



Ohio Public High School Pharmacy Technician Training Program Application

Updated 3.20.2018

This application is for Board of Pharmacy approval of pharmacy technician training programs offered by an Ohio public high school approved by the Ohio Department of Education.

This does not apply to vocational training programs offered by other institutions.

Please refer to the approved training program guidance:

www.pharmacy.ohio.gov/TechTraining

Instructions

- Completed application may be scanned and emailed to terri.ghitman@pharmacy.ohio.gov or may be mailed to the following address:

State of Ohio Board of Pharmacy
c/o Terri Ghitman
77 South High Street, 17th Floor
Columbus, Ohio 43215

NOTE: E-mail submission is preferred.

- The Board may request additional materials when evaluating an application and reserves the right to conduct an on-site inspection.
- If your responses exceed the space provided in the application, you may continue on an additional sheet of paper.
- All required documentation submissions should be labeled to the corresponding program standard. For example, documentation showing approval by the Ohio Department of Education must include "1.1 Program Approval" on the submitted documents.
- **Incomplete applications will not be evaluated and will be returned to the program for completion.**



Part 1 – Program Information

School Name		
Street Address	City	Zip Code
Full Name of Program Director	Program Director's Ohio License/Registration Number	
Contact Phone Number	Contact Email Address	

Part 2 – Program Standards

To be completed by the program director. Please indicate that the program seeking approval can meet the following standards and provide the requested information/documentation as requested.

Standard 1: Administration

	<p>1.1 Program Approval</p> <p>Pharmacy technician education and training programs shall be conducted by an Ohio public high school as part of a career-technical education program approved by the Ohio Department of Education pursuant to section 3317.161 of the Revised Code. Each career-technical education program shall require approval by the State Board of Pharmacy in accordance with standards adopted by the board.</p>
<p><i>Please provide documentation showing approval by the Ohio Department of Education.</i></p>	
	<p>1.2 Program Director</p> <p>The program director shall have appropriate authority to direct all aspects of training. The program director must have the opportunity to contribute to the development, revision, and selection of qualifications of the applicants for acceptance as trainees.</p>
	<p>1.3 Strategic Plan</p> <p>The program must develop a strategic plan that is reviewed and revised, if appropriate, at least annually. The plan must: reflect the role of the program within the community; include long-term program goals, specific measurable objectives, strategies for achieving the goals and objectives, a schedule for analyzing and evaluating the plan, and progress on the plan; and address program outcomes (e.g., graduation rates).</p>
<p><i>Please describe strategic plan or include a copy with the application.</i></p>	

	<p>1.4 Program Cost</p> <p>The program may only charge a minimum fee to cover student costs related to the program (textbooks, online courses, test preparation and equipment).</p>
<p><i>Please submit documentation outlining total program cost.</i></p>	
	<p>1.5 Non-Discriminatory Practice</p> <p>Reasonable accommodation must be made for students and applicants with disabilities.</p>
<p><i>Please submit policy for reasonable accommodations. An applicant may provide the policy of the school associated with program.</i></p>	
	<p>1.6 Advisory Committee</p> <p>An advisory committee comprising a broad-based group of pharmacists, faculty, pharmacy technicians, and others as deemed appropriate must be established and meet at least twice a year. The advisory committee must have specific authority for affirming:</p> <ul style="list-style-type: none"> 1.6.a. the curriculum makes possible the attainment of all educational goals and objectives; and 1.6.b. criteria for successful completion of the program.
<p><i>Please describe make-up of advisory committee, including names, professions and, if applicable, Ohio license or registration numbers.</i></p>	
	<p>1.7 Records</p> <p>Records related to program participant performance, including successful completion of the program must be maintained and stored for three years.</p>

Standard 2: Program Faculty (Director and Instructors)

Please submit documentation (i.e. resume or CV) and license/registration number (if applicable) for current program instructors and the program director.

	<p>2.1 Program Director</p> <p>2.1.a. The program director must be accountable for the overall quality of the program. The director shall have considerable latitude in delegating instructors' responsibilities.</p> <p>2.1.b. The program director must:</p> <ul style="list-style-type: none">(1) be an Ohio-licensed pharmacist or an Ohio-registered certified pharmacy technician in good standing;(2) have at least five years of experience in pharmacy practice (or practice as a technician) prior to entering the position;(3) adhere to the state's regulations for licensure or registration in the practice of pharmacy; and(4) demonstrate on-going continuing education in the field of pharmacy and/or education.
	<p>2.2 Faculty/Instructors</p> <p>Faculty/instructors must have demonstrated expertise in the areas in which they are instructing and adhere to state regulations for licensure or registration to practice as a pharmacist or pharmacy technician. They must have a minimum of two years of experience in the practice setting or area of expertise in which they are teaching.</p>

Standard 3: Education and Training Program

Please attach the most current program curriculum and documentation demonstrating the curriculum meets the requirements in Standard 3.4. Include documentation of hours allocated for didactic and simulated training.

	<p>3.1 Preparation</p> <p>3.1.a. The program must prepare students for practice as entry-level pharmacy technicians in a variety of contemporary settings (e.g., community, hospital, home care, long-term care) and students must acquire knowledge, skills, and abilities needed for practice.</p> <p>3.1.b. The program must prepare students to obtain at least one of the national pharmacy technician certifications that have been recognized by the Board in accordance with rule 4729:3-1-01 of the Administrative Code.</p>
	<p>3.2 Program Currency</p> <p>The program curriculum must be current.</p>
	<p>3.3 Program Length and Composition</p> <p>3.3.a. The training schedule must consist of a minimum of 400 clock hours of health-related education and training. The minimum number of hours for each component is as follows: Didactic - 160 hours and Simulated - 160 hours. The remaining hours may be allocated to these two areas as the program director and faculty see fit.</p> <p>3.3.b. Didactic</p> <p>The didactic component is that part of the curriculum that does not require a separate simulated setting. It must progress from more basic to more complex information, concepts, and skills.</p> <p>3.3.c. Simulated</p> <ol style="list-style-type: none">(1) The simulated component must include sufficient equipment and supplies to realistically simulate an actual work environment.(2) While each skill may be taught in isolation, by the end of the simulated component, students must perform each skill in a sequential manner the way the skill is performed in a pharmacy.(3) The simulated component of the program must be adequate in scope to prepare trainees for practice in a variety of contemporary pharmacy settings.(4) Equipment and supplies must be appropriate and sufficient to enable students to achieve the program's educational goals.(5) The amount of time each trainee spends in the simulated portion of the program must be documented.

Please provide a description (including photographs) of the simulation environment(s).

3.4 Education and Training Program Content

3.4.a. The education and training program shall be based on the following topics that reflect current and future pharmacy technician functions and responsibilities at the entry-level. The program director and faculty may add education and objectives that meet current needs of the community and pharmacy profession for pharmacy technician services.

3.4.b. Education and Training Topics:

Personal/Interpersonal Knowledge and Skills

- (1) Ethical conduct in all job-related activities.
- (2) General professionalism, including presenting an image appropriate for the profession of pharmacy in appearance and behavior.
- (3) Communicate clearly when speaking and in writing.
- (4) Cultural competency and diversity of patient populations.

Foundational Professional Knowledge and Skills

- (5) Wellness promotion and disease prevention concepts, such as use of health screenings; health practices and environmental factors that impact health; and adverse effects of alcohol, tobacco, and legal and illegal drugs.
- (6) Knowledge and skills in areas of science relevant to the pharmacy technician's role, including anatomy/physiology and diseases/disorders.
- (7) Mathematical calculations essential to the duties of pharmacy

	<p>technicians in a variety of contemporary settings, including: roman numerals, metric system, allegation math, percents & solutions, calculating dose based upon weight, conversions, quantity/days' supply.</p> <p>(8) Differences between over-the-counter (OTC), behind-the-counter (BTC) and prescription drugs (Rx) – including controlled vs. non-controlled prescription drugs.</p> <p>(9) Dosage forms and routes of administration.</p> <p>(10) Common brand name and generic drugs and drug therapy classes (i.e. based upon therapeutic use, mechanism of action, mode of action, etc.).</p> <p>(11) Overview of different pharmacy settings (community, institutional, mail-order, etc.).</p> <p>(12) Role and duties of the pharmacist.</p> <p>(13) Responsibilities and scope of authority of certified, registered and technician trainees.</p>
	<p><u><i>Processing and Handling of Medications and Medication Orders</i></u></p> <p>(14) Collecting, organizing, and recording demographic and clinical information for direct patient care and medication-use review.</p> <p>(15) Receive and screen prescriptions/medication orders for completeness, accuracy, and authenticity.</p> <p>(16) Prepare non-patient-specific medications for distribution (e.g., batch, stock medications).</p> <p>(17) Packaging patient-specific medications for distribution, including: child resistant packaging, unit dose packaging, and convenience packaging.</p> <p>(18) Labeling requirements, auxiliary labels, and labeling of generic products.</p> <p>(19) Infection control procedures, including preventing transmission of blood borne and airborne diseases.</p> <p>(20) Preparing, storing, and distributing medication products requiring special handling and documentation [(e.g., controlled substances, immunizations, chemotherapy, investigational drugs, drugs with mandated Risk Evaluation and Mitigation Strategies (REMS)].</p> <p>(21) Maintaining pharmacy facilities and equipment.</p> <p>(22) Prescription transfer requirements.</p> <p>(23) Prescriptions, including valid prescription requirements, abbreviations, and sig interpretation.</p>

	(24) Generic substitution.
	<p><u><i>Sterile and Non-Sterile Compounding</i></u></p> <p>(25) Preparation of medications requiring compounding of sterile products in accordance with USP 797.</p> <p>(26) Preparation of medications requiring compounding of non-sterile products in accordance with USP 795.</p>
	<p><u><i>Procurement, Billing, Reimbursement and Inventory Management</i></u></p> <p>(27) Initiate, verify, and assist in the adjudication of billing for pharmacy services and goods, and collect payment for these services.</p> <p>(28) Apply accepted procedures in inventory control of medications, equipment, and devices.</p> <p>(29) Pharmacy reimbursement plans for covering pharmacy services.</p>
	<p><u><i>Patient- and Medication-Safety</i></u></p> <p>(30) Apply patient- and medication-safety practices in all aspects of the pharmacy technician's roles.</p> <p>(31) CPR, AED and First-Aid certification.</p>
	<p><u><i>Technology and Informatics</i></u></p> <p>(32) Describe the use of current technology in the healthcare environment to ensure the safety and accuracy of medication dispensing and computer literacy skills.</p>
	<p><u><i>Regulations and Laws</i></u></p> <p>(33) Federal and state drug laws and regulations.</p> <p>(34) Health Insurance Portability and Accountability Act of 1996.</p> <p>(35) Laws and regulations for the handling and distribution of controlled substances.</p>
	<p><u><i>Quality Assurance</i></u></p> <p>(36) Explain procedures and communication channels to use in the event of a product recall or shortage, a medication error, or identification of another problem.</p>

Standard 4: Evaluations and Assessments

Please attach a sample student evaluation and program's policy for evaluation of students and faculty.

	<p>4.1 Scope and Appropriateness of Students' Evaluation</p> <p>4.1.a. The program director must ensure that students' achievement of educational objectives is evaluated appropriately, to include their knowledge, skills, and abilities leading to entry-level pharmacy technician job competencies.</p>
	<p>4.2 Frequency and Relevance of Students' Evaluation Feedback</p> <p>The program director must ensure that students' evaluation is ongoing, systematic, and assesses students' progress toward meeting the requirements for graduation. Students must receive frequent feedback on their performance that enables them to identify strengths and weaknesses, and gives them direction on how to improve. Evaluations shall be documented and kept on file for at least three years.</p>
	<p>4.3 National Certification Preparation</p> <p>The program director or designee must provide students with training, information and resources to prepare them for a national certification recognized by the State of Ohio Board of Pharmacy.</p>
<p><i>Please describe how the program prepares students for a national certification examination. Indicate the Board-recognized certification(s) the program prepares students to obtain.</i></p>	

	<p>4.4 Faculty Evaluation</p> <p>Faculty members, including the program director, instructors, and site coordinators (optional) must be evaluated regularly. An evaluation process shall be defined and implemented, and incorporate feedback from students and graduates. In addition, a process for review and use of the information gained from evaluations for continuous improvement must be defined and implemented.</p>
	<p>4.5 Program Assessment</p> <p>The program director, in conjunction with program's advisory board, must conduct regular and ongoing assessments of program effectiveness and use the evaluations for continuous improvement of the program. Measures shall include, but are not limited to:</p> <ul style="list-style-type: none">4.5.a. performance on national certification or licensure exams;4.5.b. program completion;4.5.c. program satisfaction, including student, employer and graduate satisfaction.

Standard 5: Graduation and Certificate

	<p>5.1 Conditions for Graduation from the Program</p> <p>The program director must ensure that a process for determining requirements for graduation from the program is documented and implemented.</p>
<p><i>Please describe how program will be assessed by program director and program's advisory board.</i></p>	
	<p>5.2 Certificate</p> <p>5.2.a. Programs shall recognize those pharmacy technicians who have completed successfully the pharmacy technician training program by awarding an appropriate certificate or diploma.</p> <p>5.2.b. The certificate must be signed by the program director.</p> <p>5.2.c. Programs must not issue a certificate to an individual who has failed to complete the prescribed program (i.e. passed required evaluations and has met or exceeded the number of training hours required).</p> <p>5.2.d. The certificate must contain the name of the organization, program name and location, student name, completion date, and confirmation that the program is approved by the State of Ohio Board of Pharmacy.</p>
<p><i>Please submit a sample certificate with the application.</i></p>	

Standard 6: Application and Program Approval

	<p>6.1 Application Process</p> <p>6.1.a. A program seeking approval shall submit a complete application to the Board to include how the program meets each of the standards approved by Board. Incomplete applications will not be reviewed by the Board and will be returned to the applicant.</p> <p>6.1.b. The program may be subject to an on-site review by Board of Pharmacy staff.</p> <p>6.1.c. A program may be subject to additional requests for documentation. A program shall provide requested information no later than thirty days from the date of request by the Board. Failure to provide such information may result in denial.</p>
	<p>6.2 Program Approval</p> <p>6.2.a. Program approval shall be for three years from the date of notification by the Board of Pharmacy. A program shall subject a new application to the Board no later than six months prior to the expiration date of the program's approval.</p> <p>6.2.b. In the event of a denial, an applicant will be afforded an opportunity to appeal the decision as part of an administrative hearing in accordance with Chapter 119. of Revised Code. An applicant will not be afforded an administrative hearing if they fail to submit a completed application.</p> <p>6.2.c. The Board reserves the right to audit or review a program during the three-year approval period. If deficiencies are identified, the program will have thirty days to make the required corrections or risk losing approval status.</p>

Part 3 – Signature by Program Director

<p>I attest that the information provided is true and accurate to the best of my knowledge.</p>	
<p>Signature of Program Director</p>	<p>Date Signed</p>
<p>Print or Type Name</p>	