



Pharmacy Tech.Cert.Review-15705

PHRA-1243

RT 2022 Section 002 2 Credits 01/18/2022 to 05/15/2022 Modified 01/17/2022

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Course Meetings

Meeting Days

REMINDER: Take PRE-HESI Exam Online Prior to Feb 12. (Available from Jan 24-Feb 12, 2022)

Saturday, Feb. 19, 2022

Saturday, March 26, 2022

Saturday, April 09, 2022

Saturday, April 24, 2022

Meeting Times

10:00 AM - 2:00 PM

Meeting Location

(WS) ON-LINE ON A SCHEDULE

Welcome and Instructor Information

Faculty: Ms. Liz Johnson Wilroy

Email: liz.wilroy@hccs.edu

Office: 713-718-7352

What's Exciting About This Course

You will be reviewing the information you learned in the previous semesters while enrolled in the Pharmacy Technician Program lecture and lab courses. This course assists in preparing you to pass the PTCB National Certification Exam, focusing on the four (4) Knowledge Domains and twenty-six (26) Areas. This course provides a pre-HESI exam to see if you are prepared to take the PTCB exam and a post-HESI to see if you have improved after reviewing and what areas still need improvement prior to taking the PTCB exam

My Personal Welcome

Welcome to the Pharmacy Technician Certification Review Course - I am delighted that you are finally really to graduate and obtain a job! This will be your final step in obtaining your Pharmacy Technician Registration, is passing the PTCB Certification Exam and changing your Technician Trainee Registration over to become a Registered Technician. One of our passions is to know as much as we can about various specialized information about drugs and their interactions, side effects, compounding, drug safety, etc. therefore we can hardly wait to pass this information on to you. We will present this information in the most exciting ways we know, so that you can grasp the concepts and apply them now and hopefully throughout your life.

As you read and wrestle with new ideas and facts that may challenge you, we are available to support you. The fastest way to reach us is by our HCC email. The best way to really discuss issues is in person and we are available during the posted office hours or by appointment to tackle your questions or concerns. Our goal is for you to walk out of this course with a better understanding of which areas of Pharmacy you might be weak in so that you can review and bring your score up to passing on the PTCB National Certification Exam. The National Pass rate on the PTCB Certification exam for the past several years has only been around 58%, but our students have had a pass rate of over 98%, so we feel that this course really assists you in becoming aware of your weaknesses and studying to improve them. You WILL HAVE TO STUDY TO PASS THE PTCB EXAM. So please visit us or contact us by email whenever you have a question

Preferred Method of Contact

Email: liz.wilroy@hccs.edu Office Phone: 713-718-7352 Administrative Assistant: 713-718-7356

Office Hours

ON-LINE BY APPOINTMENT

Email: liz.wilroy@hccs.edu to schedule appointment

Course Overview

Course Description

A review of major topics covered on the national Pharmacy Technician Certification Examination (PTCE).

Requisites

PHRA 1243 requires college-level reading and writing skills. Research indicates that you are most likely to succeed if you have already taken and passed ENGL 1301. The minimum requirements for enrollment in PHRA 1243 include placement in college-level reading (or take INRW 0420 or ESOL 0360 as a co-requisite).

You must have been accepted into the Pharmacy Technician Program, taken and successfully passed with a "C" or better HPRS 1201, PHRA 1301, PHRA 1272, PHRA 1305, PHRA 1309, PHRA 1413, PHRA 1304, PHRA 1247, PHRA 1449, and PHRA 1445. Program Director Approval is Required to take this Course. If you have enrolled in this course having satisfied these requirements, you have a higher chance of success.

Pharmacy Technician Program Website

<https://www.hccs.edu/programs/areas-of-study/health-sciences/pharmacy-technician/>

Core Curriculum Objectives (CCOs)

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PHRA 1243 satisfies the health science requirement in the HCCS core curriculum. The HCCS Discipline Committee has specified that the course address the following core objectives:

- **Critical Thinking.** Students will demonstrate the ability to engage in inquiry and analysis, evaluation and synthesis of information, and creative thinking by completing a written assignment such as a report, research paper, or essay, etc.
- **Communication Skills.** Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication by completing a written assignment such as a report, research paper, or essay, presentation, etc.
- **Teamwork. Teamwork.** Students will demonstrate the ability to efficiently consider different points of view and to work effectively

with others to support a shared purpose or goal by being assigned to work in groups to submit reports, presentations, etc.

- **Social Responsibility:** Students will demonstrate cultural self-awareness, intercultural competency, civil knowledge, and the ability to engage effectively in regional, national, and global communities by completing textbook reading assignments, completing case studies, essays, or reports, and answering questions on quizzes/exams that pertain to ASHP Standard #1 below (Personal/Interpersonal Knowledge and Skills).
- **Personal Responsibility:** Students will demonstrate the ability to effectively connect choices, actions and consequences, to ethical decision-making by completing textbook/online reading assignments, case studies, essays, or reports and answering questions on quizzes/exams that pertain to ASHP Standard #1 below (Personal/Interpersonal Knowledge and Skills).

Student Learning Outcomes and Objectives

Can be found at:

<https://www.hccs.edu/programs/areas-of-study/health-sciences/pharmacy-technician/>

Course Student Learning Outcomes (CSLOs)

Upon completion of PHRA 1243, the student will be able to illustrate major principles of the following domain of PTCE:

1. Pharmacology for Technicians
2. Pharmacy Law and Regulations
3. Sterile and Non-sterile Compounding
4. Medication Safety
5. Quality Assurance
6. Medication Order Entry and Fill Process
7. Inventory Management
8. Billing and Reimbursement
9. Information Systems Usage and Application

Learning Objectives

SLO 1: Personal/Interpersonal Knowledge and Skills. (ASHP Standard 1)

1.10 Apply critical thinking skills, creativity, and innovation.

SLO 2: Foundational Professional Knowledge and Skills (ASHP Standard 2)

2.5 Demonstrate basic knowledge of anatomy, physiology, and pharmacology, and medical terminology relevant to the pharmacy technician's role

2.6 Perform mathematical calculations essential to the duties of pharmacy technicians in a variety of settings.

2.7 Explain the pharmacy technician's role in the medication-use process.

2.9 Describe investigational drug process, medications being used in off-label indications, and emerging drug therapies.

SLO 3: Processing and Handling of Medications and Medication Orders. (ASHP Standard 3)

3.10 Describe Food and Drug Administration product tracking, tracing and handling requirements.

3.12 Explain procedures and communication channels to use in the event of a product recall or shortage, a medication error, or identification or another problem.

3.15 Describe basic concepts related to preparation for sterile and non-sterile compounding.

3.18 Explain accepted procedures in purchasing pharmaceuticals, devices, and supplies.

3.19 Explain accepted procedures in inventory control of medications, equipment, and devices.

3.20 Explain accepted procedures utilized in identifying and disposing of expired medications.

3.21 Explain accepted procedures in delivery and documentation of immunizations.

SLO 4: Patient Care, Quality and Safety Knowledge and Skills. (ASHP Standard 4)

4.3 Explain how pharmacy technicians assist pharmacists in responding to emergent patient situations, safely and legally.

4.4 Explain basic safety and emergency preparedness procedures applicable to pharmacy services.

4.6 Explain point of care testing.

4.7 Explain pharmacist and pharmacy technician roles in medication management services.

SLO 5: Regulatory and Compliance Knowledge and Skills. (ASHP Standard 5)

5.1 Describe and apply state and federal laws pertaining to processing, handling and dispensing of medications including controlled substances..

5.2 Describe state and federal laws and regulations pertaining to pharmacy technicians.

5.4 Describe the process and responsibilities required to obtain and maintain registration and/or licensure to work as a pharmacy technician.

5.6 Describe Occupational Safety and Health Administration (OSHA), National Institute of Occupational Safety and Health (NIOSH), and United States Pharmacopeia (USP) requirements for prevention and treatment of exposure to hazardous substances (e.g., risk assessment, personal protective equipment, eyewash, spill kit).

5.7 Describe OSHA requirements for prevention and response to blood-borne pathogen exposure (e.g., accidental needle stick, post-exposure prophylaxis).

Instructional Materials and Resources

Instructional Materials

The [HCC Online Bookstore \(https://hccs.bncollege.com/shop/hccs-central/page/find-textbooks\)](https://hccs.bncollege.com/shop/hccs-central/page/find-textbooks) provides searchable information on textbooks for all courses. Check with your instructor before purchasing textbooks because the book might be included in your course fees.

The textbook listed below is *required* for this course.

"Mosby's Pharmacy Technician Certification Exam Review" (4th edition) by James J. Mizner (Elsevier). ISBN: 978-0-323-49724-4

Textbook Information

The book is included in a package that contains the text as well as an access code and are found at the Online [HCC Bookstore](#). You may either use a hard copy of the book, or rent the e-book from EVOLVE.ELSEVIER.COM Order your book here: [HCC Bookstore](#)

Other Instructional Resources

The book will request an Instructor ID once you have created an account.

The instructor ID for this course is:

159893_lwilroy_1004

Once you have entered this you will have access to the chapter tests and resources.

You will be taking practice Chapter tests on Elsevier (Evolve) prior to online class meetings. Please see Course Schedule. You are expected to obtain 90% average to pass each Chapter. During the Saturday online meetings, we will be discussing any Chapter questions that you are having difficulty with and specialty areas to prepare you for the PTCB exam. (Therefore you must be

prepared with your Chapter questions prior to the course meetings.)

You are allowed unlimited attempts to take the Chapter tests with graded responses after each test to let you know what you need to go back and review in each chapter. The computer will generate a different test each time you retake the test and the highest grade will be saved so you can see if you have improved. In order to pass the PTCB exam a minimum of 85-90% is required for each Chapter.

Other Instructional Materials Needed

1. Basic NON-Programmable Calculator- NO cell phones, PDAs, etc.
2. Paper, writing utensils, and other misc. supplies need for online lecture .
3. Computer with wifi access, and Active HCC email address

✓ Course Requirements

Assignments, Exams, and Activities

Type	Weight	Topic	Notes
Pre-HESI Assessment	0%	SKILL REVIEW	Taken online available from Jan 24 thru Feb. 12, 2022. (Take PRIOR to Feb 13, 2022) to determine what areas, you need to review and study to prepare for the PTCB exam. This exam is open Jan 24- Feb 12, 2022 online. 1 attempt in 90 minutes.
Assessments (Exams)	90%		<p>This course will have 2 HESI exams with multiple choice, true/false, matching and essay questions. The Pre-HESI exam & Post-HESI exam have 90 questions with 90 minutes to complete the online computerized tests. The HESI exams will give you an estimate of how you might perform on the actual PTCE national certification Exam.</p> <p>The Post-HESI exam will be used to determine 90% of your course grade. Due by April 24, 2022.</p> <p>There are No make-up exams for the HESI.</p> <p>Online Assessments (Exams)</p> <p>The Pre-HESI and Post-HESI assessments(Exams) are computer based and will be performed online at home on your computer or in the computer lab areas at the Coleman Tower (should the Tower be opened). These assessments will be taken on the Eagle Online (Canvas) system and students will need their unique HCC login I.D. and password to log onto the Eagle Online (Canvas) system to take the assessment. Students are required to keep their password up to date and make sure it is not expired prior to the date of any assessment. Any student, who does not have their I.D. and password up to date and working and is unable to log-on to Eagle Online (Canvas) at the time an assessment is given, will not be allowed to take the assessment and will receive a grade "0" and not allowed to make up the assessment. If you do not know your password or it is not working please call HCC IT at (713)718-8800 to get your password reset prior to the day of the exam. (Please note: it takes 15 minutes for the password to become active once it is reset.) The student will also be required to have created an active account with Evolve.Elsevier.com in order to sign in and take the exam.</p>
In-Class Activities- Chapter Tests	10%	SKILLS PRACTICE	<p>Take On-line Chapter tests prior to each online class with goal of obtaining 90% or higher on each Chapter. See Course Schedule to determine which Chapters are due each Class session.</p> <p>Credit given for 85-90% score on Chapter tests.</p>
Final Exam- Post HESI	See Above	90% of Course Grade based on Post HESI Exam Score	<p>A= 90%-100%</p> <p>B=89-80%</p> <p>C=79-70%</p> <p>D=69-below</p>
Extra Credit			Describe the assignment here.

Grading Formula

Grade	Range	Notes
A	100 - 90%	
B	89 - 80%	
C	79 - 70%	
D	69 - 50	
F	Below 50%	Not taking Post-HESI and/or Pre-HESI exam

* Instructor's Practices and Procedures

Incomplete Policy

Incomplete Policy

Incompletes Must be completed within the time stipulated by the Program Director when the Incomplete was received. Please NOTE: ALL Incompletes will roll-over to a grade of "F" if not completed after 1 full term from the time the incomplete was recorded.

Repeating or Withdrawing from a Pharmacy Technician Course

A student who fails or withdraws from a pharmacy technician course must meet with the program director before they will be given permission to repeat the failed/withdrawn course or enroll in any other pharmacy technician course. This meeting is mandatory and the program director, along with program faculty and the student, will develop an appropriate intervention plan which will include limited course loads and course sequencing for the students' remaining pharmacy technician curriculum. If a student fails a course, the student will only be allowed to re-take the failed course the following semester and will not be given permission to take any other pharmacy courses at the same time.

Clinic (Experiential)

Students participate and attend clinical rotations for hospital, homecare, and retail pharmacy settings during their third and last semester.

Any student who is removed from any clinical affiliate by the site due to disciplinary action will be required to repeat that rotation beginning from day 1 including ALL clinic hours regardless of hours completed at previous clinical site. Clinical hours range from 128-160 hours depending on pharmacy setting. Placement of student in a new site will be pending availability of the clinical pharmacy setting in question.

COVID STATEMENT

To provide students with the most robust clinical education experience to ensure that students progress and graduate as scheduled, it is highly recommended that applicants weigh all of their options before agreeing to a conditional acceptance into their desired health science program. In order to facilitate their decision-making, students should understand all of the requirements of their program, including clinical education.

To be placed in a clinical education experience, students must comply with the guidelines and requirements of HCC Clinical sites, including health and wellness directives. Most clinical sites require background checks, health testing, drug screens and immunizations, including proof of COVID-19 vaccination.

Students are required to provide to HCC proof that students meet all clinical requirements, with the exception of the COVID-19 vaccination status. Consistent with state law, HCC does not mandate the COVID-19 vaccination. Students have the choice to voluntarily disclose or not disclose their COVID-19 vaccination status through their HCC Castlebranch account.

However, most healthcare facilities do require the vaccine as a condition of employment, volunteering, or student clinical placement. If a student chooses not to disclose their COVID-19 vaccination status or is not vaccinated, HCC may not be able to place the student in clinical rotations. HCC will work to place such students into a clinical site that does not require the vaccine, provided such a site is available and HCC has an active affiliation agreement in place that meets the necessary conditions to

provide an appropriate learning opportunity for the student. However, HCC cannot guarantee that clinical sites that do not require the COVID vaccine will be available at the time the student requires placement. At this time, many healthcare facilities are not accepting religious or medical exemptions for the COVID-19 vaccine for clinical students.

If a student chooses not to receive or to provide proof of COVID-19 vaccination or no clinical sites are available to accept the student that do not require the COVID-19 vaccination, the student's progression in the program and graduation will be delayed or stopped all together. If a student cannot be timely placed in a qualifying clinical site, a student may not be able to complete the program. Our affiliate partners' expectations are the same for our students as they would be when our students ultimately become employees in their chosen field.

Students with questions about clinical requirements and placement may contact the program director of their program of interest.

Missed Assignments/Make-Up Policy

Late assignments will NOT be accepted and there are NO Make-ups allowed.

(since you are given several weeks to complete each Assignment)

All online lab/lecture assignments will be due as assigned in the computer; any student who is unable to submit the assignment/homework by the due period will NOT receive credit for that assignment/homework and obtain a score of "0" for that assignment/homework. "No late assignments/homework will be accepted." Some assignments/homework will be graded in online lecture class; while other assignments/homework keys may be posted online after they are submitted for you to grade yourself. For assignments/homework where the key is posted online the student will receive credit for submitting the homework, but must check their homework for accuracy with the online key to prepare for future exams, quizzes, etc.

Online assignments, assessments, etc. can only be completed during the period in which they are open for viewing. Therefore students MUST keep up to date with the online assignment schedule and complete the assignments during the period in which they are open and prior to the time they close; otherwise the student will be unable to access the assignment and will receive a grade of "0" for that individual assignment.

Late assignments will NOT be accepted and there are NO Make-ups allowed.

Academic Integrity

The HCCS Student Handbook states: "scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion." Possible punishment may include a grade of 0 to F for the assignment, failure in the course, and/or recommendation for probation or dismissal from the college system.

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students complete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling scholastic dishonesty. "Scholastic dishonesty": includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on test includes:

1. Copying from another student's test paper;
2. Using materials not authorized by the person giving the test;
3. Collaborating with another student during a test without authorization;
4. Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
5. Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion means the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook)

The HCCS Student Handbook states: "...mature, responsible adults...Students will not interfere with or disrupt the orderly educational process of the college system." Everyone is expected to display both courtesy and cooperation in the classroom. A student who either cannot or will not comply may not continue in the course.

As your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Your instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your instructor achieve this critical goal.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>
(<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>)

Attendance Procedures

STUDENT ATTENDANCE

Students will be expected to attend all online class lectures, participate in online tests, etc. Any student who is absent for more than 2 class online class lecture periods will be subject to administrative withdrawal from the course, without notification. Further, any student more than 15 minutes late for online class/lecture will be counted as absent. Leaving online class/lecture 15 minutes or more before the scheduled ending time will also count towards total hours absent (2 early departures = 1 absence).

Poor attendance records tend to correlate with poor grades. If you miss any online class/lecture, including the first week, you are responsible for obtaining and submitting all material missed. It is a good idea to find a friend or a buddy in online class/lecture who would be willing to share class notes or discussion.

Dropped due to Non-Payment

Any student who is dropped from any Pharmacy Technician course during the semester will be removed from class and will NOT be allowed to continue until the student has been re-instated. Currently, HCC policy does not allow a student to be re-instated into a class after they have been dropped for non-payment. In these instances, the student will not be able to continue in their class until the Pharmacy Technician course is offered again. It is the student's responsibility to ensure that they maintain current course registration at all times.

Withdrawal Deadline

If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Before you withdraw from your course; please take the time to meet with the instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important. Beginning in the fall 2017, the Texas Legislature passed a law limiting first time entering freshmen to no more than SIX total course withdrawals throughout their education career in obtaining a certificate and /or degree.

If you do not withdraw before the deadline, you will receive the grade that you have on the last day of the semester as your final course grade.

The withdrawal deadline for Spring 2022 semester is April 04, 2022. Please see academic calendar on www.hccs.edu for more detailed information.

Student Conduct

Disruptive Student(s) Policy:

Pharmacy Technician students who demonstrate disruptive and at-risk behaviors in the PHRA-1243 classroom & lab, aids others

in compromising the learning environment, and are unable to provide safe and quality education to other students shall be subject to disciplinary action by the course instructor.

Disruptive behaviors include but are not limited to:

1. Persistent speaking in online classroom/lecture without permission
 2. Engaging in activities not related to the class subject
 3. Inappropriate use of electronic devices such as cell phones, tablets, laptops, cameras, camcorders, etc.
 4. Sleeping in online classroom/lecture
 5. Frequently entering online classroom/lecture late or leaving early
 6. Disrupting the online classroom/lecture without permission
 7. Disputing authority and arguing with faculty and other students in online class
 8. Threats of any kind
 9. Harassment of any kind
- Physical altercations
 - Destruction of HCC property
 - Any type of behavior that puts the safety of the instructor or students in the online classroom/lecture in jeopardy

Disciplinary Procedures:

When disruptive behavior occurs in the online classroom lecture,

1. The instructor will warn the student verbally, explaining to the student(s) that his/her behavior or action is disruptive and that it must cease immediately or the student(s) will face removal from the online classroom or lecture.
2. If the student(s) fails to comply with the instructor's verbal warning, the student(s) will be asked to leave the online classroom or lecture immediately. Thereafter, the student(s) will be given a written warning explaining the behavior or action that lead to him/her being asked to leave the online classroom/lecture. If the student(s) refuses to leave as instructed, the instructor will summon the TMC police or the college police to remove the student(s).

If the disruptive behavior or action persists or escalates even after the written warning, the student(s) will be dismissed from the course immediately and he/she will be referred to program director for further disciplinary action. TMC police or the college police may be called to escort the student(s) off the premises.

Instructor's Course-Specific Information

STUDENT SUCCESS

Expect to spend as many hours as necessary per week on-line preparing and studying the course content. Additional time will be required for studying and taking chapter tests. The Pre-HESI test will help you use your textbook provided to study wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending 4 online lecture sessions in person
- Completing all assignments/tests, etc.
- Participating in online-class activities, discussions

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide. Taking and re-taking chapter tests.

INSTRUCTOR/STUDENT RESPONSIBILITIES

As your Instructor, it is our responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Attend class online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Attain a raw score of at least 90% on the departmental final exam
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](#)

Recording Devices, Etc.

Use of Camera and/or Recording Devices

As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your online classroom. To show respect of your fellow students and instructor, you will turn off your phone and other electronic devices, and will not use these devices in the online classroom unless you receive permission from the instructor. (These devices may cause loud and disturbing sounds during online class, please mute your speaker unless you are speaking) Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations

Social Media and Social Networking

The HCC and the pharmacy technician program strive to protect the privacy of patients, students and college personnel. Before making any type of social media post regarding HCC, the pharmacy technician program and its faculty, staff &/or students, be sure you are aware and understand HCC policy regarding discrimination and harassment.

Students in health care programs must adhere to federal laws regarding HIPPA protected information and college policies regarding protection of privacy of the student's patients. Students may not post any photos, videos, patient information, or any other data regarding patients or clinic affiliations on any type of Social Media or Social Networking site, including but not limited to Facebook, Instagram, Snap Chat, Twitter, or YouTube.

In an effort to protect this privacy, the pharmacy technician program prohibits the use of social media/networking at any time during their classroom and lab. Additionally, students are prohibited from making social media posts regarding any specific pharmacy technician program individuals including fellow HCC students, HCC faculty and staff, clinic supervisors, clinic co-workers, clinic employees or clinic patients. Pharmacy technician students are PROHIBITED from taking and posting photographs/videos that include any HCC Coleman College Pharmacy Technician faculty, staff or student.

Electronic Devices

As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. To show respect of your fellow students and instructor, you will turn off our cell phone and other electronic devices, and will NOT use these devices in the classroom unless you receive permission form the instructor in advance.

Use of recording devices, including camera phones, tape recorders, etc. is prohibited in the classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office of Student with disAbilities for information regarding

reasonable accommodations.

Faculty Statement about Student Success

Clinical Site Placement and COVID-19

HCC's students are expected to comply with the reasonable directives of the clinical site placement, including health and wellness directives. Some

clinical sites require health testing, such as testing for COVID-19 infection, or additional vaccinations, such as flu shots or COVID-19 vaccinations.

Students may volunteer information related to their testing or vaccination status through their Castlebranch account or may choose not to disclose.

If a student chooses not to disclose, a student will be placed at a clinical site without the requirement, as long as those sites remain available.

Health Science Program Requirements

Texas HB 1508 requires the following information be given to students. If you are applying for admission to a program that prepares an individual

for an initial occupational license or certification and/or if you later decide to change to a program that prepares you for an initial occupational

license or certification, in accordance with state law, please be advised of the following:

An individual who has been charged or convicted of an offense or who is on probation may not be eligible for issuance of an occupational license or

certification upon completion of the educational

It is the responsibility of the individual to immediately report to the program any change in status that would affect that individual's eligibility to

apply for a license or certification.

Local, state or national licensing and certification authorities may issue additional guidelines related to criminal history.

Applicants should contact

their respective licensing or certification authority for more

Most health care programs require all students, admitted to the program, to submit to a national background check which may include

fingerprinting. Applicants are encouraged to review all applicable eligibility requirements related to the respective occupational license or

certification. Questions related to eligibility requirements should be directed to the individual program and applicable licensing or certification

authority.

Faculty-Specific Information Regarding Canvas

This course section will use Canvas (<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)) to supplement in-class assignments, exams, and activities.

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

Instructional Modalities

Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

Social Justice Statement

Houston Community College is committed to furthering the cause of social justice in our community and beyond. HCC does not discriminate on the basis of race, color, religion, sex, gender identity and expression, national origin, age, disability, sexual orientation, or veteran status. I fully support that commitment and, as such, will work to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. In this course, we share in the creation and maintenance of a positive and safe learning environment. Part of this process includes acknowledging and embracing the differences among us in order to establish and reinforce that each one of us matters. I appreciate your suggestions about how to best maintain this environment of respect. If you experience any type of discrimination, please contact me and/or the Office of Institutional Equity at 713-718-8271.

HCC Policies and Information

HCC Grading System

HCC uses the following standard grading system:

Grade	Grade Interpretation	Grade Points
A	Excellent (90-100)	4
B	Good (80-89)	3
C	Fair (70-79)	2
D	Passing (60-69), except in developmental courses.	1
F	Failing (59 and below)	0
FX	Failing due to non-attendance	0
W	Withdrawn	0
I	Incomplete	0
AUD	Audit	0
IP	In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit.	0
COM	Completed. Given in non-credit and continuing education courses.	0

Link to Policies in Catalog and Student Handbook

Here's the link to the HCC Catalog and Student Handbook: <https://catalog.hccs.edu/> (<https://catalog.hccs.edu/>)

In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

Link to HCC Academic Integrity Statement

<https://www.hccs.edu/student-conduct> (<https://www.hccs.edu/student-conduct>) (scroll down to subsections)

Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<https://www.hccs.edu/campuscarry> (<https://www.hccs.edu/campuscarry>)

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go to [HCC Eagle ID \(https://www.hccs.edu/email\)](https://www.hccs.edu/email) and activate it now. You may also use Canvas Inbox to communicate.

Office of Institutional Equity

Use the following link to access the HCC Office of Institutional Equity, Inclusion, and Engagement: <https://www.hccs.edu/eoo> (<https://www.hccs.edu/eoo>)

Ability Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <https://www.hccs.edu/accessibility> (<https://www.hccs.edu/accessibility>)

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-

based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu (<mailto:Institutional.Equity@hccs.edu>)

<https://www.hccs.edu/titleix> (<https://www.hccs.edu/titleix>)

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/> (<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>)

Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

Canvas Learning Management System

Canvas is HCC's Learning Management System (LMS), and can be accessed at the following URL:

<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

HCC Online Information and Policies

Here is the link to information about HCC Online classes, which includes access to the required Online Information Class Preview for all fully online classes: <https://www.hccs.edu/online/> (<https://www.hccs.edu/online/>)

Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/> (<https://eagleonline.hccs.edu/>)

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students during office hours, and before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](https://www.hccs.edu/studenthandbook) (<https://www.hccs.edu/studenthandbook>)

Sensitive or Mature Course Content

In this college-level course, we may occasionally discuss sensitive or mature content. All members of the classroom environment, from your instructor to your fellow students, are expected to handle potentially controversial subjects with respect and consideration for one another's varied experiences and values.

EGLS3

The EGLS³ ([Evaluation for Greater Learning Student Survey System](https://www.hccs.edu/egls3) (<https://www.hccs.edu/egls3>)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<https://www.hccs.edu/egls3> (<https://www.hccs.edu/egls3>)

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

Student Resources

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](https://www.hccs.edu/tutoring) (<https://www.hccs.edu/tutoring>) website for services provided.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and

collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <https://library.hccs.edu> (<https://library.hccs.edu>).

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <https://www.hccs.edu/supplemental-instruction> (<https://www.hccs.edu/supplemental-instruction>)

Resources for Students:

<https://www.hccs.edu/covid19students> (<https://www.hccs.edu/covid19students>)

Basic Needs Resources:

<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/> (<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/>)

Student Basic Needs Application:

<https://www.hccs.edu/basicneeds> (<https://www.hccs.edu/basicneeds>)

COVID-19

Here's the link to the HCC information about COVID-19:

<https://www.hccs.edu/covid-19> (<https://www.hccs.edu/covid-19>)

Instructional Modalities

In-Person (P)

Safe, face-to-face course with scheduled dates and times

Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

Online Anytime (WW)

Traditional online course without scheduled meetings

Hybrid (H)

Course that meets safely 50% face-to-face and 50% virtually

Hybrid Lab (HL)

Lab class that meets safely 50% face-to-face and 50% virtually

Copyright Statement

In order to uphold the integrity of the academic environment and protect and foster a cohesive learning environment for all, HCC prohibits unauthorized use of course materials. Materials shared in this course are based on my professional knowledge and experience and are presented in an educational context for the students in the course. Authorized use of course materials is limited to personal study or educational uses. Material should not be shared, distributed, or sold outside the course without permission. Students are also explicitly forbidden in all circumstances from plagiarizing or appropriating course materials. This includes but is not limited to publically posting quizzes, essays, or other materials. This prohibition extends not only during this course, but after. Sharing of the materials in any context will be a violation of the HCC Student Code of Conduct and may subject the student to discipline, as well as any applicable civil or criminal liability. Consequences for unauthorized sharing, plagiarizing,

or other methods of academic dishonesty may range from a 0 on the specified assignment and/or up to expulsion from Houston Community College. Questions about this policy may be directed to me or to the Manager of Student Conduct and Academic Integrity.

Course Calendar

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Additional Information

Grading

The Pharmacy Technician program will follow the HCC grading scale, but a grade of “D” is **NOT** considered a passing grade for any of the Pharmacy Technician program courses and prerequisites. A grade of “C” or above is required for passing **ALL** PHRA courses and prerequisite courses.

Departmental/Program Information

The Pharmacy Technician Certificate Program is designed to prepare students for employment in most pharmacy settings, ranging from community and hospital pharmacy to home health pharmacy.

AWARD TYPES: Certificate Level 2 and Associate of Applied Science

AREA OF STUDY: Health Sciences

As a student and graduate of the HCC Coleman College Pharmacy Technician certificate training program, accreditation by the American Society of Health-System Pharmacists (ASHP) and the Accreditation Council for Pharmacy Education (ACPE) is important for several reasons. Accreditation ensures that you are receiving the training and skills that reflect the national standard. Employers recognize that the education you received meets ASHP/ACPE standards which translate into a well-trained and highly skilled pharmacy technician. Also, as a graduate from an ASHP/ACPE accredited program, you will meet the Texas State Board of Pharmacy (TSBP) requirements for IV certification.

Clinical Site Placement and COVID-19

HCC’s students are expected to comply with the reasonable directives of the clinical site placement, including health and wellness directives. *Some clinical sites require health testing, such as testing for COVID-19 infection, or additional vaccinations, such as flu shots or COVID-19 vaccinations.* Students may volunteer information related to their testing or vaccination status through their Castlebranch account or may choose not to disclose. If a student chooses not to disclose, a student will be placed at a clinical site without the requirement, as long as those sites remain available.

Health Science Program Requirements

Texas HB 1508 requires the following information be given to students. If you are applying for admission to a program that prepares an individual for an initial occupational license or certification and/or if you later decide to change to a program that prepares you for an initial occupational license or certification, in accordance with state law, please be advised of the following:

1. An individual who has been charged or convicted of an offense or who is on probation may not be eligible for issuance of an occupational license or certification upon completion of the educational
2. It is the responsibility of the individual to immediately report to the program any change in status that would affect that individual’s eligibility to apply for a license or certification.
3. Local, state or national licensing and certification authorities may issue additional guidelines related to criminal history. Applicants should contact their respective licensing or certification authority for more

Most health care programs require all students, admitted to the program, to submit to a national background check which may

include fingerprinting. Applicants are encouraged to review all applicable eligibility requirements related to the respective occupational license or certification. Questions related to eligibility requirements should be directed to the individual program and applicable licensing or certification authority.

Departmental Practices and Procedures

Time Limit Policy

Any student who is enrolled in the Pharmacy Technician Program must complete the entire program within two (2) consecutive years from the semester of first admission. If a student who does not complete the entire program within the 2-year time limit and wishes to continue will have to apply for re-admission. Re-admission may be considered depending upon state and federal Pharmacy, Hospital and Safety regulations. A special admissions committee and the program director will determine re-admission into the program.

Should the student be allowed re-admission, the student will be required to repeat all previous courses and begin the entire program all over. No previous course credit will be transferred in once the student has been dismissed or has not completed the program in the required time limit. Should the program course content or pre-requisites change during a student's period of absence or dismissal from the program, the student will be required to meet/complete the new curriculum and pre-requisites prior to acceptance for re-admission.

Repeating or Withdrawing from a Pharmacy Technician Course

A student who fails or withdraws from a pharmacy technician course must meet with the program director before they will be given permission to repeat the failed/withdrawn course or enroll in any other pharmacy technician course. This meeting is mandatory and the program director, along with program faculty and the student, will develop an appropriate intervention plan which will include limited course loads and course sequencing for the students' remaining pharmacy technician curriculum. If a student fails a course, the student will only be allowed to re-take the failed course the following semester and will not be given permission to take any other pharmacy courses at the same time.

Clinic (Experiential)

Students participate and attend clinical rotations for hospital, homecare, and retail pharmacy settings during their third and last semester.

Any student who is removed from any clinical affiliate by the site due to disciplinary action will be required to repeat that rotation beginning from day 1 including ALL clinic hours regardless of hours completed at previous clinical site. Clinical hours range from 128-160 hours depending on pharmacy setting. Placement of student in a new site will be pending availability of the clinical pharmacy setting in question.

Process for Expressing Concerns about the Course

If you have concerns about any aspect of this course, please reach out to your instructor for assistance first. If your instructor is not able to assist you, then you may wish to contact the Department Chair.

Janet Peña, M.Ed., CPhT, PhTR, Program Director

Pharmacy Technician Program, HCC Coleman College for Health Sciences

1900 Pressler Street, Suite 359 | Houston, TX 77030 | O: 713.718.7665

janet.pena@hccs.edu

(All in-person appointments are to be scheduled via e-mail)