



Chippewa Valley Technical College

Pharmacy Technician Program



Student Handbook

August 2008

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Welcome !!

Welcome to the Chippewa Valley Technical College Pharmacy Technician Program.

Your program of study will prepare you to take the national certification examination and will allow you opportunities for personal growth.

Congratulations on your career choice. There are many opportunities in pharmacy that will allow you to challenge yourself intellectually while making a difference in the lives of others. We wish you success in attaining your goals.

As you progress through the program, we encourage you to ask questions of your instructors and program counselors. This handbook should also serve as a guide for you. It contains policies and procedures that are specific to the Pharmacy Technician Program. This document is supplemental to the CVTC Student Handbook.

Program Description

The Pharmacy Technician program trains individuals for the roles of supportive personnel in hospital and community pharmacies. The pharmacy technician provides assistance to the pharmacist in a variety of technical tasks involving the packaging, distribution, compounding, labeling, and recording of drugs. A pharmacy technician student will receive hands on laboratory training, participate in clinical experience at local retail and institutional pharmacies, and attend pharmacy specific lectures.

Pharmacy Technician Program Mission Statement

The Chippewa Valley Technical College Pharmacy Technician program strives to provide quality education to pharmacy technician students to meet the workforce needs of community pharmacies.



Pharmacy Technician Program Outcomes

Upon completion of the Pharmacy Technician Program, the student will be able to:

- package and label drugs for prescription dispensing
- prepare and deliver unit dose drugs to the nursing services of hospitals managed care facilities
- prepare parenteral admixtures under aseptic and sterile conditions
- receive and inventory drug shipments
- keep manual and computer maintenance of records, including patient profiles
- provide office services as needed in the pharmacy
- compound solutions, ointments, lotions, suppositories, and other medications
- comprehend and utilize medical and drug terminology common to the pharmaceutical environments
- recognize and apply the knowledge of ethics as well as legal implications of the technician's actions

Pharmacy Technician Certification

Graduates of the Pharmacy Technician Program are strongly advised to complete the national pharmacy technician exam to gain certification. Employers are currently seeking applicants with certification. Information about the national exam is found on the following website: <https://www.ptcb.org>.

Pharmacy Technician Program Course Sequence

FIRST TERM (Fall Semester)		Credits
+	501-101 Medical Terminology	3
*	536-110 Pharmaceutical Calculations (1 st 8weeks)	3
	536-112 Pharmacy Business Apps	3
	536-115 Pharmacy Law	2
	536-120 Fund of Reading Prescriptions (1 st 8 weeks)	2
	536-134 Pharmacy Benefits-Managing (2 nd 8 weeks)	1
	536-138 Pharmacy Community Clinical (2 nd 8 weeks)	2
		16
SECOND TERM (Spring Semester)		
	536-122 Pharmacology for Pharmacy Tech	2
*	536-124 Pharmacy Drug Dist. Systems (1 st 8 weeks)	1
	536-126 Pharmacy Parenteral Admixtures	3
	536-140 Pharmacy Hospital Clinical	2
	536-141 Hospital Clinical Lab	2
+	801-196 Oral/Interpersonal Communications	3
+	809-199 Psychology of Human Relations	3
	+ 809-198 or Introduction to Psychology	
		16

- + *May be offered as distance learning*
- *A grade of "C" or better is required*

Minimum Program Credits Required - 32

Program Admission Requirements

- A ***Pre-Entrance Health History and Physical Examination*** (physical exam, two tuberculosis skin tests and an immunization history) must be on file three weeks prior to entering the core courses (536 numbered) of the Pharmacy Technician program. The Admissions Office will notify you at the appropriate time with a specified deadline.
- One “year” high school or one semester of a postsecondary level ***biology course*** with a grade of C or better. A proficiency exam may be taken to fulfill the biology requirement.
- Proof of **current CPR certification** by the American Heart Association – ***Health Care Provider level or by the American Red Cross – Professional Rescuer level*** is required of students before entering the clinical courses of the Pharmacy Technician program.
- Complete **COMPASS** pre-entry assessment with minimum score of 45 on Pre-algebra section and a score of 80 on Reading section or an acceptable substitution within the last three years with comparable minimum scores
- Completed ***background information disclosure form***, waiver, criminal history record request form, and a processing fee

Note: Applicants who have been convicted of a drug related felony will not be admitted to the program. Any other convictions of any kind, including misdemeanors or felonies, may need special approval from a clinical site to be admitted to the program.

For more information on the Caregiver Law (Wisconsin Act 27), view website www.dhfs.state.wi.us/caregiver/index.htm or call DHFS Bureau for Quality Assurance at 608-243-2019.

Criminal Background Checks

As of October 1998, Wisconsin Act 27 requires that a criminal background and history check be conducted on all persons “responsible for the care, safety and security of children and adults.” This law applies to clinical agencies utilized in the Pharmacy Technician program. Therefore, all students must have this background check completed prior to their first clinical rotation. Persons who have impending criminal charges for or who have been convicted of certain crimes (after age 11) may be permanently barred from a clinical experience and/or employment. Students are required to complete the “Background Information Disclosure” form and electronic criminal history search by the Wisconsin Justice Department. Results are kept on file and are released to external affiliating agencies prior to student placement. Students may be required to provide a copy of their records to each clinical site. Students who have been convicted of a drug related felony or relevant convictions will not be admitted to the program. Any other convictions of any kind, including misdemeanors or felonies, may need special approval from a clinical site to be admitted to the program.

Note: Students must notify CVTC of any changes in convictions and or/pending charges which occur after completion of the Criminal History Record Check and Background Information Disclosure Form and prior to program completion.

Drug Testing

Students may need to consent for drug testing and release of that information to external affiliating agencies for clinical experience. CVTC will inform students if the clinical site requests a drug screen and arrange for a screen to be completed at a local site.

The drug test is a urine specimen which is tested for the presence of drugs, including but not limited to amphetamines, THC (marijuana), cocaine, methadone, opiates, and phencyclidine (PCP). CVTC is uncertain of what other types of drugs may be screened in the future.

Payment for the drug screening is the responsibility of the student. Results of the drug screen will be forwarded to CVTC. A **positive** drug test (drug detected) or **refusal** to submit to a drug screening will exclude a student from clinical placement which will result in dismissal from the Pharmacy Technician Program.

Credit Transfer

CVTC will award transfer of credits from other recognized regionally accredited institutions of higher education. Credit may be granted to students transferring from other technical colleges and universities, provided that:

- The course is identified on an official college transcript;
- The course being transferred is equivalent in content and meets or exceeds the credit value of the CVTC course; Clinical experience must be at the same or a comparable level;
- The credits accepted as transfer do not exceed CVTC's credit value assigned to the course;
- The course is directly applicable to the degree or diploma program being pursued;

A grade of "C" or above was earned in the course within the last five years for science courses. Other general courses will not have an identified time limit but a grade of "C" or higher must have been earned on these courses.

Grade Appeal Process

A student who objects to a final grade must follow the college policy outlined in the Student Handbook.

Progression/Withdrawal/Dismissal/Program Reentry

Throughout the program, students are graded according to their ability to meet objectives. Students are required to meet the objectives in theory, skills, and clinical courses. To progress in the program, students must meet the established grading standards.

Students are encouraged to take all courses in the Pharmacy Technician program according to the sequencing structure found on the Program Requirement Sheets. Most of the courses in the program have prerequisite courses that must be taken in the sequence identified.

If a student interrupts his/her program prior to completing first semester Pharmacy Technician courses, the student may be required to reapply to the program. If the student interrupts his/her program after the first semester, a new program planning sheet must be developed and the student will be admitted on a space-available basis. Students must meet with a program counselor and apply for the R-list through the Admissions Office for re-entry into the program. Students should seek advice from the program counselor or course faculty when considering withdrawing from a course or otherwise making changes in their course schedules. Students who stop attending class and do not complete course assignments, yet do not officially withdraw, will receive a failing grade in that course.

A student may appeal dismissal from the Program. To begin the appeal process, a student must submit a written appeal to the Program Director. This letter should explain why the student feels she/he should be given an exception to the progression policy, include a description of any extenuating circumstances, and identify the changes the student is making to ensure his/her success. The Program Director will schedule an appeal hearing and notify the student and faculty of the time and location. The student, program counselor, and Pharmacy Technician Program faculty are invited to attend the review. The Appeals Committee considers three criteria when reviewing the appeal.

1. Extenuating circumstances that may have contributed to the student's difficulties.
2. Evidence of a realistic plan of changes to increase the student's chance for success.
3. Likelihood of success if the student is given another chance.

Students will be granted only one opportunity to appeal for re-entry into the program. Students who are not successful in any program course after meeting with the Appeals Committee will be dismissed from the program with no further opportunity to appeal for re-entry.

Graduation Requirements

When all program requirements are met, the graduate of the Pharmacy Technician Program will receive a one year technical diploma from Chippewa Valley Technical College. The student is eligible for program graduation when he/she has fulfilled the following requirements:

1. Attain passing grades (C or above) in all required courses and complete sufficient electives to meet the approved curriculum for the specific program.
2. Complete program courses with a cumulative grade point average of 2.0 or better ("C" average).
3. Fulfill all financial obligations to CVTC.
4. Earn at least 25% of the total required credits at CVTC.

It is the student's responsibility to make certain he/she has completed all required courses in the program.

Student Participation in Course and Faculty Evaluation

Students are encouraged to evaluate each course in the Pharmacy Technician Program at least once a year. Students also participate in yearly evaluations of the program and college using a tool known as the Student Satisfaction Inventory (SSI). Data from the course evaluations and SSI are analyzed, and results are used to make curricular or course-level changes.

Students participate in faculty evaluations according to college policies. In addition, faculty may also request further input from students either formally or informally.

Clinical Placement

Students will participate in two clinical experiences during the school year. In the fall during the second eight weeks students will be placed at a local community pharmacy. During the spring semester students will be placed at an institutional (hospital or long-term care) pharmacy. Placement may be based on an interview process for the spring semester. Students are expected to follow the policies of the clinical site at all times. Failure to follow CVTC's and clinical site policies may result in the dismissal from clinical experience. Students must complete a total of 108 hours for **each** clinical experience.

Confidentiality

All health care professionals, including students, are held to strict standards of confidentiality. The legal and ethical aspects of this are discussed in pharmacy technician courses. Students are required to sign a statement acknowledging these standards and the consequences of breaking the standards prior to beginning their clinical site experience. Violation of confidentiality will be grounds for immediate dismissal from the program.

Pharmacy Technician Program Faculty and Staff

Name	Office	Telephone
Ellen Kirking, Health Ed. Program Coordinator	HEC 100	715-833-6326
Lynn Brantner, Program Counselor	ECB 119	715-833-6381
Sue Sie, Program Assistant	HEC Main Office	715-833-6349
Jody Myhre-Oechsle, Program Director	HEC 232	715-852-1390

Professional and Ethical Behavior Expectations

Pharmacy Technician students are expected to conduct themselves in a manner consistent with professional standards. In addition, the health care facilities and community clinical sites that have agreed to accept students for clinical experiences are offering students the privilege of learning from professionals working in the field. Students must be respectful and courteous to all employees and visitors with whom they come in contact with at these sites. Violation of these standards and site rules could lead to dismissal from a course or the program. Reinstatement would be determined through college and clinical agency policies and procedures.

Unethical conduct of the Pharmacy Technician student includes but is not limited to the following examples:

1. Revealing confidential client information inappropriately (violating HIPPA regulations)
2. Refusing to provide care to a client based on his/her race, ethnicity, sex, religion, age, sexual orientation, or medical condition
3. Abusing a client physically or mentally
4. Practicing beyond the scope of the student's education
5. Falsifying records or reports
6. Abusing alcohol or other drugs in school or on the clinical site; being under the influence of alcohol/drugs while at the site
7. Destroying or stealing property of the client, other students, school, or affiliating sites
8. Plagiarizing
9. Cheating on examinations

Pharmacy Technician Job Descriptions

Community Pharmacy Sample Job Description

Responsibilities

- Assist patients who are dropping off or picking up prescription orders
- Enter prescription orders into the database
- Create and update patient's health and insurance information in the database
- Assist the pharmacist, under direct supervision, in the practice of pharmacy, in accordance with local, state, federal, and company regulations
- Communicate with insurance carriers to obtain payment for prescription claims
- At point of sale, verify that customer receives correct prescription(s)
- Complete weekly distribution center medication orders, place orders on shelves, and verify all associated paperwork
- Assist the pharmacist with filling and labeling prescriptions
- Prepare the pharmacy inventory
- Screen telephone calls for the pharmacist
- Communicate with prescribers and their agents to obtain refill authorization
- Compound oral solutions, ointments, and creams
- Prepackage bulk medications
- Maintain an awareness of developments in the community and pharmaceutical fields that relate to job responsibilities and integrate them into practice
- Assist in training new employees
- Assist other pharmacy technicians
- Assist pharmacist in scheduling and maintaining workflow
- Maintain knowledge of loss prevention techniques

Hospital Pharmacy & Long Term Care Sample Job Description

Responsibilities

- Rotate through all work areas of the pharmacy
- Transport medications, drug-delivery devices, and other pharmacy equipment from the pharmacy to nursing units and clinics
- Pick up copies of physician orders, automated medication administration records, and unused medications from the nursing units and return them to the pharmacy
- Fill patient medication cassettes
- Prepare medications and supplies for dispensing, including:
 - Prepacking bulk medications
 - Compounding ointments, creams, oral solutions, and other medications
 - Preparing chemotherapeutic agents
 - Compounding total parenteral nutrition solutions
 - Compounding large-volume intravenous mixtures
 - Packaging and preparing drugs being used in clinical investigations
 - Preparing prescriptions for outpatients
 - Checking continuous unit dose medications
- Control and audit narcotics/stock substance
- Assist pharmacists in entering medication orders into the computer system
- Prepare inventories, order drugs and supplies from the storeroom, receive drugs and stock shelves in various pharmacy locations
- Screen telephone calls
- Perform monthly nursing unit inspections, maintain workload records, and collect quality-assurance data

- Assist in training new employees
- Assist other pharmacy technicians
- Coordinate insurance billing including third party prescriptions
- Unit dose delivery to automated dispensing technology
- Triage telephone/window inquiries

Managed Care Facility Sample Job Description

Responsibilities

- Under the supervision of a pharmacist: daily handling of on-going pharmacy benefit telephone calls from members, pharmacy providers and physicians
- Troubleshooting third party prescription claims questions with an understanding of on-line rejections and plan parameters
- Developing and maintaining an electronic service log on all telephone calls with complete follow-up history
- Developing a trending report on the aforementioned service calls with an eye towards forecasting possible trends in pharmacy service
- Providing as needed telephone and administrative support for the department

Essential Functional Abilities and Representative Activities

Gross Motor Skills

Move within confined spaces (storage bins and shelving areas)
Maintain balance in multiple positions (high & low shelving).
Reach above shoulders (e.g. IV poles, top shelves)
Reach below waist (e.g. lowest shelving)
Reach out front.

Fine Motor Skills

Pick up objects with hands.
Grasp small objects with hands (e.g. tablets, syringes, pen)
Write with pen or pencil.
Key/type at a computer.
Pinch/pick or otherwise work with fingers (e.g. manipulate syringe).
Twist (e.g. turn objects, knobs, bottle caps using hands).
Squeeze with finger (e.g. ointment tubes, droppers).
Turn wrist while applying pressure (open bottle caps)

Physical Endurance

Stand (at prescription work counter)
Sustain repetitive motions with hands, fingers, wrists, arms (keyboarding, opening bottles, reaching for products, using counting trays, filling syringes, etc.)
Maintain physical tolerance (work on your feet a minimum of 8 hours)

Physical Strength

Push and pull 10 to 20 pounds daily frequently, 25-50 pounds sometimes (e.g. pushing medication carts to nursing units for exchange)
Lift 10 to 20 pounds daily frequently, 25-50 pounds sometimes (cases of i.v. solutions, cases of OTC liquids-alcohol, cough syrups, antacid...)
Carry supplies.
Squeeze with hands and fingers (empty syringes, ointment tubes,...)
Turn wrists forcefully to open bottles and containers.

Mobility

Twist
Bend
Stoop/squat
Climb stairs
Walk (move about facility)
Crouch
Kneel
Stand
Climb stairs
Climb step stools
Reaching overhead, in front of body, and down.
Grasping overhead, in front of body, and down.
Sitting

<u>Hearing</u>	<p>Hear normal speaking-level sounds (e.g. person-to-person conversation). Hear telephone ring. Hear customer requests over the telephone. Hear alarm sounds (e.g. pharmacy pump alarm).</p>
<u>Visual</u>	<p>See objects up to 20 inches away (e.g. computer screen). See objects up to 20 feet away (e.g. patient waiting). Use depth perception. (e.g. compounding, use of needles). Use peripheral vision. (e.g. patients waiting). Distinguish color & intensity (medication color).</p>
<u>Smell</u>	<p>Detect odors (medications, outdated medication).</p>
<u>Environment</u>	<p>Tolerate exposure to allergens (e.g. latex gloves, chemical substances). Work indoors. Work around machinery. Exposure to dust, fumes, smoke, gases, odors, mists, irritating particles (aerosol spray, alcohol, etc in hoods). Work in sterile preparation areas with gloves, gown, and mask. (10/06) Exposure to toxic or caustic chemicals (chemo). Exposure to solvents (alcohol in hoods). Working in confined spaces. Using computer monitor. Works around others. Works alone. Works with others.</p>
<u>Reading</u>	<p>Read and understand written documents (prescriptions, insurance information, invoices) Simple skills: read digital displays, comprehend simple instructions. Complex skills: comprehend newspapers, manuals, journals, instructions in use and maintenance of equipment, safety rules, procedures, and drawings.</p>
<u>Math</u>	<p>Tell time and calculate time. Read and interpret measurement marks. (volume, balance, temperature). Simple skills: add, subtract, multiply, divide whole numbers. Compute fractions and decimals (e.g. medication dosages). Document numbers (inventory, patient profiles). Complex skills: convert numbers to and from the metric, apothecary, avoirdupois systems and be able to apply formulas.</p>
<u>Emotional Stability</u>	<p>Adapt to stress. Focus attention on task. Cope with own emotions. Perform multiple responsibilities concurrently. Cope with emotions in others. Ability to accept and carry out responsibility.</p>

Analytical Thinking

Use long-term memory.
Use short-term memory.
Prioritize tasks.
Problem solve.
Deal with abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions.
Interpret instructions furnished in oral, written, diagrammatic, or schedule form.
Data: synthesize, coordinate, analyze, compile, compute, copy, compare.
Clerical: ability to perceive pertinent detail in verbal or tabular material; to observe differences in copy, to proof-read words and numbers, and to avoid perceptual errors in arithmetic computation.
Perception: ability to comprehend forms in space and understand relationships of plane and solid objects; frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.
Form: ability to perceive pertinent details in objects or in pictorial or graphic material; to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of line.

Critical Thinking

Ability to comprehend and follow instructions.
Ability to perform simple and repetitive tasks.
Ability to maintain a work pace appropriate to a given work load.
Ability to relate to other people beyond giving and receiving instructions.
Ability to influence people.
Ability to perform complex or varied tasks.
Ability to make generalizations, evaluations or decisions without immediate supervision.
Deal with problems from standard situations.
Carry out detailed but uninvolved written or oral instructions.
Carry out one or two step instructions.
Synthesize knowledge and skills.
Sequence information.

Interpersonal Skills

Establish rapport with individuals.
Work as a team member.

Communication Skills

Speak & write English (sentences containing subject, verb and object; names and addresses, complete job application or notations in a log book. Prepare business letters, reports, summaries using prescribed format and conforming to all rules of punctuation, spelling, grammar, diction and style).
Speak with clarity.
Communicate with clarity.
Listen/comprehend spoken/written word
Collaborate with others (e.g. peers, health care workers)
Manage information

Disability Services Department

The Americans with Disabilities Act prohibits discrimination of persons with disabilities, and, in keeping with this law, colleges of the Wisconsin Technical College System make every effort to insure quality education for all students. Therefore, students requiring special accommodations or special services to meet these standards should contact the Disability Services department for assistance (833-6234).

Advising/Student Support/Financial Aid

Students are encouraged to use faculty, counseling services, study skills and support services to assess their progress and for assistance in achieving success in the program.

Program counselors may meet with students prior to entry into the program, at registration time and as needed to address student's questions and concerns. Students should schedule an appointment to meet with a program counselor when any issues arise that might potentially impact on the students ability to complete the Nursing Program.

The Study Skills Department provides students with assistance with course work through professional instructors or peer tutors. Students desiring tutoring assistance should discuss this with their instructors. Both services are free of cost to CVTC students.

Financial Aid services are available for students in the Pharmacy Technician Program. Scholarship information and applications are available in the Information and Service Center, the Student Handbook, and on the CVTC home page (<http://www.cvtc.edu>). Students are advised to consult the Student Handbook on "Financial Aid" and/or seek assistance from the staff in the financial aid office.

Grading Standards

Chippewa Valley Technical College Health students will adhere to all CVTC's grading policies and procedures as described in the Student Handbook. Grading criteria will be described in each course syllabus. The following standards have been adopted to ensure successful achievement of the program outcomes.

1. Students must achieve a grade of C in all program courses and a minimum of C in all general education courses. Students who meet the level of competency outlined in the course syllabus and clinical evaluation tool will receive a "passing" grade.
2. Students who fail to achieve a C in any pharmacy or general education course that is required in the curriculum must see the program director or health counselor to determine how that grade affects the student's ability to proceed in the program. A student who has failed a program course will receive a warning letter.
3. If a student is unable to proceed in the program, the student must see a health counselor and apply to the "Return List" (R List) through the Admissions Office. Re-entry into a clinical course will be on a space-available basis only and all students on the R List must be contacted by CVTC personnel prior to enrolling in clinical courses.
4. No student will be allowed to enroll in a core curriculum course more than twice.
5. Students who receive three failing grades will be dismissed from the program. Students will be allowed a total of 3 fails and/or to enroll twice in each course in the pharmacy technician program.
6. Students may appeal their program dismissal through the program director.

Grievances and Complaints

Complaints about the Pharmacy Technician program, policies, procedures, faculty or other aspects of the Pharmacy Technician program can be communicated verbally or in writing at any time to the Pharmacy Technician Director or a program counselor, or through other means such as student focused surveys sent out by the department. When a complaint is filed, the student will be encouraged and assisted to discuss the situation directly with those individuals involved. If the student does not feel comfortable with this process or if this process does not resolve the problem to the student's satisfaction, the student can contact the following:

Concern	Contact
General student concerns; formal grade appeals, college service complaints, or concerns regarding other students.	Enrollment Management Administrator, Clairemont Campus
Complaints concerning the quality of instruction.	Program Dean, Ellen Kirking, Health Education Program Coordinator, 715-833-6326 or if immediate need, a Staff Development Dean (Clairemont Campus) 715-833-6296
Incidents of discrimination harassment	Diversity/Equal Opportunity Specialist, 715-833-6661.
Accommodations for disabilities	Classroom Instructor or Disability Services Assistant, Viv De Ford, 715-833-6234.

College Policy: Latex

Background: Latex sensitivity is becoming a significant problem in the workplace with potentially serious health problems for workers. High risk groups are individuals with repeated exposure to latex such as healthcare workers and dental employees. Latex, a milky fluid found in milkweeds, poppies, and plants yielding rubber, is made from the conversion of the natural liquid latex into a finished rubber product: i.e. (surgical gloves, balloons, and glues) and requires the addition of multiple chemicals to create the desired physical properties. Antibodies to a series of natural rubber proteins have been detected in people sensitive latex.

A. Reactions:

Reactions can be mild with rash, itching, blisters and swelling of the hands or arms or more severe with hives, wheezing, shortness of breath, hypotension, or cardiac arrest.

An individual with a mild sensitivity can develop a more severe reaction with repeated exposures.

B. Those at Risk:

The majority of latex sensitivity is seen in healthcare workers who wear latex gloves. In addition, people with chronic conditions that allow high exposure to latex (those born with spina bifida necessitating repeated invasive procedures, & individuals with more than 9 surgeries in the past). Latex allergies have also been linked to allergies to certain foods including bananas, avocados, chestnuts, kiwi fruit, and tomatoes.

Policy:

A. All students and staff will be provided with education regarding latex safety.

B. All reasonable accommodations will be made to provide latex-sensitive individuals with a safe environment. A reduced latex environment will be our goal since a totally latex-free environment is not possible with our current state of technology.

C. All students and staff will be assessed via a latex sensitivity questionnaire to determine a potential or known allergy or sensitivity to latex.

D. The latex risk questionnaire and policy will be included in the student handbook and latex warnings will be posted in each health program lab.

II. Students who have a known or suspected latex allergy will be asked to sign the "Latex Sensitivity/Allergy Consent Form." This form will be kept in the student's file.

Procedure Ref.: National Institute for Occupation Safety and Health (1998, September). Preventing Allergic Reactions to Natural Rubber Latex in the Workplace: (On-line). Available: <http://www.cdc.gov/niosh/latexalt.html>

The United States Air Force Medical Service. (1998, July 3). Allergy Protocol (Instruction 44-39)

Latex Sensitivity Risk Factor Questionnaire

Today's Date: _____

Name: _____

Date of Birth: _____

1. Has your physician ever told you that you have rubber or latex allergies? Yes ___ No ___
2. Have you ever been tested for a latex allergy? Yes ___ No ___
3. Do you have a history of
 - a. Multiple surgeries (five or more)? Yes ___ No ___
 - b. Spina bifida? Yes ___ No ___
4. Have you ever experienced itching, swelling or hives?
 - a. After blowing up a balloon? Yes ___ No ___
 - b. Following a dental exam? Yes ___ No ___
 - c. While wearing clothes containing elastic? Yes ___ No ___
 - d. After wearing rubber gloves? Yes ___ No ___
 - e. After being examined by someone wearing rubber gloves? Yes ___ No ___
 - f. After contact with Band-Aids, rubber balls, or condoms? Yes ___ No ___
5. The tendency to develop allergies is inherited. Most people with sensitivity to latex are also allergic to many foods. Have you ever experienced an allergic response to any of the following items? If yes, please explain the type of reaction that occurred.
 - a. Banana Yes ___ No ___
 - b. Avocado Yes ___ No ___
 - c. Chestnut Yes ___ No ___
 - d. Glues Yes ___ No ___
6. Do you have a history of unexplained nasal congestion; itchy, watery eyes; or chest congestion when in a health care setting? Yes ___ No ___ If yes, please explain:
7. When you wear, or are around others wearing latex gloves, have you noted any of the following:
 - a. Itchy, red eyes; sneezing episodes; runny or stuffed nose; itching of nose or palate?
Yes ___ No ___
 - b. Shortness of breath, wheezing, chest tightness, or difficulty breathing?
Yes ___ No ___
 - c. Other acute reaction, including generalized or severe swelling or shock?
Yes ___ No ___ If yes, please explain:

Note: If you answer yes to one or more of these questions, please speak with your physician about the potential of allergy/sensitivity to latex.

Essential Functions Student Signature Page

(Complete after reading pages 15-17.)

- | | | |
|--------------------------|--------------------------|---|
| Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | I have read and I understand Essential Functions peculiar to a Pharmacy Technician position. |
| <input type="checkbox"/> | <input type="checkbox"/> | I am able to meet the Functional Ability standards as specified, with or without accommodations, and do not need any reasonable accommodation to meet those standards at this time. |

Printed Name of Student	College
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Student's Signature	Date
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The Americans with Disabilities Act bans discrimination of persons with disabilities, and, in keeping with this law, colleges of the Wisconsin Technical College System make every effort to insure quality education for all students. It is our obligation to inform students of the essential functions demanded by this program and occupation. Students requiring accommodation or special services to meet the Functional Ability standards of the Pharmacy Technician Program should contact the Disability Services department (833-6234) for assistance.

- I require the following reasonable accommodation(s) to meet the Functional Ability standard as specified.

Student's Signature	Date
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Statement of Receipt of Handbook

I acknowledge receipt of the Chippewa Valley Technical College Pharmacy Technician Program Policy and Procedure Handbook.

Student's Signature

Date

Confidential Information

The relationship between a Physician/Therapist/Health Professional and the patient is a very personal one and is absolutely confidential, both from an ethical and legal standpoint. As a student, you may be exposed to patient medical information in the due course of your clinical experience. It is a firm policy of the Health Care Agency and CVTC that these matters of confidence never be inappropriately discussed either inside or outside the agency or school. No one has the authority or reason to review any information contained in any patient's history except in the line of duty; students are to read only that part of the record that is absolutely necessary. Physicians/Therapists/Health Professionals or their designate may release medical, surgical and counseling information, but only with the express written consent of the patient. **Violation of this section will be grounds for immediate dismissal.**

I have read and agree to abide by the terms of the CVTC policy regarding confidentiality.

Print Full Name

Student's Signature

Date