



Lake Technical College

# 2017 - 2018 Master Plan of Instruction Pharmacy Technician

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The mission of Lake Technical College is to be an integral component of the economic growth and development in our community by offering a variety of high quality career-training opportunities.

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# **LAKE TECHNICAL COLLEGE**

## **Pharmacy Technician**

### **INTRODUCTION**

The Pharmacy Technician Program is a 1050-hour program including 300 unpaid hours of externship in a medical setting. This program is designed to introduce students to the essential skills and knowledge necessary to be an entry-level Pharmacy Technician. 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. For additional information visit Florida Department of Education's website for the Pharmacy Technician Curriculum Framework. Program hours are from 8:15 am to 4:15 pm Monday through Thursday.

### **HEALTH SCIENCE EDUCATION MISSION**

The mission of the Health Science Education Department at Lake Technical College is to prepare students to meet the health care needs of a growing and diverse population, while serving as productive members of our local, state, national, and international communities.

### **PHARMACY TECHNICIAN PHILOSOPHY**

We believe the dignity and worth of the individual in our democratic and ever-changing society fosters self-reliance. We must acknowledge individual differences and show respect for the right of the individual to seek fulfillment of spiritual, emotional, mental, physical, and socio-economic needs. In addition to the required skills and knowledge, instruction emphasizes good professional skills, desirable personal characteristics, and effective interpersonal relationships, and leads to a productive life as a contributing member of the community.

We believe the Pharmacy Technician is a specialist in stand-alone pharmacies, hospitals and outpatient clinics that performs under the medical authority of a pharmacist to provide pharmacy services to patients in pharmacies, which are under a pharmacist's control.

We believe the Pharmacy Technician curriculum must be competency-based and include formal course work skills, practice laboratories and externship/externship experience. We believe continuous evaluation of a student's progress is necessary in measuring the effectiveness of the instruction and in achieving the stated objectives of the program.

We further believe Pharmacy Technician education is a continuous process, which must persist after completion of the program to keep the practitioner accountable for and alert to current trends and practices in the care of patients.

The program goal is to prepare competent entry-level pharmacy technicians in the following learning domains: Cognitive (Knowledge); Affective (Professional Skills); and Psychomotor (Skills).

### **TEST OF ADULT BASIC EDUCATION (TABE)**

All applicants for Career and Technical Education (CTE) programs 450 hours or more, with the exception of Florida Law Enforcement Academy applicants, take a state mandated TABE prior to enrollment. TABE scores are good for two years and must be valid at the time of enrollment.

Several exemptions to TABE are accepted. In order to be exempt, a student must submit official documentation to a career advisor for verification of an exemption:

1. Applicants who have earned a standard State of Florida high school diploma, 2007 or later, or possess a documented degree (AA, AS, AAS, BA or BS) may be exempt from TABE testing. (s.1004.91).
2. Applicants who have earned a State of Florida High School diploma via the GED® test no more than two years prior to the start of class.
3. Students taking any accepted standardized tests such as PERT or ACT may be exempt from the TABE provided the scores are at satisfactory levels and the test was taken within two years of enrollment in a Career and Technical Education program (6A-10315, 6A-10.040).
4. A student who has completed or who is exempt from the college-level communication and computation skills (CLAST) examination pursuant to s.1008.29 is also exempt from the TABE. Per s. 1008.29.
5. Documented successful completion of college-level remedial coursework may be used to meet TABE requirement.

6. Documented passing scores on state-designated industry certification tests may be used.
7. Mandated TABE exit scores may be waived for documented special needs students as per Florida guidelines. The student must enroll in AAEE and begin remediation in order to meet the exit requirements of the CTE program in which the student is enrolled. A student, with a documented disability, who is approaching completion (mastered 90% of the competencies) of the CTE program and has not met TABE scores, may be considered for a TABE exemption based on the following. It is determined through a SIT meeting that the student has successfully mastered the competencies of the CTE program in which she/he is enrolled and has been participating as expected in AAEE. The members of the SIT meeting may agree to waive TABE requirements.

According to Florida Department of Education rules, students who fail all or parts of the TABE may only retest using a different TABE version after 60 documented hours of remediation in the Applied Academics for Adult Education (AAEE) lab or three months if not attending AAEE. Students may not retake the same test version for six months. We, therefore, strongly recommend that students test early, especially for licensure programs, in order to allow time for remediation and retesting should the need arise.

Students who do not meet the minimum TABE scores set by the Florida Department of Education for their program must begin attending remediation classes in the AAEE lab prior to or at the time of enrollment in a Career and Technical Education program for at least one block a day and make acceptable progress as determined by the AAEE faculty. Students should meet state mandated TABE requirements by the time they have completed 50% of their program. Students who do not meet state mandated TABE scores may not receive a certificate of completion as per Florida Department of Education rules.

Applicants transferring appropriately leveled TABE, PERT or other accepted standardized test scores from other testing centers must do so by having an official score report sent directly to the Admissions Office prior to enrollment in the program. Scores brought by hand will be accepted only if document provided by the outside testing center is in a sealed envelope. Standardized tests scores are valid for two years.

### **ACCOMMODATIONS**

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's IEP or 504 plan or postsecondary student's accommodations plan to meet individual needs to ensure equal access. Postsecondary students with disabilities must self-identify, present documentation, request accommodations if needed, and develop a plan with their postsecondary provider.

Students desiring accommodations or updates to their accommodations are encouraged to self-identify as early in the program as possible. In order to receive disability accommodations, students must self-disclose the disability to the Students with Disabilities Coordinator and provide documentation that clearly shows evidence of a disability and applicable accommodations. The Students with Disabilities Coordinator will schedule a meeting with the student and faculty to discuss the documented disability and applicable accommodations.

Accommodations received in postsecondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments, assessments, time demands, schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodation requested and provided is maintained in a confidential file.

### **ADMISSION REQUIREMENTS**

To be considered for admission to the Pharmacy Technician program, in addition to the above-noted criteria, the applicant must have the following prerequisites:

1. Complete a LTC online application.
2. Be at least 18 years of age by the end of the first month of the program.
3. Take the TABE, if required.
4. Meet with a career advisor.
5. Confer with the program faculty or department chairperson prior to actual enrollment.

\*Students with TABE scores less than 10 please review TABE information beginning on page one.

## **Admission Requirements for Medical Assisting and Pharmacy Technician**

Beginning for the fall 2017 semester, all students enrolling into r Pharmacy Technician will be required to take the *Florida Ready to Work* evaluation and score at least a **silver** level.

Applicants will follow normal procedures for any person outside of LTC wishing to test.

A certificate showing that the person passed with at least a silver level will be required in order to enroll into either program. Applicants who do not achieve at least a silver level can be referred to TABE testing and then to AAAE for remediation.

### **Re-admission**

Students in good standing who withdraw from the Pharmacy Technician program prior to program completion may reapply to the subsequent program. Students will be allowed to repeat only one time. Students exiting for clinical failure will not be considered for readmission.

Readmission is contingent upon the following:

1. Applicants for readmission who left prior to successful completion of the 90 hour Core program will be required to start at the beginning of the Pharmacy Technician program.
2. Students in good standing who withdraw after successful completion of the 90 hour core program may apply for re-entry at the beginning of a module not successfully completed.
3. Students applying for readmission will be admitted on a space available basis.

## **FINANCIAL AID**

Policies and guidelines for the administration of all financial aid are established according to federal and state law. Applicants complete an information form, Free Application for Federal Student Aid, and furnish documentation needed to verify eligibility. More information on the application process may be obtained in the Financial Aid Office.

The Financial Aid Office will assist students, where possible, with access to financial support offered by federal agencies (U.S. Department of Education – Pell Grants, Department of Veterans' Affairs), other state and local agencies and local organizations (scholarships).

## **SAFETY**

Lake Technical College makes every effort to provide a safe environment for all students, visitors, faculty and staff. Basic safety standards, which will include fire drills, weather drills, lockdowns, equipment usage, and traffic regulations, will be covered in the program orientation and within the program as applicable. These basic safety standards will be reinforced throughout the program enrollment. Students should immediately report any safety concerns to an faculty or administrator. Please refer to the school catalog for more campus safety information.

## **BACKGROUND SCREENING & DRUG TESTING**

The Agency for Health Care Administration (ACHA) requires all employees and other individuals (students) whose responsibilities may require them to provide personal care or services to clients/residents/patients or has access to their living area or personal property to undergo a background screening. The healthcare profession recognizes that substance abuse among its members is a serious problem that may compromise the ability of the abuser and jeopardize the safety of patients entrusted to their care. The College, in its effort to maintain high standards of education and clinical practice and to comply with requirements mandated by cooperating clinical facilities, has implemented a drug-testing program.

If at any time during a pre-externship screening, random screening or reasonable cause screening, a student refuses to be tested, the student will be withdrawn from the program. If at any time the student's drug test is positive, or a negative dilute and has not been medically approved, the student will be withdrawn from the program.

A criminal background check will need to be completed prior to externship. A conviction of, regardless of adjudication, a plea of guilty to; or a plea of nolo contendere to an offense constitutes a conviction for the program of Pharmacy Technician purposes.

If at any time during the program you are arrested, you must notify the Health Science Education (HSE) Department Chairperson within 72 hours of arrest. A conviction of; a plea of guilty to; or a plea of nolo contendere to an offense would require a meeting with the HSE Department Chairperson to discuss continuing in the program. Failure to disclose this information in a timely manner may also lead to dismissal from the program.

## INSURANCE

All students are required to purchase professional liability insurance through the school. As a clinical requirement, students must show proof of accident insurance. Any student who does not have proof of private health care insurance may purchase the school accident insurance through Lake County Schools to fulfill this requirement. This insurance is provided at a very reasonable cost and provides coverage during required Pharmacy Technician program functions. Information regarding purchase of school accident insurance is available in the Admissions Office.

## TUITION

Tuition is charged for adult students at a rate established by the State legislature. Current fee information is available in the Admissions Office. Tuition is waived for eligible high school dual-enrolled students. Tuition is due prior to the first day of each semester based on the Lake Technical College payment calendar. Failure to pay all fees due at the time class begins will result in not being able to attend class and/or clinical if applicable.

## PERFORMANCE STANDARDS

Pharmacy Technician involves the provision of direct care of individuals and is characterized by the application of verified knowledge in the skillful performance of Pharmacy Technician functions. The Pharmacy Technician profession is a practiced discipline with cognitive, sensory, affective, and psychomotor performance requirements. Based on these requirements, a list of Core Performance Standards has been developed.

Critical Thinking	Critical thinking ability sufficient for clinical judgment
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds
Communication	Communication abilities sufficient for interaction with others in verbal and written form
Mobility	Physical abilities sufficient to move from room to room, maneuver in small spaces,
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective care
Hearing	Auditory ability sufficient to monitor and assess health needs
Visual	Visual ability sufficient for observation and assessment necessary in care
Tactile	Tactile ability sufficient for physical assessment

Students unable to demonstrate the Core Performance Standards must notify the HSE Department Chairperson by the end of the first class day to inquire about reasonable accommodations.

## ATTENDANCE POLICY

In an effort to develop appropriate work ethics, Lake Technical College students are expected to attend all class sessions. As is expected in the workplace, when it is necessary to be absent due to illness or emergency situations, all students are to notify the faculty on or before the date of absence.

The expectation of Lake Technical College is that all students will be in attendance each day of the scheduled program. The student attendance expectation for each postsecondary program is consistent with industry standards as recommended by the program advisory committee and approved by the administration of Lake Technical College.

Campus attendance is kept via a computerized system. It is the responsibility of the student to log in and out in order to receive credit for class time. This allows the school to keep accurate attendance records for the actual number of hours and minutes attended. Faculty are not expected to manually enter student attendance. Only one override is permitted for failure to log in or out. Therefore, failure of a student to log in and out may result in a documented absence. Logging in or out for another student or having another student log in or out is unacceptable behavior and may result in dismissal.

Only regularly scheduled class hours will be reported for attendance. Make-up time will not be accepted except as approved by the Executive Director of Lake Technical College.

Absences and tardies are of significant interest to potential employers such that any violation of the above will significantly lower the student's professional skills grade as outlined in the department's grading policy.

A student who finds it necessary to be tardy and/or absent (including leaving early) **MUST** notify the Pharmacy Technician program faculty by school email at least one half hour prior to the start of class that day. Failure of notification will result in a deduction of the student's Professional Skills grade.

### **Excessive Absences**

A student who is absent for six (6) consecutive class sessions will be withdrawn from enrollment in his/her program. A student withdrawn for absenteeism must petition administration to return. A student having medical documentation or documentation of an extenuating circumstance does not need to petition to return. Students exhibiting a pattern of consecutive absences less than six days will be subject to dismissal as determined by a School Intervention Team.

Any student whose attendance rate drops below an 80 percent % will be placed on PROBATION. The purpose of probation is to formally notify and appropriately document an existing condition that is jeopardizing the ability of a student to successfully complete the Pharmacy Technician program. Excessive absences may jeopardize enrollment in the class

Probationary status will terminate when the terms of the contract have been satisfied or when the number of hours absent does not exceed the cumulative 20% of the hours to that point in the program.

Students on probation for excessive absences may continue in the program only as long as they are making satisfactory progress in the theory and clinical areas, and the excessive absences are due to extenuating circumstances such as hospitalization, emergency surgery, or extreme personal hardship. Excessive absences will impact the professional skills grade or may result in withdrawal from the program.

### **Tardiness**

As in the workplace, students are expected to be in their seats at the beginning of class, after break, and after lunch. Students are expected to notify the faculty by school email before the start of class of any anticipated tardies and communicate an expected arrival time. In the workplace, if you are not present, you are absent, regardless if it is because you are tardy and/or leave early. Any student that is tardy (absent) and/or leaves early (absent) will affect the student's Professional Skills grade.

### **Lab/Clinical skills**

1. Attendance is mandatory at all scheduled labs and practical skills. Absences during clinical skills require make-up work to be done at a time not designated for other studies. It is the responsibility of any student absent during a lab or clinical skill to secure a time with an faculty to demonstrate the skills taught during the absence.
2. Make-up: All materials and assignments missed during the student's absence must be made up. It is the student's responsibility to meet with the faculty to get missed assignments and handouts.
3. Breaks, lunch period, and release at the end of the day will be designated by the faculty.

### **Student Responsibilities**

Students are responsible for:

- Attending class four days per week, Monday through Thursday.
- Checking email/voicemail messages regularly and communicating with the faculty.
- Attending class/lab when scheduled.
- Completing assignments as presented by the faculty.

Professional skills will be evaluated based upon work output so it is important to stay focused. Do not hesitate to contact the faculty for assistance.

## **GRADING POLICY**

Each course within the Pharmacy Technician Program includes a syllabus which outlines assignments, due dates, and competencies that need to be achieved. It is important that the student understand that submitting completed assignments and participating in classroom discussions/activities will be an expectation of each course.

The grading policy for the Lake Technical College Pharmacy Technician Program is as follows:

90 – 100	Excellent
77 – 89	Average
76 & Below	Failing

Program grades are based on knowledge, skills, and professional skills.

**Knowledge/Cognitive** is based on exams, course work, and other assignments.

**Skills/Psychomotor** are based on practical examinations inclusive, but not limited to, successful return demonstration of skills

**Professional Skills/Affective** are evaluated in the classroom and externship. Professional skills in the classroom are based on professional appearance, professional behavior, attendance, and classroom participation. Professional skills in the externship are based on: integrity, empathy, self-motivation, appearance and personal hygiene, self-confidence, communication, time management, teamwork and diplomacy, respect, patient advocacy, and care delivery of service.

**Attendance:** Attends class for all scheduled hours assigned, arrives/leaves on time, contribute to class discussion and is actively involved in all activities.

**Character:** Displays academic integrity (inclusive of not committing plagiarism), trustworthiness, dependability, reliability, self-discipline, and self-responsibility.

**Teamwork:** Respects the rights of others; is a team worker; is cooperative; ensures confidentiality in all classroom, clinical and other matters; demonstrates professional behavior in interactions with peers, preceptors, and faculty.

**Appearance:** Displays appropriate dress, grooming, hygiene, and wears full regulation uniform of the day.

**Attitude:** Displays a willingness to cooperate and accept constructive criticism; sets realistic expectations; approaches assignments with interest and initiative.

**Productivity:** Follows safety practices; conserves materials and supplies; maintains equipment; stays on task and utilizes time constructively; demonstrates proactive learning through involvement in activities and contributions to class discussions.

**Organization:** Manifests skill in prioritizing and management of time and stress; demonstrates flexibility in handling change; completes assignments on time; uses work time appropriately.

**Communication:** Contacts faculty to report concerns; notifies faculty of tardy/absence one half hour before start of class; seeks clarification and understanding through appropriate, pertinent questions.

**Leadership:** Displays leadership skills; appropriately handles conflict and concerns; demonstrates problem-solving capability; maintains appropriate relationships with supervisors/faculty and peers; follows the chain of command.

**Respect:** Deals appropriately with cultural/racial diversity; does not engage in harassment of any kind to include but not limited to verbal, nonverbal, and written; addresses faculty and peers in appropriate tone and with appropriate language to include but not limited to electronic (email, text, etc.) communications.

For a student to continue in the program:

1. The Knowledge grade, consists of three components- Competency tests, Drug Card Quizzes, and Special Projects. These three components of the Knowledge grade must average a 70 percent or higher to successfully complete an OCP.
2. The Competency (Skills) grade must be a 77 percent or higher to successfully complete an OCP.
3. The Knowledge, Professional Skills, and Competency (Skills) grade must average together to be a 77 percent or higher to successfully complete an OCP.

All students must pass each competency within the Pharmacy Technician Program with at least a 77 percent. Should the student need to retake the initial Competency test, it is the student's responsibility to schedule a remediation with the faculty by the next class day. Should a student not pass the competency the second time the student must re- do the entire competency and will be referred to the Student Success Counselor. In the event, that the student does not pass the competency the third time, a SIT meeting will be scheduled, the student will be referred to Student Success Counselor, who must recommend the time to attempt the competency for the fourth time. Should a student not

In the event, that a test and/or module is re- done, the highest grade the student can earn is a 77 percent.

If the student scores lower than a 77 percent on the test on the scheduled testing day, the student must schedule remediation, if desired, prior to re-testing.

**\*There are no retakes allowed on Drug Quizzes.**

### **Job Shadowing Experiences**

For a student to qualify for job shadowing experiences their Professional Skills grade must be a 77 percent or higher.

### **Pharmacy Tech 1**

For a student to qualify for a retail pharmacy internship in Pharmacy Tech 1 the student must have successfully completed classroom portions of Pharmacy Tech 1 with a Knowledge grade of a 70 percent or higher and have a Professional Skills and Competency grade, independent of each other, with a 77 percent or higher.

### **Pharmacy Tech 3**

For a student to continue to be eligible for internships in Pharmacy Tech 3, the student is required to have completed Pharmacy Tech 1, Pharmacy Tech 2 with a 77 percent or greater and classroom portions of Pharmacy Tech 3 with a Knowledge grade of a 70 percent or higher and a Professional Skills and Competency grade, independent of each other, with a 77 percent or higher.

Hospital Pharmacy internships will require a student to have successfully completed Pharmacy Tech 1, Pharmacy Tech 2 and classroom portions of Pharmacy Tech 3 with a Knowledge, Professional Skills, and Competencies independent of each other with an 84 percent or greater.

### **Testing Policy**

1. Testing dates will be given to the student, by the faculty.  
Should testing date(s) need to be rescheduled, it is the student's responsibility to contact the faculty to reschedule the testing date(s).
2. If the student scores lower than a 77 percent on the test on the scheduled testing day, the student must schedule remediation, if desired, prior to re-testing.

### **Labs**

Attendance and participation is mandatory at all scheduled labs. Skills must be passed by the second attempt and must be accomplished prior to the end of the module in which the skill is presented. The final exam for the course cannot be completed until all competencies are successfully checked off.

### **Clinical Skills**

It is the student's responsibility to complete all skills competencies and required clinical skills must be successfully achieved prior to participating in externship,

Students shall not perform any skill outside the Pharmacy Technician scope of practice. Failure to comply with this mandate may result in disciplinary action, up to and including, probation or dismissal from the Pharmacy Technician program.

### **Externship      Please refer to the Rules and Guidelines in the Externship Packet**

The externship consists of 300 hours of unpaid time that the student will work in a pharmaceutical setting of the externship coordinator's discretion. The pharmaceutical sites and preceptors of the Pharmacy Technician program are to be treated with the upmost courtesy and respect. Students will adhere to the Pharmacy Technician program dress code policy during this time. Students are responsible for own transportation to/from the externship site. Communication for tardiness and absences to the clinical site are mandatory and follow the Pharmacy Technician attendance policy timeframes. The Pharmacy Technician program faculty will communicate regularly with preceptors to determine student progression in the program. Any time missed will extend the externship until the hours have been completed.

Students shall be objectively evaluated by the preceptors using a standardized form (see clinical Skills Documentation). The student is responsible for listing time in and time out, and skills **successfully and unsuccessfully** attempted. The preceptor is responsible for verifying time in and out, evaluating skills performance and writing comments about student performance and progression.

Directions on all externship forms are to be followed. If an area of evaluation is not applicable to the student or the situation, the area should be marked N/A. An evaluation addendum should be attached to the evaluation form if space does not permit listing of information. Completed externship documentation must be given to the Pharmacy Technical program faculty at the exit interview. Student is accountable for all information and completion of all externship paperwork.

Under no circumstances is the student to alter any preceptor information. ***Falsification of documentation will lead to disciplinary action, which may include probation and/or immediate dismissal from the Pharmacy Technician program.***



## LAKE TECH REQUIREMENTS FOR PROGRAM COMPLETION – CERTIFICATION

Students must meet the following program requirements for certification:

- Meet minimum TABE recommendation prior to graduation.
- Successfully complete all competencies specified in the program State of Florida curriculum framework.
- Satisfactory completion of 300 hours of unpaid externship.
- Pharmacy Technician Faculty sign off of student externship packet.

### FOLLOW UP

Lake Technical College is proud of its graduates and celebrates the next step graduates take whether it is employment, military or further education. Prior to completing, students may visit the Career Success Center for assistance with employability skills such as resume writing. In addition, faculty may provide students with employment leads. However, it is up to the individual student to actively pursue employment opportunities. We like to hear how our graduates are doing and want to celebrate your successes so be sure to communicate with your faculty any employment, military, or further education you enter. Students are required to participate in an Exit Interview prior to their last day in their program.

### ESSENTIAL TASKS

Health related occupations are demanding, both physically and emotionally. Before entering a program in the health field, it is important to review the following tasks which have been established. Their performance is essential for success in the program.

#### Physical Requirements

Ability to perform repetitive tasks  
Ability to walk the equivalent of 5 miles per day  
Ability to reach above shoulder level  
Ability to interpret audible sounds of distress  
Ability to project audible verbal communications at a distance of 4 feet  
Ability to demonstrate high degree of manual dexterity  
Ability to work with chemicals and detergents  
Ability to tolerate exposure to dust and/or odors  
Ability to grip  
Ability to distinguish colors  
Ability to lift a min of 25 lbs. & max of 100 lbs.  
Ability to bend a knee  
Ability to sit or stand for long periods of time  
Ability to perform CPR

#### Mental and Emotional Requirements

Ability to cope with a high level of stress  
Ability to make fast decisions under high pressure  
Ability to cope with the anger/fear/hostility of others in a calm manner  
Ability to manage altercations  
Ability to concentrate  
Ability to cope with confrontation  
Ability to handle multiple priorities in a stressful situation  
Ability to assist with problem resolution  
Ability to work alone  
Ability to demonstrate a high degree patience  
Ability to adapt to shift work  
Ability to work in areas that are close and crowded

### **CLASSROOM, LAB, CLINICAL AND EXTERNSHIP UNIFORM CODE**

Students who attend Lake Tech shall dress in a manner appropriate for the job in which they are receiving training, including any special protective gear and professional uniforms. All clothing, makeup, and jewelry must be clean, neat, modest, in good repair, appropriately sized, and be neither distracting nor offensive.

A uniform identifies you to the public and pharmacy/hospital staff as a Pharmacy Technician student and presents a professional appearance. In addition, it prevents the possibility of cross contamination by separating street clothes from work clothes.

Professionalism is important in health careers and is reflected in one's appearance, behavior, and work ethic. The following rules are in place to prepare students for the professional healthcare environment.

**All Pharmacy Technician students will strictly follow the uniform code while attending classroom, clinical, or externship. Failure to present a professional appearance will result in dismissal from the day's activity and an unexcused absence.**

## Uniform Code

1. **Program-approved scrub top with monogram:** The faculty will provide students with specific information regarding the program scrub top.
2. **Program- approved black medical uniform scrub pants:** Scrub pants cannot have flare at bottom. Jeans are not permitted.
3. It is a requirement that both the scrub top and the uniform pants be clean and neat at all times. Ironing is recommended. You are representing yourself, your faculty, and your school.
4. **Belt** (if worn) is to be black with simple, unadorned buckle, maintained in relatively new condition.
5. **Black shoes,** Closed-toe, closed-heel and hard-soled, made of material that will not absorb fluids. If ankles are exposed, solid black socks must be worn, covering ankles. High heels, platforms, clogs, cowboy boots or high top work boots are unacceptable.
6. **A Lake Technical College student picture I.D.** must be worn at all times when the student is on campus or in the clinical setting.
7. **Jewelry:** Must be confined to a watch, wedding or engagement rings. Special rings for right hand will be allowed in the classroom and externship, however, only one ring per hand (exception: wedding ring and engagement ring may be worn together). **The only acceptable body piercing is one small post earring in each ear. No other visible body piercing is acceptable.** One thin chain necklace with adornment no larger than ½" is permitted. Necklace must be tucked into shirt.
8. **Make-up:** Will be moderately applied. Make-up should be consistent with the professional nature of Pharmacy Technicians.
9. **Hair** will be:
  - A natural hair color only.
  - Neatly combed, brushed or styled.
  - Out of the eyes and restrained with clips or bands that blend with hair color or match uniform.
  - Hair must be worn above the collar and away from the face at all times when in uniform.
  - Beards and moustaches must be neatly groomed.
10. All visible body art (tattoos, Henna, etc.) must be covered at all times when participating in any program class or clinical activity.
11. No nail polish allowed. Nails should be no longer than end of fingertip. Artificial nails (to include, but not limited to, gel finish, silk tips, Gelish finish, shellac) are not permitted.
12. Eyelashes are to be natural in color and, as with nails, artificial eyelashes are prohibited.
13. **No** offensive odors (i.e., body, breath, shampoo, perfume, etc.) are acceptable. **Please remember that strong perfume, hair spray, coffee, cologne, or cigarette smoke may be offensive to patients and co-workers.** These odors **could trigger an acute respiratory episode in patients with respiratory ailments.**
14. **Equipment:** A watch with a second hand, a black ink pen ~~and a bell and diaphragm stethoscope.~~

**All aspects of personal hygiene, including the individual, uniform and undergarments represent one's professional image. Cleanliness and appropriate use of personal hygiene products are important components of professionalism and are expected of all students.**

## **GENERAL SCHOOL INFORMATION**

### Leaving Campus during School Hours

For safety reasons, students will notify their faculty when leaving campus early. Students may leave campus for lunch provided this is done within the allotted time.

### Breaks/Lunch

Students are expected to return on time from breaks and lunch. Students may leave campus for lunch provided this is

done within the allotted time. Breakfast and lunch can be purchased in the LTC Student Center, which is prepared by the LTC Culinary students. At no time will the refrigerator in the Pharmacy Technician lab be utilized for food or drink. This is for specific medications only.

### **Parking Regulations**

Students may park only in the south parking lot in spaces not designated as staff or customer service parking. For safety, loitering in or around vehicles once the vehicle is parked is not allowed and a 5 mph speed limit is enforced. In consideration of the neighbors and classes in session, loud music in vehicles on campus is prohibited.

### **Smoking**

Lake Tech is a tobacco free institution. The use of tobacco products of any kind, including e-cigarettes, is not permitted at any Lake Tech location. This includes the parking lots.

## **PHARMACY TECHNICIAN POLICIES AND PROCEDURES**

### **General Rules for Students\*\***

1. To protect equipment and furnishings in the classroom and laboratory areas, only water, in closed, covered containers, is permitted. No other food or drinks are allowed, unless specific permission is granted by the faculty. However, under no circumstance may food or drinks be in the laboratory areas.
2. Students are to be in proper uniform for any class, lab, clinical, externship, or other related school activity unless assigned otherwise.
3. All laboratory equipment should be returned to its proper place after use. Any broken equipment must be reported to the faculty for repairs.
4. The refrigerator in the pharmacy technician lab is for specific medications only. No personal food or drink is permitted to be store there.
5. Students will not use electronic devices for personal needs while in classroom. No cell phones are allowed for personal use in the externship settings.
6. No student is allowed in the faculty's office without permission.
7. Students are responsible for keeping their individual desk areas policed of trash and in order. Chairs are to be returned to place at the end of each class.
8. If at any time a conflict arises, for any reason, during class time or clinical the student is to avoid a serious confrontation at all costs. Right or wrong, students should avoid being part of a bad scenario that would have an impact on the program and jeopardize their place in the program. Students should report to the faculty or department chairperson immediately and allow them to disarm the situation.
9. All injuries and/or illnesses must be reported immediately to the faculty.
10. Students who become ill during class must notify the faculty before leaving the classroom.
11. Lake Tech is a tobacco free institution. The use of tobacco products of any kind, including e-cigarettes, is not permitted at any Lake Tech or externship location.
12. A Student will be asked to leave the classroom, clinical, or externship if there is any reasonable cause that they are under the influence of drugs or alcohol. The Student will be immediately sent for drug screening in this situation, with the cost of testing, the students responsibility.
13. Each student is expected to behave in a dignified manner at all times – a manner which conforms to the ethics of the profession and which instills patient confidence in the Pharmacy Technician's abilities. Irresponsible, unprofessional, or unethical behavior may result in termination from the program.

### **Classroom Rules\*\***

Students will:

1. Maintain a neat, clean, appropriate appearance.

- When in uniform, be dressed according to the dress code.
  - Notify a faculty 1 hour prior to expected arrival time regarding tardiness or absences.
  - Seek permission and follow procedure to leave early when necessary.
  - Return from breaks and meal times at the specified time.
2. Respect the rights of others.
    - Be attentive and polite.
    - Do not talk to neighbors thus preventing others from learning.
    - Respect the property of others.
    - Be patient and considerate of others.
    - Pay attention.
    - Do not make fun of others when they ask a question.
    - Think before speaking to avoid misunderstanding.
    - Do not talk while others are talking.
  3. Demonstrate good interpersonal relationships with peers and faculty.
    - Exhibit a congenial and cooperative attitude with others.
    - Show respect for faculty and peers.
    - Accept others for themselves.
  4. Contribute to a learning atmosphere.
    - Wait for recognition before speaking.
    - Do not interrupt class.
    - Assist classmates if able and time is appropriate.
    - Contribute new or pertinent material on topic when appropriate.
    - Do reading or assignments when no lecture or formal class is in progress.
    - Practice procedures and be prepared for requested sign-off on procedures.
    - Make good use of classroom/laboratory time.
  5. Take responsibility for own learning.
    - Come to class prepared by bringing pen, pencil, paper, and books.
    - Submit work missed during absence in a timely manner without prompting.
    - Complete reading assignments and participate in class discussions.
    - Be responsible for all assigned books and equipment.
  6. Attempt to do the best possible.
    - Try to achieve full potential.
    - Make an effort to answer questions when called upon. The faculty will recognize students before answering a question.
    - Use time wisely.
    - Make an appointment to see the teacher privately to clarify any unclear material.
  7. Respect school and clinical facility/property.
    - Always leave the classroom, laboratory and conference areas neater than found.
    - Do not eat, drink, or smoke except in designated areas.
    - Do not deface property of others.
    - Be proud of your school and remember to be an ambassador to the public.

**Externship Rules\*\* Please refer to the Rules and Guidelines in the Externship Packet**

1. Students are to abide by the policies and procedures of Lake Technical College and the facilities utilized by the Pharmacy Technician Program for externship. Any student not in compliance with the set guidelines may be asked by the externship coordinator/faculty to leave the externship facility. The student will not be allowed to return to that externship site. The faculty will notify the HSE Department Chair who will schedule a SIT meeting with the student.
2. Students will observe pharmacy practice activities and assist only as directed by the externship coordinator/faculty or preceptor in charge. Students will perform only pharmaceutical duties that have been covered and completed in his/her present program.

3. Remember to protect patient privacy and confidential information. What a student hears and sees is not for general discussion. Any violation of this policy will be considered a serious breach of professional ethics and could lead to disciplinary action to include, but not limited to, dismissal from the program. A Confidentiality Statement with each student's signature is kept on file.
4. Students will attend externship according to the externship schedule. The externship coordinator will do all scheduling. If there is a scheduling conflict, the student must contact the externship coordinator/faculty, who will discuss issues with the HSE Chair.
5. Students are authorized to be at the externship sites only for scheduled times. Please do not arrive early or stay late unless permitted to do so in order to complete pharmacy duties. **IF AN INCIDENT OCCURS WHILE AT AN EXTERNSHIP SITE THE FACULTY MUST BE CONTACTED IMMEDIATELY.**
6. Unauthorized hours or shifts at an externship site are not allowed. Hours for students attending any externship site (including scheduled dates but not scheduled sites) without prior approval from the faculty will not be counted toward clinical hours and will be reported to the HSE Department Chair.
7. Students are expected to utilize their time productively (i.e., no watching television, no sleeping, etc.) Students are expected to study or practice with equipment in order to maximize externship experience.
8. Any student not in a proper, professional, maintained uniform will be sent home and he/she will have to reschedule missed hours.
9. The student is responsible for providing protective eyewear whether in- or outdoor. Proper and appropriate personal protective equipment shall be worn during all skills activities.
10. Certain records must be maintained in order to document clinical experiences and skill performance at the externship site. **It is the responsibility of the student to adequately and accurately maintain these records.**
11. Additional policies and regulations may be established by the school, the Pharmacy Technician program faculty, or the HSE Department Chair during the course of the program. After due and proper notification, students will be expected to comply fully with all regulations.

**\*\* Violation of any of the above may result in disciplinary action up to and including dismissal from the program.**

#### **REASONS FOR DISMISSAL FROM PROGRAM**

1. Unsatisfactory academic, lab or externship work.
2. Demonstration of unsafe performance and poor professional judgment in the externship area such as, but not limited to, endangering a patient's safety by:
  - a. Violating standard safety practices in carrying out pharmacy duties.
  - b. Delaying care that is within the student's realm of ability and/or knowledge.
  - c. Performing skills or procedures beyond the realm of the student's ability and/or knowledge.
3. Being found in any restricted or unauthorized area.
4. Unethical conduct such as fraud, drug abuse, alcohol abuse, breach of confidentiality (HIPAA violation); inappropriate student/patient interaction or interpersonal relation; or aggressive or dishonest behavior to any school or externship site staff member, physician, pharmacist, customer, or other student, defined as follows:
  - a. Aggressive behavior is defined as a forceful, self-assertive action or attitude that is expressed physically, verbally, or symbolically and is manifested by abusive or destructive acts towards oneself or others.
  - b. Dishonest behavior is defined as an untruthful, untrustworthy or unreliable action.
5. Cheating in any manner.
6. Withdrawal from externship clinical site or participating agency as the result of due process proceedings based upon a written request from the agency that the student be withdrawn.
7. Violations of the attendance policy.

8. Failure to satisfy identified probationary requirements within the stated time.
9. Failure to comply with requirements as stated in the Master Plan of Instruction.

## **DESCRIPTION OF THE PROFESSION JOB DESCRIPTION**

### **Main Function**

Pharmacy Technicians work in hospitals, clinics, retail pharmacies and in various health care settings under the supervision of a pharmacist. Pharmacy Technicians who work in smaller facilities often act as generalists, engaging in a wide range of functions and duties, defined by the pharmacist or Pharmacy Technician preceptor. Those who work in larger facilities may focus on one or two specific duties.

### **Duties and Responsibilities**

#### **Administrative duties**

Pharmacy Technicians handle important clerical tasks that enable facilities to operate efficiently. They enter medication order data, fill prescriptions, collect insurance information, complete insurance paperwork and maintain pharmaceutical records. When dealing with records, Pharmacy Technicians must ensure that the information remains confidential at all times. Pharmacy Technicians answer phones, receive and direct incoming customers. They also participate in coordinating prescription drug refills with physicians' offices, hospitals, clinics and other pharmacies. Pharmacy Technicians also monitor pharmacy supply and equipment levels.

#### **Patient Care**

Pharmacy Technicians often aid the treating doctor in patient care by assisting with questions pharmacy customers may have about their medications.

#### **Patient Instruction**

In addition to working with doctors, Pharmacy Technicians often participate in educating and instructing the patients. Pharmacy Technicians will provide patients with important information regarding recommended diets that may interact negatively with their medication(s), medication instructions, treatments and procedures. Pharmacy Technicians may also answer patient questions, explain any potential risks or provide a patient with comfort and reassurance.

#### **Facility Maintenance**

Many medical facilities require Pharmacy Technicians to participate in the general maintenance and appearance of the pharmacy. Pharmacy Technicians will making sure that the pharmacy is properly stocked with the necessary equipment and supplies. Pharmacy Technicians are responsible for gathering and properly disposing of expired or contaminated items. Pharmacy Technicians may also be required to ensure that all instruments used in the pharmacy are properly sanitized.

## **PLAN OF INSTRUCTIONAL PRACTICES**

### **Teaching Methods**

Pre- and post-testing, lecture, web-based materials, demonstration and return, discussion, group interaction, required reading and written assignments, oral reports, role playing, question and answer, unit examinations, skill practice, individualized instruction, self-directed learning activity packages, clinical experience, field trips, textbooks, workbooks, projects, reports, simulations, hands-on computer experience, collaborative learning, videotaped instructions, films, audio tapes, transparencies, guest speakers, board examples, and labs are among the teaching methods utilized.

### **Online Access**

Technology is an integral part of our daily lives. From smart phones to electronic tablets, these devices are becoming items that many cannot function without. In addition, the Internet is changing the way education is delivered. Lake Technical College strives to ensure that our students are able to compete in this technology driven world. With this in mind, it is recommended that students have an online presence and access to the internet.

It is also important that students have an email address that they check on a regular basis. A lot of information may come to you through your email, so it is important that you check it regularly. If you do not have an email address, there are numerous services that provide FREE email addresses. Please make sure your faculty have a current, working email address for you. See your faculty for more information.

## **Social Media**

The advent of social media has created a world-wide communication medium for persons of all ages. While extremely popular, these websites have also created their own set of “not-so-popular” problems such as cyber-stalking, identity theft, cyber-bullying, cyber-cheating (posting of exam, or other course material), and a host of other nebulous challenges that users may face. Another reality associated with social media is its far-reaching consequences for those who share posts that may be seen by others as inappropriate.

Potential employers, current employers, civic, or educational organizations you may be associated with, and many others are looking at social media sites for information that may tell them things about an individual. Students should also be cautioned on how private their social media content really is – despite the settings on an account. All social media sites are potentially vulnerable. A simple search of how to view pages that are set as “private” for a popular social media website yielded numerous responses for ways to view the content. Everything from blogs to online videos offer to explain how to accomplish this task.

Students in all programs need to be cognizant of the fact that most professions rely on great moral character. It is recommended that when using social media, assume that all posts will be seen/read by everyone with access to the internet.

## **Teaching and Instructional Aids**

Textbooks, workbooks, projects, reports, simulations, hands-on computer experience, video-taped instructions, films, guest speakers, board examples.

## **Methods of Teaching Safety**

A basic outline of safety standards and practices is covered along with continuous implementation of safety principles. The student demonstrates skills in the lab environment and must meet competency standards prior to performance in the clinical setting.

## **Evaluation**

Class performance, skills performance, pre- and post-testing, practical test evaluation (labs), required written and workbook assignments, clinical observation of performance objectives during clinical experiences, decision-making, attendance, and professional skills are included in a student’s evaluation.

## **Externship**

Students will receive a 300 hour unpaid externship hours under the direct supervision of their preceptor and/or faculty.

# **PHARMACY TECHNICIAN COURSE INFORMATION**

## **Program Faculty**

Program Faculty, Korrina Green, BS, CPhT, RPhT

## **Schedule**

This program offers students flexibility to learn course material and complete assignments at their individual pace under the direct supervision and monitoring of the faculty in a cohesive learning environment. The student’s learning experience will be enriched through discussion and peer interaction with other class members. This interaction is a primary component of any educational experience.

## **Required Fees, Books and Supplies**

Tuition \*\*  
Registration Fee\*\*  
Lab Fee\*\*  
Accident insurance (See insurance)  
Criminal background check  
Complete drug screening (scheduled after the start of the program)  
Vaccination Record  
Approved uniform  
Watch with second hand  
Course Textbooks and Workbook

*\*\*Current tuition and fee information is available from the Admissions Office.*

**Faculty Information**

Office hours:

On campus Monday- Thursday (Holidays excluded) 8:00 am to 4:30pm; Friday 8:00 am to 11:30 am.

Korrina Green, BS, CPhT, RPhT

[GreenK1@lake.k12.fl.us](mailto:GreenK1@lake.k12.fl.us)

**PROGRAM OBJECTIVES**

See the attached Florida State Department of Education Curriculum Framework for program objectives and desired competencies.



**Florida Department of Education  
Curriculum Framework**

**Program Title:** Pharmacy Technician (Postsecondary)  
**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	Refer to the <b><u>Program Structure</u></b> section.
CTSO	HOSA: Future Health Professionals, Skills USA
SOC Codes (all applicable)	31-9099 Healthcare Support Workers, All Other 29-2052 Pharmacy Technicians
CTE Program Resources	<a href="http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml">http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml</a>
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.

To teach the courses listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the postsecondary program structure:

OCP	Course Number	Course Title	Teacher Certification	Length	SOC Code
A	HSC0003	Basic Healthcare Worker	PHARMACY 7G	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.

### **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.

LAKE TECHNICAL COLLEGE  
Health Science Education  
Pharmacy Technician

**SUBSTANCE ABUSE STATEMENT**

I understand and agree that any student in possession of, using, or under the influence of alcoholic beverages, any illegal substances or drugs, or any prescription drugs that are not prescribed for that individual on the school grounds or at any assigned clinical facility, will be subject to immediate dismissal from the program or any other disciplinary action that is deemed appropriate by administration. I also understand that any student convicted of, pleading no contest, or entering into any form of pre-trial program for the use, possession, manufacture, distribution or being under the influence of any of the above listed items or substances, regardless of where the alleged offense occurs, will be subject to immediate dismissal from the program.

As outlined in the *Policies and Procedures* manual, law enforcement agencies will be notified of any illegal activity.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**STATEMENT OF RECEIPT AND UNDERSTANDING OF POLICIES**

I have received a copy of the Pharmacy Technician Master Plan of Instruction.

I have read, asked for clarification if needed, understand, and agree to comply with all policies contained therein.

I understand that failure to comply with these policies may result in the termination of my program.

Print Name: \_\_\_\_\_

DATE: \_\_\_\_\_

Signature: \_\_\_\_\_

## Student Confidentiality Statement

I, \_\_\_\_\_ (PRINT) \_\_\_\_\_, understand that as a student of Lake Technical College Health Sciences Program, I will have access to private, confidential information regarding the patients at the clinical sites at which I will be practicing and/ or job shadowing. I also understand that according to the law (HIPPA) this information is to be held in strict confidence and not discussed with anyone who does not have a legal right to know. This includes, but is not limited to, friends or relatives of mine, former employees of the practice and friends or relatives of the patient.

Information pertaining to a patient's health status can only be released upon the written authorization of the patient or patient's legal representative. Failure to comply is a violation of Federal Law and grounds for immediate dismissal from the program of study.

Date: \_\_\_\_\_ Signature \_\_\_\_\_

## Option for Background Checks for HSE Students

HSE Students are required to have a level 2 background check. While there are many companies that offer this service, the following represents the least expensive way we have found to meet this requirement. Do **CAREFULLY** follow the instructions.

You may do this through Lake County Sheriff's office, by following these steps:

Go to the Lake County Sheriff's Office 360 W. Ruby Street Tavares, FL

If you are a Lake County resident, fingerprint services are free to students. You must present your state issued picture ID, which must reflect your Lake County address

If you are not a Lake County resident the fee is \$25.00. You may want to check with your own County's Sheriff's Office to see if they offer a free service for students

Once you have been electronically fingerprinted you will need to go online to Florida Department of Law Enforcement (FDLE) Civil Applicant Payment System, and register with them using the Transaction Control Number (TCN) which was provided to you by the fingerprinting entity. (Lake County Sheriff's Office)

When registering it is **IMPORTANT YOUR NAME IS ENTERED EXACTLY AS IT IS STATED ON YOUR FINGERPRINTS.**

For your **program admission background check**, you will need to use **Lake Technical College's ORI number V35020011**, this is to ensure that your results are received by LTC's Health Science Department Chairperson. The cost for registering with FDLE for initial background check for Lake Technical College's ORI number is \$28.00. (Prices are subject to change without notice).

6/1/2017

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