

National Pharmacy Technician Bridging Education Program Policies

APPROVAL:

1. Next Policy Review:	<u>September 1, 2018</u>
2. Admissions & Standards Committee:	<u>August 20, 2013</u>
3. Education Council Committee:	<u>August 27, 2013</u>
4. Effective:	<u>September 1, 2013</u>
5. Minor Revisions:	<u> </u>
6. Archive Date:	<u> </u>
7. Credential Issued:	<u>Associate Certificate</u>

PROGRAM OBJECTIVES

The Pharmacy Technician Bridging Education Program is intended to assist individuals already working in the role of pharmacy technician to upgrade their skills to align with changes in the regulation and scope of practice of pharmacy technicians, without returning to school to complete a full-time training program. For more information on the National Pharmacy Technician Bridging Education Program see NAPRA's website at: <http://napra.ca/pages/bridgingprogram/students.aspx>. This program policy also adheres to the NAPRA Student Guide.

The Pharmacy Technician Bridging Program is comprised of 4 courses:

- PTECB 130 - Pharmacology (33 hours) – 2 credits,
- PTECB 131 - Product Preparation (33 hours) – 2 credits,
- PTECB 132 - Management of Drug Distribution Systems (39 hours) – 3 credits, and
- PTECB 133 - Professional Practice (39 hours) – 3 credits.

The program is designed to provide current technicians with the knowledge, skills and abilities necessary to take on the additional job responsibilities of a regulated technician. Selkirk College will offer each course online. To receive a Selkirk College Associate Certificate for the Pharmacy Technician Bridging Program a student must complete all four of the required course at least one which must be completed from Selkirk College to meet the residency requirement. Eligible students wishing to receive their certificate should make a request to Selkirk College

Students in the Pharmacy Technician Bridging Program are subject to policies affecting all students at Selkirk College and the following additions.

PART I: ADMISSIONS POLICIES

A. ADMISSION REQUIREMENTS

1. Application Procedure

- a) Before an applicant's file is completed, the following must be received by the Admissions Office:
 - i. A completed application form.
- b) Students are accepted on a first come first served basis.
- c) Selkirk College reserves the rights to cancel courses for reasons such as insufficient registrations, inability to secure an instructor, or any other reason that Selkirk College deems necessary to ensure the viability of the program.
- d) Students are responsible for ensuring they meet the applicable registration/licensure requirements in their jurisdiction.

2. Pre-requisites

- a) Applicant must be a Pharmacy assistant/technician currently working in the profession (in either hospital or community pharmacies).
- b) Graduates from accredited pharmacy technician programs (2008 and later) are exempt from the requirement to complete the Bridging Program. However, they may choose to take one or more courses in the Bridging Program to upgrade their skills before they sit the PEBC Qualifying Exams.

3. Prior Learning Assessment Recognition (PLAR)

- a) Students may decide to challenge the Bridging Program courses based on their combined educational and work experience. Three of the four courses are PLAR-eligible: PTECB 130 – Pharmacology for Pharmacy Technicians, PTECB 131 - Product Preparation for Pharmacy Technicians, and PTECB 132 - Management of Drug Distribution Systems for Pharmacy Technicians. PTECB 133 - Professional Practice for Pharmacy Technicians is NOT eligible for PLAR.
- b) Students who feel they have the capacity to challenge the three courses may do so by registering for the opportunity to write the PLAR exam in each of the courses. Students need to achieve a score of 70% or better to receive a passing grade. Students are permitted one opportunity to write the PLAR exam. Students who fail a PLAR exam will be required to register for the on line offering of the failed course.
- c) The School Chair, in consultation with the assigned instructor and Program Coordinator will determine whether the Prior Learning Assessment & Recognition (PLAR) credit is assigned. Other PLAR information will be provided to students.

PART II: PROMOTION POLICIES

Students in the National Pharmacy Technician Bridging Education Program are subject to the overall policies affecting all students at Selkirk College, with the following additions:

A. DEFINITIONS

1. Theory Based Courses

The courses are delivered exclusively on line and emphasize the learning of the required theoretical content required to do the work of a Pharmacy Technician.

2. Course Sequence

The courses can be taken in any sequence.

B. EVALUATION

1. Grading will utilize Policy 8612:

- a) Assigned Grades will be either Pass or Fail.
- b) Grading will be completed by the course instructor. A minimum passing grade of 70% will be required within each course. Students must also achieve a minimum passing grade of 70% in the final exam to pass each course.
- c) Students must complete all graded assignments to complete the course.
- d) Course attendance is mandatory and planned absences are not acceptable.

2. Examination Policy

- a) Students writing a PLAR examination, or writing a final examination from an on-line or classroom course are required to follow the rules: Each candidate must be prepared to produce government-issued photo identification, such as a passport or driver's license, to confirm identity where necessary. Students will **not** be allowed to write the examination if identity cannot be confirmed.
- b) Reference materials are not allowed.
- c) Electronic devices of any kind (such as cell phones, music players, laptops, calculators, cameras or any other recording/transmission/photographic devices) other than those authorized by the examiners are not allowed.
- d) Paper items of any kind, whether blank or printed on, including wrappers on food or beverages are not allowed.

Small items such as purses may be stored under the candidate's chair. Larger items such as backpacks or gym bags should be checked with the invigilator. The only items allowed on the desk during the examination are the examination materials, a beverage in a spill-proof container, pencil and eraser, and calculator (if allowed).
- e) If a candidate must take medications during the examination time, they should be shown to the invigilator before the examination begins. Package inserts or other associated written material must be left at home.
- f) Food or snacks are only allowed if accompanied by a medical request.

- g) Visits to the washroom may or may not be allowed during the examination. It is recommended to use the washroom facilities prior to the start of the examination.
- h) If candidates become ill while writing the examination, they must inform the invigilator at once. Full particulars of the circumstances are taken by the invigilator and a report, the partially completed examination and all associated materials will be forwarded to the Program Coordinator. Requests for a rewrite, along with medical documentation supporting the illness, must be submitted to the Coordinator within 7 days.
- i) Students are not allowed to take home or retain copies of any tests or examinations administered during the course.
- j) Candidates suspected of dishonest practices during the examination will be immediately dismissed from the examination and be liable to disciplinary action. Examples of dishonest practices include, but are not limited to:
 - i. Speaking or communicating with other candidates;
 - ii. Purposefully exposing written papers to the view of other candidates or imaging devices.
 - iii. Using personally supplied reference or written materials during the exam.
 - iv. All examination materials must be returned once the candidate has finished. No candidate may remove any examination materials from the examination room.

3. Frequency of Evaluations

- a) Evaluative events will occur as specified in course outlines and on the course Moodle site.

4. Types of Evaluation

- a) In Pharmacy Technician bridging courses, evaluative events will normally include assignments, examinations, tests, and quizzes. These will be specified in course outlines.

5. Offsite Invigilation Services

- a) For off-site invigilation services:
 - (i) These may be organized by students with the prior agreement of the instructor that the arrangements are in keeping with those cited in ii) to v) below:
 - (ii) Students are required to use off site invigilation services from a college or university. Alternate invigilation services may, in some cases, be used if a college or university is not available. Organization of these services would take place by the student subject to the approval of the program coordinator.
 - (iii) The instructor must approve the offsite invigilator at least 10 days prior to the administration of the examination.
 - (iv) The instructor will be responsible for ensuring that the invigilator is apprised of the time frame for the test and for ensuring confidentiality requirements by the invigilator.
 - (v) Students will be responsible for invigilation expenses incurred.

6. Supplemental Final Examinations

- a) No supplemental exam is allowed for the Pharmacy Technician Bridging courses. Students will be required to take the course if they are unsuccessful in the course or the PLAR examination for the course.

7. Cheating and Plagiarism

It is anticipated that Bridging Program students will model the same concern for ethics and integrity that they will be expected to demonstrate in carrying out their duties as a regulated pharmacy technician. It is of utmost importance that students rigorously adhere to the standards set out in the NAPRA Student Guide and to the following Selkirk College policies on Cheating and Plagiarism. (*Selkirk College Policy 8618 Cheating and Plagiarism*)

8. Other Policy

Students must also adhere to the Selkirk College Admission and Standards Policy, Student Code of Conduct Policy, and Student Appeals Policy. These policies can be found at the following links:

1. 3400: Student Code of Conduct – Rights and Responsibilities at:
<http://policies.selkirk.ca/media/about-web-section/governance/college-policies/3400-Student-Code-of-Conduct--Rights-and-Responsibilities.pdf>
2. 8400: Student Appeals at:
<http://policies.selkirk.ca/media/about-web-section/governance/college-policies/8400-Student-Appeals.pdf>
3. 8610: Admissions and Standards at:
http://policies.selkirk.ca/media/about-web-section/governance/college-policies/8610_Admissions_Standards.pdf

C. PROMOTION

Students must successfully complete all four courses to earn the associate certificate.

D. PROBATION (*See Policy 8619: Student Probation*)

1. Purpose

Students may be placed on probation by the School Chair in consultation with the program instructor(s) and Program Coordinator. Probation is intended to provide a mechanism to assist students with unsatisfactory or marginal performance to improve their status in the program/course. It must be noted that it is the student's responsibility to seek the required counselling or assistance to improve.

2. Criteria for Placement on Academic Probation

A student may be assigned probationary status for unsatisfactory academic performance at any time during the course.

3. Criteria for Placement on Behavioural Probation

- a) A student may be placed on behavioural probation at any time during a term.
- b) Criteria for placement on behavioural probation include but are not limited to:
 - (i) unsatisfactory classroom behaviour (behaviour which disrupts classes and impedes the progress of fellow students),

- (ii) cheating and plagiarism,
- (iii) absenteeism over 15 percent, and continued after a preliminary warning,
- (iv) lack of student participation in course work.

4. Criteria for Removal from Probation

- a) Conditions for removal from probation will be specified in the probation letter.
- b) The student will be removed from probation when the student meets the conditions of probation letter.

5. Failure to Meet Conditions of Probation

Students, who fail to meet the specified conditions or stipulated standards, as outlined in their probation letter, will be required to withdraw from the National Pharmacy Technician Bridging Education Program.

6. Number of Probationary Periods Allowed

Students will normally be limited to two (2) probationary periods while enrolled in the National Pharmacy Technician Bridging Education Program. If a third probationary period should be recommended by the School Chair, the student will be required to withdraw. Exceptional cases will be considered on an individual basis.

E. EXCLUSION / DISMISSAL

1. A student may be required to withdraw (i.e., excluded from a class, a course or a program as specified in Policy 8610, as written below:
 - a) The Registrar may exclude from the College a student who has failed to complete the applicable registration requirements.
 - b) An instructor may exclude a student from participating in a class, lab, field trip, etc., due to lateness, prior absences, inadequate preparation, failure to complete prerequisite assignments, or lack of participation in co-requisite courses.
 - c) An instructor, the Registrar or a Campus Administrator may exclude a student from participating in a class, lab, field trip, etc., if the student compromises the safety of others, if he/she assaults or abuses others, if he/she is destructive to property, if he/she disrupts the learning opportunities of others or if he/she behaves in a threatening or blatantly uncooperative manner towards students, College employees or other College members. The instructor shall report in writing to the School Chair the circumstances giving rise to the exclusion. All others should report in writing the incident(s) to their appropriate supervisor.
 - d) An instructor or other employee may recommend to his/her School Chair/ Supervisor that a student be completely excluded from a course/program if that student has missed instructional times, or failed to complete assigned work to such a degree that he/she could not compensate sufficiently to pass the course in the time available, or if the student has compromised the safety of others, assaults or abuses others, has been destructive to property, has disrupted the learning opportunities of others or has behaved in a threatening or blatantly uncooperative manner towards the instructor.
 - e) A student recommended for exclusion from a course/program will receive notification from and will be excluded by the Registrar on the written recommendation of the School Chair/Supervisor concerned. The student shall be notified of the appeal process by the Registrar.
 - f) A student may appeal his/her exclusion by following the appeals procedure specified by Selkirk College.

- g) If in the opinion of the Registrar, School Chair, or Campus Administrator, the seriousness of the situation merits suspension or dismissal from the College, a recommendation will be forwarded to the President. The President shall act in accordance with the College and Institute Act. If the President suspends or dismisses the student from the College, the student shall be advised of his/her rights under Policy 8400 Student Appeals.

2. In addition:

- a) Any student who uses their email inappropriately in a way that violates the rights of others will be denied College email privileges. Should a student make inappropriate use of the Pharmacy Technician web based materials, including theft of copyrighted materials or vandalism, they will be required to withdraw from the program.
- b) There will be immediate dismissal from the program of any student who IN ANY WAY breaks confidentiality by allowing information regarding persons with whom he/she is in contact in his/her role as a Pharmacy Technician Bridging student to be known to others outside the professional sphere.
- c) A Pharmacy Technician Bridging student for whom a third probationary period is recommended by the School Chair (see D.4, above) will be required to withdraw from the Pharmacy Technician Bridging Program.
- d) Students caught stealing will immediately be dismissed from the program.
- e) A student recommended for exclusion from a course will receive notification from and will be excluded by the Registrar on the written recommendation of the School Chair concerned.

F. APPEAL (see *College Policy 8400*)

All appeals must be in writing.

- 1. A student dissatisfied with a final grade or program decision (e.g., probation, compulsory withdrawal) may appeal the College's action by following this sequence:
 - a) Contact the Course Instructor.
 - b) Contact the School Chair.
 - c) Contact the appropriate Dean.

If the student has not resolved the issue after following the above three steps, the student may then request to:

- d) Appeal to the Student Appeals Committee by contacting the College Registrar (College Policy 8400).
- 2. Students have 5 working days from the time they are notified of their final grades to appeal a grade.
- 3. Students have 5 working days from the time of official College notification to appeal probationary status or compulsory withdrawal.

NOTE: A student ombudsperson may be available to assist students in this process.

G. ATTENDANCE

- 1. Attendance and full participation is mandatory. While illness or emergency situations may make absences Unavoidable, planned absences for vacation schedules and other priorities are not acceptable. If this may be the case, students are recommended to enrol in a future offering of this course.

2. For illness or emergency situations, it is the responsibility of the student to inform the instructor **in writing** (e-mail is acceptable) at the earliest convenience. If a student is unable to attend an examination they must inform their instructor (by telephone or email), providing the reason, prior to the commencement of the examination. If no notification is provided, the student will receive a mark of 0% for the examination.
3. On-line Instruction
 - a) Course completion times are clearly stated on the course websites as are scheduled contact times for on line contact with students.
 - b) Students are on their own recognizance as to whether they take advantage of these scheduled contact times.
 - c) Further to a) and b) above, students must request alterations in any time lines for on line contact and course completion in writing to the instructor within two (2) weeks of the beginning of their course.
 - d) Alternative regarding timelines will be considered by the instructor under special circumstances.
 - e) If, for any reason, the instructor has not been contacted by a student in any currently registered course over a period of two weeks, the student will be considered withdrawn from the course.

H. DATE OF WITHDRAWAL REQUEST

1. Refer to Policy 8616: Student Withdrawals and Refunds

I. STUDENT CONDUCT (Policy 3400: Student Code of Conduct-Rights and Responsibilities)

1. Student behaviour in the physical or online classroom that disrupts the class, upsets the learning environment of other students or poses a threat to other persons in the learning environment is unacceptable. Students behaving in such a manner will be given a verbal warning for the first offence and placed on probation for the second offence. Any subsequent similar behaviour is grounds for the compulsory withdrawal from the course in question. Subsequent misconduct will result in the student being withdrawn from the program.
2. A student missing fifteen percent (15%) of the scheduled class sessions in any course will be deemed to have withdrawn from that course unless the student has provided the course instructor with a reason acceptable to that instructor.
3. Students are expected to be on time and prepared for all class discussions. Assigned materials are to be read by students; such materials and textbooks are not necessarily reviewed in websites by the instructor.
4. The student is responsible for researching and obtaining notes of missed sessions. Instructors are not expected to give personal reviews to students who miss online discussions.
5. Students not completing their training in the allocated time period will receive an "F" grade.

J. RE ENTRY

1. Students who fail to complete a course successfully may apply to -enter the course the next time it is offered subject to available seats.

K. GRADUATION REQUIREMENTS

1. Students are required to prove completion of all of the four following courses, or equivalent, to receive the Selkirk College Associate Certificate:
 - a) PTECB 130: Pharmacology for Pharmacy Technicians (33 hours) 2
 - b) PTECB 131:Product Preparation for Pharmacy Technicians (33 hours) -2
 - c) PTECB 132: Management of Drug Distribution Systems for Pharmacy Technicians (39 hours) -3
 - d) PTECB 133: Professional Practice for Pharmacy Technicians (39 hours) -3
-