

Virginia Beach City Public Schools
Technical & Career Education Center
2925 North Landing Road
Virginia Beach, VA 23456-2499
(757) 648-5850

Virginia Beach City Public Schools
**Pharmacy Technician
Program
STUDENT HANDBOOK**



Aaron C. Spence, Ed.D., Superintendent
Virginia Beach City Public Schools
2512 George Mason Drive, Virginia Beach, VA 23456-0038

NOTICE OF NON-DISCRIMINATION POLICY

Virginia Beach City Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation/gender identity, pregnancy, childbirth or related medical condition, disability, marital status, age, genetic information or veteran status in its programs, activities, employment, or enrollment, and provides equal access to the Boy Scouts and other designated youth groups. School Board policies and regulations (including, but not limited to, Policies 2-33, 4-4, 5-7, 5-19, 5-20, 5-44, 6-33, 6-7, 7-48, 7-49, 7-57 and Regulations 4-4.1, 4-4.2, 5-44.1, 7-11.1, 7-17.1 and 7-57.1) provide equal access to courses, programs, enrollment, counseling services, physical education and athletic, vocational education, instructional materials, extracurricular activities and employment.

Title IX Notice: Complaints or concerns regarding discrimination on the basis of sex or sexual harassment should be addressed to the Title IX Coordinator, at the VBCPS Office of Student Leadership, 641 Carriage Hill Road, Suite 200, Virginia Beach, 23452, (757) 263-2020, Mary.Dees@vbschools.com (student complaints) or the VBCPS Department of School Leadership, 2512 George Mason Drive, Municipal Center, Building 6, Virginia Beach, Virginia, 23456 (757) 263-1088, Elizabeth.Bryant@vbschools.com (employee complaints). Additional information regarding Virginia Beach City Public Schools' policies regarding discrimination on the basis of sex and sexual harassment, as well as the procedures for filing a formal complaint and related grievance processes, can be found in School Board Policy 5-44 and School Board Regulations 5-44.1 (students), School Board Policy 4-4 and School Board Regulation 4-4.3 (employees), and on the School Division's website at Diversity, Equity and Inclusion/Title IX. Concerns about the application of Section 504 of the Rehabilitation Act should be addressed to the Section 504 Coordinator/Executive Director of Student Support Services at (757) 263-1980, 2512 George Mason Drive, Virginia Beach, Virginia, 23456 or the Section 504 Coordinator at the student's school. For students who are eligible or suspected of being eligible for special education or related services under IDEA, please contact the Office of Programs for Exceptional Children at (757) 263-2400, Plaza Annex/Family and Community Engagement Center, 641 Carriage Hill Road, Suite 200, Virginia Beach, VA 23452.

The School Division is committed to providing educational environments that are free of discrimination, harassment, and bullying. Students, staff, parents/guardians who have concerns about discrimination, harassment, or bullying should contact the school administration at their school. Promptly reporting concerns will allow the school to take appropriate actions to investigate and resolve issues. School Board Policy 5-7 addresses non-discrimination and anti-harassment, Policy 5-44 addresses sexual harassment and discrimination based on sex or gender. Policy 5-36 and its supporting regulations address other forms of harassment.

Alternative formats of this publication which may include taped, Braille, or large print materials are available upon request for individuals with disabilities. Call or write Kathleen Vuono, Virginia Beach City Public Schools, 2512 George Mason Drive, P.O. Box 6038, Virginia Beach, VA 23456-0038. Telephone 648-6180 (voice); 263-1240 (TDD) or email Kathleen.Vuono@vbschools.com.

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SPECIAL EDUCATION SERVICES

VBCPS is committed to providing free, appropriate educational opportunities for all students with disabilities, ages two through 21 years, inclusive. Services are provided in the most appropriate, least restrictive environment, as outlined in the student's Individualized Education Program (IEP). The IEP is developed cooperatively by the student's parents, educators, building administrators/ designees and other invited participants. The student is also included when appropriate.

- Students attend neighborhood or zoned schools at all levels and are served according to their needs in general and/or special education classes.
- Students who receive less than 50 percent of their instruction from a special educator are considered to receive Level I services. Students receiving 50 percent or more of their instruction from a special educator are considered to receive Level II support according to state standards.
- Special curriculum, equipment and materials are used for instruction as described in each student's IEP. Whenever appropriate, the materials and curriculum used in general education are also used in the student's special education program.
- All students receive special education services from teachers who are approved by the state to teach students with disabilities.
- Music, art, library, physical education, extracurricular activities and nursing services are available to students with disabilities. Based upon each student's Individualized Education Program, related services (e.g., speech therapy, occupational therapy or physical therapy) and other resources are also available to students with disabilities.

SECTION 504

Section 504 of the Rehabilitation Act of 1973 (Section 504), as amended, is a civil rights law that prohibits discrimination against individuals with disabilities. The statute ensures that a qualified student with a disability receives reasonable accommodations necessary for that student to access education or school related programs and activities. The Section 504 process includes identification, referral and screening, evaluation, eligibility, need for accommodations and triennial reevaluation.

DISCLAIMER

Information regarding entrance requirements, school policies and regulations, program requirements, school calendars, and fees are subject to change. Students will be given notice of any and all changes affecting them during their enrollment and will be expected to comply.

PROGRAM DESCRIPTION

The Pharmacy Technician Program is a one-year program for 12th graders. Through classroom, laboratory and experiential experiences, students are provided the skills and knowledge needed to successfully perform tasks expected of entry-level pharmacy technicians. Study includes history, pharmacology, medical terminology, anatomy and physiology, compounding, as well as ethics and data privacy (HIPAA). Students will also be trained in customer service, pharmacy management computer systems, and the current process by which pharmacy technicians are nationally licensed and locally registered.

Requirements for Board Registration

1. Complete a Virginia Board of Pharmacy approved training program.
2. Pass an approved certification examination
3. Register with the Virginia Board of Pharmacy

VBCPS's Pharmacy Technician program is a VBOP approved training program.

Students who successfully complete the Pharmacy Technician program are eligible to sit for the ExCPT exam. This is a credential that holds national certification, allowing students to work as a Certified Pharmacy Technician (CPhT) in any state.

Candidates who pass the ExCPT are able to register with the Virginia Board of Pharmacy and accept positions as pharmacy technicians in the Commonwealth. Pharmacy Technicians are required to complete five (5) contact hours of continuing education each year to be eligible for renewal, which occurs annually.

VBCPS Pharmacy Technician Pass-rate for the ExCPT

SY 2022-2023 (100%)	14 students attempted	14 students passed
SY 2021-2022 (100%)	12 students attempted	12 students passed
SY 2020-2021 (100%)	7 students attempted	5 students passed

Job Outlook

A pharmacy technician is a licensed and registered healthcare provider who performs pharmacy-related functions, working collaboratively with a pharmacist. They work in community, retail, and hospital pharmacies as well as long-term care facilities, pharmaceutical manufacturers, and insurance companies. Responsibilities of the pharmacy technician include receiving and filling prescriptions, compounding, inventory management, collecting patient history, operating a variety of software, and maintaining safety protocols and standards.

Employment of pharmacy technicians is projected by the Bureau of Labor Statistics to grow 5 percent from 2021 to 2031, about as fast as the average for all occupations. Despite limited employment growth, about 43,500 openings for pharmacy technicians are projected each year. The average salary of a pharmacy technician is \$36,740.

APPROVAL/ ACCREDITATION

Department of Education of the Commonwealth of Virginia
James Monroe Building
101 N. 14th Street
Richmond, Virginia 23219
(800) 292-3820
Status: Accredited

Virginia Board of Pharmacy
Perimeter Center
9960 Mayland Drive, Suite 300
Henrico, Virginia 23233-1463
(804) 367-4456
Status: Approved

ASHP/ACPE
4500 East-West Highway, Suite 900
Bethesda, MD 20814
(866) 279-0681
Status: Candidacy Status, Entry-Level

COOPERATING AGENCIES

Harris Teeter (various locations)
701 Crestdale Rd.
Matthews, NC 28105

Sentara Healthcare (various locations)
1441 Crossways Blvd., Suite 106
Chesapeake, VA 23320

Walgreens (various locations)
200 Wilmot Rd. #1220
Deerfield, IL 60015

TECHNICAL AND CAREER EDUCATION CENTER

2925 North Landing Road
Virginia Beach, VA 23456-2499
757-648-5850 Main Office, 757-648-5889 Nursing Office
Director: David C. Swanger
Assistant Principal: P. Ivy Wroton
Pharmacy Technician Program Director: Caroline Smith

VBCPS PHARMACY TECHNICIAN PROGRAM

Vision Statement

Through the use of a comprehensive curriculum and quality clinical partnerships, students will apply the knowledge and skills learned to better the communities in which they will work and serve.

Mission Statement

To improve healthcare by providing future-ready pharmacy technicians.

Program Outcomes

1. Empower graduates of the Pharmacy Technician program the support to choose education, employment, or enlistment.
2. Enhance the healthcare in our community by providing future-ready pharmacy technicians who have passed the ExCPT.
3. Cultivate meaningful relationships with local pharmacies to provide authentic work-based experiences.
4. Foster a sense of community through service learning.

Student Learning Outcomes

1. Participate in the medication cycle, from inventory to implementation of physicians' orders, accurately recording and documenting each part of the process.
2. Use medical terminology, abbreviations, and symbols as appropriate.
3. Perform mathematical calculations integral to accurate dosing, infusion rates, and concentrations.
4. Know the Top 200 Drugs (name and brand names), including the most common uses, classification, routes of administration, potential side effects, and dosing
5. Demonstrate workplace readiness skills, including acceptable communication, professional dress, appropriate attitude, problem-solving skills, and knowledge of pharmacy-specific technology and software.
6. Understand and apply federal and state laws as well as ethical standards relating to pharmacy operations and protocols.

Pharmacy Technician: Entry-Level Proficiencies

The following proficiencies are those determined by the American Society of Health-System Pharmacists and the Accreditation Council for Pharmacy Education published in the Practice Standards of ASHP/ACPE.

Upon completion of the program:

- I. The technician should demonstrate appropriate knowledge and understanding of pharmacy's role in the health-care industry, including quality improvement processes that may be used to monitor pharmacy's ability to fulfill its responsibilities within a given health-care system.
- II. The technician should have a thorough knowledge and understanding of the duties and responsibilities of pharmacy technicians, including standards of ethics governing pharmacy practice.
- III. The technician should have a working knowledge of the pharmaceutical and medical terms, abbreviations, and symbols commonly used in the prescribing, dispensing, administering, and charting of medications in the institution.
- IV. The technician should have a working knowledge of the general chemical and physical properties of drugs handled in the manufacturing and packaging operations used in the delivery of pharmaceutical services.
- V. The technician should be able to perform the arithmetical calculations required for the usual dosage determinations and solution preparations.
- VI. The technician should be able to perform the essential functions relating to drug purchasing and inventory control.
- VII. The technician should demonstrate a working knowledge of drug dosages, routes of administration, and mechanical, automatic, or robotic drug delivery systems.
- VIII. The technician should have a working knowledge of the procedures and operations relating to the manufacturing, packaging, and labeling of drug products.
- IX. The technician should have a working knowledge of the procedures and operations relating to aseptic compounding and parenteral admixture operations.
- X. The technician should exhibit the ability to perform the usual technician functions associated with contemporary drug distribution systems.
- XI. The technician should be able to perform the manipulative and recordkeeping functions associated with the dispensing of prescriptions for ambulatory patients, including the completion of universal insurance claims forms when necessary.

Professional Ethics

Since Pharmacy Technicians assist pharmacists in providing patient care, Pharmacy Technician students are expected to comply with the following *Code of Ethics* that is published in Practice Standards of ASHP/ACPE.

Code of Ethics for Pharmacy Technicians

Preamble

Pharmacy technicians are healthcare professionals who assist pharmacists in providing the best possible care for patients. The principles of this code which apply to pharmacy

technicians working in all settings are based on the application and support of the moral obligations that guide all in the pharmacy profession in relationships with patients, healthcare professionals, and society.

Principles

- A pharmacy technician's first consideration is to ensure the health and safety of the patient, and to use knowledge and skills most capably in serving others.
- A pharmacy technician supports and promotes honesty and integrity in the profession, which includes a duty to observe the law, maintain the highest moral and ethical conduct at all times, and uphold the ethical principles of the profession.
- A pharmacy technician assists and supports the pharmacist in the safe, efficacious, and cost-effective distribution of health services, and health care resources.
- A pharmacy technician respects and values the abilities of pharmacists, colleagues, and other healthcare professionals.
- A pharmacy technician maintains competency in practice, and continually enhances professional knowledge and expertise.
- A pharmacy technician respects and supports the patient's individuality, dignity, and confidentiality.
- A pharmacy technician respects the confidentiality of a patient's record and discloses pertinent information only with proper authorization.
- A pharmacy technician never assists in the dispensing, promoting, or distribution of medications or medical devices that are not of good quality or do not meet the standards required by law.
- A pharmacy technician does not engage in any activity that will discredit the profession, and will expose, without fear or favor, illegal or unethical conduct in the profession.
- A pharmacy technician associates and engages in the support of organizations that promote the profession of pharmacy through the use and enhancement of pharmacy technicians.
- Failure to comply with the above is cause for immediate dismissal from the program.
- Personal relationships with clinical personnel are strongly discouraged.

RESOURCES/SUPPORT SERVICES

Tech Center's Main Office hours: 7:20 a.m. – 3:00 p.m.

Pharmacy Technician Director: Hours 7:40 a.m. -3:00 p.m.

Classrooms/Skill Labs:

Each class has up to 20 students in each session, utilizing a ViewSonic board. In addition to the classroom, a simulation lab is located in the adjacent room.

Computers:

Students are required to bring their school-issued Chrome book or laptop (Wi-Fi capable-latest version of Windows 11 with Google Chrome browser) to class each day.

Canvas is our LMS provider. The course is launched on this platform. It is also a communication portal to Mrs. Smith; if there are questions/concerns, students should utilize this mode of communication.

The Tech Center's Library is located in the Library Media Center (across from the front office). Hours of operation at the LMC are Monday-Friday 0730-1500.

School Counseling and Advisement:

The School Counselor at Tech Center, Mr. Robert Marlin, is available during school hours and via direct message through the LMS portal.

ADMISSION REQUIREMENTS

Virginia Beach high school students should contact their school counselor during their **junior** year to complete an application. Application process **begins** November 1st. The **deadline for admission is February 1st**.

All applicants will be scored using a rubric of readiness. A minimum of a C **and** a passing score on the associated SOL is required in the following high school courses:

- Algebra I and/or II
- Biology
- English 11, Honors English 11 or AP 11

While the Pharmacy Technician program incorporates math, science, reading and writing, these are not directly taught. By applying to the program, students accept the responsibility of the minimum math, science, reading and writing thresholds needed to be successful. If students find any of these subjects to be difficult, it is their responsibility to seek out opportunities for tutoring.

Additional admission criteria:

- Acceptable discipline and attendance record.
- Criminal background check and drug testing as requested by industry partners and certification boards. For complete information, please see the separate requirement "CRIMINAL BACKGROUND CHECK AND SCREENING"

- Health and immunization requirements for externships.

The Pharmacy Technician program prepares students to have the knowledge and skills to be successful in the workplace. However, there are **personal attributes and qualifications** that will help you be successful in our program, your externship, and the workforce. These include:

- strong skills in science and mathematics
- being dependable and reliable
- understanding the value of good customer service
- the capacity to express empathy
- embracing collaboration and teamwork
- ability to use a variety of technology and software
- excellent communication skills
- great work ethic
- managing time and being able to multi-task
- being organized
- seeking out opportunities to learn

NOTE: Students will be required to complete a 130-hour externship to receive a certificate of ASHP/ACPE completion.

WAITLISTED APPLICANTS

If a high school applicant received an option of placement on our waitlist, it means that the applicant has met admissions criteria, but the Pharmacy Technician program is not currently able to offer a seat to the applicant due to limited space. While a waitlist offer is an acknowledgement of an applicant's strength, it is **not** a guarantee of admission. In the event an admitted applicant forfeits his/her/their offer of admission, the next person on the waitlist will be contacted.

ACADEMIC AND GENERAL POLICIES

PROGRAM AND COURSE WITHDRAWAL

1. Students may drop without academic penalty prior to the ninth day of class. After this time, students wishing to withdraw will consult with the Tech Center school counselor.
2. Students will return textbooks loaned to them by the Tech Center. Damaged or lost textbooks, library books and/or equipment must be paid for by the student. All outstanding fees must be paid.
3. Upon withdrawal, all school property, including the student ID badge, will be returned.

PROGRAM COST

While there is not a cost to attend the Pharmacy Technician Program, there are costs associated with the program (all costs subject to change):

- Uniform: scrubs can be purchased at Walmart for as little as \$20
- HOSA dues: \$15

- Background Check/Drug Screening/TB tests (please note that externships require students pass these, students with positive results may not be eligible to complete an externship, which is required for program completion)
- VBOP trainee registration: \$20

TEXTBOOKS/INSTRUCTIONAL MATERIALS

Textbooks and instructional materials are supplied by the Virginia Beach City Public Schools.

VBCPS CODE OF STUDENT CONDUCT

All students are required to abide by the Virginia Beach City Public Schools Policies and Procedures as published in the *Student Code of Conduct*, the *School Bus Code of Conduct*, the *Technical and Career Education Student Handbook*, the *VBCPS Pharmacy Technician Student Handbook*, Pharmacy Technician Classroom Expectations, and all externship site policies and procedures.

Students may be disciplined by school officials, to include suspension and expulsion for inappropriate student conduct on school property, while engaged in or attending a school activity, or while going to or returning home from school. Students may also be disciplined for acts committed away from school property, including social media and outside school hours if the conduct is detrimental to the interest of the school or adversely affects school discipline.

ATTENDANCE

The Pharmacy Technician program follows the attendance policy for VBCPS. A student who misses more than 45 minutes of any class will be counted absent for that class. Due to accreditation requirements for this program, all hours missed must be made up. It is the student's responsibility to work with Mrs. Smith to make-up missed work.

COMMUNICATION

1. In case of an **emergency** during school hours, students should inform family members to call the Tech Center's Main Office, 648-5850, and request the office associate to contact the instructor.
2. The Pharmacy Technician program will follow the VBCPS cell phone policy.
3. Cell phones must be **turned off** during externships.
4. No recording (audio or video) or taking pictures is permitted during the externship.
5. Students must seek permission prior to the start of class from each instructor if they wish to record classroom instruction.

TRANSPORTATION AND PARKING

1. Buses are provided to transport students from their home school to the Technical and Career Education Center and back to their home school.
2. **All** students must provide their own transportation to and from externships. While we will try to secure placements that are convenient, this is not always possible.
3. Tech Center parking lot rules apply to all students. All students must obtain a parking permit. All fees apply.

4. Student access to the Tech Center building is unimpeded during regular arrival and departure times. All other time frames will require students to gain entry at the main entrance. Students are not to open locked access doors at any time.

CALENDAR

The Pharmacy Technician program follows the VBCPS calendar. Exceptions may be necessary to accommodate externships. A separate externship calendar will be distributed before the second semester.

INCLEMENT WEATHER

All students will adhere to closures as decided by the VBCPS. The announcement will be made via the school's website or at www.vbschools.com.

HEALTH POLICIES

Health Requirements

1. Medical insurance is strongly recommended for each student.
2. VBCPS and our externship sites do not assume any financial responsibility for students, nor pay any portion of a student's hospital bill or physician's fees, including, but not limited to, mandatory drug screening/testing.
3. Tuberculin Test (PPD) may be required for some externship sites - 2 documented tests, a minimum of 1 week apart. If one PPD has been performed within the past 12 months, it counts as the first, with the second due by the start of first semester. If a PPD is positive, a chest x-ray is required (copy of x-ray report to nursing program and proof of treatment by a medical doctor, physician assistant, or nurse practitioner.
4. Immunizations required (these are VBCPS required vaccinations):
 - a. Tetanus-diphtheria (Td)
 - b. Measles, Mumps, Rubella (MMR)
 - c. Varicella (chicken pox) vaccine (Varivax)
 - d. Hepatitis B - titer demonstrating immunity
 - e. A Pertussis vaccine (Tdap)
 - f. Covid-19 (if required by externship site)

Infectious Disease

Before entering the Tech Center or an externship site, ask yourself the following COVID-19 Self -screening questions - If you answer YES to any of these questions do NOT enter the campus building or clinical facility:

1. Are you experiencing any of the following symptoms that cannot be attributed to another health condition:
 - Fever, temperature of 100.4 F or higher (in the past 72 hours)
 - A new cough
 - Shortness of breath
 - Chills and or body shaking
 - A new sore throat
 - A change in senses to smell and/or taste
 - Headache
 - Muscle or body aches
2. Have you taken medication to lower your temperature in the past 72 hours?

3. Have you been in close contact with anyone in the last 14 days who has been sick with COVID-19?

In addition, a student who exhibits symptoms of an infectious disease (examples, but not limited to diarrhea, jaundice, rash, draining skin lesions, prolonged upper respiratory infection, fever, or conjunctivitis) must report these symptoms to the instructor. It is the student's responsibility to seek medical attention from his/her/their healthcare provider immediately. Any student diagnosed by a physician as having a communicable disease will not be allowed to attend class or clinical until a healthcare provider indicates s/he/they is no longer contagious. The student must present documentation from the healthcare provider indicating that s/he/they is safe to return to class/clinical/lab and whether or not there are any restrictions to student activities/functions, prior to returning to class, lab or clinical. Documentation will not be accepted at the clinical site.

Food Allergies

Classroom activities, various luncheons, receptions, HOSA social events, purchasing food from Culinary Arts Department, or food item fundraisers may provide the student the opportunity to eat food prepared by others. Partaking of such food is not an academic requirement and students eat at their own risk. Students have a responsibility of informing others of all known food allergies. Students are not required to consume food items during these activities.

Substance Abuse

Alcohol, drugs, drug paraphernalia or imitations: Students will not use, give to another, possess, or be under the influence of alcohol, marijuana, drug paraphernalia, controlled substances, or imitation controlled substances on School Board property, at school-sponsored activities, or while going to or coming from school. [S.B. Reg. 5-36.1 and 5-45.1/Rule 19]

LIABILITY INSURANCE

VBCPS will provide liability insurance to students in the Pharmacy Technician Program while they participate in externships sponsored by the school division.

EXTERNSHIP

Students in the Pharmacy Technician program **must** participate in an unpaid externship. This experience provides an authentic work environment and is **required** by ASHP/ACPE for accreditation and certified program completion. It is the responsibility of the student to arrange for transportation to/from the externship site.

The externship grade is calculated using externship attendance, preceptor evaluations, and demonstrated workplace readiness skills. The externship comprises a large portion of the second semester grade.

Students must adhere to strict guidelines during in an externship, including (but not limited to):

- Being on-time and dependable
- Adhering to the pharmacy dress code and conduct expectations
- Participating in assigned tasks to the greatest extent possible

- Appropriately engaging with tasks, staff, and patients

Should a preceptor communicate that any of the above has been violated, the student will be counseled and put on probation. However, a student may be **dismissed** from an externship immediately if, in the opinion of the Preceptor, his/her/their behavior is unsafe, ineffective or exhibits behavior that is detrimental to site protocols and/or patient care.

A student who has been counseled and has another violation will be pulled from the externship and must complete alternate assignments. As with the externship, these assignments are out-of-school work and will require the same number of hours as the externship.

Students are **not eligible** for an externship if their grade in the Pharmacy Technician Program is below a C.

CRIMINAL BACKGROUND CHECK AND DRUG SCREENING

A criminal background check may be required for externships. Anything other than a finding of "No" under *Records Found* by the researching or documenting agency will be reviewed individually by the Pharmacy Technician instructor and Director of the Tech Center to determine whether a student can meet externship requirements.

As mandated by contractual agreement, agencies may require a drug screening for each student. Any cost is the responsibility of the student.

In addition, during the school year, should a student be charged, convicted, plead no contest, and/or sentenced with a misdemeanor or felony, the student must report this information to the Pharmacy Technician instructor within 72 hours.

IMPORTANT: While the actual incident may not result in dismissal, failure to report such incidents is likely to result in the student's dismissal from the VBCPS Pharmacy Technician Program if discovered.

PATIENT RECORD POLICY

Patient records are confidential. VBCPS Pharmacy Technician Program complies with the regulations of the Health Insurance Portability and Accountability Act (HIPAA). Students must sign a confidentiality agreement (see Appendix). Students are not to share pictures, confidential information, or records related to any patient with anyone except within the experiential site as part of patient care. Never, under any circumstances, are such discussions held in public areas or where conversations can be overheard or within social media forums. Accessing electronic medical records must be in accordance with the experiential site. **Violation of HIPAA may result in dismissal from the program.**

CHANGE OF ADDRESS/PHONE NUMBER

A student with a change of address or phone number is required to inform the school in writing within five (5) days of the change. Students must share their current phone number with the school, program director and preceptor(s).

CHANGES IN POLICY

Policies are subject to change by school officials at any time they deem such action necessary. Written notification will be provided.

STUDENT ORGANIZATIONS

1. HOSA: Health Occupations Students of America is a co-curricular requirement. HOSA provides a means for members to develop leadership skills through planning and implementing programs that give students knowledge of health care issues and concerns and encourages them to promote wellness within the home, school, and community, as well as participating in a variety of charitable events.
2. Students who wish to attend the HOSA State Leadership Conference may be required to pay registration and hotel costs.

RECORDS

All educational records are maintained according to VB School Board Policy 5-31, the *Library of Virginia Records Retention Schedule for Public School Records* guidelines, the United States Department of Education, Family Educational Rights and Privacy Act (FERPA), and the Freedom of Information Act.

SMOKING

Smoking is not permitted while on any VBCPS property, while attending any VBCPS-sponsored event, or during any externship (including parking lots and within vehicles).

UNIFORM & DRESS CODE POLICY

Virginia Beach City Public School Dress Code is published in the Technical and Career Education Handbook which is distributed annually to students. The Pharmacy Technician Program students will be expected to wear scrubs. The externship dress code is site-dependent; students are expected to comply.

ADMINISTRATIVE AND ACADEMIC POLICIES

VBCPS Pharmacy Technician Curriculum

The Pharmacy Technician Program is composed of different types of learning sequenced to take the student from novice to competent. Classroom and laboratory instruction will take place at the Tech Center; while experiential learning will occur outside of the traditional school day at pharmacies in our community, including retail and hospital locations.

Students who successfully pass all program components will earn a certificate of completion.

Topics Covered:

- Principles of Pharmacy Practice (all settings)
- The Profession of Pharmacy
- Pharmacy Law, Regulations and Standards
- Drug Development and Nomenclature
- Routes of Drug Administration and Dosage Formulations

- Pharmaceutical Measurements and Calculations
- Dispensing Medications
- The Business of Community Pharmacy
- Non-Sterile and Sterile Pharmaceutical Compounding
- Community, Institutional and Hospital Pharmacies
- Infection Control
- Professionalism in the Pharmacy
- Medication Safety
- Human Relations and Communication
- Pharmacy Management System

Unit 1 2 weeks	Pharmacy Technician: The Profession The foundation of becoming a pharmacy technician begins with knowing its roots and then continues with understanding where and with whom they work. It is important to note that being a professional means that you adhere to some basic philosophies.
VDOE	39, 40, 41, 44,
ASHP	1.2, 2.3
ExCPT	1.A.1
	Class Expectations, Community Building, Forms and Class Norms
	Intro to CTSO (HOSA) History of Pharmacy
	Healthcare Team and Career Research
	Pharmacy Settings
	Professionalism
	HIPAA
<i>This is a sub-unit and is taught throughout the course</i>	Math for the Pharmacy Technician: Systems, Conversions and Calculations <i>Much of what a pharmacy technician does involves math. Patients must receive correct dosing; accurate measuring and converting of medication ensures the safety and health of patients.</i>
VDOE	52, 53,
ASHP	2.6,
ExCPT	3.C.1, 3.C.2, 3.C.3, 3.C.4, 3.C.5, 3.C.6, 3.C.7, 3.C.8
	Systems: <ul style="list-style-type: none"> ● Roman numerals ● 24-hour clock ● Metric ● Household
	Top 200 Drugs (10)

Unit 2 2 weeks (Top 200 will continue)	The Language of a Pharmacy: Medical Terminology, Abbreviations and Symbols As part of the healthcare team, pharmacy technicians need to understand the common language of those who work in healthcare.
VDOE	49, 62, 64
ASHP	
ExCPT	1.A.3, 1.A.4, 1.A.6, 1.C.1, 2.A.1, 2.A.4, 2.B.1, 3.A.10
	Roots, Prefixes, and Suffixes
	Common Abbreviations
	Symbols and their Meanings
	Conversions <ul style="list-style-type: none"> Between and among metric and household systems
	Top 200 Drugs (25)
Unit 3 5 weeks	Understanding the Science: Anatomy and Physiology meets Chemistry Pharmacy technicians must understand the systems of the body and how chemical interventions address specific conditions.
VDOE	49
ASHP	2.4, 2.5,
ExCPT	2.A.1, 2.A.4, 2.A.5, 2.A.6,
	For each system: <ul style="list-style-type: none"> Anatomy (what structures and organs are part of this system and how they are connected) Physiology (what is this system's function and how does it work to accomplish this?) Common Conditions and Drug Interventions
	Respiratory System Digestive System Cardiovascular System Immune System Nervous System Musculoskeletal System Endocrine System Reproductive System Urinary System Integumentary System Ophthalmic and Otic Systems
	Wellness Promotion and Disease Prevention <ul style="list-style-type: none"> Concept of Wellness Point of Care Testing Immunizations and Vaccines
	Math <ul style="list-style-type: none"> F/C Temperature Conversion Decimals/Fractions/Percent Ratio and Proportion

	Top 200 Drugs (85)
Unit 4 9 weeks	Drugs: Naming to Administration How drugs are introduced to the body and how they might interact with other drugs/food/conditions is vital to a patient's well-being.
VDOE	49, 61, 62, 63, 64
ASHP	
ExCPT	1.C.1, 2.A.2, 2.A.3,
	Naming and Approval Process
	Pharmacology
	Routes of Administration
	Forms of Medication
	Drug Interventions for the Systems of the Body
	Drug Interactions
	Drug Schedules and Classification
	Opioids and OTC
	Calculations <ul style="list-style-type: none"> • Dilution/Concentration • w/w%, w/v%, v/v%
	Top 200 Drugs (200)
Unit 5 6 weeks	Pharmacy Operations: Retail, Community and Hospital Pharmacies Pharmacy technicians have specific duties in regard to the smooth operation of a pharmacy.
VDOE	50, 51, 52, 53, 54, 55, 56, 57, 60, L39, L40, L41, L42, L43, L44, L45, L46, L47, L48, L49, L50, L51, L52, L53, L54, L55, L56, L57, L58, L59, L62, L63, L64, L65, L66, L67, L68, L73, L75, L76, L77, L78, L80
ASHP	1.3, 2.2, 2.6, 2.7, 2.8, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 3.10, 3.13, 3.14, 3.15, 3.16, 3.17, 3.18, 3.19, 3.21, 3.22, 4.1, 4.3, 4.4, 4.5, 4.6, 4.7,
ExCPT	1.A.3, 1.A.5, 1.A.7, 1.A.8, 1.A.9, 1.A.10, 1.A.11, 1.A.12, 1.A.13, 1.A.14, 1.B.2, 1.B.3, 1.B.4, 1.B.5, 1.B.6, 1.B.9, 1.C.2, 1.C.3, 1.C.4, 1.C.5, 1.C.6, 1.C.7, 2.A.4, 2.A.5, 2.A.6, 2.B.4, 2.B.5, 3.A.1, 3.A.2, 3.A.3, 3.A.4, 3.A.5, 3.A.6, 3.A.7, 3.A.8, 3.A.9, 3.A.10, 3.A.11, 3.A.12, 3.A.13, 3.A.14, 3.B.1, 3.B.2, 3.B.3, 3.B.4, 3.B.5, 3.B.6, 3.B.7, 3.B.8, 3.B.9, 3.B.10, 3.B.11, 3.B.12, 3.C.1, 3.C.2, 3.C.3, 3.C.4, 3.C.5, 3.C.6, 3.C.7, 3.C.8, 3.D.1, 3.D.2, 3.D.3, 3.D.4, 3.D.5, 3.D.6, 3.D.7, 3.D.8, 3.D.9, 3.D.10, 3.D.11, 3.D.12, 3.D.13, 4.A, 4.B, 4.C, 4.D, 4.E, 4.F, 4.G, 4.H

	<p>Retail/Community Pharmacy</p> <ul style="list-style-type: none"> • Legal Requirements of a Prescription • Prescription Fill Process • Dispensing Medication • Refills and Partial Refills • Transferring a Prescription • Patient Care Process • Medication Therapy Management • Insurance • Pharmacy Technology • Customer Service • Pharmaceutical Packings • Inventory • Quality Assurance • Durable/Non-durable Medical Equipment
	<p>Hospital Pharmacy Operations</p> <ul style="list-style-type: none"> • Medication Reconciliation • Electronic Health Records (EHR) • Formulary/Non-formulary • Computerized Physician Order Entry (CPOE) • Filling Systems • Non-sterile Compounding • Sterile Compounding
	<p>Math</p> <ul style="list-style-type: none"> • Alligation • Days' Supply • Pediatric Dosing
	Top 200 Drugs Enrichment
Unit 6 4 weeks	Safety in the Pharmacy: Drug Safety, Medication Errors and Safe Handling Preventing harm is a mainstay of all healthcare professionals.
VDOE	54, 55, 56, 57, 58, 59, L61, L66, L68, L71, L82,
ASHP	3.7, 3.9, 3.11, 3.12, 3.20, 4.2, 4.7, 4.8
ExCPT	1.A.2, 1.A.4, 1.A.14, 1.B.7, 1.B.8, 2.B.2, 2.B.3, 3.B.1, 4.A, 4.C, 4.F, 4.G, 4.H
	<p>Drug Safety</p> <ul style="list-style-type: none"> • Confused Drug Names • Error-Prone Abbreviations/Symbols/Designations • Tall Man Lettering • TJC's Do Not Use List • ISMP's High-Alert Medications • Drug Recalls and Shortages <p>Medication Errors</p> <ul style="list-style-type: none"> • Errors in the Dispensing Pathway • Adverse Drug Event (ADE) • Reporting Medication Errors
	<p>Loss Prevention through Waste, Fraud and/or Abuse</p> <p>Clean and Safe Environment</p> <p>Emergent Situations</p>

	<p>Math</p> <ul style="list-style-type: none"> • Enrichment with Word Problems • Application
	Top 200 Drugs Enrichment
Unit 7 3 weeks	<p>Laws and Regulations: The Non-Negotiables for Every Pharm Tech All pharmacy technicians must comply with federal, state, local laws as well as government/industry regulations. The consequences of not following them are dire; a patient's life may be put in jeopardy, and you may lose your license.</p>
VDOE	43, 45, 46, 47, 48, 59, 60, 61, L73, L81
ASHP	1.1, 1.7, 2.1, 2.2, 4.3, 4.8, 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8
ExCPT	1.A.13, 1.A.15, 1.B.1, 1.B.2, 1.B.3, 1.B.4, 1.B.5, 1.B.6, 1.B.9, 1.C.3, 1.C.4, 1.C.5, 1.C.6, 1.C.7, 3.B.1, 3.D.2, 3.D.3, 3.D.5, 3.D.6, 3.D.8, 3.D.10, 3.D.11, 3.D.12, 3.D.13,
	<p>Pharmacy Regulation</p> <ul style="list-style-type: none"> • DEA (Drug Enforcement Agency) • ISMP (Institute for Safe Medication Practices) • NABP (National Association of the Boards of Pharmacy) • OSHA (Occupational Safety and Health Administration) • TJC (The Joint Commission) • VBOP (Virginia Board of Pharmacy) • USP (United States Pharmacopeia) <p>Laws</p> <ul style="list-style-type: none"> • Food, Drug, and Cosmetic Act (FDCA) <ul style="list-style-type: none"> ◦ Durham-Humphrey Amendment ◦ Kefauver-Harris Amendment • Poison Prevention Packaging Act (PPPA) • Controlled Substances Act • Omnibus Budget Reconciliation Act of 1990 (OBRA 90) • Health Insurance Portability and Accountability Act (HIPAA) • Medicare Modernization Act • Patient Protection and Affordable Care Act <p>Official Standards</p> <ul style="list-style-type: none"> • USP 795 • USP 797 • USP 800 <p>Ethics and the Pharmacy Technician Procedures and Requirements to obtain and retain a pharmacy technician license/registration</p>
	<p>Math</p> <ul style="list-style-type: none"> • Enrichment with Word Problems • Application
	Top 200 Drugs Enrichment
4 weeks	ExCPT Boot Camp

Students are evaluated by tests (written and oral), homework, projects, quizzes, class participation, laboratory, and externship performance.

GRADING SCALE

Virginia Beach City Public Schools Grading Scale

Range	Letter Grade	Points
93 - 100	A	4.0
90 - 92	A-	3.7
87 - 89	B+	3.3
83 - 86	B	3.0
**80 - 82	B-	2.7
77 - 79	C+	2.3
73 - 76	C	2.0
70 - 72	C-	1.7
67 - 69	D+	1.3
*64 - 66	D	1.0
Below 64	E	0.0

INDUSTRY CREDENTIALS

An industry-recognized credential is a verification of an individual's qualification or competence.

All students at the Tech Center will take the 21st Century Workplace Readiness Skills for the Commonwealth Assessment. This credential demonstrates student competency in skills, knowledge, and dispositions needed to be successful in the workplace.

In addition, qualified students in the Pharmacy Technician Program can sit for the ExCPT Exam. This certification is earned by passing the standardized exam given through the NHA and provides students with the Certified Pharmacy Technician (CPhT) title. Being a certified pharmacy technician enables students to register and become licensed in most states across the United States.

Virginia Beach City Public Schools
Pharmacy Technician Program

CONFIDENTIALITY AGREEMENT

I understand that information regarding patients and the externship site obtained by me as a student in any experiential setting are to be kept confidential. I agree to keep such information confidential.

I understand and agree that in the performance of my assigned duties, I must maintain and safeguard the confidentiality of privileged information. Further, I understand that intentional or involuntary violation of this agreement may result in disciplinary action, including dismissal from the program.

Print Name

Date

Student Signature

Date

Parent/Guardian Signature

Date

Virginia Beach City Public Schools
Pharmacy Technician Program

**HOLD-HARMLESS AGREEMENT
Exposure to Blood Borne Pathogens**

The undersigned agrees to hold harmless, indemnify and release the School Board of the City of Virginia Beach, including its officers, employees, agents, volunteers from any and all liability and medical expenses and any and all claims, causes of action or demands of any kind and nature whatsoever which may arise by or in connection with the student's participation in any activities related to blood borne pathogen exposure.

The undersigned understands that s/he/they may be asked to perform tasks that might pose a risk of exposure to blood-borne pathogens that may cause diseases such as HIV and Hepatitis which can lead to serious illness or death.

Accidental exposure to blood or other potentially infectious materials must be reported immediately. The undersigned understands that s/he/they may be directed to obtain a risk evaluation and/or treatment as a result of exposure.

The undersigned also understands that s/he/they will be personally responsible for all of the costs associated with the post exposure medical management and treatment and that the School Board of the City of Virginia Beach will in no way be responsible for these expenses.

The undersigned hereby releases and hold harmless the School board of the City of Virginia Beach, its officers, employees, agents, and volunteers (“Releasees”) for all matter of action, causes of action, suits, claims, or demands of any nature, including personal injuries, death, damages or property loss resulting from participation in this program and activities associated therewith.

The undersigned understands and hereby agrees that this Agreement binds his/her/their spouse, family, heirs, assigns, and personal representative and shall be deemed as a release, waiver, discharge and covenant not to sue the Releases.

Student Print Name

Student Signature

Parent/Legal Guardian Signature

Date

Virginia Beach City Public Schools
Pharmacy Technician Program

Handbook Acknowledgement

I have been given, read, and understood the expectations and information outlined in the Pharmacy Technician Student Handbook.

Print Name

Date

Student Signature

Date

Parent/Guardian Signature

Date