

Emerald Coast Technical College

PHARMACY TECHNICIAN HANDBOOK



School Year 2018-2019

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**HEALTH SCIENCES
STUDENT HANDBOOK
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INTRODUCTION

Emerald Coast Technical College (ECTC) wishes to welcome you to the health sciences program. A handbook has been created to facilitate your success in the program. The objective is that each student will utilize this handbook. You will find it to be a valuable reference tool throughout your course of study.

The program has been developed and structured to include classroom lecture and clinical experience to prepare you for a career as a Pharmacy Technician. It will require a personal commitment to learning and study. The faculty is here to instruct and assist you in your education and training. Please feel free to call on the faculty with any questions or concerns you may have. We hope you will find this to be a challenging and rewarding experience.

The health science program of the ECTC functions under the adult and vocational programs of the Walton County School Board. The instructors are professional Pharmacy technician and certified as teachers. The ECTC is accredited by the Council on Occupational Education.

PHILOSOPHY

The philosophy of the health science program is consistent with that of the ECTC. We believe that the process of teaching and learning is an ongoing experience. Teaching is most successfully accomplished by interacting with other individuals to attain the goal of learning. We believe that learning proceeds along a continuum from simple to complex. The health science program's philosophy also reflects the parent institution's commitment to providing high-quality career training and education so that individuals have the skills needed to function effectively and productively in the local and global community.

PURPOSE

The purpose of this program is to prepare students for employment as advanced cross trained nursing assistants (pharmacy technicians), SOC Code 29-2052

Goals of this program include providing students with a broad foundation of knowledge and skills that will specifically prepare the student for national Ptcb certification and additional skills required to work as Pharmacy technicians, thus helping address the community's need for well-prepared certified pharmacy technicians.

Specific program objectives focus on providing students with instruction and practice that foster the successful performance of the following skills as outlined in the FLDOE curriculum frameworks:

Standards

After successfully completing this program, the student will be able to perform the following:

- 01.0 Demonstrate knowledge of the healthcare delivery system and health occupations.
- 02.0 Demonstrate the ability to communicate and use interpersonal skills effectively.
- 03.0 Demonstrate legal and ethical responsibilities.
- 04.0 Demonstrate an understanding of and apply wellness and disease concepts.
- 05.0 Recognize and practice safety and security procedures.
- 06.0 Recognize and respond to emergency situations.
- 07.0 Recognize and practice infection control procedures.
- 08.0 Demonstrate an understanding of information technology applications in healthcare.
- 09.0 Demonstrate employability skills.
- 10.0 Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- 11.0 Apply basic math and science skills.
- 12.0 Practice human relations.
- 13.0 Identify pharmaceutical abbreviations and terminology as related to Community Pharmacy Practice.
- 14.0 Identify medical and legal considerations.
- 15.0 Perform clerical duties as related to Pharmacy Practice.
- 16.0 Demonstrate knowledge of basic pharmaceutical chemistry and drug classification as it relates to the human physiology.
- 17.0 Demonstrate knowledge of inventory control.
- 18.0 Initiate measurement and calculating techniques as it relates to compounding in pharmacy practice.
- 19.0 Demonstrate a basic knowledge of pharmaceutical chemistry as it relates to the human physiology.
- 20.0 Prepare and deliver medications.
- 21.0 Prepackage unit dose medications.
- 22.0 Prepare sterile products

Program Title: Pharmacy Technician
Program Type: Career Preparatory
Career Cluster: Health Science

PSAV	
Program Number	H170500
CIP Number	0351080506
Grade Level	30,31
Standard Length	1050 hours
Teacher Certification	PHARMACY 7G
CTSO	HOSA: Future Health Professionals
SOC Codes (all applicable)	31-9099 Healthcare Support Workers, All Other 29-2052 Pharmacy Technicians
CTE Program Resources	http://www.fl DOE.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Mathematics:11 Language:10 Reading: 10

. Purpose

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the health care industry; planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

The content includes but is not limited to metric system, medical terminology, medicinal drugs, pharmaceutical compounding, USP 795 standards, sterile

techniques, USP 797 standards, maintenance of inventory, IV preparation, receiving and handling of hazardous materials, preparing purchase orders, receiving and checking supplies purchased, printing labels, typing prescription labels, delivering medications, pricing prescription drug orders and supplies, prepackaging unit dose packages, patient record systems, control records, data processing automation in pharmacy, computer application, employability skills, leadership and human relations skills, health and safety, including CPR.

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document

Program Structure

This program is a planned sequence of instruction consisting of 2 occupational completion points.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3)(b), F.S.

The following table illustrates the post-secondary program structure:

A	HSC0003	Basic Healthcare Worker	90 hours	31-9099
B	PTN0084	Pharmacy Technician 1	360 hours	29-2052
	PTN0085	Pharmacy Technician 2	300 hours	
	PTN0086	Pharmacy Technician 3	300 hours	

Regulated Programs

This program must be approved by the Board of Pharmacy. Program completers who wish to work as Pharmacy Technicians in the State of Florida must register with the Board of Pharmacy (465.014 F.S.)

Common Career Technical Core – Career Ready Practices

Career Ready Practices describe the career-ready skills that educators should seek to develop in their students. These practices are not exclusive to a Career Pathway, program of study, discipline or level of education. Career Ready Practices should be taught and reinforced in all career exploration and preparation programs with increasingly higher levels of complexity and expectation as a student advances through a program of study.

1. Act as a responsible and contributing citizen and employee.
2. Apply appropriate academic and technical skills.
3. Attend to personal health and financial well-being.
4. Communicate clearly, effectively and with reason.
5. Consider the environmental, social and economic impacts of decisions.
6. Demonstrate creativity and innovation.
7. Employ valid and reliable research strategies.
8. Utilize critical thinking to make sense of problems and persevere in solving them.
9. Model integrity, ethical leadership and effective management.
10. Plan education and career path aligned to personal goals.
11. Use technology to enhance productivity.
12. Work productively in teams while using cultural/global competence

ATTENDANCE: ABSENCES AND TARDINESS:

Students are required to be present in class, lab practice, and clinical in order to receive the necessary instruction and clinical experience. The student is responsible for all material covered in class. Any material missed, due to an absence, must be made up by the student. Hours missed in theory and clinical must be made up hour for hour. The student is responsible for completing this make up work as assigned by the Instructor. The director must approve extensions.

The student is allowed twenty-four (48) hours of EXCUSED absences during the entire program. However, the student cannot be absent for an entire course of study or clinical. In addition, students must meet WCSD attendance requirements. The student may NOT MISS OVER 48 HOURS during the entire program. Absences of over 48 hours will be grounds for involuntary dismissal from the health sciences program.

HOLIDAYS AND VACATIONS

Holidays will be in accordance with the school board's calendar.

HOURS

Class hours for the Pharmacy technician Program are usually from 12:15 P.M. -10:45 P.M. Time will be allotted for breaks and lunch/dinner. Clinical hours will be flexible to meet the needs of the program.

METHODS OF INSTRUCTION

Methods of instruction used in the classroom setting will include lecture, large and small group discussions and/or cooperative learning activities, reading and writing assignments, test reviews, use of a variety of audiovisual aids and computers, demonstration and return demonstration, and any other instructional method deemed appropriate and effective by each instructor.

Methods of instruction used in the skills lab and in the clinical setting include demonstration and return demonstration, clinical simulation scenarios, and patient care assignments.

GENERAL POLICIES

DISMISSALS

The school reserves the right to ask a student to withdraw from this program for any of the following reasons:

1. Unsatisfactory academic or skill performance—the instructor will have a verbal consultation with the student and keep a record. If the student is not capable of performing the skills required in the skills lab prior to clinical at the level that is expected the student will be dismissed from the nursing program. Students must be able to perform each skill required satisfactorily before being allowed to attend a clinical site. The counseling sessions will be scheduled as needed when grades fall below average or are borderline failing. Remediation may be required. All assignments in each course must be completed before moving on to the next course. The student is required to maintain a 77% average in each course. Additional grading guidelines will be listed on individual course syllabi. An exception to this policy is the Medical Math exam taken during HSC0003. The

student must make an 85% on the Medical Math exam with no more than two attempts. If the student does not pass after the second attempt they will be withdrawn from the program. Clinical and theory classes are taken together. If you pass clinical and do not pass theory you have failed both. If you pass theory and fail clinical you have failed both.

2. Cheating and Plagiarism – Cheating of any kind will not be tolerated.
3. Plagiarism will not be tolerated and students are expected to use proper citations when citing information that is being used in research papers that are assigned.
3. Unsatisfactory clinical performance which might seriously jeopardize the health and safety of a patient or client that includes repeatedly reporting to clinical without sufficient preparation for the clinical assignment, unsatisfactory care of a patient or skills which could result in harm to the patient, or presenting to clinical under the influence of a drug or alcohol. Presenting to clinical dressed unprofessionally or not following the clinical dress code. Unsatisfactory clinical performance also includes a student who is unable or unwilling to accept constructive criticism or satisfactorily follow-up on an instructor's direct request. Students found to be under the influence of an illegal substance will be dismissed from the program.
4. Denial of admittance to a clinical site.
5. Violation of attendance or tardiness policies or WCSD policies.
6. Health problems or conditions that may prevent the student from successfully completing the objectives of the program.
7. Unprofessional Conduct - Nursing faculty and Administration may recommend that a student be placed on probation, sent home, or dismissed in the event of unprofessional conduct at school or in the clinical facility to include unprofessional behavior, dress code violations and/or ethical or social misconduct (to be determined by the instructors and Administration). Providing false information on applications, records or reports is grounds for dismissal. Creating a hostile environment that includes harassing physical, verbal, graphic or written conduct that is sufficiently severe is grounds for dismissal.
8. Specific Felony Violations that the Department of Health shall refuse to admit a Candidate for examination if the applicant has been:
 - a) convicted or plead guilty or nolo contendere to a felony violation regardless of adjudication of chapters 409, 817, or 893, Florida Statutes; or 21 U.S.C. ss.801- 970 or 42 U.S.C. ss 1395-1396.
 - b) been terminated for cause from the Florida Medicaid Program
 - c) been terminated for cause by any other State Medicaid Program

WITHDRAWAL

If a student withdraws from the program due to illness or other emergency reasons and is otherwise in good standing, he/she may be granted an honorable incomplete status. He/she must reapply for admission within one year of the date that the incomplete status was granted.

The student must complete the following steps in order to withdraw from this program:

1. Notify the Health Science instructor, financial aid, and the counseling office.
2. Complete an exit interview.

STUDENT INSURANCE

The Walton County School Board will obtain professional liability coverage insuring the Emerald Coast Technical College's Pharmacy technician Program employees and students with limits of liability coverage in the amount of not less than \$1 million for each occurrence and \$3 million annual aggregate.

Health care insurance with emergency coverage or student accident coverage is recommended and should be obtained by the student.

STUDENT HEALTH REQUIREMENTS

Each student is responsible for his/her own health and any problems related to his/her health. A student cannot attend class or clinical if they have a medical condition that would interfere with providing safe nursing care to assigned patients or would cause exposure to others. Admission to the clinical facility is at the discretion of the instructor in cooperation with the nurse manager or educational coordinator of the facility.

1. A physical examination is required to enter the program. If a student is diagnosed with or has a reoccurrence of a mental or physical condition while in the program that may place the safety of patients, self, or others in jeopardy, he/she must report this condition to the Health Science instructor immediately. A statement from the attending health care provider must be provided by the student to the program director attesting to the student's ability to continue in the program.
2. A follow-up evaluation of major injuries, illnesses, or conditions will also be required upon entry and after any change in physical/mental status. The student will be required to have physician clearance to return and provide a return to school slip from the physician or healthcare provider managing this condition.
3. A student may not participate in a clinical setting if he/she has any health restrictions that would require a reduced patient load or that would place the safety of the patient or student in jeopardy, such as reduction in ability to lift.
4. A student may not participate in a clinical rotation if they are denied admittance to a facility based on a previous criminal history. This will result in dismissal.
5. Students may not take any medication that is prescribed or not prescribed, before or during clinical, that may alter his/her thinking and functioning ability and places the safety of patients, self or others in jeopardy. The student should discuss these medications with their health care provider and with the instructor prior to clinical. Students are not allowed to bring over the counter medications (OTC) with them to a clinical setting. The student should notify the instructor of any OTC medications taken.
6. The student is required to report any exposure to a communicable disease (home, community, and health care facility) to the nursing director immediately. A student with an infectious illness should also report this immediately to the nursing director and instructor.
7. A student who is pregnant must immediately report this information to her instructor. A statement from the attending physician or prenatal clinic attesting to the safety of the student's continuing in the program including activity restriction/s will be

required. All efforts will be made to offer the student a safe environment. The student also must accept the responsibility for her own well-being in avoiding unsafe situations.

8. The student must sign a release of responsibility (declination) form if they choose not to be immunized with the Hepatitis B Vaccine.
9. An accident report will be completed for any accident/injury occurring to a student while on campus or in the clinical facility. The student is responsible for reporting the accident to their assigned instructor as soon as possible. The student may also be required to undergo a substance abuse test for the presence of alcohol, drugs, or other controlled substances following an injury occurring at the clinical facility.
10. The student is responsible for the cost of any medical evaluation or treatment received during clinical rotations at any health care facility or agency.
11. An annual PPD tuberculin skin test (or chest x-ray) is required, as is an update of immunizations when applicable. If a student has a positive PPD tuberculin skin test, then a negative chest x-ray is required prior to admission to the program or clinical facility. Other vaccine requirements may be added by clinical facilities.
12. The student is responsible for demonstrating good health habits as a role model for patients.
13. Standard precautions are mandatory and are to be practiced by all students in laboratory and clinical settings.

TELEPHONES, BEEPERS AND TELEPHONE CALLS

Per the WCSD Handbook, personal telephones or other electronic wireless communication devices may not be used during the normal instructional school hours. However, the adult student may use the devices during lunch break **ONLY**. If devices or telephones ring or are used inappropriately during the school day, they will be subject to confiscation and will be returned upon completion of the school day.

The student should have the wireless communication device turned off during times of testing and other student evaluations and must be placed in the communication device holder which is provided in each classroom.

Fire drills, assemblies, or other school evacuations are considered cell phone blackouts. During such contingencies, there will be absolute **ZERO TOLERANCE** on cell phone use.

No personal calls are to be made or accepted during class or clinical hours. Phone calls that need to be made during class time may be done at allotted break times. If there is an emergency and family must get in touch with you while you are, e.g., in a clinical rotation at the hospital, then and only then may they call the facility. The student should notify their family members that when they call they will have to ask for the instructor. The instructor will then take the message and relay it to the student.

SMOKING

No smoking is permitted in any Walton County School Campus building or clinical site. Students must follow the school's smoking policy while on campus.

MEALS

Students may bring their own food or beverage, purchase school provided lunches or leave campus to purchase food during the assigned lunch period. However, only thirty (30) minutes are allotted for meals. Students are expected to be back in class after thirty minutes. There are NO excuses.

Students are not allowed to leave the clinical facility for meals. There will be thirty (30) minutes allotted for meals. They may bring their own food or eat in the clinical site's cafeteria, if available. Once students arrive at clinical they are not allowed to return to their vehicles. Student need to bring all necessary items for clinical in with them including lunches, monies, supplies, etc. at the beginning of the shift.

BREAKS

Breaks are given in the classroom and clinical setting at the discretion of your instructor. In the clinical setting, patient care must be at a safe stopping point for a student to go to a break or meal. Students are to notify the instructor prior to leaving the clinical area for breaks or meals. Patient care always takes priority.

SCHOOL VISITORS

No visitors are allowed without prior consent from Administration. This includes classroom and clinical settings. All visitors must report to the office in the main building.

STUDENT COUNSELING

The Emerald Coast Technical College (ECTC) provides vocational counseling to students to assist them in making sound career plans by helping the students to understand their abilities and interests as well as explaining the educational programs which are offered by the school.

The counselors are also present to aid the students in locating financial assistance if needed.

Students who require assistance with basic skills can utilize the Career Lab in the School to aid them in improving the needed educational skills.

INSTRUCTOR/STUDENT CONFERENCE/S

Conferences with instructors may be scheduled after class. At no time are students allowed in the Instructor's Office without the presence of their assigned instructor. If at any time there is a problem with a student, the instructor will first verbally counsel the student, aside from other students. If the problem does not cease or another occurs, then the student and instructor will have a written counseling session with the instructor and Director present. In the event that the instructor is the Director, he/she will have

another witness present during the counseling session. The witness may be another teacher in the nursing department, and/or, e.g., the director or guidance counselor of ECTC. The written counseling session will be included in the student's record. If excessive counseling sessions occur (e.g., two verbal or 2 written sessions), then the student will be placed on a probation. If the student requires one more counseling session after being placed on probation, the student can be dismissed from the program at the Director's discretion. A student can be counseled for any act in which the instructor or Director believes to be a violation of the rules and regulations of the program or WCSD. These include an unsafe act of a student that places the patient or student at risk for injury; insubordination; or any other act which is deemed by the instructor or Director to be a problem issue which needs to be addressed. If a major infraction occurs, the student may be dismissed without three written sessions. Offenses requiring severe consequences (zero tolerance) are noted in the WCSD Code of Conduct. In addition, see pp. 8 in this handbook related to other examples of instances dismissal is required without counseling sessions. A student who is dismissed will not be eligible to reenter the program.

GRIEVANCE PROCEDURE

A student may appeal a decision of an instructor/director to the principal, and the principal's decision to the Superintendent. The decision for the appropriate punishment will be made by the administrator only after gathering all information regarding the incident. The administrator will document that due process was conducted in writing. Contact information: Florida Board of Nursing: <http://floridanursing.gov/>; CIE: <http://http://www.fldoe.org/policy/cie>; Department of Education: <http://www.fldoe.org/>

DISCRIMINATION

Where applicable, this program will follow guidelines established by the Florida Educational Equity Act, and will operate in a way that does not discriminate against students.

DRESS CODE IN THE CLASSROOM

Students must follow the Walton Count School District (WCSD) and ECTC's Secondary Student Code of Conduct related to dress and grooming while in the classroom. The following articles of clothing are not allowed: pants that drop below the waist, holes in garments above the knees, V-neck or sleeveless shirts, heelies (shoes with wheels), shoes with cleats or bedroom shoes, pajamas, hats in the school building, items that worn together are indicative of gang membership, garments containing a message that is obscene, racist, or promotes illegal activities, drugs, alcohol, or tobacco products. Students should not wear gauges or other types of enlarging devices in his/her ears, as well as, refrain from any type of facial piercing or ostentatious tattoos. No visible body piercing other than earrings are allowed. All female students must wear bras at all times. Shoes must be worn at all times. The dress and personal appearance of students should be a positive reflection on the family, student, school, and community. Dress appropriate to business and industry is expected.

LABORATORY PRACTICE AND CLINICAL

Following the demonstration and practice of the assigned skills, the student must demonstrate the knowledge of assigned skills using mannequins. Students must demonstrate the individual skills satisfactorily in order to pass the laboratory skills component.

Students requiring additional practice to return the demonstration correctly will be asked to do so during their personal time.

Students will not be allowed to perform individual skills independently in the clinical setting until an instructor has checked them off. In addition, as worded in facility contracts, "a student can not provide any treatment to a patient without the instructor being present with the student." Any student who fails to follow this rule will be failed for the clinical day. Additional disciplinary action may be necessary including probation or dismissal from the program.

CLINICAL

Clinical experiences will be obtained from area Pharmacy hospitals, retail Pharmacies, and other community Pharmacies.

Clinical rotations may vary according to the days of the week on which they occur. .

PROFESSIONAL APPEARANCE, BEHAVIOR, DRESS CODE, AND GENERAL INFORMATION IN THE CLINICAL SETTING

The scrubs are to be worn with pride and dignity. All regulations are based on safety, asepsis, professional appearance and behavior.

1. The student will be neat, clean, and well groomed at all times. Adequate mouth care, use of deodorant, and clean clothes and shoes should be addressed at all times.
2. All required scrubs (2 tops, 2 pants, white shoes) will be purchased from the school designated uniform apparel company. The student must follow the agreed upon styles and also purchase pre-approved, customized items (school patches, name pins, stethoscope, and watch).
3. All scrubs should be ironed and appear neat. The Instructor may send noncompliant students home.
4. For the female student, if a dress is worn, then a full slip should be worn along with white hose. The dress uniform of the female student should fall below the knee. If pants are worn, white socks or white hose should be worn. The length of the slack should fall at or just below the ankle or lie at least one inch above the floor. White underwear should be worn at all times under a white uniform. No colored underwear is allowed.
5. No open toed shoes, clogs, sling backs, or any form of shoe which exposes the foot may be worn.
6. All students are to wear the personal nametag on the left side of the uniform. The school patch is worn approximately two inches from the shoulder seam on the left sleeve of the uniform.

7. Make up should be conservative. No fragrances are to be worn, to include, perfume, cologne, after-shave, fragrant lotions or bath gel, etc.
8. Scrubs are not to be worn while shopping, visiting, or any other leisure activity.
9. The student must maintain a professional attitude. Dignity, poise, calmness and Consideration is expected.
10. The student must insure the patient's privacy by proper management of the chart and clinical folder and using all measures to maintain confidentiality. HIPAA (Health Insurance Portability and Accountability Act) standards and safeguards will be followed at all times. Students must keep confidential all information which relates to or identifies a particular patient, including, but not limited to name, address, medical treatment or condition, financial status, or any other personal information which is deemed to be confidential in accordance with state and federal laws and standards of professional ethics. All school documentation should be turned in to the instructor at the end of the clinical shift. Any notes taken by the student on their personal paper needs to be placed into a shred container before leaving the clinical site or given to the nursing instructor if a shred container is not available. A student found in violation of HIPAA rules will be counseled by the nursing director and at their discretion the student can be dismissed from the nursing program.
11. A urine drug screen is required for all students assigned to clinical rotations. Drug screen testing may also be ordered at any time on an as needed basis and at the discretion of the Instructor, Director or designated clinical personnel. The expense of the drug screen will be the student's responsibility.

CRIMINAL RECORDS CHECK

Students must undergo fingerprinting and a background screening prior to attending class and clinical. Clinical facilities reserve the right to deny a student admission to clinical nursing courses based upon results of the records check. This would include if the check reveals that the student has been convicted of a misdemeanor or felony crime that would not be suitable for a student providing care. Students currently serving under any court imposed order of supervised probation, work-release or parole in connection with any felony conviction(s), plea agreement or any agreement will be denied admission to a clinical site.

Per Florida Statutes and the Florida Board of Nursing, individuals convicted of certain felony crimes will not be able to apply for licensure and will not be suitable to attend class or clinical, e.g., 1) crimes against the person (such as battery or assault), 2) crimes based on dishonesty or untruthfulness (such as theft or embezzlement), and 3) drug and other substance abuse-related crimes. Individuals convicted of other crimes may also be unable to attend a clinical site. This is at the discretion of the CEO of the clinical site.

STUDENT CLINICAL ASSIGNMENTS

Students may be assigned to any clinical agency used by the Pharmacy technician program for clinical experience. Preparation by the student for clinical experiences is essential. The instructor is obligated to protect patient safety, which includes sending unprepared students home. Being more than one hour late to clinical is considered a sign of unpreparedness and unprofessional and will result in the student being sent home and receiving a fail for the day.

Students are to report to the designated meeting place upon arrival to the clinical facility or agency to await further instructions from the instructor. Students may not go to the patient care area without the instructor.

Student assignments will only be made by the instructor. Additional assignments may only be made by the instructor. An assignment sheet will be available for students in the pre-conference room or nursing unit.

A report on assigned patients should be received prior to providing direct care.

Any problems during the clinical observation or clinical assignments should be addressed with the instructor immediately. The instructor will follow up through the proper channels. This is neither the student's role nor responsibility. Students failing to follow this chain of command will be counseled and final action may include dismissal.

Students are required to complete their assignments prior to leaving their units for the day. They are also required to be at a safe stopping point to participate in breaks or lunch. The students are required to report to their instructor before leaving the floor for breaks, meals, or at the end of the shift. The instructor, and in some cases the charge nurse, should know where the students are at all times. At the end of the shift the student is to give a brief summary of the events to the CNA who is assigned that patient. This report should be given to the instructor prior to the CNA.

In post conference a short summary of events will be discussed, and time will be allotted for any questions by the students. Additional educational activities or learning opportunities will be provided or discussed as the instructor deems necessary.

WITNESSING OF FORMS IN THE CLINICAL SETTING

Students are not allowed to witness any documents in the clinical facility.

STUDENT REMEDIATION

If a student appears to need remediation in the clinical setting, that student will be assigned to the laboratory in school for practice on his/her own time. When this occurs, the student must then go through a skills practicum again with the instructor to be allowed to perform this skill again in the clinical setting and pass clinical. The student must make an appointment with the instructor for this practicum. A student may be dismissed from the program if they cannot successfully demonstrate a particular skill.

EMPLOYMENT DURING SCHOOL TENURE

It is not recommended that a student work within eight hours of a clinical rotation day. Full time employment during the student's school tenure is highly discouraged and not recommended.

STUDENT RECORDS AND TRANSCRIPTS

Student transcripts are maintained electronically and /or filed in individual student record files in the student services department. Upon request and retrieval, adult students and parents/guardians* have the right to access, inspect, and review their individual student educational record. Adult students are defined as those students 18 years and older OR those students enrolled only in postsecondary/adult courses and programs. Such access is available while the records are under the direct custody of an approved school records custodian. Students may request official transcripts through the main office in building 100. Transcripts require a payment of \$5.00 per ordered transcript and are usually processed within ten business days.

STUDENT RIGHTS AND RESPONSIBILITIES

The rights of students and their parents with respect to education records created, maintained, or used by Emerald Coast Technical College shall be protected in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. s. 1232g and the implementing regulations issued pursuant thereto. As a postsecondary institution, with respect to disclosure of a student's personally identifiable information, Emerald Coast Technical College makes every effort to balance the interests of safety and privacy for individual students.

Except for directory information, Emerald Coast Technical College will not release a student's records without written consent of the student (parent if student is under 18 years of age and is not enrolled as a postsecondary/adult student only) except in those situations provided by law.

As referenced in the 2015-2016 Code of Student Conduct, Walton County School District and Emerald Coast Technical College have designated the following information as directory information which may be released without student (or parent) consent UNLESS otherwise notified:

- Student name, address, email, and telephone listing
- Date and place of birth
- Dates of attendance
- Student participation in officially recognized activities
- Most recent education agency or institution attended
- Photograph
- Major field of study
- Grade level
- Certificates, degrees, honors, and awards received

Students who do NOT consent to the release of the listed directory information should notify admissions/enrollment services when registering for classes.

*Tip: Parents who wish to be informed of grades and other academic progress should request that their child who is over eighteen years of age or is enrolled in ONLY postsecondary/adult courses and programs sign a statement releasing such information to the parent(s). Release forms are available in the admissions office. For students who are eighteen years of age and living with parent(s)/guardian(s), such release is not required in order for school personnel to talk with parents.

GRADES

The grading scale for Health Science students is as follows:

A	94-100
B	85-93
C	77-84

-----below 77% is failing

D	70-76
F	69 and below

Clinical are based on pass or fail status

P = Pass

F = Fail

PROGRESSION AND RETENTION IN THE PROGRAM

Students must maintain an average of 77% to pass each course and progress in the program. The only exception is the Medical Math component. The student must make an 85% on the Medical Math exam, with no more than three attempts in HSC0003. When a student is absent from class, the student must be prepared to make up all tests or class work missed on the first day they return to class or a grade of zero will be awarded. An instructor may elect to give an essay exam as a make up test.

LATE ASSIGNMENTS

All assignments are due on the date designated by the instructor. A letter grade will be lost for each day that is missed for submitting the assignment.

A student is not allowed to progress in the program if they have not passed each course at the time it is offered. The student must reapply, within one year, to take a class they have failed. A student may not reapply if there has been more than a one-year period since failing that specific course. Upon completion of all theory and clinical experiences with a passing status, the student is eligible to graduate from the Practical Nursing program.

WALTON COUNTY STUDENT CODE OF CONDUCT

Practical Nursing Program students are required to follow the Walton County Student Code of Conduct where applicable and sign the agreement that they have received and read the ECTC's Student Code of Conduct and District Internet Policies.

INTERNET & TECHNOLOGY

Health Science students are expected to follow the Acceptable Use Policy (AUP) for the Walton County School District Network and Internet and sign the agreement stating they have read, understand, and agree to abide by the provisions of the Network and Internet Acceptable Use Policy. See WCSD Code of Conduct.

SOCIAL NETWORKING AND INTERNET SITES

In accordance with HIPPA, the school policy on cheating and the code of professional conduct, students are not permitted to discuss **ANY** aspect of the health science program or clinical experience on social networking sites (i.e. Facebook, MySpace, Twitter etc.). Students found to have breached this policy can be dismissed from the health science program at the discretion of the Director.

FEES AND FINANCIAL AID

Listed fees and costs are provided to assist the student in planning for the financial investment in his/her career education program. Fees and other costs are subject to change without notice and do not represent an all-inclusive list. Students should consult the admissions/enrollment department, the current course schedule, individual program instructor, handbook, or syllabus for current costs and requirements related to individual programs.

Tuition

Tuition fees are based on guidelines established by the Florida Legislature. All fees are subject to change without notice. Contact the admissions and enrollment office for additional information.

Special Note for Bright Futures Scholarship Recipients: The technology fee shall not be included in any award under the Florida Bright Futures Scholarship Program. (s1009.22) Students who anticipate using their Bright Futures Scholarship award to pay a portion of their education costs should discuss alternate ways of paying this required fee when reviewing their financial aid award.

Students who have made two unsuccessful attempts to complete a course may be charged the full cost of instruction upon subsequent enrollment attempts in the same course.

Other Fees and Costs Registration Fees

A registration fee of \$50.00 is assessed for each new program of enrollment during the school year. Students enrolling in more than one program during a school year will

be assessed the \$50.00 registration fee for each new program of enrollment. The registration fee must be paid before the student can complete the registration process and enroll in the program. The registration fee is non-refundable and is not eligible for deferment or waiver except as provided for in statute and rule. Students returning to the same program of enrollment in 2015-2016 from school year 2014-2015 will be assessed a \$30.00 returning student registration fee for that program. Dual enrollment students are exempt from payment of registration fees.

PROGRAM OUTCOME/FOLLOW-UP

Students will be followed after graduation to obtain the following outcome information:

- 1) Employment status: place of employment, position, and rate of pay
- 2) Licensure status
- 3) Other information as required by Council on Occupational Education (COE)

LICENSURE

Upon completion of the Health Science program the student is eligible to apply for the certified Pharmacy technician exam. The website for instructions/fees, and registration is:
assistant

<http://ptcb.org>

Fees may be paid by cashier's check, company check, and money order, MasterCard or Visa. Make checks payable to Prometric.

Personal checks and cash are not accepted. Fees are not refundable or transferrable.

**Emerald Coast Technical College
Health Sciences Program**

This is to acknowledge that I have received a copy of the 2016-2017 Health Science Student Handbook. The Handbook has been reviewed with me by ECTC faculty and I understand and agree to abide by the contents therein.

Student Signature

Date