Selkirk College

School of Health and Human Services
Pharmacy Technician Program Policies

	DATE(S):		
1.	Next Policy Review:		*2022-05-01*
2.	Admissions & Standards Committee Approval:		*2017-11-14*
3.	Education Council Approval:		*2017-12-05*
4.	Effective:		*2018-09-01*
5.	Previous Revision(s):		*new*

CREDENTIAL(S):	Diploma

PROGRAM OUTCOMES

Graduates of the Pharmacy Technician Program will meet the competencies and educational outcomes as set out by the National Association of Pharmacy Regulatory Authorities (NAPRA) and the Canadian Pharmacy Technician Educators Association (CPTEA):

- Practice within legal requirements, demonstrate professionalism and uphold professional standards of practice, codes of ethics and policies.

- Participate in meeting the patient's health goals and drug related needs by establishing caring and professional relationships.

- Contribute to a safe, effective, and efficient product distribution and release in the practice setting.

- Support health promotion activities for patients, communities, and populations in collaboration with the pharmacist and other health professionals.

- Make theory-based and evidence informed decisions in practice ensuring safe and effective product distribution.

- Collaborate with members of the intra and inter-professional health teams to support the delivery of comprehensive services and ensure continuity of care.

- Communicate effectively with patients, the pharmacy team, other health professionals and the public, including the provision of patient education.

- Contribute to quality control and support a culture of safety in practice.

http://napra.ca/pharmacy-technicians/professional-competencies-canadian-pharmacy-technicians-entry-practice

http://www.cptea.ca/uploads/5/5/6/5/55659821/cptea_educational_outcomes_2016_final_version.pdf

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Students in the Pharmacy Technician Program are subject to the overall policies affecting all students at Selkirk College, with the following additions. College policies may be viewed on-line at the College website (policies.selkirk.ca).

PART I: ADMISSIONS

1. ADMISSION REQUIREMENTS

    Academic Prerequisites

    a) B.C. high school graduation and completion of the following BC Provincial Curriculum courses (or equivalents) with a C (60%) grade or better:

        (i)   English 12

        (ii) Biology 12

        (iii) Chemistry 11

        (iv) Foundations of Math 12 or Pre-Calculus 11

    b) English Language Proficiency as evidenced by one of the following:

        (i)   Language proficiency test results that meets the NAPRA Language Proficiency Requirements

        (ii) Graduation from a high school in Canada with three consecutive first language English courses/credits;

        (iii) An undergraduate degree from a university in Canada whose instruction was provided in English.

2. Nonacademic Requirements

    a) Computer skills are required for this blended program. Necessary skills include knowledge of internet, email, word processing and file management; applicants are encouraged to complete the Computer Skills Self-Assessment.

    b) Valid certificates of Standard First Aid, CPR Level C, and WHMIS are required prior starting the Lab classes.

B. APPLICATION PROCESS

1. Before an application is considered complete, the following must be received by the Admissions Office:

    a) Selkirk College Application Form;

    b) Official transcripts of high school grades (an interim statement of grades is acceptable if applicant is still attending school);

    c) Official transcripts for any post-secondary education studies in which the applicant has enrolled;

    d) British Columbia Ministry of Justice Criminal Record Check;

    e) Applicant Information Questionnaire and Immunization Record;

       f)   College Readiness Tool (CRT) Assessment;

2. The Admissions Office will acknowledge receipt of application forms. Program seats will be offered on a first qualified, first served basis.

3. Fully qualified applicants will be offered admission based on application date.

4. Partially qualified applicants may be offered a conditional acceptance; an interim statement of grades will be used for the purposes of conditional acceptance. All program admission requirements must be met prior to starting program courses.

5. Once the seats have been filled, a waitlist will be created and maintained for 12 months after which applicants who are not admitted or have deferred a seat must reapply to affirm their continued interest in the program.

6. Applications must be received by February 1 and supporting documents by March 31.

C. ADVANCE OR TRANSFER CREDIT AND PRIOR LEARNING ASSESSMENT

1. Application for advance or transfer credit must be made prior to entry into the program as per Policy 8614: *Advanced Standing – Course Challenge, PLA, Transfer Credit* and approval obtained from the Registrar.

2. A student who applies for advanced standing from another Pharmacy Technician Program will be considered on an individual basis.

3. A student who wishes to prove mastery of part or all of a course's content must submit an application for Prior Learning Assessment (PLA). The School Chair in consultation with program instructors will determine whether PLA credit is assigned.

D. PART-TIME STUDY and RE-ENTRY

1. Full time students who fail to successfully complete all courses in a given semester will be required to decrease to part time study. Normally, there is a waiting period of 12 months between offerings of the same course or semester.

2. Re-entry to the Pharmacy Technician Program is permitted only when seats are available. Applications for re-entry must be received six months in advance of the semester the student wants to re-enter.

3. Priority for re-entry will be given as follows:

    a)   Students in good standing who interrupted their program for illness or other personal reasons.

    b)   Students who failed to meet program requirements for promotion.

    c)   Students transferring from another program

4. Students must complete the entire program within 36 months of initial entry.

5. Students who have been required to withdraw from the program due to unsatisfactory performance may be readmitted with the approval of the School Chair in consultation with the program instructors.

PART II: ASSESSMENT, PROMOTION AND GRADUATION

A.   ASSESSMENT

    1.   Grading

        a)   Grading in theory and lab courses will be as per the Standard Pharmacy Technician Program Grading Table as defined in Selkirk College *Policy 8612 – Grading*.

        b)   Grading in practicum courses will be as per the Competency Based Grades as defined in Selkirk College *Policy 8612 – Grading*.

        c)   Students must achieve 86% or higher in the PTEC 122 Calculations midterm and final exams and all assignments to receive credit for the course.

        d)   Following semester two, students must achieve 100% in all assessments with mathematical calculations; one re-write per quiz is allowed.

    2.   Types of Assessments

        a)   Students are evaluated and graded in each theory course as indicated in the respective course outlines. This may include, but not limited to, exams, quizzes, written papers, discussion forums, individual and group projects.

        b)   Competency appraisals are used to assess competence in psychomotor skills in the lab.

        c)   In the practicum course, assessment occurs on a continual basis. All activities in which students participate may be considered assessment. Preceptors provide verbal and written feedback to the student and instructor; instructors are responsible for final assessment and assignment of CRG/NCG in the course.

    3.   Supplemental Assessment(s)

        a)   Supplemental exams and assessments are offered at the discretion of the instructor in consultation with the Program Coordinator and School Chair.

        b)   The maximum mark on a supplemental assessment cannot exceed 80% except for PTEC 122 requirements of 86%.

        c)   In PTEC 122 Pharmacy Calculations, one re-write will be offered for the mid-term and final exams for students who do not achieve 86% or higher on the first attempt.

        d)   Supplemental exams and assessments must be written within seven calendar days of the final examination date.

    4.   Examinations for Distance / Online Programs - as per the Pharmacy Technology Program Proctoring Guidelines and Agreement Form.

B.   PROMOTION

    1.   In order to progress from one semester to the next, students are required to achieve a minimum grade of 80% in all published pre-requisite courses (e.g. PTEC 126 Pharmacology I / PTEC 136 Pharmacology II).

    2.   Eligibility for course registration for part time studies will be determined by course pre-requisite requirements.

C.   GRADUATION

1.   Credentials: In order to qualify for graduation with a Pharmacy Technician Diploma, a student must meet the following requirements:

D.   **Name of Program and Credentials: Pharmacy Technician Diploma**

Semester 1			Semester 2		
Course Code	**Course**	**Credit**	**Course Code**	**Course**	**Credit**
PTEC 101	Introduction to Program & Online Learning for Success	1	PTEC 126	Pharmacology I	4
PTEC 102	Anatomy, Physiology & Medical Terminology	4	PTEC 122	Pharmacy Calculations	4
PTEC 103	Introduction to Professional Practice I	4	PTEC 123	Professional Practice II	3
PTEC 111	Communications in Pharmacy I	3	PTEC 128	Communications in Pharmacy II	3
PTEC 117	Fundamentals of Product Distribution	4	PTEC 127	Community Pharmacy Theory	3
	Total Semester Credits	16		**Total Semester Credits**	17
				Total Year Credits	33

Semester 3			Semester 4		
Course	**Name**	**Cr**	**Course**	**Name**	**Cr**
PTEC 216	Pharmacology II	4	PTEC 220	Technology for Product Distribution	2
PTEC 217	Institutional Pharmacy Practice	3	PTEC 221	Prescription Dispensing	3
PTEC 213	Professional Practice III: Transition to Practice	2	PTEC 223	Sterile Product Preparation	2
			PTEC 224	Compounding & Dispensing	2
			PTEC 230	Community Practicum	4.5
			PTEC 231	Hospital Practicum	4.5
	Total Semester Credits	9		**Total Semester Credits**	18
				Total Program Credits	60

PART III STUDENT CONDUCT (See also College *Policy 3400: Student Code of Conduct*)

A.   ATTENDANCE

1.   Attendance at all scheduled labs, practicums, and exams is mandatory.

2.   Online courses are delivered asynchronously with published start and end dates. Participation in online learning activities as outlined in the course completion guides is required.

3.   Absence from learning experiences may preclude the student being able to meet the learning outcomes for that course and in turn, progression to the next semester.

4.   Students missing more than 10% of a practice experience may be required to repeat the course

or complete extra hours at an additional cost to the student.

     5.   Students claiming illness or extenuating circumstances for absence from any learning experience must contact the associated instructor and / or the practice agency directly at least one hour prior to the scheduled start time.

     6.   Students may be required to supply a doctor's certificate to substantiate claims of illness.

B.   ASSIGNMENTS

     1.   Students are required to submit all written assignments on the date published in the course outline and communicated by the instructor.

     2.   When a student is unable to meet with the published deadline for an assignment, she or he must notify the instructor prior to the published due date and request an extension.

     3.   Extensions are granted at the discretion of the instructor in consultation with the individual student for extenuating circumstances. The student is expected to observe the negotiated due date. Further extension of the deadline without penalty may or may not be permitted by the instructor.

C.   PROFESSIONAL REQUIREMENTS

     1.   Students are required to maintain a current CPR Level C certificate while enrolled in the program; re-certification is required every two years.

D.   PROBATION (See Policy 8619 *Student Probation* and Policy 3400 *Student Code of Conduct)*)

     1.   Students may be placed on probation if they fail to adhere to the provincial Code of Ethics for Pharmacy Technicians and the Selkirk College Student Code of Conduct.

     2.   Students will be limited to two probation periods while enrolled in the PTEC program. Subsequent unacceptable behaviours / practice will result in required withdrawal.

    E.   REQUIRED WITHDRAWAL (See Policy 3400 *Student Code of Conduct*)

     1.   Breaches to confidentiality are grounds for dismissal from the program.

Part IV COLLEGE POLICIES RELEVANT TO ACADEMIC AND STUDENT AFFAIRS:

Policy 3400: Student Code of Conduct
Policy 6550: Protection of Privacy
Policy 8400: Student Appeals
Policy 8600: Pre-Admissions Basic Skills Assessment
Policy 8611: Admission
Policy 8612: Grading
Policy 8613: Evaluation of Student Learning
Policy 8614: Advanced Standing – Course Challenge, PLA, Transfer Credit
Policy 8615: Standards of Academic Progress
Policy 8616: Student Withdrawals and Refunds
Policy 8617: Credentials and Graduation
Policy 8618: Cheating and Plagiarism
Policy 8619: Student Probation
Policy 8620: Interdisciplinary Studies