



3209 Virginia Avenue, Fort Pierce, Florida 34981-5596

INDIAN RIVER STATE COLLEGE (IRSC) is a public, comprehensive college with a statewide and national reputation for excellence. Located in Florida's Treasure Coast region, each of the College's five campuses provide unparalleled educational environments.

IRSC serves approximately 30,000 students annually and offers more than 100 programs leading to Bachelor's degrees, Associate degrees, technical certificates and applied technology diplomas. Continuing a 60-year tradition of responsiveness to community needs, IRSC is committed to advancing educational, cultural, career training, workforce and economic development in its service area.

IRSC was distinguished as the 2019 winner of the prestigious Aspen Prize for Community College Excellence, an honor that recognizes outstanding quality in the areas of completion & transfer, labor market outcomes, learning, equity and more. IRSC is one of the few colleges in the nation to earn the Achieving the Dream™ Leader College designation. The College is identified by the United States Department of Education as the most affordable college in Florida and the third-most affordable college in the country.

Indian River State College provides equal employment and educational opportunities to all without regard to race, color, national origin, ethnicity, sex, pregnancy, religion, age, disability, sexual orientation, marital status, veteran status, genetic information, and any other factor protected under applicable federal, state, and local civil rights laws, rules and regulations. The following person has been designated to handle inquiries regarding non-discrimination policies:

Adriene B. Jefferson, Dean of Northwest Center,  
Equity Officer/Title IX Coordinator  
IRSC Main Campus • 3209 Virginia Ave. • Fort Pierce, FL 34981  
772-462-7156

### **To Students**

You forfeit your chance for life at its fullest when you withhold your best effort in learning. When you give only the minimum to learning, you receive only the minimum in return. Even with your parent's best example and your teachers' best efforts, in the end it is *your* work that determines how much and how well you learn. When you work to your full capacity, you can hope to attain the knowledge and skills that will enable you to create your future and control your destiny. If you do not, you will have your future thrust upon you by others. Take hold of your life, apply your gifts and talents, and work with dedication and self



## TABLE OF CONTENTS

Introduction .....	1
Philosophy, Purpose and Goal .....	2
Code of Ethics .....	3
C	

The following items are found in the *Health Science Division Student Handbook*.

(This list has been updated as of 4/2024.)

1. Health Science Division Purpose Statement
2. Health Science Statement of Ethics
3. Health Science Plagiarism Regulation
4. Email/Contact Information
5. Health Science Use of Electronic Regulation
6. Health Science Confidentiality Statement
7. Health Science Grading
8. Health Science Retention Regulation
- 9.





## Code of Ethics for Pharmacy Technicians

### Preamble

Pharmacy Technicians are healthcare professionals who assist pharmacists in providing the best possible care for patients. The principles of this code, which apply to pharmacy technicians working in any and all settings, are based on the application and support of the moral obligations that guide the pharmacy profession in relationships with patients, healthcare professionals and society.

### Principles

A pharmacy technician's technicians' first consideration is to ensure the health and safety of the patient, and to use knowledge and skills to the best of his/her ability in serving others.

1. pharmacy technician support and promotes honesty and integrity in the profession, which includes a duty to observe the law, maintain the highest moral and ethical conduct at all times and uphold the ethical principles of the profession.
2. A pharmacy technician assists and supports the pharmacist in the safe, efficacious and cost effective destruction of health services and healthcare resources.
3. A pharmacy technician respects and values the abilities of pharmacists, colleagues and other healthcare professionals.
4. A pharmacy technician maintains competency in his/her practice, and continually enhances his/her professional knowledge and expertise.
5. A pharmacy technician respects and supports the patient's individuality, dignity and confidentiality.
6. A pharmacy technician respects the confidentiality of a patient's records and discloses pertinent information only with proper authorization.
7. A pharmacy technician never assists in the dispensing, promoting or distribution of medications or medical devices that are not of good quality or do not meet the standards required by law.
8. A pharmacy technician does not engage in any activity that will discredit the profession, and will expose, without fear or favor, illegal or unethical conduct in the profession.
9. A pharmacy technician associates with and engages in the support of organizations which promote the profession of pharmacy through the utilization and enhancement of pharmacy technicians.

Approved by the AAPT Board of Directors. January 7, 2010. All rights reserved. Copyright protected. For copyright permission contact [president@pharmacytechnician.com](mailto:president@pharmacytechnician.com)



**PHARMACY TECHNICIAN PROGRAM CURRICULUM  
(1050 CLOCK-HOURS)**

<b>Course</b>		<b>Hours</b>
HSC 0003	Introduction to Healthcare.....	90
HSC 0540	Body Structure	





5. Students must notify the instructor prior to absence from class or clinical. Students must notify the instructor and the healthcare facility of intended absence prior to clinical. A "NO CLASS, NO SHOW" will result in probation and may be grounds for failure or dismissal.
6. Excessive absences may be grounds for dismissal from the program. Individuals will be evaluated on their grades, clinical performance, attitude, reasons for absence as well as the total number of absent hours. The instructor will require a counseling session for any student absences. Twenty (20) hours of absence during any course will result in a failing grade for that course.
7. Tardiness and absences are cumulative throughout the program. Students who are absent 60 or more hours will be dismissed from the program and are not eligible for readmission.

### **Internet Access, Computer Requirements, Blackboard & RiverMail**

All of the program courses are web-enhanced, and some may be provided entirely online using the College's learning management system and/or other course delivery systems. While students are not required to have their own internet access, students are required to access these online resources.

Course instructors will communicate with students using their RiverMail as well as the built-in messaging tools in the LMS. Students are required to check their messages at least once a day.

### **Transportation**

Students must have reliable transportation to and from IRSC and to and from the assigned clinical facility. No transportation will be provided by the College, faculty or clinical facility.

### **Patient Confidentiality**

All hospital and patient records are confidential in nature. Request for information concerning a patient must be referred to a clinical instructor or designate. Students are required to maintain the confidentiality in a professional manner. Students must comply with Health Insurance Portability and Accountability Act (HIPAA) and respective policies of each facility. Failure to maintain confidentiality may result in immediate dismissal from the program. All students will be asked to sign a confidentiality statement upon admittance to the program.

## **Accidents**

All accidents that occur while on clinical assignments resulting in patient, hospital personnel or personal injury to the student and/or damage to equipment must be reported in a timely manner (24 hours or less). All incidences should be immediately reported to the Supervisor and

program. Personal health insurance may be purchased through the Health and Wellness Department. Call them at 772-462-7825 for more information.

## Student Drug Screen, Background Check and Medical Records

When submitted, these records will become the property of the College, and will not be available for copying or for use to meet the requirements of outside employers. Students who are out of the program for six months or more must submit new records.

Any changes in criminal or medical history must be reported to the Program Director immediately.

## Indian River State College Student Identification

Students are required to have an official College Identification badge.

The badge will have the student's full name, picture and the title "Pharmacy Technician Program" below their name. These badges must be obtained from Student Services on the Main Campus in the KSU building.

**NOTE:** Student identification badges are to be worn in class, lab and clinical.

## Documentation

Any information that is scribed by a student while in clinic must be followed by the appropriate signature.

Students are required to sign all documentation as follows:

1. First initial of first name
2. Last name in full
3. First initial of first name

CLEANLINESS IS ESSENTIAL!!! Uniforms are to be supplied and laundered by the student. **Uniforms are to be worn at all times while on duty at all designated Clinical Education Centers and attendance at all classes/lab on- and off-campus.**

Any student reporting to the class, lab or clinic in improper attire will be sent home by the Supervisor and/or College Instructor.

## MALE/FEMALE PHARMACY TECHNICIAN STUDENT UNIFORM

1. White, Lab coat short in Length—optional.
2. Shoes are to be plain white duty type. No canvas, high heels, open-toed shoes, sandals or clogs may be worn. Leather tennis-type shoes with no color or markings may be worn if they can be polished, kept clean and have been purchased for school use only. Shoes are to be kept clean at all times.
3. All white socks.
4. Program Scrubs (2 sets). (Available at the bookstore).  
Brand Dickies style  
Color Caribbean Blue Women: DK730 and DK120  
Name Badge Men: DK 610 and DK 110

### Personal Hygiene:

1. Hair: Clean, neat and well groomed. Hair must be cut above the collar. Trimmed mustaches are permitted. Beards are allowed if kept short and neatly trimmed (no longer than one (1) inch). No extreme hairstyles, dyeing, bleaching or tinting is permitted. Must keep hair back off the face at ALL times. Hair that falls on the shoulders at the sides must be tied back in a pony-tail or worn up in the back.
2. Fingernails: Must be short, neat and clean. **NO** nail polish will be worn.
3. Jewelry: Limited to a watch and wedding ring.
4. No56 (y)3.1 (-)TJ0.005 Tc 02 3di4(e)-1. -1.23 d. P3 Tw T2hTw T21 Tw 20Tc -2i4 c /P N0.039 Tw

- \* No visible body-piercing rings are permitted. This includes, but is not limited to earrings, tongue rings, nose rings, eyebrow rings, etc.
- \* All body art/tattoos must be covered with clothing.





2. Students are expected to exhibit conduct in accordance with the established qualities of professionalism at all times. A student may be given a failing grade in a clinical



Certification exam. Information on the exam will be provided during the Pharmacy Technician program.

**INDIAN RIVER STATE COLLEGE**  
**PHARMACY TECHNICIAN PROGRAM**

**APPENDIX A:**

**FORMS**

This page intentionally left blank.

## **Authorization To Release Reference Information**

I authorize the IRSC Pharmacy Technician Program Director to release information regarding my performance while enrolled in the program.

This information may be released to prospective employers whom I have given as a reference to the Program Director.

This page intentionally left blank.



## Confidentiality Statement

The patient has a right to every consideration of privacy concerning his own medical care program. Case discussion, consultation, examination and treatment are confidential and should be conducted discreetly. Those not directly involved in his care must have the permission of the patient to be present. The patient has the right to expect that all communications and records pertaining to his/her

This page intentionally left blank.

## Grounds For Dismissal

The Grounds for Dismissal are listed below. It should be pointed out that a student may be dismissed from the program at any time during the semester.



## Agreement To Terms

By my signature below, I acknowledge that I have received and read the IRSC Pharmacy Technician Handbook and the Health Science Division Student Handbook. I am aware of the handbooks' content and have an understanding of all that is required of me, and I agree to abide by all of the rules, regulations and procedures of the program.

I am aware there are clinical components necessary for completion of the program. Clinical rotations will include travel and the hours/days vary. Community Pharmacy Clinical is usually Monday thru Friday between the hours of 7 a.m. to 9 p.m. Hospital pharmacy Clinical is Monday thru Friday between the hours of 7 a.m. to 6 p.m.

I am also aware that in order to continue in the Pharmacy Technician program, I must maintain satisfactory progress (as outlined by Program Grading) and maintain a "C" average or higher in each Pharmacy (PTN) course. I also understand that if I obtain a "F" in any Pharmacy (PTN) course, I will be dismissed from the program.

I am also aware that the Pharmacy Technician program reserves the right to make any revisions, deletions or additions to the regulations or procedures which, in the opinion of the faculty and/or Indian River State College, serve in the best interest of the program and its students.

---

Printed Name of Student

---

Signature of Student

---

Date

This page intentionally left blank.