

Pharmacy Technician Bridging Program Associate Certificate Program Policies

APPROVAL:

1. Next Policy Review:	_____
2. Admissions & Standards Committee:	<u>Approval pending</u>
3. Education Council Committee:	<u>Approval pending</u>
4. Effective:	<u>October 2011</u>
5. Minor Revisions:	_____
6. Archive Date:	_____

PROGRAM OBJECTIVES

The BC Pharmacy Technician Bridging Program has been designed to assist pharmacy technicians currently working in the profession to meet new regulatory requirements and expanded practice capabilities defined in the *Health Professions Act*, the *Pharmacy Operations and Drug Scheduling Act* and the *Pharmacists Regulation and Bylaws of the College of Pharmacists of BC* (June 2010). Complete requirements for regulation are available on the College Of Pharmacists of British Columbia (CPBC) website at: http://www.bcpharmacists.org/about_us/key_initiatives/index/articles27.php

The application form for pre-registration with CPBC (for current technicians) is available on the CPBC website at: <http://library.bcpharmacists.org/K>

The Pharmacy Technician Bridging Program is divided into 4 modules – PTECB 130 - Pharmacology (33 hours), PTECB 131 - Product Preparation (33 hours), PTECB 132 - Management of Drug Distribution Systems (39 hours), and PTECB 133 - Professional Practice (39 hours). The program is designed to provide current technicians with the knowledge, skills and abilities necessary to take on the additional job responsibilities of a regulated technician. Selkirk College will offer each module online. It is important to note that successful completion of the four modules from any BC provider qualifies the student to take the CPBC Jurisprudence Examination, and the PEBC Qualifying Examinations. To receive a Selkirk College Associate Certificate for the Pharmacy Technician Bridging Program a student must complete two of the four modules from Selkirk College.

Students in the Pharmacy Technician Bridging Program are subject to policies affecting all students at Selkirk College including (Policy 8610 – Admission and Standards) the following additions.

PART I: ADMISSIONS POLICIES

A. ADMISSION REQUIREMENTS

1. Application Procedure

- a) Before an applicant's file is completed, the following must be received by the Admissions Office:

- i. A completed application form including the applicant's CPBC registration number (e-service number) showing successful pre-registration with CPBC.
 - b) Students are accepted on a first come first served basis. We will accept up to 25 students per cohort.
 - c) Selkirk College reserves the rights to cancel modules for reasons such as insufficient registrations, inability to secure an instructor, or any other reason that Selkirk College deems necessary to ensure the viability of the program.
2. Pre-requisites
- a) Applicant must be a Pharmacy assistant/technician currently working in the profession (in either hospital or community pharmacies). They will have completed their training either through a college diploma or certification program (prior to 2008), a private career college, or 'on-the-job'.
 - b) Applicants **must** pre-register with the College of Pharmacists of British Columbia **prior** to registering for the Bridging Program modules.
 - c) Graduates from accredited pharmacy technician programs (2008 and later) are exempt from the requirement to complete the Bridging Program. However, they may choose to take one or more modules in the Bridging Program to upgrade their skills before they sit the PEBC Qualifying Exams.
3. Prior Learning Assessment Recognition (PLAR)
- a) Students may decide to challenge the Bridging Program modules based on their combined educational and work experience. Three of the four modules are PLAR-eligible: PTECB 130 – Pharmacology for Pharmacy Technicians, PTECB 131 - Product Preparation for Pharmacy Technicians, and PTECB 132 - Management of Drug Distribution Systems for Pharmacy Technicians. PTECB 133 - Professional Practice for Pharmacy Technicians is NOT eligible for PLAR.
 - b) Students who feel they have the capacity to challenge the three modules may do so by registering for the opportunity to write the PLAR exam in each of the modules. Students need to achieve a score of 70% or better to receive a passing grade. Students are permitted one opportunity to write the PLAR exam. Students who fail a PLAR exam will be required to register for the on line offering of the failed module.
 - c) The School Chair, in consultation with the assigned instructor and CPBC staff, will determine whether the Prior Learning Assessment & Recognition (PLAR) credit is assigned. Other PLAR information will be provided to students.

PART II: PROMOTION POLICIES

Students in the Pharmacy Technician Bridging Associate Certificate Program are subject to the overall policies affecting all students at Selkirk College, with the following additions:

A. DEFINITIONS

- 1. Theory Based Modules
 - a) The modules are delivered exclusively on line and emphasize the learning of the required theoretical content required to do the work of a Pharmacy Technician.
- 2. Module Sequence
 - a) The modules can be taken in any sequence. However, participants must have completed the

Management of Drug Distribution module before beginning the Structured Practical Evaluation component.

B. EVALUATION

1. Grading

- a) Grading will be completed by the module instructor. A minimum passing grade of 70% will be required within each module. Students must also achieve a minimum passing grade of 70% in the final exam to pass each module.
- b) Transcript notation will be acknowledged as a Pass/Fail or Satisfactory/Unsatisfactory for each module.

2. Examination Policy

- a) Students writing a PLAR examination, or writing a final examination from an on-line or classroom module are required to follow the rules: Each candidate must be prepared to produce government-issued photo identification, such as a passport or driver's license, to confirm identity where necessary. Students will **not** be allowed to write the examination if identity cannot be confirmed.
- b) Reference materials are not allowed.
- c) Electronic devices of any kind (such as cell phones, music players, laptops, calculators, cameras or any other recording/transmission/photographic devices) other than those authorized by the examiners are not allowed.
- d) Paper items of any kind, whether blank or printed on, including wrappers on food or beverages are not allowed.

Small items such as purses may be stored under the candidate's chair. Larger items such as backpacks or gym bags should be checked with the invigilator. The only items allowed on the desk during the examination are the examination materials, a beverage in a spill-proof container, pencil and eraser, and calculator (if allowed).

- e) If a candidate must take medications during the examination time, they should be shown to the invigilator before the examination begins. Package inserts or other associated written material must be left at home.
- f) Food or snacks are only allowed if accompanied by a medical request.
- g) Visits to the washroom may or may not be allowed during the examination. It is recommended to use the washroom facilities prior to the start of the examination.
- h) If candidates become ill while writing the examination, they must inform the invigilator at once. Full particulars of the circumstances are taken by the invigilator and a report, the partially completed examination and all associated materials will be forwarded to the Division of Continuing Pharmacy Professional Development. Requests for a rewrite, along with medical documentation supporting the illness, must be submitted to the Coordinator and Lecturer, Pharmacy Technician Bridging Program UBC-CPPD within 7 days.
- i) Candidates suspected of dishonest practices during the examination will be immediately dismissed from the examination and be liable to disciplinary action. Examples of dishonest practices include (from the Pharmacy Technician Certificate Policies – August 2011):
 - i. Speaking or communicating with other candidates;
 - ii. Purposefully exposing written papers to the view of other candidates or imaging devices.
 - iii. Using personally supplied reference or written materials during the exam.

- iv. All examination materials must be returned once the candidate has finished. No candidate may remove any examination materials from the examination room.

3. Frequency of Evaluations

- a) Evaluative events will occur as specified in course outlines and on the Moodle site.

4. Types of Evaluation

- a) In Pharmacy Technician theory courses, evaluative events will normally include assignments, examinations, tests, and quizzes. These will be specified in course outlines.

5. Offsite Invigilation Services

- a) For off-site invigilation services:
 - (i) These may be organized by students with the prior agreement of the instructor that the arrangements are in keeping with those cited in b) to d) below:
 - (ii) Students may have an offsite invigilator who is a teacher in the K 12 or the post secondary system, minister/priest, or other approved professional who is not a friend, or supervisor, or relative, or co-worker.
 - (iii) The instructor must approve the offsite invigilator at least 10 days prior to the administration of the examination.
 - (iv) The instructor will be responsible for ensuring that the invigilator is apprised of the time frame for the test and for ensuring confidentiality requirements by the invigilator.
 - (v) Students will be responsible for invigilation expenses incurred.

6. Supplemental Final Examinations

- a) No supplemental exam is allowed for the Pharmacy Technician Bridging modules. Students will be required to take the module if they are unsuccessful in the module or the PLAR examination for the module.

7. Plagiarism and Cheating (*Excerpt from Selkirk College Policy 8610, Part II, Section 15.0*)

- 15.1 *Honesty is expected and required of all students. The purpose of this section of the policy is to deal with honesty in the conduct of all examinations, essays, reports, and other assignments prepared or completed by students pursuant to the requirements of a Selkirk College program or course.*
- 15.2 *Cheating is defined as dishonest or deceptive conduct or attempted conduct by which individuals or groups of individuals use or attempt to use unauthorized aids, assistance, materials and methods to represent others' academic work, training and standards as their own.*
- 15.3 *Plagiarism is defined as the presentation or submission of work or data (published or unpublished in any form), done in whole or in part by other persons, without citation or credit, as the student's own work i.e., a group project, book, journal, electronic media, etc.*
- 15.4 *The submission of one's own work for credit in more than one course without the express knowledge of the instructors involved is forbidden.*
- 15.5 *Selkirk College will not condone nor will it accept work submitted to obtain credit which was produced through cheating or plagiarism.*

- a) *For a first offence the assignment, test, exam, paper, project or other work involved will be awarded a grade of zero to be incorporated into the calculation of the final grade.*
- b) *For a second offence, the student will be required to withdraw from the course.*
- c) *For any further offence, the student will be required to withdraw from the college.*
- d) *A record of the foregoing will be kept in the student's official record.*
- e) *Depending on the nature of the offence, steps (a) and/or (b) above may be by-passed, following consultation of instructor, School Chair, and/or Registrar.*

C. PROMOTION

To qualify for admission into a course which stipulates a pre requisite a minimum grade of 70% or better must be achieved and you will receive a credit no credit granted.

D. PROBATION (See Policy 8610 Part II, Section 14.0)

1. Purpose

Students may be placed on probation by the School Chair in consultation with the program instructor(s). Probation is intended to provide a mechanism to assist students with unsatisfactory or marginal performance to improve their status in the program/course. It must be noted that it is the student's responsibility to seek the required counselling or assistance to improve.

2. Criteria for Placement on Academic Probation

A student may be assigned probationary status for unsatisfactory performance at any time during the first 2/3rds of the course, under the following circumstance:

- a) Poor academic performance (failing to maintain a 2.00 GPA or failing course[s]).

3. Criteria for Placement on Behavioural Probation

- a) A student may be placed on behavioural probation at any time during a term.
- b) Criteria for placement on behavioural probation are:
 - (i) unsatisfactory classroom behaviour (behaviour which disrupts classes and impedes the progress of fellow students),
 - (ii) cheating and plagiarism,
 - (iii) absenteeism over 15 percent, and continued after a preliminary warning.

(Note: Further detail on conduct is described under Promotion Policies, Section "H".)

4. Criteria for Removal from Probation

- a) Conditions for removal from probation will be specified in the written notification of probation.
- b) Removal from probation will be achieved academically when the student's performance reaches a GPA of 2.0 and behaviourally as per the terms of the probationary letter.

5. Failure to Meet Conditions of Probation

Students, who fail to meet the specified conditions or stipulated standards, as outlined in their probation letter, will be required to withdraw from the Pharmacy Technician Bridging Program.

6. Number of Probationary Periods Allowed

Students will normally be limited to two (2) probationary periods while enrolled in the Pharmacy Technician Bridging Program. If a third probationary period should be recommended by the School Chair, the student will be required to withdraw. Exceptional cases will be considered on an individual basis.

E. EXCLUSION / DISMISSAL

1. A student may be required to withdraw (i.e., excluded from a class, a course or a program as specified in Policy 8610, (Part II, Section 16) as written below:

- a) The Registrar may exclude from the College a student who has failed to complete the applicable registration requirements.
- b) An instructor may exclude a student from participating in a class, lab, field trip, etc., due to lateness, prior absences, inadequate preparation, failure to complete prerequisite assignments, or lack of participation in co-requisite courses.
- c) An instructor, the Registrar or a Campus Administrator may exclude a student from participating in a class, lab, field trip, etc., if the student compromises the safety of others, if he/she assaults or abuses others, if he/she is destructive to property, if he/she disrupts the learning opportunities of others or if he/she behaves in a threatening or blatantly uncooperative manner towards students, College employees or other College members. The instructor shall report in writing to the School Chair the circumstances giving rise to the exclusion. All others should report in writing the incident(s) to their appropriate supervisor.
- d) An instructor or other employee may recommend to his/her School Chair/ Supervisor that a student be completely excluded from a course/program if that student has missed instructional times, or failed to complete assigned work to such a degree that he/she could not compensate sufficiently to pass the course in the time available, or if the student has compromised the safety of others, assaults or abuses others, has been destructive to property, has disrupted the learning opportunities of others or has behaved in a threatening or blatantly uncooperative manner towards the instructor.
- e) A student recommended for exclusion from a course/program will receive notification from and will be excluded by the Registrar on the written recommendation of the School Chair/Supervisor concerned. The student shall be notified of the appeal process by the Registrar.
- f) A student may appeal his/her exclusion by following the appeals procedure specified by Selkirk College.
- g) If in the opinion of the Registrar, School Chair, or Campus Administrator, the seriousness of the situation merits suspension or dismissal from the College, a recommendation will be forwarded to the President. The President shall act in accordance with the College and Institute Act. If the President suspends or dismisses the student from the College, the student shall be advised of his/her rights under Policy B3007 B Student Appeals Policy of the College.

2. In addition:

- a) Any student who uses their email inappropriately in a way that violates the rights of others will be denied College email privileges. Should a student make inappropriate use of the Pharmacy Technician web based materials, including theft of copyrighted materials or vandalism, they will be required to withdraw from the program.
- b) A student denied Practicum placement by a pharmacy agency because of a criminal record deemed unacceptable, will be required to withdraw from the Pharmacy Technician Bridging Program. The School will not seek an alternative Practicum placement.

- c) There will be immediate dismissal from the program of any student who IN ANY WAY breaks confidentiality by allowing information regarding persons with whom he/she is in contact in his/her role as a Pharmacy Technician student to be known to others outside the professional sphere.
- d) A Pharmacy Technician Bridging student for whom a third probationary period is recommended by the School Chair (see D.4, above) will be required to withdraw from the Pharmacy Technician Bridging Program.
- e) Students caught stealing will immediately be dismissed from the program.
- f) A student recommended for exclusion from a course will receive notification from and will be excluded by the Registrar on the written recommendation of the School Chair concerned.

F. APPEAL (see College Policy B3007)

All appeals must be in writing.

1. A student dissatisfied with a final grade or program decision (e.g., probation, compulsory withdrawal) may appeal the College's action by following this sequence:
 - a) Contact the Course Instructor.
 - b) Contact the School Chair.
 - c) Contact the appropriate Dean.

If the student has not resolved the issue after following the above three steps, the student may then choose to:

- d) Appeal to the Student Appeals Committee by contacting the College Registrar (College Policy B3007).
2. Students have 20 working days from the time they are notified of their final grades to appeal a grade.
 3. Students have two working days from the time of official College notification to appeal probationary status or compulsory withdrawal.

NOTE: A student ombudsperson may be available to assist students in this process.

G. ATTENDANCE

1. Attendance in class is mandatory. While illness or emergency situations may make absences Unavoidable, planned absences for vacation schedules and other priorities are not acceptable. If this may be the case, students are recommended to enrol in a future offering of this course.
2. For illness or emergency situations, it is the responsibility of the student to inform the instructor **in writing** (e-mail is acceptable) at the earliest convenience. If a student is unable to attend an examination they must inform their instructor (by telephone or email), providing the reason, prior to the commencement of the examination. If no notification is provided, the student will receive a mark of 0% for the examination.
3. On-line Instruction
 - a) Course completion times are clearly stated on the course completion guide as are scheduled contact times for on line contact with students.
 - b) Students are on their own recognizance as to whether they take advantage of these scheduled contact times.

- c) Further to a) and b) above, students must request alterations in any time lines for on line contact and course completion in writing to the instructor within two (2) weeks of the beginning of their course.
- d) Alternative regarding timelines will be considered by the instructor under special circumstances.
- e) If, for any reason, the instructor has not been contacted by a student in any currently registered course over a period of two weeks, the student will be considered withdrawn from the course.

H. DATE OF WITHDRAWAL REQUEST

1. Request for refund will be based on the following deadlines: prior to the registration deadline 100%, after the registration deadline and 48 hours before the first class 100%, within the first two weeks of class 75%, third week of class 50%, and in fourth week of class and onward 0%.
2. Students must request a withdrawal in writing (e-mail is acceptable) from the School Chair of the program and the Module instructor.
3. For PLAR examinations, withdrawals (less a \$35.00 cancellation fee) will be processed up until one week before the exam, After this date no refund will be processed

I. STUDENT CONDUCT

1. Student behaviour in the physical or online classroom that disrupts the class, upsets the learning environment of other students or poses a threat to other persons in the learning environment is unacceptable. Students behaving in such a manner will be given a verbal warning for the first offence and placed on probation for the second offence. Any subsequent similar behaviour is grounds for the compulsory withdrawal from the course in question. Subsequent misconduct will result in the student being withdrawn from the program.
2. A student missing fifteen percent (15%) of the scheduled class sessions in any course will be deemed to have withdrawn from that course unless the student has provided the course instructor with a reason acceptable to that instructor.
3. Students are expected to be on time and prepared for all face to face classes prior to entering the classroom. Assigned materials are to be read by students; such materials and textbooks are not necessarily reviewed in class by the instructor.
4. The student is responsible for researching and obtaining notes of missed sessions. Instructors are not expected to give personal reviews to students who miss a class.
5. Students not completing their training in the allocated time period may, at the instructor's discretion, be issued an "I" grade. She/he will have 20 working days to convert the "I" grade to a letter grade.
6. All theory and laboratory courses must be completed by the end of the winter semester, prior to entry into Practicum.

J. RE ENTRY

1. Students normally must complete the entire program within 24 calendar months of initial entry to qualify for a certificate. A maximum time frame to complete all four modules is June 2015. Re-entry applicants who cannot meet this deadline will be required to retake courses which have changed.
2. Re-entry is permitted only when space is available.
3. Students in good standing who must interrupt their program may apply to re-enter the program within one year of departure.

4. Students who fail to complete a course successfully may apply to re-enter the course the next time it is offered.
5. Priority for re-entry will be given as follows:
 - a) Students who interrupted their program for illness or compassionate reasons,
 - b) Students who failed to meet program requirements for promotion.
6. If a student should qualify for re-admission but, because of limited space, be unable to gain entry, the time limit specified in 1 and 3 will not apply.
7. Students who have been required to withdraw from the Pharmacy Technician Bridging Program due to unsatisfactory performance may be re admitted with the approval of the School Chair after consultation with faculty members.
8. Exceptional cases will be considered at the discretion of the School Chair.

K. GRADUATION REQUIREMENTS

1. The Pharmacy Technician Bridging Program Associate Certificate requires completion of two of the following four modules be completed at Selkirk College.
 - a) Pharmacology for Pharmacy Technicians (33 hours)
 - b) Professional Practice for Pharmacy Technicians (39 hours)
 - c) Management of Drug Distribution Systems for Pharmacy Technicians (39 hours)
 - d) Product Preparation for Pharmacy Technicians (33 hours)

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