs, the Chief Student Services Officer where the alleged violation of the Student Code for the South Carolina Technical College System occurred will handle the charges. A change of venue to the other college may be granted, based on the nature of the offense, provided it is agreed to by the Chief Student Services Officers of both colleges. Any sanctions imposed will apply across both colleges.

In situations where a student is dually enrolled in 2 or more South Carolina Technical/Community Colleges and is charged with a violation of the Student Code for the South Carolina Technical College System, the Chief Student Services Officer of the College where the alleged infraction occurred will handle the charges and the sanctions may apply at each college in which the student is enrolled.

C. Definitions
When used in this document, unless the content requires other meaning,
1. “College” means any college in the South Carolina Technical College System.
2. “President” means the chief executive officer of the College.
3. “Administrative Officer” means anyone designated at the College as being on the administrative staff such as president, vice president, Dean of students or student services, chief academic officer, Dean of instruction, or business manager.
4. “Chief Student Services Officer” means the Administrative Officer at the College who has overall management responsibility for student services, or his/her designee.
5. “Chief Instructional Officer” means the Administrative Officer at the College who has overall management responsibility for academic programs, or his/her designee.
6. “Student” means any person taking any course(s) offered by the College.
7. “Professor” means any person employed by the College to conduct classes.
8. “Staff” means any person employed by the College for reasons other than conducting classes.
10. “Campus” means any place where the College conducts or sponsors educational, public service, or research activities.
11. “Violation of Law” means a violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.
12. “Suspension” means a temporary separation of the College and student under specified conditions.
STUDENT CODE
I. General Rights of Students
A. Nondiscrimination—there shall be no discrimination in any respect by the College against a student, or applicant for admission as a student, based on race, color, age, religion, national origin, sex or disability.
B. Freedom of Speech and Assembly—Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated, reasonable, and nondiscriminatory rules and regulations regarding time, place and manner.

Students desiring to conduct an assembly must submit a request to the President, or other designated College official, requesting a specific date, time, location and manner no later than 15 working days prior to the date of the desired event. The request will be approved, amended or denied no later than 10 working days prior to the desired event.
C. Freedom of the Press—in official student publications, they are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship. To ensure this protection, the College shall have an editorial board with membership representing SGA, faculty and administration. Each college has the responsibility of defining the selection process for its editorial board. The primary responsibility of the board shall be to establish and safeguard editorial policies.
D. Protection Against Unreasonable Searches and Seizures—Students are entitled to the constitutional right to be secure in their persons, dwellings, papers and effects against unreasonable searches and seizures. College security officers or administrative officers may conduct searches and seizures only as authorized by law.
E. Student Representation in College Governance—Students should be represented on campus committees that have the following duties:
   1. To propose policy that affects student activities and conduct.
   2. To make policy decisions on such matters.
   3. To implement policy.
F. Classroom Behavior—Discussion and expression of all views relevant to the subject matter are recognized as necessary to the educational process, but students have no right to interfere with the freedom of professors to teach or the rights of other students to learn.

The professor sets the standards of behavior acceptable in the classroom by announcing these standards early in the term. If a student behaves disruptively in class after the professor has explained the unacceptability of such conduct, the professor may dismiss the student for the remainder of that class period.

The professor shall initiate a discussion with the student to resolve the issue prior to the next class meeting. A further disruption by the student may result in a second dismissal and referral in writing by the faculty member to the Chief Student Services Officer. These procedures for classroom behavior do not limit the action that may be taken for proscribed conduct under Section III herein and
professors may dismiss students from class for the remainder of the class period for such conduct. Students remain subject to other sanctions hereunder for such conduct.

G. Evaluation and Grading— Professors will follow the announced standards in evaluating and grading students.

Grades are awarded for student academic achievement. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic achievement. Assigned grades may be reviewed upon written request, but are not subject to grievance process.

H. Privacy— Information about individual student views, beliefs and political associations acquired by professors, counselors or administrators in the course of their work is confidential. It can be disclosed to others only with prior written consent of the student involved or under legal compulsion.

I. Records
1. General
The student records office will maintain and safeguard student records. All official student and former student records are private and confidential and shall be preserved by the College. Separate record files may be maintained for the following categories: (1) academic, (2) medical, psychiatric and counseling, (3) placement, (4) financial aid, (5) disciplinary, (6) financial, and (7) veterans affairs.

2. Confidentiality of Records
Before information in any student file may be released to anyone, the student must give prior written consent except in those instances stated below:
   a. To professors and administrators for legitimate educational purposes.
   a. To accrediting organizations to carry out their functions.
   b. To appropriate parties to protect the health and safety of students or other individuals in emergencies with the understanding that only information essential to the emergency situation will be released.
   c. The Chief Student Services Officer may release directory information as authorized by the College through federal and state privacy legislation.
   d. If the inquirer has a court order, the Chief Student Services Officer or someone designated by that official will release information from the student’s file.

2. Disciplinary Records
Records of disciplinary action shall be maintained in the office of the Chief Student Services Officer. No record of disciplinary action shall be entered or made on the student’s academic records.

3. Treatment of Records after Student Graduation or Withdrawal— When students withdraw or graduate from a technical college, their records shall continue to be subject to the provisions of this code.
II. Student Government and Student Organizations
   A. Student Government Associations—The College Student Government Association’s constitution, as approved by the area commission, establishes the governance structure for students at a college. Amendments to the constitution require approval as stipulated in each Student Government Association constitution.
   B. Student Organizations—an essential prerequisite for a student organization to be approved is that it have educational importance and that its objectives be clearly explained in a proposed charter. The formation of organizations strictly as social clubs should be discouraged. Prior to consideration for approval as an organization, an organization constitution or bylaws must be prepared, a person must be identified who is willing to serve as advisor and the names of charter members must be submitted.

III. Prescribed Conduct
   A. General
      Certain conduct is proscribed and upon violation of such proscriptions, a student shall be subject to one or more of the sanctions specified in Section IV, D, 2, c. However, it is expected that the more severe sanctions of suspension and expulsion will be imposed sparingly and only for more extreme or aggravated violations or for repeated violations.
   B. Abuse of Privilege of Freedom of Speech or Assembly
      No student, acting alone or with others, shall obstruct or disrupt any teaching, administrative, disciplinary, public service, research or other activity authorized or conducted on the campus of the College or any other location where such activity is conducted or sponsored by the College. This disruption does not necessarily have to involve violence or force for the student to face disciplinary actions. In addition to administrative action, any person who violates the law will be turned over to the appropriate authorities. In the event of illegal or disruptive activity on a College campus, the Chief Student Services Officer or other administrative officer will request those involved either to leave the campus or abide by regulations governing uses of, or presence on, the campus. The Chief Student Services Officer or other official will further announce that failure to disperse will result in enforcement of Section 16-17-420 of the South Carolina Code of Laws pertaining to illegal or disruptive activity on a college campus. According to South Carolina law, “It shall be unlawful for any person willfully or unnecessarily (a) to interfere with or disturb in any way or in any place the students or teachers of any school or college in this state, (b) to enter upon any such school or school premises, (c) to loiter around the premises, except on business, without the permission of the principal or president in charge, or, (d) to act in an obnoxious manner thereon.” (Section 16-17-420 part 2 of South Carolina Code of Laws).
   C. Academic Misconduct
      All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion and falsification of information will call for discipline. Alleged violations will be handled according to the procedures presented in Section IV.B.
1. Cheating on tests is defined to include the following:
   a. Copying from another student’s test.
   b. Using materials during a test not authorized by the person giving the test.
   c. Collaborating with any other person during a test without permission.
   d. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of a test prior to its administration.
   e. Bribing or coercing any other person to obtain tests or information about tests.
   f. Substituting for another student or permitting any other person to substitute for oneself.
   g. Cooperating or aiding in any of the above.

2. “Plagiarism” is defined as the appropriation of any other person’s work and the unacknowledged incorporation of that work in one’s own work.

3. “Collusion” means knowingly assisting another person in an act of academic dishonesty.

4. “Fabrication” is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.

D. Falsification of information, and other unlawful acts, with intent to deceive is defined as:
   1. Forgery, alteration or misuse of college documents, records or identification cards.
   2. Destruction of evidence with the intent to deny its presentation to the appropriate hearing or appeals panel when properly notified to appear.

E. Infringement of rights of others is defined to include, but not limited to, the following:
   1. Physical or verbal abuse inflicted on another person.
   2. Severe emotional distress inflicted upon another person.
   3. Theft, destruction, damage or misuse of the private property of members of the College community or non-members of the College community occurring on campus or off campus during any college approved activity.
   4. Sexual harassment inflicted on another person. This is defined as sexual discrimination where the harassing conduct created a hostile environment. Therefore, unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent or pervasive to limit an individual’s ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment.
   5. Stalking, defined as engaging in a course of conduct that would place a reasonable person in fear for their safety, and that has, in fact, placed an individual in such fear.
F. Other unlawful acts which call for discipline include, but are not limited to:
1. Destruction, theft, damage or misuse of college property occurring on or off campus.
2. Unauthorized entry upon the property of the College after closing hours.
3. Unauthorized presence in any College facility after hours.
4. Unauthorized possession or use of a key to any College facility or other property.
5. Possession or use on campus of any firearm or other dangerous weapon or incendiary device or explosive unless such possession or use has been authorized by the College.
6. Possession, use or distribution on campus of any narcotics, dangerous or unlawful drugs as defined by the laws of the United States or the State of South Carolina.
7. Possession, use or distribution on campus of any beverage containing alcohol.
8. Violation of institutional policies while on campus or off campus when participating in a College-sponsored activity.
9. Violation of South Carolina and/or federal laws while on campus or off campus when participating in a college-sponsored activity.
10. Engaging in any activity which disrupts the educational process of the College, interferes with the rights of others or adversely interferes with other normal functions and services.

IV. Rules of Student Disciplinary Procedure and Sanctions
The sanctions that follow are designed to channel faculty, staff or student complaints against students. Due process of law is essential in dealing with infractions of college regulations and state and federal statutes. Consequently, any disciplinary sanction imposed on a student or organization will follow the provisions of this code.

A. Administrative Suspension
1. If an act of misconduct threatens the health or well being of any member of the academic community or seriously disrupts the function and order of the College, an administrative officer may direct student involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate administrative suspension. If the student fails to cease and desist, or if the student’s continued presence constitutes a danger, the President of the College, or his/her designee, may temporarily suspend the student from the College pending the outcome of a disciplinary hearing on the charge(s).
2. The President, or his/her designee, shall notify the Chief Student Services Officer in writing about the nature of the infraction and the name of the student before 5:00 P.M. of the first class day following imposition of the administrative suspension. The Chief Student Services Officer will inform the student, in writing, about the decision. This written notice will be hand-delivered to the student or sent by certified mail within two working days of receiving the information from the President or his/her designee.

B. Academic Misconduct
1. A professor who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct must meet with the student to discuss this matter. The professor must advise the student of the alleged act of academic
misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation.

2. If the professor, after meeting with the student, determines that the student has engaged in academic misconduct as alleged, the professor will inform the student about the decision and the academic sanction that will be imposed. The professor may impose one of the following academic sanctions:
   a. Assign a lower grade or score to the paper, project, assignment, or examination involved in the act of misconduct.
   b. Require the student to repeat or resubmit the paper, project, assignment or examination involved in the act of misconduct.
   c. Assign a failing grade for the course.
   d. Require the student to withdraw from the course.

3. If the student is found responsible for the academic misconduct, within five working days of the meeting, the professor will submit a written report about the incident and the sanction imposed to the Chief Instructional Officer.

4. The Chief Instructional Officer, or designee, will send a letter to the student summarizing the incident, the finding, the terms of the imposed sanction, and informing the student that he/she may appeal the decision and/or sanction by submitting a written request to the Chief Instructional Officer within seven working days of the date of the Chief Instructional Officer’s letter.

5. If the student requests an appeal, the Chief Instructional Officer, or designee, will schedule a time for the meeting. The Chief Instructional Officer, or designee, will send a certified letter to the student. In addition to informing the student that the Chief Instructional Officer, or designee, will hear the appeal, this letter must also contain the following information:
   a. A restatement of the charges
   b. The time, place and location of the meeting
   c. A list of witnesses that may be called
   d. A list of the student’s procedural rights. These procedural rights are presented in the Student Code and Grievance Policy, Section V.A.1.e.

6. On the basis of the information presented at the appeal, the Chief Instructional Officer, or designee, will render one of the following decisions:
   a. Accept the decision and sanction imposed by the professor
   b. Accept the professor’s decision but impose a less severe sanction
   c. Overturn the professor’s decision

7. The Chief Instructional Officer, or designee, will send the student a letter within two working days of the meeting. This letter will inform the student of the decision and inform the student that the decision can be appealed to the President of the College by sending a letter detailing the reasons for the appeal to the President’s Office within five working days.

8. After receiving the student’s request, the President will review all written materials relating to this incident and render one of the following decisions. The President’s decision is final and cannot be appealed further.
   a. Accept the decision and the sanction imposed
   b. Accept the decision but impose a less severe sanction
c. Overturn the decision
d. Remand the case to the Student Appeals Committee to re-hear the case according to the procedures listed in section IV.D and section V.

C. Student Misconduct
1. A charge involving a student infraction must be filed in writing at the office of the Chief Student Services Officer within 5 working days after the alleged infraction or after such infraction becomes known to an administrative officer of the College.
2. Within 5 working days after the charge is filed, the Chief Student Services Officer, or designee, shall complete a preliminary investigation of the charge and schedule immediately a meeting with the student. After discussing the alleged infraction with the student, the Chief Student Services Officer may act as follows:
   a. Drop the charges.
   b. Impose a sanction consistent with those shown in Section IV.D.2.c, Student Appeals Committee.
   c. Refer the student to a College office or community agency for services.
3. The decision of the Chief Student Services Officer, or designee, shall be presented to the student in writing within 5 working days following the meeting with the student. In instances where the student cannot be reached to schedule an appointment, or where the student refuses to cooperate, the Chief Student Services Officer, or designee, shall send a certified letter to student’s last known address providing the student with a list of the charges, the Chief Student Services Officer’s, or designee’s, decision, and instructions governing the appeal process.
4. A student who disagrees with the decision may request a hearing before the Student Appeals Committee. This request must be submitted within 2 working days after receipt of the decision unless a request is made and approved for an extension of time. The Chief Student Services Officer shall refer the matter to the Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed and the relevant facts revealed by the preliminary investigation.

D. The Student Appeals Committee
Each college shall have a Student Appeals Committee (hereafter referred to as the Committee) to consider the case of a student who declines to accept the findings of the Chief Student Services Officer. The hearing shall be held within 15 working days after the student has officially appealed the decision of the Chief Student Services Officer.
1. Membership of the Committee shall be composed of the following:
   a. Three faculty members appointed by the chief instructional officer and approved by the President.
   b. Three student members appointed by the appropriate student governing body and approved by the President.
c. One member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President.

d. The Chief Student Services Officer serves as an ex officio nonvoting member of the Committee.

e. The chair shall be appointed by the President from among the membership of the Committee. Ex officio members of the committee may not serve as the chair of the committee.

2. Functions of the Committee are described as follows:
   a. To hear an appeal from a student charged with an infraction that may result in disciplinary action.
   b. To hand down a decision based only on evidence introduced at the hearing.
   c. To provide the student defendant with a statement of the committee’s decision findings of fact and if applicable, to impose one or more of the following sanctions:
      1. Academic Misconduct
         a. Assign a lower grade or score to the paper, project, assignment, or examination involved in the act of misconduct.
         b. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
         c. Assign a failing grade for the course.
         d. Require the student to withdraw from the course.
      2. Student Misconduct
         a. A written reprimand.
         b. An obligation to make restitution or reimbursement.
         c. A suspension or termination of particular student privileges.
         d. Disciplinary probation.
         e. Suspension from the College.
         f. Expulsion from the College.
         g. Any combination of the above.

V. Procedures for Hearings Before the Student Appeals Committee
   A. Procedural Duties of the Chief Student Services Officer—
      1. At least 7 working days prior to the date set for hearing before the Committee, the Chief Student Services Officer shall send written notice to all involved and a certified letter to the
student’s last known address providing the student with the following information:

a. A restatement of the charge or charges.
b. The time and place of the hearing.
c. A list of all witnesses who might be called to testify.
d. The names of Committee members.
e. A statement of the student’s basic procedural rights. These rights follow:

1. The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the Committee.

Payment of legal fees is the responsibility of the student.

2. The right to produce witnesses on one’s behalf.

3. The right to request, in writing, the President to disqualify any member of the committee for prejudice or bias. (At the discretion of the President, reasons for disqualification may be required.) A request for disqualification, if made, must be submitted at least 2 working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the president.

4. The right to present evidence. The Committee may determine as to what evidence is admissible.

5. The right to know the identity of the person(s) bringing the charge(s).

6. The right to hear witnesses on behalf of the person bringing the charges.

7. The right to testify or to refuse to testify without such refusal being detrimental to the student.

8. The right to appeal the decision of the Committee to the President who will review the official record of the hearing. The appeal must be in writing and it must be made within 7 working days after receipt of the decision.

2. On written request of the student, the hearing may be held prior to the expiration of the 7 days advance notification period, if the Chief Student Services Officer concurs with this change.

B. The Conduct of the Committee Hearings

1. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:

a. The student and the person who initiated the charges; however, the hearing may be conducted without either party present if either party ignores the notice of the hearing and is absent without cause.

b. Counsels for the student and the College.
c. A person, mutually agreed upon by the student and the Committee, to serve in the capacity of recorder.

d. Witnesses who shall:
   (1) Give testimony singularly and in the absence of other witnesses.
   (2) Leave the committee meeting room immediately upon completion of the testimony.

2. The Committee shall have the authority to adopt supplementary rules of procedure consistent with this code.

3. The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.

4. The conduct of hearings before this Committee is unaffected by charges of local, state, or federal authorities against the student for acts that are the same, or similar to, charges of misconduct to be heard by the Committee. Two separate jurisdictions are involved in such cases. Therefore, hearings may be held and decisions rendered independent of any resolution by the court system.

5. In addition to written notes, the hearing may be tape recorded, except for the Committee’s deliberations. After the conclusion of the hearing, the tape will be kept in the office of the Chief Student Services Officer. The student may listen to the tape of his/her hearing under the supervision of the Chief Student Services Officer or designee. The student is not entitled to a copy of the tape or a written transcript of the hearing.

6. Upon completion of a hearing, the Committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to impose sanctions, if applicable.

7. Decisions of the Committee shall be made by majority vote.

8. Within 2 working days after the decision of the Committee, the Chairperson shall send a certified letter to the student’s last known address providing the student with the committee’s decision and a summary of the rationale for the decision.

C. Appeal to the President—a student who refuses to accept the finding of the Committee may appeal in writing to the President within 2 working days after receipt of the Committee’s decision. The President, whose decision is final, shall have the authority to:
   1. Receive from the student an appeal of the Committee’s decision.
   2. Review the findings of the proceedings of the Committee.
   3. Hear from the student, the Chief Student Services Officer and the members of the Committee before ruling on an appeal.
   4. Approve, modify or overturn the decision of the Committee.
   5. Inform the student in writing of the final decision within 10 working days of the receipt of the appeal.
Student Grievance Procedure for the South Carolina Technical College System (3-2-106.2)

I. Purpose

The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty or staff, concerning the following:

A. Alleged discrimination on the basis of age, gender, race, disability or veteran’s status, excluding sexual harassment complaints.

B. Alleged sexual harassment complaints should be directed to the Chief Student Services Officer. Because of the sensitive nature of this kind of complaint, a conference with the Chief Student Services Officer will replace the first step of the grievance procedure. The Chief Student Services Officer will counsel with the student to determine the appropriate action that is required. If the grievance is not resolved after this meeting, then the remainder of the grievance procedure will be followed.

C. Academic matters, excluding individual grades, except where the conditions in items A or B above apply.

II. Definitions

When used in this document, unless the content requires other meaning,

A. “College” means any college in the South Carolina Technical Education System.

B. “President” means the chief executive officer of the College.

C. “Administrative Officer” means anyone designated at the College as being on the administrative staff such as the President, Chief Academic Officer, Chief Student Services Officer, etc.

D. “Chief Student Services Officer” means the Administrative Officer at the College who has overall management responsibility for student services or his/her designee.

E. “Chief Instructional Officer” means the Administrative Officer at the College who has overall management responsibility for academic programs and services or his/her designee.

F. “Student” means a person taking any course(s) offered by the College.

G. “Professor” means any person employed by the College to conduct classes.

H. “Staff” means any employee of the College who was employed by the College for reasons other than conducting classes.

I. “Campus” means any place where the College conducts or sponsors educational, public service or research activities.

III. Procedures

A. First Step

The student must go to the professor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within ten instructional weekdays of the incident that generated the complaint.

B. Second Step

If the student is not satisfied with the outcome of the informal conference, the student may file written grievance. The Chief Student Services Officer, or designee,
shall make a grievance form available to the student and explain the grievance process to the student.

The completed grievance form must be presented to the Chief Student Services Officer, or designee, within ten instructional weekdays after satisfying the first step in the process. The Chief Student Services Officer, or designee, shall give written acknowledgment of receipt of the grievance form. This acknowledgment shall be given immediately or no later than two instructional weekdays after receipt of the student’s grievance form. The Chief Student Services Officer, or designee, will then refer the grievance to the immediate supervisor involved. The supervisor shall respond in writing to the student within ten instructional weekdays of receipt of the grievance form. As a part of the effort to resolve the issue, the supervisor will consult with the accused and the Chief Administrative Officer of the division or component concerned.

C. Third Step
If the supervisor’s written response does not resolve the matter, the student may request to appear before the Student Grievance Committee. The student must submit a written request within five instructional weekdays after receiving the supervisor’s written response. The request shall include a copy of the original grievance form and the reason why the supervisor’s response was unsatisfactory. The student must attach a copy of the supervisor’s response to the request. The Chief Student Services Officer shall immediately notify the President, who shall insure that the Committee is organized in a manner consistent with Section IV, A of this procedure. The Chief Student Services Officer, or designee, will send copies of the appeal to the members of the Committee, the employee, and the employee’s supervisor. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the chairperson of the Committee.

The Student Grievance Committee’s meeting(s) shall be conducted between five and fifteen instructional weekdays following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five instructional weekdays prior to the scheduled meeting.

D. Fourth Step
If either party is not satisfied with the Committee’s decision, that person may submit an appeal to the President of the College within ten instructional weekdays of the Committee’s decision.

The President shall review the Committee’s findings, conduct whatever additional inquiries that are deemed necessary and render a decision within ten instructional weekdays of receipt of the appeal. The President’s decision is final.

IV. The Student Grievance Committee
A. The Student Grievance Committee shall be composed of the following:
1. Three students recommended by the governing body of the student body.
2. Two faculty members recommended by the Chief Instructional Officer.
3. One Student Services staff member recommended by the Chief Student Services Officer.
4. One administrator, other than the Chief Student Services Officer, to serve as the Committee’s chairperson.
5. The Chief Student Services Officer, or designee, who serves as an ex officio, non-voting member of the committee.
All recommended members must be approved by the President.

B. Purpose and Function of Grievance Committee
1. All student grievance committees are ad hoc and shall be formed to hear specific complaints. A new committee may be formed every time that a grievance covered under this procedure is filed.
2. Whenever a committee is formed, it may adopt additional rules and guidelines not in contradiction with these procedures.

C. Rights of the Parties Involved in a Grievance
When a grievance committee meeting is scheduled, the parties involved are entitled to:
1. A written notice of the complaint that shall be forwarded to all parties at least five instructional weekdays prior to the meeting unless the student filing the complaint waives this requirement. This notice shall include the following:
   a. A brief description of the complaint, including the name of the person filing the complaint;
   b. The date, time and location of the meeting; and
   c. The name of any person who might be called as a witness.
2. Review all available evidence, documents or exhibits that each party may present at the meeting. This review must take place under the supervision of the Chief Student Services Officer or his/her designee.
3. Appear in person and present information on his or her behalf, and present additional evidence to the committee, subject to the Committee’s judgment that the evidence is relevant to the appeal.
4. Call witnesses who are dismissed after providing testimony and responding to questions posed by the Committee and either party in the appeal.
5. An advisor who shall not address the Committee or ask any witness a question. Payment of legal fees is the student’s responsibility.

D. Hearing Procedures
1. Hearings are closed to the public. When testimony is being given, only the committee members, the student and his/her advisor, the employee and his/her advisor, and the witness giving testimony may be present. During deliberations, only members of the Committee may be present.
2. Hearings are informal and a tape recording of the testimony presented during the appeal may be made. The Committee’s deliberations are not tape-recorded. After resolution of the appeal, the tape recording will be kept for three months in the office of the Chief Student Services Officers. Either party in the appeal may listen to this tape recording under the supervision of the Chief Student Services Officer or designee.
3. The Committee may question the student and the employee. The Committee may also question the employee’s supervisor and any additional witnesses that it considers necessary to render a fair decision. Questions must be relevant to the issues of the appeal.

4. Both parties to the appeal may ask questions of the other during the meeting. These questions must be relevant to the issues of the appeal. The Chairperson of the Committee will determine the appropriateness of the questions.

5. The student shall bear the burden of proof.

6. The Committee shall decide the solution of the grievance by a majority vote. In case of a tie, the chairperson shall vote and thus break the tie.

7. The chairperson shall forward a copy of the Committee’s decision to all parties involved and to the office of the President of the College within two instructional weekdays of the Committee’s decision. This letter will include a rationale for the Committee’s decision.
**PLAGIARISM**

“Plagiarism is the intentional or unintentional use of another person’s ideas without proper citation. A general rule of thumb you can use is that if you use more than about five words in a row from the original source, you’re running the risk of plagiarism unless you are properly referencing the material.

This is how the sentence appeared in [a journal]:

Based on their growth alone, watershed councils are a successful experiment despite the immense legal, institutional, political, financial, and technical problems they encounter.

**ERROR 1 - No quotes used, no reference to the source of the idea**

Based on their growth alone, watershed councils are a successful experiment despite the immense legal, institutional, political, financial, and technical problems they encounter.

This is the most serious of all forms of plagiarism.” Students in the UNE program have taken pages and/or paragraphs from other sources without citation or reference and earned a zero (0) for the paper and an F for the course. There is no acceptable reason a student can provide for this serious breach of academic ethics.

. . . "**ERROR 2 - No quotes used**

Based on their growth alone, watershed councils are a successful experiment despite the immense legal, institutional, political, financial, and technical problems they encounter (Griffin 1999).

This is a direct quote; it must be in quotations. It is good that you at least show Griffin as the source of the idea, but it is still plagiarism since quotes were not used.

**ERROR 3 - Missing words, no quotes**

Based on their growth alone, watershed councils are a successful experiment (Griffin 1999).

You may not eliminate some of the words without putting in three dots (...). If you put the ellipses in, you still need to use quotes.

**ERROR 4 - Rearranging words**

Despite the immense legal, institutional, political, financial, and technical problems they encounter, watershed councils are a successful experiment.
Rearranging the words is not sufficient to avoid citing the source. In this case, even citing the source may not be sufficient because you used the exact words I used and did not indicate that you did so.

**CORRECT WAYS TO CITE THE MATERIAL**

‘Based on their growth alone, watershed councils are a successful experiment despite the immense legal, institutional, political, financial, and technical problems they encounter’ (Griffin 1999). [Note that single quotation marks are used here since the sentence is part of a larger quotation. If the quotation were standing alone, double quotation marks would be used.]

Griffin (1999) speculates that watersheds councils are successful.

Note: You must use Griffin unless YOU are doing the speculation. If you got the idea from Griffin, you have to give credit to Griffin.”

Since you are doing the work to find sources, it is not much more work to integrate the ideas into your work using the correct ways to reference.
Appendix E

Employment Information
Pharmacy Tech. Employment Information¹

Role in the Pharmacy

Pharmacy technicians help licensed pharmacists prepare prescription medications, provide customer service, and perform administrative duties within a variety of practice settings, including community, health-system, and federal pharmacy. They are generally responsible for receiving prescription requests, counting tablets, labeling bottles, maintaining patient profiles, preparing insurance claim forms, and performing administrative functions such as answering phones, stocking shelves, and operating cash registers.

Certification

Certification is the process by which a non-governmental association or agency grants recognition to an individual who has met predetermined qualifications specified by that association or agency. The PTCE is recognized in all 50 states even though regulations to work as a pharmacy technician vary from state to state. Contact your State Board of Pharmacy for more information. The National Association of Boards of Pharmacy is an additional resource.

Wages

Pharmacy technician wages are often dependent on experience, qualifications, work environment, geographic location and employer. According to the Bureau of Labor and Statistics (BLS), Occupational Outlook Handbook 2015 Edition, the median hourly wage of pharmacy technicians was $14.62 per hour, or $30,410 annually. This survey, however, did not distinguish between registered pharmacy technicians and certified pharmacy technicians. (source: http://www.bls.gov/ooh/Healthcare/Pharmacy-technicians.htm)

Job Outlook

According to the Bureau of Labor and Statistics (BLS), employment of pharmacy technicians is expected to increase more than 9% by 2024, which is reported as “faster than average” growth. The BLS also suggests that pharmacy technicians with formal education or training, previous work experience, and national certification will be specifically sought after to meet these demands. (source: http://www.bls.gov/ooh/Healthcare/Pharmacy-technicians.htm)

Employment Resources

The American Association of Pharmacy Technicians (AAPT) and the National Association of Pharmacy Technicians (NPTA) have developed free Career Centers to assist pharmacy technicians in their job search. The Career Centers are available to both job seekers and employer. In addition, the career resource center at HGTC is an excellent tool in securing employment related services and expertise:

(http://www.hgtc.edu/current_students/careerresourcecenter/)
Appendix F

Important Phone Numbers
**Important Phone Numbers**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Director (Kevin Hope)</td>
<td>477-2117</td>
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<tr>
<td>Department Chair (Scott Cyganiewicz)</td>
<td>477-2092</td>
</tr>
<tr>
<td>Academic Dean (Dr. Christy Cimineri)</td>
<td>477-2166</td>
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<td>Academic achievement Center</td>
<td>477-2113/349-5228</td>
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<td>Financial Aid</td>
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<td>Admissions Office (Grand Strand)</td>
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<td>Counseling and Career Development</td>
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<td>Student Employment (Main)</td>
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<tr>
<td>Student Support Services</td>
<td>349-7545</td>
</tr>
<tr>
<td>Veterans Assistance Center</td>
<td>349-5251</td>
</tr>
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</table>
Appendix G

Student Acknowledgements

Please complete & return to the program director on the first day of classes
HGTC-Pharmacy Technician Program Standards of Practice

Below are several standards that are essential to meeting the requirements of the Pharmacy Technician Program. Please read carefully. If you do not have any questions, please sign below indicating your understanding of these standards.

**Academic Probation**

1. A student in the Pharmacy Technician Program must maintain at least a 2.0 GPA each semester throughout the program.
2. A student in the Pharmacy Technician Program must achieve a grade of “C” in all class, lab and clinical components of each course in order to continue on to the next semester.
3. Should the student receive less than a “C” or the GPA below 2.0 he/she will be dropped from the program with the possibility of readmission.
4. Any student found cheating on exams will receive a grade of ‘zero’ and may be cause for immediate dismissal from the program. Honesty and integrity are critical in this profession.

**Attendance Requirements**

1. A student is expected to attend all classes for which he/she is registered.
2. If a student missed more than 20% of a classes, lab sessions, or clinical for a semester, he/she will receive a failing grade for the semester and be dropped from the course.
3. Should a student not be able to attend an exam, it is his/her responsibility to notify the Professor within 24 hours of the exam time. It is understood, however, that exams may NOT be made up, but the student reserves the right to substitute his/her cumulative final exam score for the lowest exam grade at the end of the semester, which may include a grade of ‘zero’ for a missed examination.

**Code of Professional Conduct**

A student enrolled in the Pharmacy Technician Program is expected to:

1. Appear and conduct his/herself in a professionally acceptable manner
2. Be cognizant of and adhere to channels of authority
3. Be academically and professionally honest
4. Show respect for and be mutually supportive of fellow students, faculty and staff reguardless of race, religion, sex, nationality, or economic status.
5. Regard as strictly confidential all information concerning each patient.
   
   I agree to all of the above practice standards and will abide by them.

Name: ____________________  Date: ____________________
Telephone Number: ________________
**Release of Information**

I ________________________________, hereby give the pharmacy Technician program faculty permission to release any information regarding my enrollment and training at Horry Georgetown Technical College for the purpose of future employment, certification examination, and follow up graduate employer survey.

____________________________________  
(Print Name) 

________________________  
(Date)

____________________________________  
(Signature)

____________________________________  
(Street Address)

____________________________________  
(City)  (State)  (Zip Code)

I _________________________________ have received a Horry Georgetown Technical College *Student Handbook and College Catalog*, I indicate my understanding and willingness to comply with the information contained in these materials.

____________________________________  
(Print Name) 

________________________  
(Date)

____________________________________  
(Signature)
I __________________________ have received a Horry Georgetown Technical College Pharmacy Technician Student Policies and Procedure manual and a Clinical manual, I indicate my understanding and willingness to comply with the information Contained in these materials.

_________________________  __________
(Print Name)  (Date)

_________________________
(Signature)

I _______________________________, do hereby agree to abide by the policies and procedures of the clinical facilities to which I am assigned. I understand it is my responsibility to be familiar with these policies and procedures.

_________________________  __________
(Print Name)  (Date)

_________________________
(Signature)

I __________________________ have received a Horry Georgetown Technical College Pharmacy Technician Student Policies and Procedure manual and have read the criminal background check and drug testing policy. I indicate my understanding and willingness to comply with the information Contained in these materials. This information was provided to me during the Information session prior to admission to the program and/or at the beginning of the academic year after acceptance to the pharmacy tech. program.

_________________________  __________
(Print Name)  (Date)

_________________________
(Signature)