

Congratulations!

You are enrolled in the Pharmacy Technician Program!

The Pharmacy Technician Program at COCC holds very high standards. It is a rigorous program. We are closely aligned with the regional Pharmacy Community and rely on them for both placement of students in practicum sites, as well as placement of graduates for future employment. The success of our program depends on the ability of every student who is enrolled to perform to the highest expectations of our accreditors and partners.

The Pharmacy Program is full time. There are 30-40 hours per week required of students enrolled in the program for online studies and laboratory hours. Due to the hours in Practicum Offices, students are highly discouraged from working while in practicum during spring term.

In order for you to be successful in this program, we have identified the following list of qualities and skills that will help you succeed. Prior to beginning classes in the Fall, we expect you to be prepared to demonstrate the following in all classroom and laboratory settings. Failure to do so will prevent you from receiving a practicum placement assignment, which is required for program completion and certification:

Expectations of All Students:

- Dependability – arrive for classes on time and attend all classes
- Professional communication with instructors, peers, and patients
- The aptitude to behave in a professional manner at all times – both in and out of educational settings
- Awareness of professional attire and demeanor
- A positive and supportive attitude
- The ability to work as a team player with peers
- The capacity to follow directions given - both orally and in writing
- The capability to turn assignments in on time for all classes
- Self-motivation to complete tasks and the ability to work independently
- Personal responsibility – take responsibility for the choices you make
- Be prepared - come to classes and labs with all necessary materials

If you cannot, or choose not to demonstrate the above criteria, please remove yourself from the Pharmacy Technician Program courses as soon as possible to allow the next person on the waitlist to fill the seat that is currently reserved for you.

Things to Remember

TB testing:

TB blood draw (IGRA):

- Provide documentation of a negative blood test, either Quantiferon Gold or T-Spot, completed within the past year. **-OR-**
- If the blood test is positive, provide documentation of the TB tests, a chest x-ray and an evaluation by a physician. **-OR-**
- Students with a past positive TB test must provide documentation of the positive TB test and, if not already completed, provide documentation of a baseline chest x-ray prior to the deadline. **-AND-**
- All follow up care must be completed prior to the first day of class.

Students with Previous Criminal History

Within the Central Oregon Community College Pharmacy Technician Program, we can determine a student's eligibility based on previous criminal history. Our vendor goes back 7 years. There are, however, some important things for students to know if they do have ANY criminal offenses in their background.

Some offenses are more likely to present barriers than others, due to the nature of working in a pharmacy and providing patient care. These are:

- Theft of any kind (such as robbery, shoplifting, identity theft, etc.)
- Substance abuse (such as DUI, DWI, MIP, drug possession, etc.)
- Crimes against persons (child abuse, elder abuse, sexual assault, etc.)

This list is by no means comprehensive, but it does represent some offenses that are likely to present significant barriers to student success. There is no set answer as to whether or not a specific offense will yield a particular result. Many individual factors will play a role, including the severity of the offense, patterns of behavior, how long it has been since the offense, etc.

State application for Pharmacy Technician Initial License (Oregon)

As instructed, all students must apply to Oregon Boards of Pharmacy for licenses, which will enable them to enter a pharmacy for externship. ***Without a valid license, persons are not permitted to perform any type of work in a pharmacy.***

Both applications require disclosure of any previous infractions or convictions (see individual state requirements as to the exact type of disclosure required). The written account of the events, along with submission of requested documents (court records, police reports, etc.) will be evaluated by the Boards of Pharmacy, which will determine whether or not to issue a license, issue a license with restrictions, or deny a license. This determination is at the Boards' discretion, and the College has no control over the outcome of the decision. In the event a student's license is denied, the Board will provide information on how to appeal the decision if desired.

If Oregon Boards of Pharmacy deny an applicant's licenses, the student will not be able to participate in an externship, and thus will not be able to complete the Program.

Externship sites

Students should be aware that pharmacy systems are becoming more and more stringent about who they will allow in for externship, and the requirements they must complete to do so. Even though the College may have established an affiliation with a pharmacy, does NOT mean that the pharmacy MUST take a student.

When attempting to place a student at a site, the student has agreed to allow the disclosure of results of background checks to the sites.

If a student has a criminal history, an externship site has the right to disallow that student to participate at their setting even if he or she has been issued a license by the Board of Pharmacy.

If a student has been issued a license, it could severely restrict the type, variety, and availability of sites. The student must acknowledge that he or she is unlikely to get his or her choice of externship location, or type of pharmacy setting. Additionally, it may not be possible for a student to have two distinctly different externship experiences.

The Practicum Coordinator/faculty will make reasonable efforts to seek placement for students with restrictions due to single-state licensure and/or criminal background, but will NOT displace other previously placed students to do so.

If the student does not wish to accept a placement that has been obtained, there will be NO other options. The student would not complete the externship requirement, and thus would not be able to complete the Program.

If the Practicum Coordinator/faculty is unable to find a site willing to accept a student for externship in any quarter, the student will not be able to perform the externship requirement, and thus will not be able to complete the Program. Again, this is at the discretion of the individual externship sites, and the College has no control over their decision.

National Certification

National certification is a process separate from the state licensures. Oregon requires that a candidate be nationally certified in order to apply for his or her permanent Pharmacy Technician Licenses. Additionally, the PTCB (Pharmacy Technician Certification Board) and NHA (National Health Career Association) has an application process for candidates to apply to take the certification exam.

Similar to the state Boards of Pharmacy, the PTCB and NHA will ask candidates to disclose information about his or her criminal background, associated information about that background, and then will render a decision as to whether or not the candidate will be allowed to take the certification exam. If denied, the candidate will not be able to become nationally certified, and thus will not be able to be licensed in Oregon as a (Certified) Pharmacy Technician.

Successful completion of the Central Oregon Community College Pharmacy Technician Program does not imply that a student will be guaranteed the opportunity to become nationally certified. Again, this is at the discretion of the certification agency, and the College has no control over their decision.

If a student has completed the Program, but is unable to become nationally certified, he or she will NOT be eligible for licensure in Oregon, and cannot be employed as a Pharmacy Technician in the state. It is recommended that if a student has a concern regarding his or her criminal history, he or she should contact the PTCB or NHA as early as possible (even prior to entering the Program) to determine eligibility. If a student finds that he or she will not be allowed to sit for the national exam, it would be fruitless to enter or continue in the Program.

Employment

If a student with a criminal history is able to successfully navigate through state licensure, externship and program requirements, as well as national certification, he or she should still be aware of the possible barriers to employment. Many employers today perform background checks or will ask applicants to disclose any criminal history. Successful completion of state and national requirements does not mean a student is guaranteed to find employment.

It is possible that students can achieve success in school and work even with a criminal history. Students must be honest, forthcoming, and ready to deal with the barriers that will arise. If a student is willing to meet the barriers with humility, honesty, and a genuine desire to succeed, he or she is more likely to be given a chance.

If you have any questions, please ask!

Lab Orientation

Mandatory lab orientation on **Thursday, September 27, 2018 at 12 pm in HCC 280**. If you do not come to lab, you will be dropped from the program. **Distance students are not required to attend this lab.

Scrubs

You will need to buy one set of royal blue scrubs with a Pharm Tech patch from the bookstore.

Questions or Concerns? email Shannon Waller, Director swaller@cocc.edu

Program Requirement Checklist for Pharmacy Technician

Step 1 - Criminal History Check \$65 – Session opens August 1

- a. Read the Criminal Background Check Policy on pages 1-2.
- b. Read "Disclosure Regarding Background Checks" on page 3, sign the "Authorization to Obtain Background Reports" form on page 4, and return to the Allied Health Department administrative assistant no later than **Friday, September 14, 2018**.
- c. Print, read and sign the Criminal Background Check "Student Statement of Understanding" on page 5 and return to the Allied Health Department administrative assistant no later than **Friday, September 14, 2018**.
- d. Initiate the criminal background check through Verified Credentials (VCI) **between August 1, 2018 to September 14, 2018**. **Login instructions are on the next page.**
- e. **Review and release your background report via VCI to COCC as soon as it is available.**
- f. **Failure to meet the initiation deadline could result in removal from the program.**

Step 2 – 10 Panel Urine Drug Screen \$45 – Session opens September 1

- a. Read the Drug Screen Policies on pages 6-10.
- b. Print, read and sign the Screening for Substance Abuse "Student Statement of Understanding" on page 11 and return to the Allied Health Department administrative assistant no later than **Friday, September 14, 2018**.
- c. Complete the drug screen through VCI **between September 1, 2018 to September 14, 2018**. **Login instructions are on the next page.**
- d. **Failure to meet the initiation deadline could result in removal from the program.**

STEP 3 - Immunizations \$10 – Session opens June 1

- a. Read the Immunizations, TB Testing & CPR policy on pages 12-15.
- b. Submit all approved immunization documentation to VCI no later than **Friday, September 14, 2018**. If you choose to **decline** (medical reasons only accepted) immunizations, you must submit the "Immunization Declination Form", located on **page 14** or on the VCI website, to the Allied Health Program administrative assistant no later than **Friday, September 14, 2018**.
- c. Submit a copy of your "Healthcare Provider" CPR card to the Allied Health Program administrative assistant by the end of Fall term.
- d. **Failure to meet these deadlines could result in removal from the program.**

Step 4 – High School Diploma or GED

- a. Submit a copy of your High School Diploma or GED no later than Friday, September 14, 2018 to the Allied Health Office. Do not procrastinate on this one. It can take a while to get a copy.

ALLIED HEALTH PROGRAM OFFICE, HEALTH CAREERS CENTER

MONDAY-FRIDAY 8-4:30 (HCC 257)

The Allied Health Office will be closed for summer break starting Monday, June 18, 2018.

It will re-open on Tuesday, September 4, 2018.

Central Oregon Community College has collaborated with Verified Credentials to manage the Pharmacy Technician Program's clinical requirements including the following:

- Drug Screen
- Criminal Background Check
- Immunizations

The established due date is **SEPTEMBER 14, 2018** to complete online process and provide urine sample at designated lab (exception for those outside Central Oregon who do not have a designated lab nearby, see below). Please complete your requirements by the established due date. **DO NOT DEVIATE FROM THESE INSTRUCTIONS – Doing so could result in unnecessary charges.**

To access QualifiedFirst go to: <http://scholar.verifiedcredentials.com/cocc>

Enter the code (see below) for your program located above the "Get Started!" button on the right side of the page. Please read each description carefully to ensure you are choosing the right code(s).

	Codes
Background Check – Session opens 8/1/18	RRYWV-79886
Immunization Tracking – Session opens 6/1/18	YYGXV-94988
Drug Screen – Session opens 9/1/18	RTBPW-72786
All students must complete a urine drug screen by the due date. You must print out the "e-passport" provided by VCI for screening lab location and instructions. See instructions below.	

Create an account

- Enter all required information
- Provide supporting documentation
- Track your progress
- You will receive an e-mail from VCI when your background report is complete. You must log back in, review and then release this report to COCC.

FURTHER INSTRUCTIONS FOR DRUG SCREENING:

You will receive an email (be sure to check your junk folder) after your order is paid for and submitted. **If** you do not receive an e-mail within 72 hours please call VCI immediately at 1-800-938-6090. Click on the link provided in the email to fill out a quick form with your name and email address. The vendor website (eScreen) will then create an "e-Passport" for you to print off. You will notice that the e-mail letter sent by eScreen states "Pre-employment-ACTION REQUIRED". **IGNORE THIS** statement and **move ahead**. eScreen does not give us the ability to change that text and it does **NOT** apply to COCC students.

The "passport" includes instructions and directions to the drug testing facility nearest the address that you enter in the system. The VCI system will show you the location of the screening lab nearest the address that you enter into the system.

Students from outside of Central Oregon: You must use the lab that the system indicates. **Be sure and choose a search for 50-mile radius.** If the VCI system notifies you that there is **NOT** a lab near your residence, contact the Allied Health Administrative Assistant at 541-383-7576 for further instructions. All other students are required to complete this by 09/14/2018.

Drug Screen Lab Location in Bend: (Friday-Friday 8am-4pm – No appointment necessary)

**Occupational Medicine at The Center
(Next to hospital)**

541-322-2210

2200 NE Neff Road, Bend OR 97701

If you have any questions or difficulties, VCI's Client Services Team is ready to assist you. Please call them at 800.938.6090 or email at ClientServices@verifiedcredentials.com.

PROGRAM: PHARMACY TECHNICIAN
POLICY TITLE: CRIMINAL BACKGROUND CHECK

REVISED: APRIL 3, 2018 [RAM]

POLICY: All Pharmacy Technician students who attend clinical and have patient contact as part of their training program, will undergo a criminal background check with Verified Credentials, the vendor approved by Central Oregon Community College. Students will be administratively withdrawn from class if the required criminal background check is not initiated with the specified vendor by the due date indicated on the checklist. Students with crimes on the DHS crimes list would not be allowed to attend clinical and will be immediately dismissed from the Pharmacy Technician Program.

EXPECTATION:

1. Students who have successfully registered in a Pharmacy Technician Program must initiate a criminal background check on, or before the specified due date in the Pre-registration packet.
 - a. Failing to meet this deadline will result in the student being administratively withdrawn from the program and their seat given to a waitlisted student.
 - b. Only the vendor specified by Central Oregon Community College, Verified Credentials, may be used for the criminal background check.
 - c. Once the background check is complete, students must review their report and release it to Central Oregon Community College.
 - d. Students will be required to read the "Disclosure Regarding Background Reports" on page 3 and then sign a "Authorization to Obtain Background Reports" form (Page 4) to share their background information with the Pharmacy Technician Program Director and, if requested, with the administrator of the assigned clinical placement site.
 - e. Waitlisted students must initiate the criminal background check once they have secured a seat in the Pharmacy Technician Program, no later than the due date specified by the Allied Health Department Administrative Assistant.
 - f. The criminal background check is valid for the duration of the student's program of study.

2. All COCC students enrolled in Pharmacy Technician Program (which includes requirements for practical experience) may have to pass Criminal History Checks (CHC) as a condition of their acceptance into a medical or other facility for training. Students who do not pass the CHC may not be eligible to complete training at affiliated practicum sites, to sit for licensure or certification exams, or to be hired for some professional positions. Students who believe that their past history may interfere with their ability to complete the program of study or to obtain licensure or certification in their chosen field should contact the appropriate state board or the program director.

3. If a student is arrested, during the time they are enrolled in the Pharmacy Technician Program, the arrest must be reported to the Pharmacy Technician Program Director in writing within five business days or prior to the next scheduled clinical day, whichever comes first. Failure to disclose or concealing a criminal background will result in denial of admission or dismissal from the Allied Health Department Program.
 - a. Upon written notification, the Allied Health Department Chair and appropriate College representatives will review the student's status in the Pharmacy Technician Program.
 - i. A possible outcome of the review may be the student's inability to continue in the Program

DISCLOSURE REGARDING BACKGROUND REPORTS

With your authorization, Central Oregon Community College (the "Organization") will obtain a background report about you for purposes of your participation in an educational program with it, which may include participation in a clinical or other similar program(s). The authorization you give will allow the Organization to obtain this report, as well as additional reports, before and during your attendance there. These reports may include information about your character, general reputation, personal characteristics and/or mode of living, whichever may be applicable. Contained in these reports may be criminal record information about you, information about your prior employment, education, licenses and certifications or other background information about you.

AUTHORIZATION TO OBTAIN BACKGROUND REPORTS

I certify that I have received, read and understand the separate documents entitled Disclosure Regarding Background Reports, Disclosure Regarding Investigative Background Reports and (if applicable) A Summary of Your Rights Under the Fair Credit Reporting Act. I authorize Central Oregon Community College (the "Organization") to obtain background reports regarding me. To this end, I authorize any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, insurance company and any other person or entity to furnish any background information about me. I agree that a facsimile, electronic or photographic copy of this authorization shall be as valid as its original.

Signature

Date

COCC Allied Health Department Programs
Student Statement of Understanding
Criminal Background Check

Student Name: [print] _____ [Student ID] _____

Please read and initial each item, then sign and date at the bottom of the page.

_____ I have received the packet of information that explains the process of initiating a criminal background check and the crimes that would disqualify me from admission to an Allied Health Department Program.

_____ I understand that all Allied Health Programs students are required to initiate a criminal background check. The background check should be initiated no later than the due date specified by the Allied Health Department Administrative Assistant.

_____ I understand that I must read the "Disclosure Regarding Background Reports" page and sign and submit the "Authorization to Obtain Background Reports" page to the Allied Health Department Administrative Assistant on or before the deadline date specified for the term.

_____ I understand that I must sign and submit this "Criminal Background Check Statement of Understanding" to the Allied Health Department Administrative Assistant on or before the deadline date specified for the term. If the Allied Health Department Administrative Assistant does not receive this document by the date specified, my seat will be given to a student on the wait list.

_____ I understand that I must review and release my background report to COCC in order for Verified Credentials to allow the Program Director of the Allied Health Program in which I am enrolled and the Allied Health Department Administrative Assistant to access the results of my criminal background check including any crimes listed on the DHS disqualifying crimes list.

_____ I understand that if I believe my past history may interfere with their ability to complete the program of study or to obtain licensure or certification in their chosen field should contact the appropriate state board or the program director.

_____ I understand that I am required to disclose any outstanding warrants or past arrests, charges, and convictions, and if admitted to the an Allied Health Department Program, I agree to disclose any warrants, arrests, charges, or convictions that occur while I am an Allied Health Department Program student. Failure to disclose or concealing a criminal background will result in denial of admission or dismissal from the Allied Health Department Program.

_____ I understand that Allied Health Department Programs reserves the right to require additional criminal background checks for cause, or if there is an approved interruption in my course of study.

_____ I understand that Verified Credentials, conducts criminal background checks for the COCC Allied Health Department Programs and any individual that has been disqualified based on the background check, may challenge the accuracy and completeness of their record check through the vendor.

_____ I understand that any student deemed disqualified by the criminal background check has a right to appeal through the Central Oregon Community College student appeals process.

_____ My signature on this document signifies that I have read, understand and agree to the criminal background check policy .

Student Legal Signature: _____ [date] _____

PROGRAM: PHARMACY TECHNICIAN

POLICY TITLE: ALCOHOL AND SUBSTANCE ABUSE POLICY

REVISED: NOVEMBER 7, 2016 [RAM]

POLICY: Any student exhibiting behaviors suggestive of alcohol or substance misuse, or that for any reason pose a threat to client safety; will be removed from client care responsibilities and sent for alcohol and drug screening. Students may not operate a vehicle until cleared by a Healthcare Provider at the testing facility.

EXPECTATION:

- 1) It is the responsibility of students to notify the clinical instructor or preceptor if they are taking any medications that have potential adverse effects on their ability to perform safely and effectively, including medications that are prescribed by a provider.
 - i) Students may not attend clinical until they have completed a course of medication that may have a negative effect on their clinical performance.
- 2) If a student exhibits behaviors that suggest impairment, the Pharmacy Technician Program instructor or college representative will arrange for the student's safe transportation to the testing laboratory and home afterwards.
 - a) Campus security will escort students to a designated facility for body fluid drug screening as soon as the student has been relieved of client care responsibility.
 - i) Campus security will not go alone with a student and a student must not be allowed to operate a motor vehicle.
 - (1) Taxi will be used when available
 - (2) The police will be called if the student enters their vehicle and attempts to drive it from the clinical site.
 - ii) The student will bear all expenses of program mandated testing.
 - iii) Students must give written consent for alcohol and drug screening and for results of the screening to be released to the Pharmacy Technician Program Director
 - (1) Failure to give written consent or failure to provide a legitimate sample for screening will be considered implied admission of substance use in violation of this policy and grounds for dismissal from the Pharmacy Technician Program.
 - (2) The student involved in the alleged substance violation will be excluded from the Pharmacy Technician Program until the test results have been received and reviewed by the Pharmacy Technician Program Director or in her/his absence, the lead clinical Instructor or preceptor.
 - (a) If the alcohol and drug screen results are negative, the student may return to the Pharmacy Technician Program activities.

- (i) The student will be expected to make up missed time and assignments.
 - (ii) Opportunity for make-up will be provided.
- (b) If the alcohol and drug screen are positive, the Pharmacy Technician Program Director will inform the student of their dismissal from the Pharmacy Technician Program on the grounds of substance use.
- iv) A student who disagrees with the program's decision can utilize the Central Oregon Community College grievance process outlined in the Student Rights and Responsibilities Handbook found on the COCC webpage.
- v) COCC Allied Health Department will exercise the obligation to act as a mandatory reporter in the event of a positive drug screen.

PROGRAM: PHARMACY TECHNICIAN

POLICY TITLE: DRUG SCREENING – SUBSTANCES OF ABUSE AND MISUSE

REVISED: FEBRUARY 15, 2016 [RM]

POLICY: All Pharmacy Technician students who attend clinical and have patient contact as part of their training program, will undergo a 10-panel drug screen, with Verified Credentials, the vendor approved by Central Oregon Community College. Students will be administratively withdrawn from class if the required urine drug screen is not completed with the specified vendor, by the due date indicated on the checklist. Students with a positive urine drug screen would not be allowed to attend clinical and will be immediately dismissed from the Pharmacy Technician Program.

EXPECTATION:

Students will submit a urine drug screen with the vendor selected by the college on or before the date designated by the Allied Health Department Administrative Assistant.

- 1) The 10 panel drug screen will include the following drugs:
 - a) Amphetamines [including methamphetamine]
 - i) A positive drug screen for stimulants used in the treatment of Attention Deficit Disorder [ADD] may be approved only after verification of need with the applicant’s Healthcare Provider. A letter must be sent by your provider on letterhead, directly to the Pharmacy Technician Program Director.
 - b) Barbiturates
 - c) Benzodiazepines
 - i) A positive drug screen for benzodiazepines, used in the treatment of seizure related disorders, may be approved only after verification of need with the applicant’s Healthcare Provider. A letter must be sent by your provider, on letterhead, directly to the Pharmacy Technician Program Director.
 - d) Cocaine
 - e) Marijuana
 - f) Methadone
 - g) Opiates
 - i) Students taking opiate medications under the supervision of a Healthcare Provider, may be allowed to attend lecture class, only after verification of need with the applicant’s Healthcare Provider and Pharmacy. A letter must be sent by your provider, on letterhead, directly to the Pharmacy Technician Program Director.

- ii) Students taking opiate medications under the supervision of a Healthcare Provider will not be allowed to participate in the care of individuals in clinical or in lab. See attendance policy in the Pharmacy Technician Program Student Handbook.
 - h) Phencyclidine
- 2) Students must sign a waiver giving the vendor the right to send the results of the drug screen to the Pharmacy Technician Program Director and, if requested, to the administrators of clinical sites. This will be done at the lab.
- 3) Students who believe their urine drug screen results are erroneous should contact VCI at 1-800-938-6790.
- 4) The Pharmacy Technician Program may rescreen any student, for cause, at the student's expense.
- a) Concerns that may trigger a rescreen for substance abuse:
 - i) Performance, behavior, appearance or breath odor may suggest the use of alcohol or other drugs. These behaviors include but are not limited to:
 - (1) A change in a person's behavior, such as
 - (2) inappropriate emotional responses
 - (3) inappropriate response/laughter
 - (4) irritable, restless manner
 - (5) impulsive actions
 - (6) repeated tardiness or absence
 - (7) accidents or near-misses involving patients or equipment
 - (8) diminished work performance
 - ii) A change in a person's apparent cognitive function, such as
 - (1) slowed thinking
 - (2) immobilization with resulting inability to think or act
 - (3) threats to kill or harm oneself or another person
 - (4) poor judgment regarding safety issues for self, patients, and coworkers
 - iii) A change in a person's apparent physical symptoms, such as
 - (1) complaints of blurred vision; noted dilated or constricted pupils; bloodshot eyes
 - (2) slurred speech, breath odors or general odor of alcohol
 - (3) excessive sweating
 - (4) emaciated or unusual weight loss
 - (5) tremor or twitching, especially early morning
 - (6) poor coordination or unstable gait
 - (7) complaints of morning headache; abdominal or muscle cramps; diarrhea

- (8) severe physical distress; e.g., seizures, chest pain, respiratory distress
- iv) Violations of law, such as:
 - (1) possessing a weapon or hazardous object
 - (2) possessing, using, or transferring any narcotics, hallucinogen, stimulant, sedative or similar drug other than in accordance with a licensed Healthcare Provider's order

COCC Allied Health Department Programs
Student Statement of Understanding
Drug Screening for Substance Abuse and Misuse

Student Name: [print] _____ Student ID: _____

Please read and initial each item, then sign and date at the bottom of the page.

_____ I have received the Allied Health Department policy for Drug Screening for Substance Abuse and Misuse and information that explains the process of initiating a urine drug screen for substances of abuse.

_____ I understand that in accordance with Oregon Health Authority rules and policies, all Allied Health Department Programs students who attend a clinical, which requires patient contact, are required to initiate a 10-panel urine drug screen for 8 substances of abuse, no later than the due date specified by the Allied Health Department Administrative Assistant. Tested drugs are:

1. Amphetamines [including methamphetamines]
 - a. *Amphetamines used in the treatment of Attention Deficit Disorders may be exempt. See policy manual.*
2. Barbiturates
3. Benzodiazepines
 - a. *Benzodiazepines used in the treatment of seizure or anxiety related disorders may be exempt. See policy manual.*
4. Cocaine
5. Marijuana
6. Methadone
7. Opiates:
 - a. *Opiates used in the treatment of acute pain may be exempt. See policy manual.*
8. Phencyclidine

_____ I understand that I must sign and submit this "Statement of Understanding" to the Allied Health Department Administrative Assistant on or before the date specified for the term. If the Allied Health Department Administrative Assistant does not receive this document by the date specified, I will be administratively withdrawn from the program and my seat forfeited to a student on the wait list.

_____ I understand that the Program Director, in the Allied Health Program in which I am enrolled, will have access to the results of my completed urine drug screen. If I have a positive urine drug screen that prevents me from attending clinical, the Program Director will notify me of my disqualification from the Program.

_____ I understand that the Allied Health Program, in which I am enrolled, reserves the right to require additional urine drug screening at cost to the student, for cause or if there is an approved interruption in my course of study.

_____ I understand that Verified Credentials conducts urine drug screens for Allied Health Department Programs and any individual who is disqualified based on their urine drug screen, may challenge the accuracy and completeness of their urine drug screen through the vendor. I also understand that any student deemed disqualified by the urine drug screen has a right to appeal through the Central Oregon Community College student appeals process.

_____ My signature on this document indicates that I have read, understand and agree to the urine drug screen policy and that I authorize release of the results of the urine drug screen to the Program Director of the Allied Health Program in which I am enrolled and, if requested, to the administrator of the clinical placement site. Clinical sites shall make all final clearance and placement decisions.

Student Legal Signature: _____ [date] _____

PROGRAM: PHARMACY TECHNICIAN
POLICY TITLE: IMMUNIZATIONS, TB TESTING & CPR

REVISED: APRIL 3, 2018 [RAM]

POLICY: Copies of current immunization records and a photocopy of the front and back of an American Heart Association, compliant CPR card, valid through the end of the spring term, must be presented to the Allied Health Department Administrative Assistant no later than the due date indicated on the checklist. Students will be administratively withdrawn from the class if all required items are not turned in by the due date indicated on the pre-registration packet.

EXPECTATION:

- 1) The following immunizations are required for Pharmacy Technician students:
 - a) Hepatitis B Vaccine :
 - i) Provide official documentation of 3 Hepatitis B vaccinations and results of Hepatitis B surface antigen test (titer) showing immunity, no later than due date indicated
OR
 - ii) Series in progress:
 - (1) 1st dose by due date indicated
 - (2) 2nd dose 1 month after 1st dose
 - (3) 3rd dose 6 months after the 2nd dose
 - (4) Titer 1 month after 3rd dose
 - (a) NOTE: All 3 doses must be completed before the start of Spring term.
 - iii) If a titer comes back negative after the Hepatitis B booster is complete, another series of three Hepatitis B vaccines must be completed with a titer drawn one month after the series is completed.
 - iv) If the titer still comes back negative the student will be deemed a non-responder and will require no further Hepatitis B vaccines.
 - b) MMR Vaccine (measles, mumps, rubella):
 - i) Provide official documentation of two Measles, Mumps, Rubella (MMR) vaccinations, at least four [4] weeks apart; **-OR-**
 - ii) Vaccine series in progress:
 - (1) Provide documentation of first dose completed no later than the due date set by the Allied Health Department Administrative Assistant and the second dose received one month after first dose **AND** completed prior to clinical component of program; **-OR-**
 - iii) Provide laboratory evidence of immunity: Dated copy of measles, mumps **AND** rubella titer report with results must be included in documentation packet.
 - iv) If one component of MMR titer is negative the student must complete the MMR series.

- c) Varicella Vaccine (Chickenpox):
 - i) Provide documentation of two [2] doses of Varicella vaccine, four [4] weeks apart; **-OR-**
 - ii) Serological evidence of immunity (titer) to Varicella; **-OR-**
 - iii) Documentation of the first vaccine and documentation of the second dose within the first four [4] weeks of the term.

 - d) Tetanus, Diphtheria, Pertussis [Tdap]:
 - i) Provide documentation of a one-time dose of Tdap as an adult age 18 years or greater.
 - ii) Tetanus must be less than 10 years old.

 - e) Tuberculosis Testing:
 - i) Provide documentation of a negative blood test, either Quantiferon Gold or T-Spot, completed within the past year. **-OR-**
 - ii) If the blood test is positive, provide documentation of the TB tests, a chest x-ray and an evaluation by a physician. **-OR-**
 - iii) Students with a past positive TB test must provide documentation of the positive TB test and, if not already completed, provide documentation of a baseline chest x-ray prior to the deadline. **-AND-**
 - iv) All follow up care must be completed prior to the first day of class.

 - f) Influenza vaccine:
 - i) An influenza vaccine is required for students who will be attending the Pharmacy Technician Program during fall or winter quarter [Sept. 01 – March 31].

 - g) Medical exemption:
 - i) If you have had a life-threatening allergic reaction to a vaccine or any component of a vaccine, you must provide documentation, on letterhead, from your Healthcare Provider.
 - (1) For documentation of immunization exemption for medical reasons:
 - (a) See the "Immunization Declination Form" on page 13 **-OR-**
 - (b) Download the form from the Verified Credentials website.
 - (2) The TB screening cannot be waived.
- 2) American Heart Association compliant Healthcare Provider CPR card:
- i) Students must provide a copy, not original, of the front and back of a CPR card for healthcare workers. Cards must be current through the students program of study. Course cannot be taken online. Only the following cards will be accepted:
 - (1) American Heart Association BLS for Healthcare Providers: Copy of both sides of a signed and current card **-OR-**
 - (2) American Red Cross "Basic Life Support for Healthcare Providers" Copy of both sides of a signed and current card

OFFICIAL OREGON HEALTH AUTHORITY GUIDELINES

CHAPTER 409-030-0100

Standard	Timing	Notes
<p>Immunizations (documented receipt of vaccine or documented immunity via titer or valid history of disease, or via a record from the Oregon ALERT Immunization Information System)</p>		
Hepatitis B (Hep B)	<p>Per CDC guidelines¹ – follow child and adolescent schedules for students 0-18 years of age; follow healthcare professional schedule for students greater than or equal to 18 years of age</p>	<p>Webpage: http://www.cdc.gov/vaccines/adults/rec-vac/hcw.html or see Page 13 of this packet.</p>
Measles, mumps and rubella (MMR)		
Tetanus, diphtheria, pertussis (Tdap)		
Varicella		
<p>Evidence of immunization may be demonstrated through the following:</p> <p>(a) A document appropriately signed or officially stamped and dated by a qualified medical professional or an authorized representative of the local health department, which must include the following:</p> <p>(A) The month and year of each dose of each vaccine received; or</p> <p>(B) Documentation of proof of immunity to the disease via titer; or</p> <p>(C) The month and year the diagnosis of the disease was confirmed.</p>		

Healthcare Personnel Vaccination Recommendations¹

Vaccine	Recommendations in brief
Hepatitis B	Give 3-dose series (dose #1 now, #2 in 1 month, #3 approximately 5 months after #2). Give IM. Obtain antiHBs serologic testing 1–2 months after dose #3.
Influenza	Give 1 dose of influenza vaccine annually. Give inactivated injectable vaccine intramuscularly or live attenuated influenza vaccine (LAIV) intranasally.
MMR	For healthcare personnel (HCP) born in 1957 or later without serologic evidence of immunity or prior vaccination, give 2 doses of MMR, 4 weeks apart. For HCP born prior to 1957, see below. Give SC.
Varicella (chickenpox)	For HCP who have no serologic proof of immunity, prior vaccination, or history of varicella disease, give 2 doses of varicella vaccine, 4 weeks apart. Give SC.
Tetanus, diphtheria, pertussis	Give a dose of Tdap as soon as feasible to all HCP who have not received Tdap previously and to pregnant HCP with each pregnancy (see below). Give Td boosters every 10 years thereafter. Give IM.

Hepatitis A, typhoid, and polio vaccines are not routinely recommended for HCP who may have on-the-job exposure to fecal material.

Hepatitis B

Healthcare personnel (HCP) who perform tasks that may involve exposure to blood or body fluids should receive a 3-dose series of hepatitis B vaccine at 0-, 1-, and 6-month intervals. Test for hepatitis B surface antibody (anti-HBs) to document immunity 1–2 months after dose #3.

- If anti-HBs is at least 10 mIU/mL (positive), the patient is immune. No further serologic testing or vaccination is recommended.
- If anti-HBs is less than 10 mIU/mL (negative), the patient is unprotected from hepatitis B virus (HBV) infection; revaccinate with a 3-dose series. Retest anti-HBs 1–2 months after dose #3.
- If anti-HBs is positive, the patient is immune. No further testing or vaccination is recommended.
- If anti-HBs is negative after 6 doses of vaccine, patient is a non-responder. For non-responders: HCP who are non-responders should be considered susceptible to HBV and should be counseled regarding precautions to prevent HBV infection and the need to obtain HBIG prophylaxis for any known or probable parenteral exposure to hepatitis B surface antigen (HBsAg) positive blood or blood with unknown HBsAg status.¹ It is also possible that non-responders are people who are HBsAg positive. Testing should be considered. HCP found to be HBsAg positive should be counseled and medically evaluated.

Note: For HCP with documentation of a complete 3-dose Hep B vaccine series but no documentation of anti-HBs of at least 10 mIU/mL (e.g., those vaccinated in childhood): HCP who are at risk for occupational blood or body fluid exposure might undergo anti-HBs testing. See reference 2 and 3 for details.

Influenza

All HCP, including physicians, nurses, paramedics, emergency medical technicians, employees of nursing homes and chronic care facilities, students in these professions, and volunteers, should receive annual vaccination against influenza. Live attenuated influenza vaccine (LAIV) may be given only to non-pregnant healthy HCP age 49 years and younger. Inactivated injectable influenza vaccine (IIV) is preferred over LAIV for HCP who are in close contact with severely immunosuppressed people (e.g., stem cell transplant patients) when patients require protective isolation.

Measles, Mumps, Rubella (MMR)

HCP who work in medical facilities should be immune to measles, mumps, and rubella.

- HCP born in 1957 or later can be considered immune to measles, mumps, or rubella only if they have documentation of (a) laboratory confirmation of disease or immunity or (b) appropriate vaccination against measles, mumps, and rubella (i.e., 2 doses of live measles and mumps vaccines given on or after the first birthday and separated by 28 days or more, and

at least 1 dose of live rubella vaccine). HCP with 2 documented doses of MMR are not recommended to be serologically tested for immunity; but if they are tested and results are negative or equivocal for measles, mumps, and/or rubella, these HCP should be considered to have presumptive evidence of immunity to measles, mumps, and/or rubella and are not in need of additional MMR doses.

- Although birth before 1957 generally is considered acceptable evidence of measles, mumps, and rubella immunity, healthcare facilities should consider recommending 2 doses of MMR vaccine routinely to unvaccinated HCP born before 1957 who do not have laboratory evidence of disease or immunity to measles and/or mumps, and should consider 1 dose of MMR for HCP with no laboratory evidence of disease or immunity to rubella. For these same HCP who do not have evidence of immunity, healthcare facilities should recommend 2 doses of MMR vaccine during an outbreak of measles or mumps and 1 dose during an outbreak of rubella.

Varicella

It is recommended that all HCP be immune to varicella. Evidence of immunity in HCP includes documentation of 2 doses of varicella vaccine given at least 28 days apart, history of varicella or herpes zoster based on physician diagnosis, laboratory evidence of immunity, or laboratory confirmation of disease.

Tetanus/Diphtheria/Pertussis (Td/Tdap)

All HCPs who have not or are unsure if they have previously received a dose of Tdap should receive a dose of Tdap as soon as feasible, without regard to the interval since the previous dose of Td. Pregnant HCP need to get repeat doses during each pregnancy. All HCPs should then receive Td boosters every 10 years thereafter.

References

1. CDC. Immunization of Health-Care Personnel: Recommendations of the Advisory Committee on Immunization Practices (ACIP). *MMWR*, 2011; 60(RR-7).
2. CDC. CDC Guidance for Evaluating Health-Care Personnel for Hepatitis B Virus Protection and for Administering Postexposure Management, *MMWR*, 2013; 62(10):1–19.
3. IAC. Pre-exposure Management for Healthcare Personnel with a Documented Hepatitis B Vaccine Series Who Have Not Had Post-vaccination Serologic Testing. Accessed at www.immunize.org/catg.d/p2108.pdf.

For additional specific ACIP recommendations visit CDC's website at www.cdc.gov/vaccines/hcp/ACIP-recs/index.html; or visit the Immunization Action Coalition (IAC) website at www.immunize.org/acip.

www.immunize.org · www.vaccineinformation.org

CENTRAL OREGON COMMUNITY COLLEGE

Allied Health and Nursing Program

Immunization Declination Form

Student Name _____ Student ID# _____

Statement of Understanding

I understand that I face possible exposure to contagious diseases in my clinical practicum experience, and at off-campus, externship sites as a health professions student at Central Oregon Community College. This may place me at risk for acquiring preventable, communicable diseases. Appropriate college personnel have advised me to get appropriate vaccinations against these diseases.

I understand that by declining the immunizations indicated below, I continue to be at risk for acquiring preventable illnesses. Because of Oregon Health Authority and clinical site requirements, I understand that I cannot waive the TB requirement. I release Central Oregon Community College and its related externship affiliates from all liability arising because of my refusal to receive required vaccinations.

Student Signature

Date

**Exempt
Medical**

For medical reasons the above listed student is exempt from (check all that apply):

- | | | |
|--------------------------------|------------------------------------|------------------------------------|
| <input type="checkbox"/> MMR | <input type="checkbox"/> Varicella | <input type="checkbox"/> Influenza |
| <input type="checkbox"/> Hep B | <input type="checkbox"/> Tdap | <input type="checkbox"/> Tetanus |

The student remains susceptible if exposed.

Medical reason: _____

Signature of Healthcare Provider

Date

_____ A signed physician statement verifying the medical reason for not receiving the immunization(s) is attached, in lieu of the above signature.

For Your Personal Use

Administrative Requirements for Health Profession Student Clinical Training

Per Oregon Health Authority, Office for Oregon Health Policy and Research, OAR Chapter 409, Division 30, Administrative Requirements for Health Profession Student Clinical Training, students are required to meet the following standards prior to clinical placements.

IMMUNIZATIONS

Pharmacy Technician students are required to have the following documented receipt of vaccine or documented immunity prior to entering the clinical setting. Documents must be uploaded to Verified Credentials. Evidence of immunization may be demonstrated through the following:

- (a) A document appropriately signed or officially stamped and dated by a qualified medical professional or an authorized representative of the local health department, which must include the following:
 - a. Your name; and
 - b. The month and year of each dose of each vaccine received; or
 - c. Documentation of proof of immunity to the disease via titer; or
 - d. The month and year the diagnosis of the disease was confirmed.
- (b) A record from the Oregon ALERT Immunization Information System
- (c) **Screenshots** are not valid forms of documentation.

What is a titer and the process? The antibody titer is a test that detects the presence and measures the amount of antibodies within a person's blood. The amount and diversity of antibodies correlates to the strength of the body's immune response.

1).	Immunity to measles, mumps, rubella (MMR)	Must have 2 doses or positive titer
2).	Tetanus - diphtheria - pertussis (Tdap) within the last 10 years	1 dose/booster every 10 years
3).	Hepatitis B	Must have 3 doses and positive titer showing immunity
		Titer: If the titer comes back with a "negative" result you must complete another series of three Hepatitis B vaccines with a titer drawn one month after the series is completed. If the 2nd titer is negative the student will be deemed a non-responder and will require no further Hepatitis B vaccines.+
4).	Varicella (chicken pox) immunization	Must have 2 doses or titer
5).	Influenza immunization	An influenza vaccine is required for students who will be attending the Pharmacy Technician Program during fall or winter quarter [Sept. 01 – March 31] Deadline: end of fall term.
		Please Note: Follow State law requirements/recommend mask or other precaution if not immunized

SCREENINGS

1).	Tuberculosis (TB)	Must provide documentation of a blood test (IGRA), either Quantiferon Gold or T-Spot, within the past 12 months. If your test is positive: Provide documentation of the TB blood draw, a chest x-ray and an evaluation by a physician. -OR- Students with a past positive TB test must provide documentation of the positive TB test and, if not already completed, provide documentation of a baseline chest x-ray prior to the deadline.
2).	10-panel drug screen	Once admitted to program

3).	Criminal background check	Once admitted to program - This includes Social Security Number trace, State/National criminal background history, sex offender registry check, and OIG LEIE check. In addition, clinical facilities may require facility-specific background checks.
1	The CDC guidelines for recommendations vaccinations for healthcare professionals can be found at http://www.cdc.gov/vaccines/adults/rec-vac/hcw.html	
2	CDC TB Testing: http://www.cdc.gov/tb/topic/testing/	
TRAININGS		
1).	CPR/Basic Life Support for “Healthcare Providers”	Students must provide a copy, not original, of the front and back of a signed CPR card for healthcare workers to the Administrative Assistant. Cards must be current through the student’s program of study. Course cannot be taken online. Only the following cards will be accepted: (1) American Heart Association “BLS for Healthcare Providers”: Copy of both sides of a signed and current card –OR– (2) American Red Cross “Basic Life Support for Healthcare Providers” Copy of both sides of a signed and current card
2).	OSHA Blood Borne Pathogen training	Provided in Pharmacy Technician Program
3).	OSHA recommended Safety Guidelines	Provided in Pharmacy Technician Program