

**BAKER COLLEGE**  
Waiver Form - Office Copy  
**Pharmacy Technician**  
Associate of Applied Science Degree

**Acknowledgment Form - Open Enrollment Programs**

I have received the Health Sciences Program Information and understand each/all of the following: (Initial each line)

***Health Requirements***

- I may be required to provide documented proof of immunization and/or titers, current Tuberculosis (TB) test results, and other screenings pertinent to my chosen career field. I am responsible for all associated cost.
- Declination of immunization may prevent me from clinical placement.
- Exposure to latex is high in the healthcare field. I should notify my advisor if I have a documented latex allergy/sensitivity.

***Clinical Requirements***

- Clinical or externship experiences are based on site availability and determined by the Program Coordinator/Director/Dean of Health Sciences.
- Students are required to have reliable transportation to and from the assigned clinical location.
- Due to the limited number of clinical sites, some students may be required to travel a distance from the College.
- Clinical experiences may require students to attend up to 40 hours per week. As a continuation of the student's education, the clinical experience is to be performed without remuneration. In the event a student is offered employment, this should be discussed with the Program Coordinator/Director/Dean of Health Sciences.
- The College provides professional liability insurance for all students during the clinical affiliation educational portion of his/her program, which covers any incident which might occur during the clinical affiliation experience. It does not cover any incident where the student is attempting to practice outside the scope of his/her education or outside the clinical affiliation site.
- Students are required to maintain health insurance during all clinical quarters and are responsible for any medical expenses incurred throughout the program.
- I may be required to submit to a drug screen as part of my clinical affiliation. I am responsible for all associated cost.
- I understand that if drugs are reported on my drug screen results, it may impact my ability to complete program requirements, including though not limited to, clinical experience.
- I may be required to undergo a background check, as an entrance requirement for the health program I've selected or for some clinical affiliations. I am responsible for all associated cost.
- I am required to complete the requirements for my background check by the specified

deadline. Failure to do so may result in my being denied entry into the program, at which time my core classes may be dropped without advance notice to me.

- \_\_\_ I will immediately report, in writing, any conviction, pending court action, or other recorded event not yet reported, or which subsequently occurs, to my campus Program Director/Dean of Health Sciences.
- \_\_\_ A criminal record may prevent clinical placement, licensure or certification, and employment opportunities. Baker College reserves the right to deny entry into or remove from a program, any student whose background check reveals any conviction or recorded event of any nature.
- \_\_\_ I may be temporarily or permanently denied financial aid funding if I have been or am subsequently convicted of the possession or sale of illegal drugs for an offense that occurred while receiving federal student aid (such as grants, loans, work-study).
- \_\_\_ I may be required to undergo fingerprinting prior to clinical placement.
- \_\_\_ I may be required to complete the Central Registry Clearance form prior to placement in certain clinical settings.

### ***Program Reentry***

- \_\_\_ Eligibility for reapplication to the program is based on previous reasons for dismissal or withdrawal and is at the discretion of the Program Coordinator/Director/Dean of Health Sciences. Readmission is not guaranteed.
- \_\_\_ Reentry into some programs may be dependent upon limited program capacity and/or the availability of clinical sites.
- \_\_\_ Didactic and competency testing may be required according to accreditation, state, and/or program guidelines. Retesting may involve a fee.

### ***Professionalism***

- \_\_\_ I must abide by the ethics and standards accepted by professionals and technicians in my chosen career field, while in all classroom and clinical settings. This includes personal conduct, professional attitude, appropriate dress, and the confidentiality of student, client, and patient information. Any breach of these standards may result in dismissal from the program.
- \_\_\_ I understand that students are not allowed to use personal cell phones or other personal electronic devices to transmit clinical information, including photos.
- \_\_\_ I agree to abstain from using computers at my clinical site for personal use and/or social networking.
- \_\_\_ Professional appearance may require a specified uniform. In all instances students are to refrain from low-cut tops, and clothing that reveals trunk skin when standing or sitting. Closed-toed shoes are required for laboratory and clinical settings. Hair, side-burns, facial hair, and nails are to be neat, clean, and trimmed to a length that will not interfere with safety and asepsis. Visible tattoos must be covered. Body piercing jewelry is not allowed.
- \_\_\_ I must comply with any changes in program requirements during my course of study.

### ***Patient Record Confidentiality***

- \_\_\_ I understand as part of my clinical experience, I may come into contact with medical records and other confidential patient information.
- \_\_\_ I understand clinical site information is not to be discussed on any form of social network or any electronic account outside those required for the instructor for class participation.
- \_\_\_ I understand that under United States law the unauthorized disclosure of medical record

information is unlawful and could subject myself to civil and criminal penalties. I, therefore, pledge that I will not reveal the name, address or any other pertinent information that exists on any medical record which I have come in contact with during the course of my clinical experiences unless allowable under the clinical site policy and applicable law.

***Student Responsibilities:***

- \_\_\_ I am responsible to contact my campus Program Coordinator/Director or the Dean of the College of Health Science/Dean of the School of Nursing/Dean of the School of Occupational Therapy with any questions regarding program entry, reentry, retention, or completion.
  
- \_\_\_ I may be required to sign an additional waiver upon entrance to my program.

***Essential Functions and Technical Requirements***

The essential functions required by the curriculum are in the following areas: motor, sensory, communication, and intellectual (conceptual, integrative, quantitative abilities for problem solving, and the behavioral and social aspects that impact the performance). \* Technical requirements, as distinguished from academic standards, refer to those physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the curriculum and the development of professional attributes required by the faculty of all students at graduation. These essential functions and technical requirements are referred to as the "Essential Functions."

These Essential Functions are not conditions of admission to the College or the program. The Essential Functions provide information regarding continued eligibility in this program. A student may be qualified for and admitted to the program, but later be redirected due to a failure to develop and exhibit the Essential Functions. Persons interested in applying for admission to the program should review this information to develop a better understanding of the physical abilities and behavioral characteristics necessary to successfully complete the program.

By initialing each line below, I acknowledge and understand I am expected to possess the following Essential Functions:

- \_\_\_ Cognitive abilities necessary to master relevant content in courses at a level deemed appropriate by the College. These skills may be described as the ability to comprehend, memorize, analyze, and synthesize material in a timely manner. The student must maintain the minimum grade point average (GPA) determined by each program in order to continue with coursework to complete a chosen degree. Students must have a cumulative GPA of at least 2.0 to graduate from any program; however, please note that some programs require a higher GPA in order to continue with coursework.
  
- \_\_\_ Ability to assess all information. The student must be capable of responsive and empathetic listening to establish rapport in a way that promotes openness on issues of concern and sensitivity to potential cultural differences.
  
- \_\_\_ Emotional stability to function effectively under stress and to adapt to an environment, which may change rapidly without warning, and/or in unpredictable ways.
  
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- \_\_\_ I have reviewed and acknowledge that I am expected to possess the program-specific Essential Functions located on the Program Information document.

The faculty content expert, program official, clinical coordinator, or employment supervisor is qualified and competent to assess the student's ability to perform the Essential Functions.

\*The College complies with the requirements and spirit of Section 504 of the Rehabilitation Act of 1973 as amended, and the Americans with Disabilities Act of 1990 (ADA), as amended by the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). Therefore, the College will endeavor to make reasonable accommodations for participants with disabilities who are otherwise qualified.

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Student Name (Print)

Student UIN

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Student Signature

Date

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Baker College Representative Signature

Date

Printed: 2017/01/18

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Student Name (Print)

Student UIN

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Student Signature

Date

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Baker College Representative Signature

Date

Printed: 2017/01/18

**BAKER COLLEGE**  
Program Information  
**Pharmacy Technician**  
Associate of Applied Science Degree

**Campuses:** *Allen Park, Auburn Hills, Cass City, Clinton Township, Flint, Muskegon, Owosso.*

### **Program Description**

Pharmacy Technicians help licensed Pharmacists provide medication and other healthcare products to patients. Technicians usually perform routine tasks to help prepare prescribed medication, such as counting tablets and labeling bottles. They also perform administrative duties involving medical insurance and assist with ordering and maintaining inventory.

Technicians refer any questions regarding prescriptions, drug information, or health matters to a pharmacist. Graduates of this program will be prepared for entry-level employment in a wide variety of pharmacies, including retail, hospital, mail-order, nursing homes, and assisted-living facilities. Current information on opportunities for pharmacy technicians can be found at the Bureau of Labor and Statistics website ([www.bls.gov/oco](http://www.bls.gov/oco)).

In addition to employment, courses in the program have been developed to prepare individuals to successfully complete the national certification exam administered by the Pharmacy Technician Certification Board.

Program Status: Open Enrollment

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### **Credentials**

The Pharmacy Technician Certification Examination is offered in multiple locations statewide four times a year by the Pharmacy Technician Certification Board (PTCB). Successful completion will enable individuals to use CPhT (Certified Pharmacy Technician) credential. Information on the exam can be found at the Pharmacy Technician Certification Board Web site ([www.ptcb.org](http://www.ptcb.org)).

### **Program Status**

Open Enrollment

### **Criminal History/Background Check**

Students are required to complete a criminal background check. Individuals are not eligible to sit for the Pharmacy Technician Certification Examination if convicted of any felony within the last five (5) years and/or if the conviction was drug or pharmacy related. Information regarding eligibility can be found at the Pharmacy Technician Certification Board Web site ([www.ptcb.org](http://www.ptcb.org)).

### **Essential Functions/Technical Requirements**

These technical standards reflect performance abilities and characteristics that are necessary to successfully complete the requirements of the program at Baker College. These standards are not conditions of admission to the program. Persons interested in applying for admission to the program should review this information to develop a better understanding of the physical abilities and behavioral characteristics necessary to successfully complete the program. The College complies with the requirements and spirit of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990. Therefore, the College will endeavor to make reasonable accommodations for participants with disabilities who are otherwise qualified.

- \* Effectively communicate in English, both verbally and in writing, utilizing accurate and appropriate terminology with classmates, co-workers, clients, and providers.
- \* Utilize computers and electronic equipment and medical record software.
- \* Safely access, prepare, and operate equipment, supplies and medications in a variety of settings.
- \* Access information from books, reference manuals, computers, and paper and electronic medical records to accurately perform duties.

- \* Identify, recognize, maintain, organize, and disseminate accurate health information.
- \* Correctly interpret and/or clarify verbal and written orders and health information.
- \* Prioritize, organize, and utilize time-management skills to fill and deliver medications in a timely and accurate manner.
- \* Accurately perform measurements, calculations, and procedures necessary for precise medication compounding, preparation and delivery.
- \* Recognize and correct calculation and performance deviations.
- \* Demonstrate appropriate professional and procedural judgment decisions under stressful and/or emergent demands (i.e. stat orders, immediate interventions or actions) and a distracting environment (i.e. high noise levels, crowding, complex stimuli).
- \* Fulfill requirements of productivity, rotating schedules, and heavy workloads.
- \* Adhere to HIPAA, Michigan Pharmacists Association's professional standards, Baker College conduct guidelines, and clinical sites' policies and procedures.

## **Program Requirements**

Students must pass all PHT classes with at least a C before advancing to the next courses within the program. PHT courses are offered only once a year.

Students must meet with the PHT program coordinator/director on their campus upon enrollment for proper advising.

## **Health Requirements**

Students will complete a Health Information form that provides documentation of Tuberculosis (TB) status and immunization history and currency prior to externship site placement. Clinical externship sites may have additional health requirements, including drug testing, which the student is responsible for.

Students are encouraged to obtain and maintain health insurance coverage during their externship. Students are responsible for all medical costs incurred during the program and externship. Information about low-cost, short-term health insurance coverage is available.

## **Clinical Requirements**

The PHT program requires a clinical externship in either a hospital or retail pharmacy setting. Students must maintain a 2.5 GPA to be eligible to complete a pharmacy externship (WRK252). The pharmacy externship (WRK252) must be completed within 6 months of completing the last PHT courses. Students waiting more than 6 months after completion of all PHT classes will be required to demonstrate current knowledge and competency of clinical skills prior to externship site placement.

Clinical externship sites exist throughout the state of Michigan. Clinical externship placement is based on site availability and is at the program coordinator's/director's discretion. Students are responsible for providing reliable transportation and/or lodging.

## **Professionalism**

Students are expected to conduct themselves in a professional manner both in the classroom and at their clinical sites. Students are expected to follow the Michigan Society of Pharmacy Technicians Code of Ethics and must abide by all conduct, attendance, and dress code rules of the College and clinical sites. It is the student's responsibility to know these policies. Baker College is not obligated to reassign students to another clinical site, once rejected from a site for unprofessional conduct.

## **Re-entry into the Program**

Refer to the re-entry policies on the Health Sciences Acknowledgment Form for more information.