

# Pharmacy Technician Program Student Handbook Policies

## Pharmacy Technician Student Handbook Policies:

### 1. General Information:

- a. A student who has been dismissed from another program will not be considered for admission into the Pharmacy Technician program.
- b. Student's Responsibility in the Educational Process: The college faculty provides excellent curriculum, assessment tools, laboratory, and clinical experiences for technical skill development. Students also have a responsibility for their learning and demonstrate this by:
  - i. Attending class and actively participate in class discussions
  - ii. Completing assignments on time
  - iii. Producing college-level work
  - iv. Preparing for assessments, clinical, and labs
  - v. Asking questions when clarification is needed

Many of the assessments and activities are online. It is the student's responsibility to prepare for them as if they were in-class assessments and demonstrate academic honesty. This will ensure that the student has the knowledge needed to be successful in the career.

- c. This handbook is designed for the students in the Pharmacy Technician program. All students must follow the policies and procedures published in the college catalog/handbook. In some cases, program handbook policies and procedures are more detailed than in the college's catalog/handbook. In these cases, Pharmacy Technician students will follow the Pharmacy Technician Handbook Policies.
- d. Pharmacy Technicians are involved in dispensing medications and supplies (i.e. birth control, chemotherapy, or other prescriptions) which may be controversial for students. Applicants are invited to discuss career and clinical placement limitations related to areas of concern prior to entering the program.

### 2. Communication:

- a. Instructor's Office Hours – Office hours are listed on the syllabus of each class.
- b. Name and Address Changes - Students should notify the program Instructional Assistant as well as LTC's Records Department when any personal contact information changes.
- c. School Closings and Class Cancellations – You can access LTC's campus closings notices on LTC's website at [gotoltc.edu](http://gotoltc.edu) or call toll free 1.888.468.6582, Ext. 1825.
- d. Faculty Email –Rachel Graff, [rachel.graff@gotoltc.edu](mailto:rachel.graff@gotoltc.edu) .

### 3. Background Information Disclosure:

- a. From the time you complete the Background Information Disclosure form until you graduate or drop the program, understand that if you are charged with or convicted of a crime or if you are investigated for any violation of State or Federal law, you must report this to LTC's Health and Human Services Dean.
- b. Understand that:
  - i. This charge, conviction, or investigation may result in your suspension from practicums, any or all program courses, and dismissal from the program which may delay or prevent your graduation from the program; and
  - ii. A failure to report will result in your removal from the program.
- c. LTC attempts to place applicants who have a previous conviction. If we cannot find a clinical that will accept a prior conviction, you will not graduate or complete the program. If a clinical site refuses placement of a student, it may be grounds for dismissal from the program.

### 4. Children on Campus:

- a. LTC supports a safe and positive educational environment. Therefore, it is LTC's policy that children under the age of 16 shall not be left unattended in any of LTC's facilities (including the parking lot).
- b. Parents need to make adequate arrangements for the care of their children. The Manager of Student Services Operations or Evening Operations Manager may make exceptions to this policy for children who are here for legitimate purposes (such as when the children are involved in an instructional activity).
- c. LTC staff members are responsible for enforcement of this policy. If a staff member is unsuccessful in dealing with an issue, he or she should contact his or her supervisor. Campus Police and/or the Evening Operations Manager should be called to deal with enforcement only when ongoing or serious problems occur. LTC's Campus Police may become involved during their routine monitoring of the campus.

### 5. Children in the Classroom:

- a. In order to preserve the integrity of the educational environment, students may not bring their children to classes, labs, or shops except when the children are part of the instructional activities.
- b. Children are defined as persons under the age of 16 and not enrolled in LTC classes or programs. Individual instructors may make exceptions for emergencies with the consent of all students in class.

### 6. Student Honesty:

- a. **Plagiarism** – all written assignments, exact words, phrases, or sentences of someone other than yours are enclosed in quotation marks and the reference is provided. Opinions, whether quoted exactly or paraphrased in your own words, are acknowledged and referenced. All fact of knowledge is stated in your words. Plagiarism is considered academic dishonesty. *See Academic Dishonesty*

- b. **Academic Dishonesty** – A student who demonstrates academic dishonesty in class, lab, or clinical may wish to consider non-health care careers. Such events prevent the student from gaining necessary knowledge or skills and compromises the trust a patient, colleague, or manager need to have in a pharmacy. Most importantly, the lack of knowledge or skill, or the practice of dishonesty in your procession is a threat to patient safety. Therefore, academic dishonesty of any kind, including plagiarism and cheating in a classroom, lab, or clinical setting, will result in disciplinary action that may include immediate termination from the program.

## 7. Program Progression:

- a. Students who attend class, but do not submit any of the required course work for that class for a 2-week period may be dropped from the class.
- b. Students who fail the same course twice, will be dismissed from the program. Students who fail three times total in any combination of courses, will be dismissed from the program.
- c. Students who have failed a course or are not in good standing in their coursework are not guaranteed clinical placement.
- d. More than one occurrence of unexcused absences or tardiness at a clinical site must be reported to the program, which may result in the student being removed from the site, placed on probation, and subject to discipline or dismissal from the course.
- e. If a student loses his/her clinical site due to unacceptable performance, attendance, interpersonal issues, or other reason, he/she will receive a failing grade for the course and not be reassigned to another clinical site.
- f. If a student drops a clinical course after arrangements have been made, they will not be reassigned to a clinical site at a later time.
- g. Students may be required to take a drug test before starting or during clinicals. Any student who fails a drug test will be dismissed from the program.
- h. Re-admission: Students may submit a letter of appeal to the program chair. The letter must address the following items:
  - 1. Recognition of the issue(s) that have prevented previous satisfactory performance.
  - 2. How the issue(s) have been addressed.
  - 3. A plan for achieving program success should re-entry be granted.

**8. Graduation Requirements** – All program and general education classes must be passed with a grade of “C” or higher. An overall grade point average of 2.0 is required.

**9. Certification** – Students are encouraged to take the National Certification Exam to earn the designation of CPhT after program completion. For more information, go to the Pharmacy Technician Certification Board’s website at [www.ptcb.org](http://www.ptcb.org).

## 10. Job search links:

- a. Wisconsin Tech Connect – [www.wisconsintechconnect.com](http://www.wisconsintechconnect.com)
- b. [www.indeed.com](http://www.indeed.com) , where you type in the kind of position you are interested in and the area. At the top of the page, there is an option to “Save as Email Job Alert”. If you check that box, you will receive job posting notices via email as they become available.
- c. PSW website – [www.pswi.org](http://www.pswi.org)

## 11. Clinical Dress Code General Requirements

- Skin between neck and knee will be fully covered.
- Style - any style pantsuit, casual pants (no jeans), dress, or top (blouse) and skirt may be worn.
  - Pedal-pushers also referred to as capri pants or clam diggers, leggings or made with lace will not be permitted
  - Pant length will be at the top of the shoe.
  - Skirt or dress length - minimum length of all skirts and dresses is below the knee.
  - Sleeve length - all uniform tops and dresses must have sleeves.
  - Tee shirts are not acceptable
  - Stockings - full-length stockings are required when wearing skirts.
  - Socks - plain white socks or plain white or beige knee-highs may be worn with pants
- All facial hair must be neatly trimmed or clean-shaven. Beards may need to be covered.
- A professional appearance is mandatory and includes personal grooming, clean shoes (no open-toe or unstrapped heels) and clean, wrinkle-free clothes.
- The student photo identification name badge is a part of the uniform and is required in the clinical area (needs to include first name and last initial).
- Clear nail polish will be allowed providing that it is well cared for. Nails will be clean and will not exceed the length of the fingertips. No artificial finger nails are allowed.
- Tattoos must be covered.
- Only the following jewelry may be worn:
  - Pierced earrings will be small, unobtrusive posts--no multiple-pierced earrings, no dangling jewelry.
  - No nose rings, eyebrow rings, tongue studs, etc. will be allowed.
  - Plain rings may be worn. It is recommended that all other rings not be worn.
- Hair longer than the top of the collar must be pulled back and must be styled to prevent interference with work. Use no extreme hairstyles or hair ornaments.
- Moderate use of cosmetics will be allowed. It is recommended that perfumed products be avoided, as well as other strong scents such as smoke.
- No gum chewing.

If a student's appearance does not meet the requirements of the dress code or is judged inappropriate by the instructor or clinical supervisor, the student will not be allowed entrance into the clinical area.

Students will be charged for replacement name badges if lost.

Job Outlook – “Employment of pharmacy technicians is expected to grow by 20% from 2012 to 2022, faster than the average for all occupations.”\*

Job Prospects “should be excellent for pharmacy technicians, particularly those with formal training and those with experience in retail settings.”\*

May, 2013 Wisconsin Annual mean wage \$29,430 for pharmacy technicians.\*

2010-11 LTC Graduate Follow-up Report: annual median \$26,961; annual salary range \$18,000-38,500; hourly median wage \$13.04; hourly wage range \$8.65-17.00

2012-2013 Graduate Follow-up Report: hourly wage range \$10.35-\$15.87 (\$21,526-\$33,000 salary range). Average weekly hours 39.

\* Bureau of Labor Statistics <http://www.bls.gov>

Regulatory Issues:

The State of Wisconsin does not require college education, registration, certification, or licensure of pharmacy technicians.

**Illicit drug use, positive criminal background checks, or questionable/problematic immunization status may prevent future employment as a pharmacy technician.**

**Clinical sites, employers, and state Boards of Pharmacy have regulations about drug use and criminal backgrounds.**

**It is the student’s responsibility to determine their eligibility to take the pharmacy technician national certification exam.**

Lakeshore Technical College  
Pharmacy Technician Program  
*Student Handbook Sign Off*

**This form is to be completed prior to admission into the program and at the time of  
Clinical Placement**

\_\_\_\_\_ I have read and I understand the Pharmacy Technician Program Handbook.  
(initials)

\_\_\_\_\_ By signing this form, I agree to uphold the policies of the program.  
(initials)

\_\_\_\_\_ I understand that I may be dismissed from the program if I am found in violation of any of  
(initials) the policies.

\_\_\_\_\_ I understand that I may be required to drive to the LTC campus in Cleveland once or  
(initials) twice each semester for simulated experience in the lab.

**The Pharmacy Technician program is a televised program. This program is the sole property of LTC. Any recording, duplicating, or posting of this program or any segment of this program is illegal without written permission. All material is copyrighted.**

\_\_\_\_\_  
LTC Student ID

\_\_\_\_\_  
Name of Student (Please print)

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**Please return this form to LTC's Admissions Officeat:**

**Attn: Admission Office  
Lakeshore Technical College  
1290 North Avenue  
Cleveland WI 53015**