PHARMACY TECHNOLOGY
PROGRAM HANDBOOK
Macon Campus

Macon Campus
3300 Macon Tech Drive, Macon, GA
31206 (478)757-3403

Milledgeville Campus
54 Highway 22 West, Milledgeville, GA
31061
(478)445-2300

Warner Robins Campus
80 Cohen Walker Drive, Warner Robins, GA
31088 (478)988-6850

www.centralgatech.edu

The Pharmacy Technology Program conducted by Central Georgia Technical College is accredited by
ASHP/ACPE

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Contents

PHARMACY TECHNOLOGY INTRODUCTION

Welcome to the Central Georgia Technical College Pharmacy Technology Program. This handbook was prepared by Pharmacy Technology faculty to provide students with information regarding the policies and procedures of the Pharmacy Technology department. This handbook does not replace the policies and procedures for the general student population of Central Georgia Technical College; therefore, students are expected to be knowledgeable regarding the contents of each.

The Pharmacy Technology program is a sequence of courses that prepares students for positions in retail pharmacies, hospital pharmacies, healthcare facilities and related businesses and industries. Learning opportunities develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of didactic (classroom), simulated (laboratory), and experiential (clinical) instruction to develop skills necessary for successful employment. Program graduates receive a Pharmacy Technology diploma and have the qualifications of a pharmacy technician.

The program is five semesters in length totaling 56 hours, which includes technical and clinical courses. Clinical rotations will be assigned at various sites where pharmaceutical work takes place. The staff and administration of the clinical affiliates provide support and assistance in maintaining the quality of the educational program.

The program has received accreditation by the American Society of Health System Pharmacists (ASHP) and Accreditation Council for Pharmacy Education (ACPE).

Log on to the Central Georgia Technical College website at www.centralgatech.edu or contact Admission at 478-988-6800 for more information about the college and the Pharmacy Technology Program.

Program Purpose

The Pharmacy Technician Program at Central Georgia Technical College is designed to prepare students to assist and support licensed pharmacists in providing health care and medications to patients. Students will obtain a broad knowledge of pharmacy practice, and Pharmacy Law skilled in the techniques required to order, stock, package, and prepare and dispense medications under the supervision of a licensed pharmacist.

Occupational Objectives

Pharmacy technicians work in hospitals pharmacies, retail pharmacies, home health care pharmacies, nursing home pharmacies, clinic pharmacies, nuclear medicine pharmacies, and in mail order prescription pharmacies. Medical insurance companies, medical computer software companies, drug manufacturing companies, food processing companies, state and federal prisons, and educational institutions, also Pharmacy technician training programs have also employed some. Currently, hospitals, home healthcare, and retail pharmacies hire the majority of technicians.

Expected Salary

According to the United States Bureau of Labor Statistics the median annual wage for a Pharmacy Technician is $36,740 or approximately $18 per hour. Pharmacy Technicians working in hospitals and in state and local industries usually make above the median annual salary with an average of $38,270 where those working in retail pharmacies typically make below the median annual salary with an average of $35,940.

Source: U.S. Bureau of Labor Statistics (https://www.bls.gov/ooh/healthcare/pharmacy-technicians.htm)

The Profession of Pharmacy Technology

Pharmacy technicians (or techs) work under the direct supervision of a licensed pharmacist and perform many pharmacy-related functions. They refer any questions regarding prescriptions, drug information, or health matters to a pharmacist. Pharmacy techs work in a wide variety of practice settings, including community pharmacies, hospitals, the military, in-home health care settings, long term care facilities, mail service pharmacies, managed health care organizations, and educational programs.

Pharmacy technicians work in clean, organized, well-lit, and well-ventilated areas. Most of their workday is spent on their feet. They may be required to lift heavy boxes or to use stepladders to retrieve supplies from high shelves. Technicians work the same hours as pharmacists. This may include evenings, nights, weekends, and holidays. Because some pharmacy settings are open 24 hours a day, technicians may work varying shifts. As their seniority increases, technicians often have increased control over the hours they work. There are many opportunities for part-time work in all pharmacy settings.

Prospects of Employment

Employment of pharmacy technicians is projected to grow 5 percent from 2021 to 2031, faster than the average for all occupations. Several factors will lead to increased demand for prescription medications.

The population is aging, and older people typically use more prescription medicines than younger people. Higher rates of chronic diseases such as diabetes among all age groups will lead to an increased demand for prescription medications. Advances in pharmaceutical research will allow for more prescription medications to be used to fight diseases.

In addition, pharmacy technicians may be needed to take on a greater role in pharmacy operations because pharmacists are increasingly performing more patient care tasks such as medication therapy management and counseling on various disease states. During COVID Technicians were thrust into roles with more responsibilities that require more knowledge, one primary example being the administration of vaccinations. Technicians will need to continue performing tasks such as collecting patient information and preparing various medications, but eventually hope to be able to assist the pharmacist in ways never thought possible.

Georgia Board of Pharmacy Registration and Licensure

- You have to be at least 17 years old or older.

- You must submit a written application requesting registration as a Pharmacy Technician at the Georgia State Board of Pharmacy. **(This is due to the Program Chair, at the latest, the last day of the month of September)**

- You need to go to a GAPS location and undergo a criminal history background check through the GAPS/Cogent Systems. **Please note this is different from the CGTC requirements for background checks and status could affect licensure obtainment/employment.**

- You must have a high school diploma or GED or are currently enrolled in high school.

- Include the $100 biennial registration fee.

- If currently employed in a pharmacy, you must submit your license number to the State Board of Pharmacy in Georgia.

- If you are already certified, make sure to submit proof of certification as well.

Legal Restriction on National and State Registration

In accordance with Board Rule 480-15-.02, after June 30, 2011, a pharmacy may only employ registered pharmacy technicians to perform pharmacy technician duties. The Board intended with its rule for all technicians working in a pharmacy after June 30, 2011, to be registered with the Board. Instructors working with students in the pharmacy will need to be registered as well. Applications may apply online. If a technician works at more than one pharmacy, they will need to notify the Board of each pharmacy where they will be working using the form provided on the application. Should you change locations after you register, complete the Pharmacy Technician Change of Employment Notification Form. There is no fee for changing work locations with the Board.

Applicable Rules can be accessed under the "Laws, Policies, and Rules" section of the Board website, and they include the Rules in CHAPTER 480-15, Pharmacy Technicians and Other Pharmacy Personnel. The Chapter includes:

- RULE 480-15-.01 Definitions
- RULE 480-15-.02 Registration of Pharmacy Technicians
- RULE 480-15-.03 Use of Registered Pharmacy Technicians and Other Pharmacy Personnel

- RULE 480-15-.04 Duties of the Pharmacist in Charge Related to Registered Pharmacy Technicians
- RULE 480-15-.05 Duties or Functions Prohibited from Being Performed by a Registered Pharmacy Technician

Pharmacy Technology Program Admittance

Admission to the college and admittance into the Pharmacy Technology program are two distinct processes. Students are responsible for understanding both processes.

- Questions regarding admission to the college should be directed to the Office of Admissions as listed below:
  Macon Campus: (478) 757-3403
  Warner Robins Campus: (478) 988-6850
  Milledgeville Campus: (478)445-2300

- Questions regarding Pharmacy Technology program selection should be directed to:

  Macon Campus: Dr. Sean Bailey Pharm.D., B.S. Ed., CPhT. Program Director
  (478) 757-3469, sabailey@centralgatech.edu

  Dr. Mary Walker, Division Head, Allied Health Programs
  (478) 218-3765, mawalker@centralgatech.edu

As set forth in its Student Catalog, Central Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). The following person has been designated to handle inquiries regarding the administration of the College nondiscrimination policies:

Cathy Johnson
Executive Director of Conduct, Appeals and
Compliance 3300 Macon Tech Drive
Macon, GA
31206 Building
J, Room 133
478-757-3408
FAX-478-471-5197

Pharmacy Technology Technical Standards

Below is a list of criteria to consider when thinking about qualities you possess to ensure that you are likely to achieve your educational goals along with the objectives of the program:

Personal Qualities
Personnel accepted into this program must have strong math skills (add, subtract, multiply, or divide quickly); social awareness; perform detailed oriented work at an efficient rate; find and recognize important information; use effective communication and interpersonal skills and most importantly exhibit honesty and provide proof of excellent personal and work ethics.

Working Environment
One of the primary objectives of the Pharmacy Technician is to assist the Pharmacist in the day-to-day work environment. This is done primarily indoors; must be able to keep an environment clean, neat, and organized; assist in the dispensing and distributing of medications in all settings; provide pharmaceutical care to patients when appropriate; operate automated devices, computers, robots, and manual devices such as graduates, syringes with needles, and weighing devices daily.

Duties
Stock, inventory, and order medications; become heavily involved in patient/healthcare provider relationship; creating and collecting information for patient profiles electronically; helping patients obtain prescriptions via financial transactions; resolving insurance issues; count or pour medications into dispensing containers; operate computerized dispensing and/or robotic technology; compound pharmaceutical preparations; prepackage medications; prepare sterile and biohazardous products; collect quality improvement data and/or delivering medications. After the completion of the program instructors hope you have a sense of care for the profession and want to become advocates of the profession to go beyond your required duties as they are listed by enrolling in national or state professional organizations.

Physical Demands
Lift up to 25 pounds; make fast, simple, repeated movements of fingers, hands, and wrists; prolonged standing/sitting; use fingers or hands to grasp, move, or assemble small objects; ability to frequently reach and lift; handle mental and physical stress; think critically in a timely fashion, visual abilities to read medication labels and prescriptions.

CGTC ADMISSION REQUIREMENTS
FOR THE PHARMACY TECHNOLOGY PROGRAM

- Applicants must be at least 17 years old by the spring semester upon entrance into the program.
- Apply for college admission
- Must have a minimum of a 2.00 GPA
- Request transfer credit for courses completed at accredited college(s) or other educational institutes, if applicable. Complete a Request for Transfer Credit prior to admission and submit official transcripts to the Registrar's Office.

CGTC PHARMACY TECHNOLOGY PROGRAM
ADMITTANCE PROCEDURE

Students are admitted to CGTC's Pharmacy Technology Program once a year through a first come, first serve process. Only those students who meet the minimum academic eligibility requirements will be admitted.

Successfully complete the seven required core courses with a 70 or above in the following courses.

- **ENGL 1010** (Fundamentals of English) or Associate degree-level *(ENGL 1101 or ENG 191)* accepted.
- **MATH 1012** (Foundations of Mathematics) – Successful completion within the last five (5) years – in lieu of MAT 1012, MATH 1111(College Algebra), MATH 1101 (Mathematical Modeling) or MATH 1013 (Algebraic Concepts) are accepted
- **ALHS 1011** (Structure and Function of the Human Body) - successful completion within the last five (5) years. Associate degree-level A&P courses will be considered provided all body systems are covered and previously mentioned requirements are met.
- **ALHS 1090** *(*Medical Terminology for the Health Sciences) successful completion within the last five (5) years.
- **PSYC 1010** (Basic Psychology) or Associate degree-level *(PSYC 1101 or PSYC 191)* psychology accepted.
- **COMP 1000** (Introduction to Computers) – SCT 100 will be accepted in lieu of COMP 1000—successful completion within the last ten (10) years.
- **ALHS 1040** (Introduction to Healthcare)—successful completion within the last five (5) years.

Transfer credit: Core courses requested for transfer credit from another institution must meet the above criteria in order to be accepted by CGTC. Other courses requested for transfer credit will be accepted as follows: ALHS courses successfully completed within the last five (5) years. PHAR courses successfully completed within the last one (1) year (any specific grade requirements mentioned later in this pamphlet are applicable). Additionally, the student must be able to successfully perform all competencies for the PHAR courses(s) for which transfer credit is requested.

Before any student's first clinical experience in the program, proof of required immunizations, a drug screen and background check are required (re-entry students will fulfill the drug screen/background check requirements upon re-entering the program as well as with the first clinical experience).

Pharmacy Technology Student Expected Progression

Semester	Course	Course Title	Credit Hours	Contact Hours
1	ENGL 1010	Fundamentals of English	3	45
1	PSYC 1010	Basic Psychology	3	45
1	ALHS 1040	Intro. To Healthcare	3	75
1	COMP 1000	Intro. To Computers	3	75
2	MATH 1012	Foundations of Mathematics	3	30
2	ALHS 1011	Structure and Function of the Human Body	5	75
2	ALHS 1090	Medical Terminology— Health Sciences	2	30
3	PHAR 1000	Pharmaceutical Calculations	4	75
3	PHAR 1010	Pharmacy Technology Fundamentals	5	90
3	PHAR 1020	Principles of Dispensing	4	90
3	PHAR 1040	Pharmacology	4	60
4	PHAR 1030	Principles of Sterile Medication	4	90
4	PHAR 1050	Pharmacy Technology Practicum	5	225
5	PHAR 2060	Advanced Pharmacy Tech. Principles	3	60
5	PHAR 2070	Advanced Pharmacy Technology Practicum	5	225

PHARMACY TECHNOLOGY
DISMISSAL POLICY

Dismissal for major offenses will be reviewed by the program chair. Program dismissal can result from one (or more) major offenses, depending on the frequency and severity of each offense. Major offenses will be documented and held on file by the instructor. Any disagreements should be handled according to the CGTC grievance policy.

MAJOR OFFENSE Examples:

1. Any form of assault, battery, harassment, or negligence resulting in injury to a patient, staff, instructor or another student.
2. **No call/no show**. (Clinical instructor/CGTC faculty and clinical site must be notified of any absences before the start of a shift.)
3. If/When leaving always ensure to inform your preceptor to ensure you have completed the day's assignments.
4. Altering, falsifying, or making a willful misstatement of facts on any patient record or chart, any CGTC documents, or to any faculty member or clinical instructor.
5. Any behavior or actions that could lead to a violation of HIPAA will result in disciplinary action. Further description of HIPAA is below.
6. Disobedience/Insubordination to a clinical instructor or faculty member.
7. Stealing or willfully destroying property.
8. Students will abide by the experiential education site's, along with Central Georgia Technical College's, Policies and Procedures concerning being under the influence of *ANY* substance.
9. Any felony or misdemeanor convictions that result in dismissal from a clinical site (background check).
10. Any offense that would result in termination of employment or dismissal from a clinical site at management request.

Policies and Procedures for Clinical Education

Student Drug/Background Procedures

Healthcare Professionals and students are held in high regard because of the inherent responsibilities assumed by their role with patients, and the trust the public places on their profession to do no harm.

For this reason, Central Georgia Technical College Health Science Department is committed to maintaining a drug-free workplace and academic environment in compliance with the Federal Drug Free Workplace Act of 1988 and in accordance with the policies and procedures of The Technical College System of Georgia.

For health and safety concerns and policies of our clinical partner affiliates, criminal background checks and drug screening are a mandatory requirement for every student who enters Health Science Programs at Central Georgia Technical College.

CGTC Clinical partner affiliates have the right to refuse to let a student participate in clinical based on the results of the background check and/or the urine drug screen

The following is a list of offenses for which an arrest, charge, or conviction could prevent a student from placement in a healthcare facility: (List is not all inclusive)

- Murder or Felony Murder
- Attempted Murder
- Rape
- Armed Robbery or Robbery
- Aggravated Assault
- Aggravated Battery
- Crimes against children
- DUI
- Theft by taking (O.C.G.A. § 16-8-2), by deception (O.C.G.A. §16-8-3) or by conversion (O.C.G.A. § 16-8-4);
- Forgery (in the first or second degree);
- Violations of Chapter 13 of Title 16 of the Official Code of Georgia
- Annotated relating to controlled substances; and
- Any other offense committed outside of the State of Georgia that would have been considered one of the above crimes if committed in Georgia.

For the **foregoing reasons**, health professions students will be cleared for clinical courses prior to the start of the program or in some programs, prior to the start of the first clinical course. If a student receives a violation of criminal activity during the course of the program, the faculty may request an updated background check.

Students will be cleared according to the following:

1. Through a third, party vendor that provides investigation services concentrated on healthcare background screening.
2. Most clinical affiliates utilize credentialing vendors such as Pre-Check, Verified or ACEMAPP but other vendors may be utilized depending upon the program and/or the clinical affiliate.

3. Background checks through Pre-Check, Verified and ACEMAPP include:
- Positive identification
- Maiden/AKA name search
- Criminal history searches
- National Sex Offender Registry Search
- Motor vehicle driving record
- OIG Sanction Check (Office of Inspector General)
- <u>10 Panel Drug Testing</u>
- <u>Varication of Social Security number</u>

4. Central Georgia Technical College's Health Science Clinical Coordinator receives criminal background checks and drug screens to review and then releases to the clinical affiliate. This information is kept confidential and will not be shared with other students, staff members or faculty members.
5. If a student is denied participation by the initial host affiliate, the college will attempt to place the student in an alternative educational/applied learning experience if another appropriate placement site is available.
6. If clinical placement is not possible, then the student will be advised on their inability to meet the objectives of the course. If course objectives cannot be met, the student will be withdrawn from the program.
7. When a student is withdrawn or no showed for a positive criminal background check and/or drug screen, the registrar's office will need to be contacted for a registration hold on the student. This is to prevent the student from being added back into the course/program without prior advisement/approval.

==****Georgia State law requires all who participate in work behind the pharmacy counter be subject to a separate background check and if not passed students will not be eligible for clinical rotations in the spring. ****==

Reasonable Suspicion Testing at the Clinical Site

Clinical sites may request a student do a random urine drug test for reasonable suspicion in the event of an exposure, accident or incident involving patient care. Facts that could give rise to reasonable suspicion include, without limitation: They

- Observed possession or use of illegal drugs or alcohol; the odor of alcohol or drugs;
- Impaired behavior such as slurred speech; decreased motor coordination; difficulty in maintaining balance;
- Clinical exposure to blood or other potentially infectious materials because of contact with sharps;
- Accidental falls, emergencies or incidents that would cause an injury to the student or patient at the clinical site.

Students having a confirmed positive drug test could be subject to dismissal from the clinical site, up to and including dismissal from the program, in accordance with established program and departmental disciplinary policies and procedures.

Health Examinations and Immunizations

Prior to placement at a hosting clinical affiliate, students must:

1. Submit a health history form as specified by the college and clinical affiliate
2. Pass and submit a current physical exam as specified by the college and clinical affiliate.

3. Negative TB skin test or negative T-spot blood test as specified by the college and clinical affiliate. If positive a chest x-ray must be done.

4. Submit documentation of the required immunizations as specified by the college and clinical affiliate. (See required Vaccines/Immunizations chart below)

The student must provide their prospective programs and the clinical affiliate with evidence of satisfactory completion of the exam and immunizations that indicate the student's health status will permit them to complete clinical without risk of harm to themselves, patients, or others. Failure to provide proof of such will restrict student's attendance at clinics.

The student will retain the original of all health required health documents but will provide copies that will be kept in the educational program secured area. CGTC will provide the clinical affiliate with copies of their immunizations and health screening results as required. NOTE: Students can only seek exemption form an immunization as allowed by the clinical affiliate.

List of required immunizations/vaccinations

Required Immunizations/Vaccines	Documented Evidence of Immunity Required
Measles, Mumps & Rubella (MMR)	Documentation of 2 doses of MMR **Or** Laboratory evidence of immunity (positive blood titers)
Tetanus, Diphtheria & Pertussis (Tdap)	Documentation of 1 dose of Tdap every 10 years.
Varicella (Chicken Pox)	Documentation of 2 doses of vaccine **Or** Laboratory evidence of immunity (positive blood titers) History of disease **DOES NOT** always satisfy this requirement
Hepatitis B	3 doses of the vaccine and/or Laboratory evidence of immunity (positive blood titer) or Hepatitis Declination if allowed by the clinical affiliate.
Influenza	Documentation of Annual Influenza Vaccine – this vaccine is typically available beginning in September

: For those clinical affiliates who utilize credentialing vendors such as Verified or ACEMAPP; many if not all the same **Health Examinations and Immunizations** documents are required to be uploaded to those vendor sites by the student.

Completion of Basic Life Support/CPR Course

Cardio-Pulmonary Resuscitation (CPR) is an emergency procedure performed during cardiac and/or respiratory arrest to maintain circulation and respiration until emergency services arrive. All students will be required by professional standards and health facility requirements to successfully have CPR certification.

Proof of current Health Care Provider CPR certification including adult, child and infant with AED is required for the entire duration of the program. Only American Heart Association BLS provider card will be accepted.

HIPAA and Protected Health Information

Central Georgia Technical College's Health Science Department will implement and adhere to the HIPAA Act of 1996. All students who will be attending to patients/clients will receive HIPAA education and training. It is the practice and philosophy of the Health Professions programs to protect the interest of

patients and to fulfill the legal obligations mandated under HIPAA.

Definition:

Protected Health Information (PHI) is any information that identifies an individual such as:

- The individual's past, present or future physical or mental health; OR
- The provision of health care to the individual; OR
- The past, present or future payment for health care.

Information is deemed to identify an individual if it includes either the patient's name or any other information taken together that enables someone to determine an individual's identity, such as, date of birth, gender, medical record number, address, phone number, email address, social security number, or full-face photograph.

- All patients' records (the chart, the surgical schedule and any other information, verbal or written, and any notes taken from the record of facility) are confidential.
- Students must be protective of patient information once it is removed from the clinical setting. (i.e., notes not left on desks, in classrooms, in cafeterias, or out for any public viewing). No patient names will at any time be removed from the clinical facility.
- Students must not identify patients, patient care team members or other persons by name in written work, notes or other exercises for learning purposes. In such instances, the use of initials is appropriate.
- Students will not discuss patients, staff or care issues in public (i.e., with friends or family, or in public places such as the shuttle bus, cafeterias, lounges, bars, restaurants, hairdresser, etc.).

Implications for Students

HIPAA has important implications for Health Profession students and their education. Protecting the privacy of your patients' health information must be foremost in your mind as you are considering how you will communicate what you are learning with faculty, clinical staff, and fellow students. When preparing case specific presentations, papers, discussions, and reports, you must avoid disclosing patient information that could identify the patient.

Consequences

All students will have written and verbal instructions on the student's legal obligation to safeguard protected health information during clinical experiences. This legal obligation is in accordance with federal privacy standards delineated in the Health Insurance Portability and Accountability Act (HIPAA).

All students will be instructed to review clinical site information forms and files and abide by applicable rules and regulations of the affiliating clinical facility with regard to professional conduct.

In addition, students will have to satisfactorily complete a training course and quiz at different clinical locations. A record of satisfactory completion of any training course will be kept on the student's file.

Social Media

All health science professions students are expected to comply with the Health Professions Policy on HIPAA. Each student will also be trained specifically to each clinical site's HIPAA information. Social media posts are included when referring to confidentiality and privacy acts. Social media posts on Instagram, Facebook and Twitter regarding patient procedures, hospital staff, and patient diagnoses are prohibited.

Posting information about an event of any kind at the hospital is a violation of HIPAA and could be the cause for dismissal from the program. If a student has a question about an event in clinical or if the student is upset about something that happened in clinical, the student should consult program faculty or their clinical preceptor immediately.

Special Populations/Disability Accommodations

If you have a disability and require reasonable classroom accommodation, please register with the Office of Special Populations in Office C-123 (Warner Robins Campus) or Office J-105 (Macon Campus). Additionally, the Office of Special Populations provides student-centered comprehensive support services and events that promote equity, enhance the educational experience, foster success, and contribute to the economic self-sufficiency of students who are members of special populations. Services are available to students who are economically disadvantaged (receiving Pell funds or TANF), physically/mentally disabled, single parents, homeless, out-of-work, English learners, and those enrolled in non-traditional careers for their gender. A student who believes they may fall under one or more special population categories or has a disability of any type should refer to the Special Populations webpage. Office of Special Populations staff may be reached at specialpops@centralgatech.edu or by phone at 478-218-3229 (Warner Robins Campus) or 478-476-5137 (Macon Campus).

Student Complaints/Grievances

As set forth in its student catalog, Central Georgia Technical College (CGTC) complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law).

The following person has been designed to handle inquiries regarding the non-discrimination policies: The Title VI/Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director of Conduct, Appeals & Compliance; Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone: (478) 218-3309; Fax: (478) 471-5197; Email: cajohnson@centralgatech.edu.

CGTC is committed to fostering a safe, productive learning environment. Title IX and our school policy prohibits discrimination on the basis of sex. Sexual misconduct — including harassment, domestic and dating violence, sexual assault, and stalking — is also prohibited at our college. If you wish to speak confidentially about an incident of sexual misconduct, want more information about filing a report, or have questions about school policies and procedures, please contact our Title IX Coordinator above. More information concerning the formal and informal grievance procedures can be found in the college's online catalog[1].

Our school is legally obligated to investigate reports of sexual misconduct, and therefore it cannot guarantee the confidentiality of a report, but it will consider a request for confidentiality and respect it to the extent possible.

Infectious Diseases at Clinical Sites

The clinical affiliate must ensure that students do not pose a direct threat to the health and safety of its patients. To that end, a clinical affiliate may require students who are recovering from an infectious disease, to undergo a health examination. This is done to determine that s/he is free from an infectious

disease, before returning to the clinical site.

Inclement Weather/Emergency School Closing

1. If CGTC Campuses has called off classes, the student is not required to attend clinical education or classes. Program course material will be covered later.

2. If classes have returned to their regular schedule and the student believes he/she cannot make it to the clinical setting due to inclement weather, road conditions, or other difficulties, it will be treated as an absence and the student should notify the Program Director/Clinical Coordinator and the Clinical Instructor at the assigned clinical setting.

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Insurance

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All students are required to pay for accident insurance. Health science students are required to purchase liability insurance in addition to accident insurance. Students will be charged for liability insurance when the student begins clinical courses.

All fees are included in the cost of tuition and fees. Although health insurance is not a requirement, it is recommended that students have it. Students may be expected to assume financial responsibility for any cost incurred as a result of personal illness or injury sustained during clinical. Having health insurance can help to defray any such costs.

Smoke Free Campuses Clinical Affiliates

Most clinical affiliates are also smoke free campuses. Please make adjustments prior to the first day of clinical to reduce the need for smoking. Smoke free campuses include buildings, grounds, roads, and parking lots that are owned by the clinical affiliate. If your vehicle is parked on the clinical affiliate's property, then the policy extends to your vehicle as well. Smoking in school uniform is prohibited as well.

Breaks

In most situations, students are allowed a 30-minute lunch unless otherwise approved by the clinical coordinator. The on-site clinical instructor/preceptor will assign breaks and/or lunchtime. The student may take breaks in a location approved by the instructors. There should be no eating or drinking in the assigned department (unless the department has a "break" room, and the student is allowed in that area). The student is allowed to leave the clinical setting **ONLY** if that site does not have a cafeteria. If the site does not have a cafeteria, the student must do the following:

*   Clock out (if applicable)
*   Go get their food
*   Return to assigned area
*   Clock in and eat
*   Time should not exceed thirty minutes
*   The on-site clinical instructor must assign breaks and/or lunchtime.
*   The student may take breaks in a location approved by the instructors/preceptor.

Incident/Exposure Reporting

Occupational exposure means reasonably anticipated skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. Other potentially infectious materials are defined as semen, vaginal secretions,

cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, and amniotic fluid, saliva in dental procedures, or any bodily fluid that is visibly contaminated with blood and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

If any student is stuck by a needle or other sharp or get blood or other potentially infectious materials in your eyes, nose, mouth, or on broken skin, immediately flood the exposed area with water and clean any wound with soap and water or a skin disinfectant if available. If the student is with a clinical instructor report this immediately to the instructor. If the student is with a preceptor, report this immediately to the preceptor, and the CGTC instructor should also be notified. Seek immediate medical attention.

The CGTC instructor, or their assigned person, will follow guidelines outlined in the CGTC Exposure Control Plan for ensuring post – exposure follow-up and care. The instructor will make sure the appropriate follow-up paperwork is completed and submitted to the CGTC Exposure Control Coordinator and the CGTC Human resources director. The student may also have forms to complete that are facility specific. The student may also have facility specific policies to adhere to.

Students are not required to use any specific treatment facility or hospital. Students can seek services at any provider of their selection. Once the student injury report is filed, CGTC Human Resources will send the student accident insurance information to the students email account.

The guidelines listed above also apply to exposure to Airborne pathogens such as Tuberculosis and COVID-19.

Please direct questions related to the Exposure Control Plan to the Exposure Control Coordinator at 478-757-3567. wbeacham@centralgatech.edu

Body Piercing/Tattoos/Facial Hair & Hair Color

Unless otherwise prohibited by state or federal law, students are required to follow the administrative policies, standards and practices of the affiliate when participating in educational/applied learning experiences. (TCSG Procedure: 5.1.2p.)

Technical Standards and Essential Functions

As a health care technology student, there is a variety of technical standards and essential functions that you should be able to fulfill to meet competency requirements for your program. Some of the following may be required.

1. Assist with lifting/moving patients from wheelchairs, stretchers, beds and an x-ray table and vice versa.
2. Lift, carry, and push/pull bulky, heavy equipment.
3. Reach overhead to move ceiling mounted equipment.
4. Demonstrate the physical ability to stand and walk for long periods.
5. Demonstrate fine motor skills such as hand wrist movement, hand-eye coordination, and grasping objects for manipulation.
6. Possess visual skills necessary to carry out essential job functions.
7. Possess the ability to hear and correctly interpret what you heard.
8. Possess the ability to be oriented to time, place and person.

Your program director will provide you with a more detailed list. You can also refer to the following website for an idea of a list of technical requirements:

https://www.onetonline.org/

STUDENT COMPLAINCE ATTESTATION FORM

Health Science Program Policy, Procedure and Essential Qualifications Sign Off Sheet

I, (Name) _____ (Student ID#) _____, understand the following:

HANDBOOK: As a student in the Health Science Program, I have received a copy of the program policies. These policies have been reviewed with me and I have had an opportunity to ask questions about any policy that I do not understand.

o As a health science student, I agree to follow the policies as written.
o I understand the associated consequences of not following program policies.
o I agree to strictly follow the code of ethics and the confidentiality clause guidelines.

Student Printed Name: _____

Student Signature: _____ Date: _____

HEALTH SCIENCE ESSENTIAL QUALIFICATIONS: The Program Essential Qualifications have been reviewed. I have been informed of the risks associated with essential tasks for my profession and exposure to blood and OPIM.

I authorize the Central Georgia Technical College's Clinical Coordinator to release Criminal Background Check and Drug Screen results to clinical facilities. I understand that an adverse background and drug screen reports may prohibit participation at a hosting clinical affiliation site.

Student Printed Name: _____

Student Signature: _____ Date: _____

[1] https://www.centralgatech.edu/about-cgtc/grievance-procedure

Estimated Program Costs for Pharmacy Technology
(Cohort 2022-2023)

Estimated program costs do not include state or federal grants and scholarships (including Hope Grant and Scholarship) or additional expenses included with out of state residency. Estimated costs are for Pharmacy Technology credit courses and do not include general education pre-requisites.

Costs, may vary, and students will be given detailed information about requirements in program orientation, but the intent is to give the prospective student an idea of the financial obligations that the student will incur.

Financial Aid may assist with these costs but may not cover all the costs of the program and supplies. The above expense list does not include costs for housing, food, and mileage to travel to and from campus and clinical site.

Tuition: $100 per credit hour:
- Pharmacy Technology Technical Certificate of Credit: $1800 (cost is embedded in Diploma)
- Pharmacy Technology Diploma: $3,400

CGTC Fees: $1,080 ($390 per semester)
Books: $767.50
Uniform: 2 sets of scrubs (1 burgundy and 1 black)- $100.00
Georgia Board of Pharmacy Registration: $100.00
Georgia Board of Pharmacy State & Federal Fingerprinting Fees: $55
Pre-Check Student Check: $109.45
Verified Credentialing: $267.60 (price varies depending on clinical site)
ACEMAPP Onboarding Service: $115.95 ($50.00 onboarding fee included)
Health Exam, Physical, and immunizations: $300.00 (cost varies by student)

Total: $6295.50

After Graduation Expenses:
- *Pharmacy Technician Certification Exam (PTCE) approximately: $129.00*
- *Pharmacy Technician State Registration Renewal Fee: $60.00*

** The statements in this publication are for informational purposes only and should not be construed as the basis of a contract between the student and the College.**