![HCC logo]

Instructional Services · Health Sciences · Pharmacy Technician

Prof Practices for Pharm Techs-15332

PHRA-1272

RT 2022   Section 002   2 Credits   08/23/2021 to 12/12/2021   Modified 08/20/2021

🕐 Course Meetings

Course Modality

The course modality of this class is **online Anytime**. This means this is a flexible, yet, traditional online course without scheduled lectures. You have the flexibility to complete coursework online at the times that work best for you, as long as you submit your assigned work by the due dates on the syllabus.

👤 Welcome and Instructor Information

Email: marlen.jimenez@hccs.edu

Office: Coleman College Rm. 351

Phone: (713) 718-2045

Instructor: Ms. Marlen Jimenez

Email: marlen.jimenez@hccs.edu
Office: Coleman College Rm. 351
Phone: (713) 718-2045

What's Exciting About This Course

This course is designed to help you learn about yourself and how to get a job once you graduate. It is not just sufficient enough to have the just skills, training and knowledge in the field of Pharmacy to obtain a job, because you are competing with several other peers and your classmates. You must be able to make it through the job interview process to obtain the best jobs with the top salaries. If you are not able to submit a job application online, or your resume doesn't have the correct information; then you may never make it to be interviewed for a job as a Pharmacy Technician. There are soft skills and hard skills, personality traits, diversity, communication; ethics and so many other aspects that must be considered when applying for a job in the Pharmacy work force area. Your employers will evaluate all these areas when interviewing candidates for employment…it is our goal to prepare you in all these areas upon completion of this course.

My Personal Welcome

Welcome to Professional Practices for Pharmacy Technicians—I'm delighted to have you in this course! The time to start building your professional portfolio is NOW!! With the job market becoming more competitive it's hard to keep up with what's new in the professional world and what you need to do to better your odds of getting your dream position. Don't worry, I'm here to help. My goal is for you to walk away from this course with a better understanding of professionalism and the pharmacy industry, and to be the best equipped pharmacy technician so you can get the job you want! As you read and wrestle with new ideas and facts that may challenge you, I am available to support you, so don't hesitate to reach out.

Preferred Method of Contact

Email: *marlen.jimenez@hccs.edu* or the email in Canvas

Additional contact information: office phone 713-718-2045

Administrative Assistant phone: 713 – 718 – 7356

I will respond to emails within 24 hours Monday through Friday; I will reply to emails received after 4:00 PM on Friday and weekend messages on Monday.

Office Hours

By appointment only
via WebEx

🖥️ Course Overview

Course Description

PHRA 1272 is the development of the necessary interpersonal and professional skills and the abilities needed to become a successful entry-level pharmacy technician.

Requisites

PHRA 1272 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 1272 include placement in college-level reading (or take INRW 0420 or ESOL 0360 as a co-requisite), and successfully taken and passed with a "C" or better Math 0332P or higher.

You must have been accepted into the Pharmacy Technician Program, taken and successfully passed with a "C" or better HPRS 1201, PHRA 1301. 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)

PHRA 1272 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,
- *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,
- *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,
- *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

Program Student Learning Outcomes (PSLOs)

Can be found at:

CSLO 1: Demonstrate ethical conduct in pharmacy job-related activitiews..

CSLO 2: Present an image appropriate for the profession of pharmacy job-related activities.

CSLO 3: Demonstrate ethical conduct in pharmacy job-related activities.

CSLO 4: Demonstrate a respectful attitude when interacting with diverse patient populations.

CSLO 5: Develop a working resume which effectively communicates the student"s professional and personal strengths and abilities for the purpose of obtaining an entry-level pharmacy technician position.

CLSO 6: Apply self-management skills, including time management, stress management, and adapting to change.

Learning Objectives

Upon completion of PHRA 1272, the student will be able to:

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

1.1 Demonstrate ethical

1.2 Present an image appropriate for the profession of pharmacy in appearance and

1.3 Demonstrate active and engaged listening

1.4 Communicate clearly and effectively, both verbally and in

1.5 Demonstrate a respectful and professional attitude when interacting with diverse patient populations, colleagues, and

1.6 Apply self-management skills, including time, stress, and change

1.7 Apply interpersonal skills, including negotiation skills, conflict resolution, customer service, and teamwork.

1.9 Demonstrate capability to manage or supervise technicians in matters such as conflict resolution, teamwork, and customer service.

1.11 Apply supervisory skills related to human resource policies and procedures.

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

2.2 Demonstrate ability to maintain confidentiality of patient information, and understand applicable state and federal laws.

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

5.10 Describe major trends, issues, goals, and initiatives taking place in the pharmacy profession.

📙 Instructional Materials and Resources

Instructional Materials

The HCC Online Bookstore (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.

Job Readiness for Health Professionals

Publisher: Elsevier Inc.
Edition: Third Edition
ISBN: 9780323635998

✔ Course Requirements

Assignments, Exams, and Activities

Assignments/Discussions

Students will be expected to complete either an assignment or discussion for each module. For the online discussions, each student is expected to make an initial post and a respond to two classmates by the due date. Assignments and discussions account for 30% of the final course grade.

All responses to discussion postings must promote respect and civility. At no time is a student allowed to be disrespectful, derogatory, rude, unkind, or unprofessional in any of their postings. Although you instructor asks you to respond "positively" to your classmates, you can disagree while maintaining a professional level of respect in all postings.

Assessments

Students are required to complete assessments in the form of a quiz on the material covered each week AND a Final Project Mid-Point Check (see course calendar). All assessments are worth 35% of the final course grade.

Final Project

All students will be required to complete a resume and undergo a mock interview as part of the Final Project. Details of the project and rubric will be provided to the student.

The Final Project accounts for 35% of the course final grade.

Type	Weight	Topic	Notes
Discussions & Assignments	30		Includes discussions and assignments.
Assessments	35		Includes quizzes and Final Project Mid-Point Check
Final Project	35		Includes a completed resume and a mock interview.

Grading Formula

Grade	Range	Notes
A	90 - 100	
B	80 - 89	
C	70 - 79	
D	60 - 69	
F	< 60	

✳ Instructor's Practices and Procedures

Withdrawal Deadline

The last day to withdraw is October 29, 2021.

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 fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than **SIX** total course withdrawals **throughout** their educational 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.

Incomplete Policy

In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

Missed Assignments/Make-Up Policy

All assignments must be completed by the posted deadline. There will be no make-up assignments, quizzes, or exams. Late submissions will not be accepted. Assignments in Canvas are due before the assignment closes. The instructor will not reopen any assignments once the assignment has closed.

Academic Integrity

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

The course modality of this class is online anytime (WW). Attendance will be taken through CONSISTENT completion of online assignments. Poor attendance records tend to correlate with poor grades. If you are not consistently logging into Canvas to keep up with your assignments, you're risking failing the course.

Student Conduct

Students are expected to conducted themselves accordingly, as outlined in the HCC and Pharmacy Technician Program Student Handbook. A courteous and professional manner is expected in all interactions with other students in the class as well as with your professor.

Instructor's Course-Specific Information

Grades will be updated in Canvas regularly. It is the student's responsibility to keep up with their progress in the course. Early alerts will be submitted regularly throughout the semester. If you would like to discuss your grade or progress, please feel free to email, call, or visit your professor during office hours.

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 silence your phone and other electronic devices, and will not use these devices in the classroom unless you receive permission from the instructor.

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.

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.

🏛 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 Student Handbook

Here's the link to the HCC Student Handbook https://www.hccs.edu/resources-for/current-students/student-handbook/ (https://www.hccs.edu/resources-for/current-students/student-handbook/) 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/resources-for/faculty/student-conduct-resources-for-faculty/ (https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/)

Campus Carry Link

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

https://www.hccs.edu/departments/police/campus-carry/ (https://www.hccs.edu/departments/police/campus-carry/)

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/resources-for/current-students/student-e-maileagle-id/) and activate it now. You may also use Canvas Inbox to communicate.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (https://www.hccs.edu/departments/institutional-equity/ (https://www.hccs.edu/departments/institutional-equity/))

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/support-services/ability-services/ (https://www.hccs.edu/support-services/ability-services/)

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)

http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/ (http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/)

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/login/ldap (https://eagleonline.hccs.edu/login/ldap)

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/resources-for/current-students/student-handbook/)](https://www.hccs.edu/resources-for/current-students/student-handbook/)

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 EGLS^3 ([Evaluation for Greater Learning Student Survey System (https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)](https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)) 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. EGLS^3 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/resources-for/current-students/egls3-evaluate-your-professors/ (https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)](https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)

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/resources-for/current-students/tutoring/)](https://www.hccs.edu/resources-for/current-students/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/)](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/resources-for/current-students/supplemental-instruction/ (https://www.hccs.edu/resources-for/current-students/supplemental-instruction/)](https://www.hccs.edu/resources-for/current-students/supplemental-instruction/).

Resources for Students:

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://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH (https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH)

COVID-19

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

https://www.hccs.edu/resources-for/current-students/communicable-diseases/ (https://www.hccs.edu/resources-for/current-students/communicable-diseases/)

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

📅 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.

Week #	Dates	Topic	Assigned Work	Due Date
1	8/23 - 8/29	Professionalism and Ethics	• Introduction • Syllabus Quiz • Assignment • Quiz	8/30
2	8/30 - 9/5	Communication Skills: reading, writing, & listening	• Assignment • Quiz	9/6
3	9/6 - 9/12	Resume	• Assignment • Quiz	9/13

4	9/13 - 9/19	Interviewing	• Assignment • Quiz	9/20
5	9/20 - 9/26	Diversity	• Assignment • Quiz	9/27
6	9/27 - 10/3	Customer Service	• Assignment • Quiz	10/4
7	10/4 - 10/10	Conflict Resolution	• Assignment • Quiz	10/11
8	10/11 - 10/17	Negotiation	• Assignment • Quiz	10/18
9	10/18 - 10/24	Final Project Mid-Point Assessment		10/25
10	10/25 - 10/31	Time & Stress Management	• Assignment • Quiz	11/1
11	11/1 - 11/7	Change Management	• Assignment • Quiz	11/8
12	11/8 - 11/14	Teamwork	• Assignment • Quiz	11/15
13	11/15 - 11/21	Supervisory Skills	• Assignment • Quiz	11/22
14	11/22 - 11/28	Confidentiality	• Assignment • Quiz	11/29
15	11/29 - 12/5	Pharmacy Industry Trends	• Assignment • Quiz	12/6
16	12/6 - 12/12	Final Project Due		12/10

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 (ACPTE) 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)