



**Idaho State
University**

**College of
Technology**

Pharmacy Technology

2024-2025



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I. Message from the Dean

Dear College of Technology Student,

Congratulations on your decision to pursue your education at the Idaho State University College of Technology. On behalf of all faculty, staff, and administration, I want to take this opportunity to personally extend a warm welcome. Our mission is to provide you with the skills, knowledge, and abilities to be successful in your chosen career.

I am pleased to see that you made the decision to join the largest, most comprehensive postsecondary technical institution in the state of Idaho. You now belong to a college that boasts an alumni base of more than 23,000. For more than 100 years, students have graduated from Idaho State University with the technical skills necessary to successfully enter the workforce. I am confident that you will also be prepared by our faculty to pursue your passion and have an enjoyable lifetime career.

Amid the excitement of enrolling at Idaho State University, you probably have many questions. This student handbook has been prepared for your use and contains the answers to many of your questions. If you would like additional information, please contact your faculty or Student Services directly. We are all here to help you succeed in your studies and stand prepared to assist you with your concerns.

Once again, welcome to the College of Technology.

Go Bengals!

A handwritten signature in black ink, appearing to read "Jerry Anhorn". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Jerry Anhorn

Dean

II. Program Introduction

This handbook is designed to provide information and serve as a resource for most questions and school situations you may encounter as a student in the Pharmacy Technology program. The information provided in this handbook is meant to supplement that provided in the Idaho State University Handbook and Official Student Code of Conduct.

All students are directly responsible to the instructors first. Details regarding program procedures will be covered and questions answered during orientation at the beginning of the program or as the need arises. Problems of any nature will be brought to the attention of the instructors and program coordinator. They will seek assistance for a student problem. If a student feels a need for a conference with someone other than an instructor or the program coordinator, a meeting may be arranged with a student success navigator from the College of Technology Student Services at (208) 282-2622.

Program Administration

The Pharmacy Technology program is operated by the College of Technology, Idaho State University. The program works in cooperation with the Idaho Career & Technical Education and is approved by the State Board of Education.



American Society of Hospital Pharmacists (ASHP)

4500 East West Highway, Suite 900

Bethesda, Maryland 20814

(866) 279-0681

ashp.org

College of Technology

Dean	Jerry Anhorn
Associate Dean	Debra Ronneburg
Health Occupations Department Co-Chair	Jennie Brumfield
Health Occupations Department Co-Chair	Darin Jernigan
Program Coordinator	Wesley Usyak
Program Student Success Navigator	Jessica Woolley

Program Information

Degrees/Certificates Offered

- Basic Technical Certificate Pharmacy Technology
- Advanced Technical Certificate Pharmacy Technology

Student Learning Outcomes

1. Demonstrate knowledge and skills in areas of science relevant to the role of pharmacy technology including anatomy/physiology and pharmacology.
2. Demonstrate understanding of the role of the pharmacy technician in the medication use process.
3. Assist pharmacists in gathering and organizing demographic and clinical information for direct patient care and medication use review.
4. Receive and screen prescription medication orders for completeness, accuracy, and authenticity.
5. Under the supervision of a licensed pharmacist, prepare and distribute medications following specified procedures.
6. Prepare special medication requiring compounding.
7. Accurately label all medications being dispensed.
8. Explain pharmacy reimbursement plans and insurance coverage for medications to customers.
9. Initiate billing and collect payment for pharmacy services.
10. Apply accepted procedures in inventory control of medications and equipment.
11. Maintain pharmacy facilities and equipment.

Licensure Statement

Dear Student,

Welcome to Idaho State University. You have applied/enrolled in an ISU Pharmacy Technology program which may lead to professional licensure. There may be different educational requirements in each US State and/territory in order to obtain licensing. According to the physical address which you provided to ISU; it has been determined that the Pharmacy Technology program meets educational requirements needed to obtain licensing in your current state.

Introduction

This handbook is designed to provide information and serve as a resource for most questions and school situations you may encounter as a student in the Pharmacy Technology program. The information, provided in this handbook, is meant to supplement that provided in the Idaho State University Bulletin and Official Student Code of Conduct.

The mission of the Pharmacy Technology program is to provide comprehensive, quality educational training to enable students in their capabilities as healthcare professionals in the outpatient administrative and clinical settings in the community, state, and beyond. This program focuses on students and the training needed to enter the healthcare settings as entry-level pharmacy technicians. The goals of this program are to involve students in both educational and hands-on skills to ensure their success in the field of pharmacy technology. Students will receive a broad-based knowledge that will support the completion of their educational requirements as well as lab practice that will confirm their tactile capabilities.

Program Description

After completing the Pharmacy Technology program, students will be awarded a Basic or Advanced Technical Certificate. This program provides lab equipment and supplies that are based on industry standards and highly experienced instructor(s).

- The Pharmacy Technology Advisory Board will meet bi-annually to discuss expectations and achievements of the Pharmacy Technology program in regards to the mission statement. This board will be a response to the needs of the community and its members will consist of local medical facility members such

as pharmacists, pharmacy technicians, and other health care providers that are deemed appropriate.

- The program will maintain quality clinical affiliations.
- The program will encourage faculty development.
- The program will maintain a standard that supports a low faculty/student ratio (1:12).
- The program will work to be cognizant of continuous changes in the healthcare field and bring information to the students through assessment and exposure of new concepts and procedures.

Program Objectives and Outcomes

The program will provide quality comprehensive educational training, and the curriculum will adhere to the American Society of Health-System Pharmacy (ASHP) core standards (listed below).

Personal/Interpersonal Knowledge and Skills

- 1.1 Demonstrate ethical conduct.
- 1.2 Present an image appropriate for the profession of pharmacy in appearance and behavior.
- 1.3 Demonstrate active and engaged listening skills.
- 1.4 Communicate clearly and effectively, both verbally and in writing.
- 1.5 Demonstrate a respectful and professional attitude when interacting with diverse patient populations, colleagues, and professionals.
- 1.6 Apply self-management skills, including time, stress, and change management.
- 1.7 Apply interpersonal skills, including negotiation skills, conflict resolution, customer service, and teamwork.
- 1.8 Demonstrate problem solving skills.
- 1.9 Demonstrate capability to manage or supervise pharmacy technicians in matters such as conflict resolution, teamwork, and customer service.
- 1.10 Apply critical thinking skills, creativity, and innovation.
- 1.11 Apply supervisory skills related to human resource policies and procedures.

Demonstrate the ability to effectively and professionally communicate with other healthcare professionals, payers and other individuals necessary to serve the needs of patients and practice.

Foundational Professional Knowledge and Skills

- 2.1 Explain the importance of maintaining competency through continuing education and continuing professional development.
- 2.2 Demonstrate ability to maintain confidentiality of patient information, and understand applicable state and federal laws.
- 2.3 Describe the pharmacy technician's role, pharmacist's role, and other occupations in the healthcare environment.
- 2.4 Describe wellness promotion and disease prevention concepts.
- 2.5 Demonstrate basic knowledge of anatomy, physiology and pharmacology, and medical terminology relevant to the pharmacy technician's role.
- 2.6 Perform mathematical calculations essential to the duties of pharmacy technicians in a variety of settings.
- 2.7 Explain the pharmacy technician's role in the medication-use process.
- 2.8 Practice and adhere to effective infection control procedures.
- 2.9 Describe investigational drug process, medications being used in off-label indications, and emerging drug therapies.
- 2.10 Describe further knowledge and skills required for achieving advanced competencies.
- 2.11 Support wellness promotion and disease prevention programs.

Processing and Handling of Medications and Medication Orders

- 3.1 Assist pharmacists in collecting, organizing, and recording demographic and clinical information for the Pharmacist Patient Care Process.
- 3.2 Receive, process, and prepare prescriptions/medication orders for completeness, accuracy, and authenticity to ensure safety.
- 3.3 Assist pharmacists in the identification of patients who desire/require counseling to optimize the use of medications, equipment, and devices.
- 3.4 Prepare patient-specific medication for distribution.
- 3.5 Prepare non-patient-specific medications for distribution.
- 3.6 Assist pharmacists in preparing, storing, and distributing medication products including those requiring special handling and documentation.
- 3.7 Assist pharmacists in the monitoring of medication therapy.
- 3.8 Maintain pharmacy facilities and equipment.
- 3.9 Use information from Safety Data Sheets (SDS), National Institute of Occupational Safety and Health (NIOSH) Hazardous Drug List, and the United

States Pharmacopeia (USP) to identify, handle, dispense, and safely dispose of hazardous medications and materials.

- 3.10 Describe Food and Drug Administration product tracking, tracing and handling requirements.
- 3.11 Apply quality assurance practices to pharmaceuticals, durable and non-durable medical equipment, devices, and supplies.
- 3.12 Explain procedures and communication channels to use in the event of a product recall or shortage, a medication error, or identification of another problem.
- 3.13 Use current technology to ensure the safety and accuracy of medication dispensing.
- 3.14 Collect payment for medications, pharmacy services, and devices.
- 3.15 Describe basic concepts related to preparation for sterile and non-sterile compounding.
- 3.16 Prepare simple non-sterile medications per applicable USP chapters (e.g., reconstitution, basic ointments and creams).
- 3.17 Assist pharmacists in preparing medications requiring compounding of non-sterile products.
- 3.18 Explain accepted procedures in purchasing pharmaceuticals, devices, and supplies.
- 3.19 Explain accepted procedures in inventory control of medications, equipment, and devices.
- 3.20 Explain accepted procedures utilized in identifying and disposing of expired medications.
- 3.21 Explain accepted procedures in delivery and documentation of immunizations.
- 3.22 Prepare, store, and deliver medication products requiring special handling and documentation.
- 3.23 Prepare compounded sterile preparations per applicable, current USP Chapters.
- 3.24 Prepare medications requiring moderate and high level non-sterile compounding as defined by USP (e.g., suppositories, tablets, complex creams).
- 3.25 Prepare or simulate chemotherapy/hazardous drug preparations per applicable, current USP Chapters.
- 3.26 Initiate, verify, and manage the adjudication of billing for complex and/or specialized pharmacy services and goods.
- 3.27 Apply accepted procedures in purchasing pharmaceuticals, devices, and supplies.
- 3.28 Apply accepted procedures in inventory control of medications, equipment, and devices.
- 3.29 Process, handle, and demonstrate administration techniques and document administration of immunizations and other injectable medications.

- 3.30 Apply the appropriate medication use process to investigational drugs, medications being used in off-label indications, and emerging drug therapies as required.
- 3.31 Manage drug product inventory stored in equipment or devices used to ensure the safety and accuracy of medication dispensing.

Patient Care, Quality, and Safety Knowledge and Skills

- 4.1 Explain the Pharmacist's Patient Care Process and describe the role of the pharmacy technician in the patient care process.
- 4.2 Apply patient- and medication-safety practices in aspects of the pharmacy technician's roles.
- 4.3 Explain how pharmacy technicians assist pharmacists in responding to emergent patient situations, safely and legally.
- 4.4 Explain basic safety and emergency preparedness procedures applicable to pharmacy services.
- 4.5 Assist pharmacist in the medication reconciliation process.
- 4.6 Explain Point of Care Testing.
- 4.7 Explain pharmacist and pharmacy technician roles in medication management services.
- 4.8 Describe best practices regarding quality assurance measures according to leading quality organizations.
- 4.9 Verify measurements, preparation, and/or packaging of medications produced by other healthcare professionals.
- 4.10 Perform point-of-care testing to assist pharmacist in assessing patient's clinical status.
- 4.11 Participate in the operations of medication management services.
- 4.12 Participate in technical and operational activities to support the Pharmacists' Patient Care Process as assigned.
- 4.13 Obtain certification as a Basic Life Support Healthcare Provider.

Regulatory and Compliance Knowledge and Skills

- 5.1 Describe and apply state and federal laws pertaining to processing, handling, and dispensing of medications including controlled substances.
- 5.2 Describe state and federal laws and regulations pertaining to pharmacy technicians.

- 5.3 Explain that differences exist between states regarding state regulations, pertaining to pharmacy technicians, and the processing, handling and dispensing of medications.
- 5.4 Describe the process and responsibilities required to obtain and maintain registration and/or licensure to work as a pharmacy technician.
- 5.5 Describe pharmacy compliance with professional standards and relevant legal, regulatory, formulary, contractual, and safety requirements.
- 5.6 Describe Occupational Safety and Health Administration (OSHA), National Institute of Occupational Safety and Health (NIOSH), and United States Pharmacopeia (USP) requirements for prevention and treatment of exposure to hazardous substances (e.g., risk assessment, personal protective equipment, eyewash, spill kit).
- 5.7 Describe OSHA requirements for prevention and response to blood-borne pathogen exposure (e.g., accidental needle stick, post-exposure prophylaxis).
- 5.8 Describe OSHA Hazard Communication Standard (i.e., “Employee Right to Know”).
- 5.9 Participate in pharmacy compliance with professional standards and relevant legal, regulatory, formulary, contractual, and safety requirements.
- 5.10 Describe major trends, issues, goals, and initiatives taking place in the pharmacy profession.

Quality Assurance

Students will be academically assessed regarding critical thinking, effective communication, and personal responsibility through evaluations, to include written, verbal, and critical thinking skills activities.

The program will diligently work to prepare quality certified Pharmacy Technicians who will:

- Graduate successfully from the ISU Pharmacy Technology program.
- Pass the National Certification Exam through Pharmacy Technician Certification Board (PTCB).
- Perform and demonstrate entry-level skills through the supervision of a certified Pharmacy Technician instructor and practicum affiliate.
- Assume the role of Pharmacy Technician. In doing so, you are encouraged to be involved with the state society Idaho Society of Health Systems Pharmacists (ISHP) and national organization, American Society of Health System Pharmacists (ASHP).

- Continually improve their knowledge and skills through continuing education opportunities and monitoring advancements in healthcare.

Essential Functional Requirements for Pharmacy Technology

There are essential requirements for students entering the Pharmacy Technology program including physical, cognitive, and behavioral functions that apply to the program. These following abilities are essential to meet classroom, clinical, and administrative objectives as well as those required in the healthcare field.

1. **Physical**

- a. Students must be able to perform physical activities that require them to be able to move items up to 50 lb.
- b. Students must have the capability to use dexterity and tactile abilities in performing intravenous preparation and extemporaneous compounding exercises.
- c. Students must be able to communicate well with instructors, students, and patients in a pharmacy setting.
- d. Students must be able to stand and walk for long periods as needed during lab and practicum exercises.

2. **Cognition**

- a. Students must be able to focus on tasks on hand as well as learn quickly and multi-task when required.
- b. Students must be able to utilize the knowledge they have gained in class and laboratory work and apply critical thinking skills as needed.
- c. Students must be able to remember tasks, assignments, and skills over short and long periods.

3. **Behavior**

- a. Students must be able to attend to and understand information and ideas present through lectures and text.
- b. Students should be able to discern when to communicate and when not to. They should be able to keep the conversation relevant. Students should be able to determine relevant questions and discussions for each class.
- c. Students must be aware of the program's stance on substance abuse. Substance abuse in any form is not tolerated. If taking medications that may hinder their abilities to perform tasks safely, a student must inform the instructor and the student's physician may be required to attest that

the medication is necessary and will not affect the student's capacity for performing tasks in the classroom safely.

III. Policies & Procedures

Attendance Policy

Employers are very interested in a student's attendance and study habits because they reflect how he/she will perform on the job. Students are expected to attend every lab class on time. All other Pharmacy Technology classes are provided online and will have certain attendance requirements, which usually are on a weekly basis. All Pharmacy Technology lab classes will meet once a week and are required for you to attend at the College of Pharmacy (Leonard Hall). Positive attendance accounting will be maintained by each instructor. Excessive absences jeopardize your ability to do well in the class and may be a major contributing factor in your lack of success. For specific attendance rules and policies, please refer to your individual class syllabi. Students are responsible to find out what they have missed in a class and talk to the instructor about making up what was missed. An excused absence is one in which the student has informed the instructor of not attending class and furnishes a doctor's note, or other documentation to support the absence. All work due must be complete within two class days of returning to class following an absence.

- It is the responsibility of the student to monitor their attendance!
- In the event an instructor is out due to illness or other unforeseen circumstances, make-up class sessions will be arranged.
- In case of inclement weather, information regarding school closures due to weather may be obtained by calling (208) 282-3936. If the student cannot get a hold of their instructor, they can call the Health Occupations Department administrative assistant at (208) 282-4370 and they will relay a message.

Program Policies

Individuals entering the Pharmacy Technology Basic and/or Advanced Technical Certificate program must complete a background check, a drug screening, and have a complete physical within their first semester. Students must verify that immunizations are up to date as conditions of their acceptance into the first spring semester. Failure to complete these requirements will prevent the student from progressing to the 2nd semester of practicum classes.

Dual Enrolled Students

All high school students entering the Pharmacy Technology program will enroll as a junior. The Director of CTE Advanced Opportunities along with the Program Coordinator will work as liaison to facilitate all information to high school faculty and staff about the program. High school students will work with the Director of CTE Advanced Opportunities to enroll and register for classes. The Director of CTE Advanced Opportunities will meet and explain the dual enrollment process to all students. The Director of CTE Advanced Opportunities along with the Program Coordinator will explain that if students do not meet the expectations of the classes or program they will be responsible in paying for classes at the full ISU tuition price. Student will not be considered a graduate from the Pharmacy Technology program until graduating from high school. All high school students will meet the same requirements as Pharmacy Technology students.

General Disclaimer

NOTE: Licensure, certification, and/or employment applications related to some degree programs require students to disclose any history of criminal prosecution which may include the student's driving record. Students who have a criminal history are strongly encouraged to contact the licensing agency or meet with the coordinator of the program they are interested in, prior to beginning classes, to discuss potential impediments to licensure, certification, or employment.

Dress Code

When in clinical lab classes, students are required to wear scrubs. Closed toed shoes are required and hair must be clean and pulled back. Nametags are provided to each student and must be worn in class. If the student loses their name badge, they can replace this for \$10 through the College of Technology Dean's office. All of this is without exception unless otherwise informed by the instructor.

General Information

Exempt Credit: Prerequisites, where applicable, may be satisfied through Tech Prep agreements or transfer courses.

Pharmacy Technology Program Evaluation Process

Objective:

To evaluate students' knowledge, practical skills, and critical thinking in Pharmacy Technology to ensure they meet the competency standards set by ASHP.

Students are provided a course syllabus that provides the student assessment tools through the semester. The evaluations can include but are not limited to assignments, lab validations, quizzes, and exams.

Evaluation Components

1. Assignments

- **Purpose:** Reinforce foundational concepts and provide opportunities for critical thinking and application of pharmacy-related knowledge.
- **Types of Assignments:**
 - Written assignments on topics such as pharmacology, pharmaceutical calculations, and medical terminology.
 - Case studies simulating real-life scenarios in pharmacy settings.
 - Research and reflection papers on current industry topics.
- **Grading Criteria:** Assignments are graded based on accuracy, clarity, adherence to industry standards, and thoroughness of responses. Feedback is provided to help students improve on areas of weakness.

2. Lab Validations

- **Purpose:** Assess hands-on skills in simulated environments to ensure students can safely and accurately perform essential pharmacy tasks.
- **Grading Criteria:** Students are evaluated on precision, adherence to procedural steps, cleanliness, time management, and safety protocols. Each practical task must meet competency standards for the student to pass the lab.

3. Exams

- **Purpose:** Measure comprehension of course materials, knowledge of technical terminology, and ability to apply concepts in a timed setting.
- **Types of Exams:**
 - **Midterms and Finals:** Comprehensive exams covering major units, including pharmacology, pharmacy law, and drug classifications.
 - **Quizzes:** Periodic assessments throughout the semester to reinforce knowledge retention and highlight areas needing improvement.
- **Grading Criteria:** Exams include multiple-choice, short-answer, and case-based questions, graded on accuracy and depth of understanding. A minimum score of 73% is required to pass each exam

Overall Passing Requirements

- **Minimum Grade Requirement:**
Students must pass all courses with a minimum final grade of 73% (C) to progress through the program and qualify for program completion.
- **Remediation Opportunities:**
 - If a student does not achieve a passing grade, remediation may be offered through additional assignments or tutoring sessions, with retesting options where applicable.
 - Students are encouraged to consult instructors during office hours to address specific challenges or knowledge gaps.

Continuous Feedback and Improvement

Instructors provide regular feedback throughout each assessment type, helping students identify strengths and areas for improvement. This feedback loop ensures that students remain engaged and are prepared for practical and certification requirements in Pharmacy Technology.

General Grading Policy: Students will be required to maintain a minimum grade of “C” in all Pharmacy Technology, pre-requisite and goal coursework. For specific grading policies, check your class syllabus, which should be available from each instructor at the beginning of each class. A course may be repeated only once. Failure to maintain a “C” the second time will result in immediate dismissal from the program. All first semester courses must be successfully completed prior to beginning the spring practicum. All spring courses need to be completed prior to beginning the summer practicum.

Proper Sequencing: The Pharmacy Technology curriculum is sequenced to provide the student with the best possible learning experience. Students who do not complete proper class sequence each semester will not progress to the next semester. ALL classes must be completed with a grade of “C” or higher to progress to Practicum. At the end of the program, all lab classes must be a “C” or higher.

Release Form: A student must sign a Release Form if he/she would like to authorize the instructors in the program to release information to prospective employers regarding grades, attendance, or other pertinent information for gaining employment. Students must sign a Release of Liability Form when entering clinical classes.

Reporting Accidents: Students should promptly report any incident or accident occurring in class or lab setting to the instructor and program coordinator.

Background Investigation: All Pharmacy Technology students must complete a background check prior to their first fall semester to be admitted into lab classes in the

Spring semester. Unsatisfactory background checks are investigated and dependent on the outcome of the investigation could result in dismissal from the program. Any related costs for these requirements are the student's responsibility. This is done through www.castlebranch.com and the ID# is ID41.

Licensing and Certification:

Licensure: Pharmacy Technology students are required to register with the Idaho State Board of Pharmacy to participate in experiential training and for employment. Students will acquire a state registration during the first semester of lab classes. Students will be required to pass a background check and fingerprinting based on requirements from the state. For more information visit <https://dopl.idaho.gov/bop/bop-pharmacy-technicians/>

Certifications: Students will have the opportunity to earn two certifications (Sterile and Non-sterile Compounding) and be trained to administer immunizations

Upon successful completion of the program, the student is prepared to sit for the Pharmacy Technician National Certification Exam

National exam: The PTCB national certification exam is designed to evaluate knowledge and skills relevant to the pharmacy technician field at the national level. Although certification is not required to work in a pharmacy within the state of Idaho, completing this certification can enhance career prospects and provide a competitive advantage for graduates. Students will register to take the exam during the last semester of program classes and take a certification review course to help prepare for the exam. Once the exam is taken and passed, you are required to renew every two years and complete 20 hours of continuing education. Graduation pass rate on the exam is 80%. For more details please visit. <https://www.ptcb.org/>

Essential Functions of a Pharmacy Technology Student:

- Communicate with patients, providers, and coworkers effectively.
- Respond to emergencies by providing CPR and First Aid.
- Adapt to stressful situations.
- As stated on the Physical Form; student should not have limitations regarding lifting and moving or equipment. A physician must confirm that there are no mental or physical conditions that would prevent the student from participating and successfully completing the Pharmacy Technology program to include the externship/practicum.

Student Health Immunizations & Physical Exam:

- 1st year students must have their physical exam and immunizations prior to the beginning of the first spring semester.

- The completed forms must be turned into the program coordinator, without exception, by the beginning of the first spring semester.
- Failure to return completed forms prior to the beginning of the first spring semester classes will prevent students from proceeding to practicum classes. Please note that the expenses incurred with blood tests for titers and vaccines will be at the cost of the student.

Expenses Not Covered in Tuition:

- Physical exam/immunizations (During fall semester) (prices vary)
- Random drug screening (\$40)
- Uniforms (prices vary)
- Background check (\$40-50)

Distance Learning & Student Identification

This policy is an excerpt from the Pharmacy Technology Student Handbook 2018-2019 that can be found here:

<https://www.isu.edu/media/libraries/college-of-technology/pdfs/handbooks/Pharmacy-Technology-2018-19.pdf>

It is also discussed in greater detail here:

<https://www.isu.edu/ctc/testing/correspondence/>

DISTANCE LEARNING POLICY

The purpose of this document is to develop a framework and common understanding between Idaho State University and the distance student in regards to the distance learning instruction offered from the campus through the College of Technology. This document will define the specific roles and responsibilities of each party. This document is intended to serve as the guiding instrument in the collaboration between both parties in assisting students in their effort to obtain quality education.

COURSE OFFERINGS

The Pharmacy Technology Program offers the didactic portion of all pharmacy technology courses required for a basic and advanced technical certificate through distance learning.

For courses that include a laboratory component, the student will be required to travel weekly to Idaho State University's Pocatello campus to complete lab simulations.

The term distance learning as defined in this document is asynchronous lecture and learning modules that may be accessed by the student at their convenience. Courses

are offered during the Fall and Spring semesters of the academic calendar year as indicated in the University Academic Catalog.

Idaho State University, College of Technology has agreed to provide these courses to the student through the parameters outlined in this agreement. Course descriptions can be viewed at the below web link:

<http://coursecat.isu.edu/undergraduate/technology/pharmacytechnology/>

Use of computer technology is required by every student. It is necessary to have access to a computer, internet, and an ISU email account. Computer accounts are available when paying tuition fees. The work done on University computers must be the assignments for that particular class unless it is an open lab.

Students will find that email is the best way to contact your instructors and receive quick responses. Students are required to check their email accounts on a regular basis, as many instructors will communicate assignments and changes in the class itinerary through email.

The course site for all classes is Moodle. The instructors take a lot of time to work through and ensure course information is available to students. Students are required to use Moodle. Syllabi, changes, reminders, course handouts and documents, and forms are posted to Moodle.

Class Accountability – the instructors will have the ability to check students’ activity on Moodle. This shows when students are on Moodle, how long they are there, what has been viewed and the location the student was at when they logged into Moodle. Keep in mind the instructors will know if you are actively participating in the class. If not, they may give warnings, especially if the student’s grades are suffering.

EXAMS FOR ONLINE COURSES

Student Identification Policy

Valid ID is required to test. A current, government-issued, photo ID with a signature or a current Bengal Card are considered valid for ISU students.

There is no charge to take exams for online ISU classes.

You must call (208) 282-4907 at least 24 hours in advance to schedule. No same day scheduling. You must also know the length of the test in order to schedule.

Scheduling is based on a first come first serve scheduling system. If you call to schedule an appointment and our schedule is full for the day/time you want, you will be required to schedule on a different day/time.

STUDENT RESPONSIBILITIES

Based upon this document the distance student and Idaho State University, College of Technology agree to work together in order to complete the requirements for graduation in Pharmacy Technology.

The student agrees to:

- Apply and be accepted to the University program with the appropriate placement scores and pay the necessary tuition and fees
- Have access to a personal computer or laptop to download the necessary software (Zoom) to communicate to the distance learning equipment in the classroom on campus
- Have access to a sufficient internet signal to utilize Zoom
- Complete learning modules, submit assigned homework and attend weekly lab exercises

IDAHO STATE UNIVERSITY, COLLEGE OF TECHNOLOGY RESPONSIBILITIES

Idaho State University, College of Technology agrees to:

- Provide distance-learning courses for the student. ISU instructors reserve the right to cap enrollment based on space and resources available
- Provide qualified instructors to teach the didactic portion
- Assist students in registering for classes
- Provide resources through Student Services at the College of Technology; provide assignments, feedback and grading through Moodle.

Instructional Technology Requirements

Use of computer technology is required by every student. It is necessary to have access to a computer, internet, and an ISU email account. Computer accounts are available when paying tuition fees. The work done on University computers must be the assignments for that particular class unless it is an open lab.

Students will find that email is the best way to contact your instructors and receive quick responses. Students are required to check their email accounts on a regular basis, as many instructors will communicate assignments and changes in the class itinerary through email.

The course site for all classes is Moodle. The instructors take a lot of time to work through and ensure course information is available to students. Students are required to use Moodle. Syllabi, changes, reminders, course handouts and documents, and forms are posted to Moodle.

Class Accountability: The instructors will have the ability to check students' activity on Moodle. This shows when students are on Moodle, how long they are there, what has been viewed and the location the student was at when they logged into Moodle. Keep in mind the instructors will know if you are actively participating in the class. If not, they may give warnings, especially if the student's grades are suffering.

Computer Misuse

Inappropriate use of the computer is considered computer misuse. All usage is to pertain to class instructional purposes. The supervisor of each lab will determine what is deemed "inappropriate use" for their particular lab. For specific computer lab policies, see individual lab instructor. Inappropriate use may result in denial of computer lab access at the College of Technology.

Registration and Fee Collection Policy

- All students who are enrolled in semester-based programs must pay their tuition by the Friday before classes begin to avoid a \$50 late fee. For tuition payment information, login to MyISU and go to the Online Fee Payment tile.
- Students who are enrolled only in the eight-week classes (early and late), must pay tuition by the first day of class.

NOTE: It is the individual student's responsibility, regardless of funding source, to see that their tuition is paid on time and that they are officially enrolled at ISU. Students who do not pay tuition prior to the deadline may be disenrolled.

Communicable Disease Safety Procedures

It is the policy of ISU to safeguard the welfare of Students, Faculty, Staff, and Campus Residents while maintaining the operations of the University in an effective and efficient manner in the event a member of the University community has a Communicable Disease.

ISU will address issues involving Communicable Diseases in a sensitive and responsible manner, with concern for the rights and welfare of Students, Faculty, and Staff. The confidentiality of information regarding any individuals with a Communicable Disease will be respected. All medical records and the patient information contained therein will

be handled in accordance with applicable law, including the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA). However, Idaho law requires medical care providers to notify public health officials of any disease on the Idaho Reportable Disease List as set forth in IDAPA 16.02.10. ISU will disclose sensitive medical information no further than is necessary to ensure the health and safety of all members of the ISU community, and in a manner consistent with applicable law.

ISU will not unlawfully discriminate in policy or practice, including admissions and employment policies, against individuals who have, or are considered to be at risk for, Communicable Diseases. Discrimination against and/or harassment of Students, Faculty, or Staff may result in disciplinary action.

As long as evidence supports, with reasonable medical certainty, that a particular disease is not communicable by contact normally found in the workplace, classroom, or ISU owned facility, the workplace, classroom, or ISU owned facility will not be considered hazardous as a result of the presence of an affected Faculty member, Staff member, or Student.

For more information on this policy, please visit: [Communicable Disease Policy](#)

Accommodations for Students with Disabilities

The University is committed to providing Reasonable Accommodations, modifications or academic adjustments for Qualified Students with Disabilities in accordance with federal, state, and local disability laws. Pursuant to these laws, no Qualified Student having a disability, or regarded as having a disability, shall unlawfully be denied access to or participation in any services, programs, or activities sponsored by or funded by ISU.

For more information on this policy, please visit: [Accommodations for Students with Disabilities](#)

Appeals and Dismissals

A student may be dismissed from a College of Technology program if the student fails to meet the academic and/or nonacademic continuation standards of the program/department including unprofessional/unethical behaviors and unsafe practices, or if the student is not making satisfactory progress in the program.

For more information on the Scholastic and Dismissal Appeals process, please visit: [Appeals and Dismissals](#)

Student Conduct Rules and Regulations

The Student Code of Conduct articulates behavioral standards and procedural guidelines designed to empower ISU community members to live, work, study, recreate, and pursue their goals in a safe, secure, and inclusive environment. Adherence to and enforcement of the code promotes Student accountability, community integrity, and mission fulfillment.

Stealing, Cheating, Dishonesty, and other violations to the student code of conduct will be handled on an individual basis.

Using, possessing, or being under the influence of illicit drugs or alcoholic beverages during school hours is prohibited.

For more information on the Student Code of Conduct, please visit: [Student Code of Conduct](#)

Smoke Free Campus

Idaho State University is committed to promoting a healthy and safe environment for students, faculty, staff, and visitors. This policy is intended to reduce the health risks related to Smoking and secondhand smoke for the campus community. Smoke and tobacco-free policies are becoming a national standard in order to foster a healthy environment in all communities

For more information on the Smoke Free Policy, please visit: [Smoke Free Campus](#)

Academic Integrity and Dishonesty Policy

Policy Statement

Academic integrity is expected of all individuals in academe. Behavior beyond reproach must be the norm. Academic dishonesty in any form is unacceptable.

- A. Academic dishonesty includes, but is not limited to, Cheating and Plagiarism.
- B. This policy applies to all forms of University educational activities, including but not limited to, classroom, lab, and online formats.

- C. Instructors are encouraged to include specific information in the course syllabus on Academic integrity and dishonesty guidelines specific to the course format and evaluation activities, as well as the link to this policy.
- D. Students should not assume that any materials or collaborative learning activities are authorized unless explicitly stated by the instructor in the course syllabus.

For more information on the Academic Integrity and Dishonesty Policy, please visit: [Academic Integrity](#)

Idaho State University Student Handbook

The following policies fall under the guidance of the Idaho State University Student Handbook.

For more information on each topic, please find the policy and descriptions using the handbook link.

1. Students Rights and Responsibilities (Page 4)
2. Withdrawal (Page 6)
3. Academic Standing (Page 10)
4. Petitions (Page 16)
5. Sexual Harassment (Page 18)
6. Student Complaints and Grievances (Page 18)

[ISU Student Handbook](#)

Additional Idaho State University policies:

- [FERPA](#)
- [TITLE IX](#)
- [Satisfactory Academic Progress](#)

IV. College of Technology Resources and Services

Services for Students

STUDENT SERVICES: This office is located in two locations, the main floor of the Roy F. Christensen (RFC) Complex, room 101, and the William M. and Karin A. Eames Advanced Technical Education and Innovations (Eames) Complex, room 102. Student Services assists students with specific information about the programs at the College of Technology. Student Success Navigators are available to give students assistance with admissions, class and schedule advisement, academic resources, and specific information pertaining to a student's educational goals.

Hours are 7:30 am to 5:00 pm, Monday through Friday. Appointments can be made by calling (208) 282-2622. Appointments are recommended but are not required. Tours of the programs are available by appointment and can be set up by calling (208) 282-2800.

[STUDENT SERVICES](#)

TUTORING ASSISTANCE: Students who are experiencing difficulties with their program instruction or classroom assignments may receive assistance. The student's instructor should be contacted first, as many of the training programs have 'peer tutors' available who are familiar with the required curriculum and assignments.

NOTE: It is important to request assistance as EARLY in the semester as possible! At the point a student recognizes they are having difficulty, help should be sought immediately! Contact the TAP Center, (Tutoring, Academic Support, Peer mentoring), located in room 380 of the RFC Complex. Or telephone at (208) 282-3208 for an appointment to discuss specific tutoring needs. [TAP CENTER](#)

THE CENTER FOR NEW DIRECTIONS Located within the RFC Complex on the third floor. The Center's telephone number is (208) 282-2454. Support programs are available at no cost for men and women who are interested in entering/re-entering the job market due to issues which might include: divorce; separation; death; or disability of a spouse. Services are available on job seeking skills, career information, self-esteem, self-confidence building, and personal counseling. The Center also provides a limited number of scholarships for single parents and for women and men interested in pursuing 'non-traditional' fields of training. [CENTER FOR NEW DIRECTIONS](#)

Message from the Center for New Directions

Success in this course depends heavily on your personal health and wellbeing. Recognize that stress is an expected part of the college experience, and it often can be compounded by unexpected setbacks or life changes outside the classroom. You are encouraged to reframe challenges as an unavoidable pathway to success. Reflect on your role in taking care of yourself throughout the term, before the demands of exams and projects reach their peak. You are encouraged to reach out to the center about any difficulty you may be having that may impact your performance in this course. If you are experiencing stress in other areas of your campus life, the center will help you get in contact with other resources on campus that stand ready to assist you. In addition to your student success navigator, you are encouraged to contact the many other support services on campus that are available.

Statement on Services

- Students enrolled in Idaho State University College of Technology are eligible to receive free, confidential personal and career counseling from licensed professional counselors at **Center for New Directions (CND)**. We offer individual counseling and Biofeedback. **Call 208-282-2454**, Monday through Friday, from 8 am to 5 pm, to schedule an appointment or to speak immediately to a counselor if you are in crisis.

[CENTER FOR NEW DIRECTIONS](#)

- **ISU Counseling and Mental Health Center (CMHC)** The university Counseling and Mental Health Center serves Idaho State University and its community with a dual mission. Our counseling services mission is to support the academic, emotional, social, vocational, spiritual, cultural, and professional development of students and other members of the ISU community by offering counseling, outreach, consultation, training, and educational and health promotion services. Our testing services mission is to initiate and provide a secure, professional, and proctored testing environment to meet individual, University, and community needs for admission, certification, licensure, correspondence, course placement, job placement, and academic course exams that adheres to the NCTA Professional Standards and Guidelines. Crisis intervention services are available Monday through Friday, from 8 am to 4 pm.

To establish services:

Please call 208-282-2130, Monday through Friday, from 8 am to 4 pm.

[COUNSELING AND MENTAL HEALTH CENTER](#)

Mental Health Services for Out of State ISU Students

ISU Counseling and Mental Health Center has partnered with LifeWorks, Inc. to bring the MySSP tool to ISU students while they are physically out of the state of Idaho. Through MySSP, students can access health assessments, real-time chat support, and free counseling from licensed mental health professionals.

Accessing MySSP

- Connect with My SSP by calling 1-866-743-7732 or visiting **LINK**. IF calling from outside North America: 001.416.380.6578.
- Download “My SSP” from the app store to use on your phone.

Financing Your Education

Students attending the ISU College of Technology can apply for federal financial aid by submitting a Free Application for Federal Student Aid (FAFSA) form each year they are enrolled at the University. FAFSA applications are available on the web at:

[FAFSA](#)

It is strongly recommended that students apply early. Keep the Financial Aid office notified of any changes in student status such as address change, marriage, etc.

NOTE: Students who leave school prior to successful completion may have to repay federal financial aid received. Call the ISU Financial Aid office immediately if you plan to withdraw from school, (208) 282-2756. The website for financial aid is:

[FINANCIAL AID](#)

Numerous scholarships are available to College of Technology students. The ISU Scholarship Department website lists those scholarships through the Bengal Online Scholarship System (BOSS).

The most common scholarships are the Associated Students of ISU (ASISU) Need and Scholastic awards. Funds for these scholarships come from a portion of the registration fees each student pays. Many scholarships are donated by business/industry, organizations, or individuals and have specific criteria which must be met.

[SCHOLARSHIPS](#)

Traffic and Parking

NOTE: Please refer to the ISU Parking web address at:

[PARKING & TRANSPORTATION](#)

Every motor vehicle on the ISU campus must be registered and display an appropriate ISU decal. Parking permits are available at the ISU Traffic Office located at the corner of South 5th and Humboldt Street, telephone (208) 282-2625.

Cost:

- General Lot: \$116
- Reserved Lot: \$348

Students may park only in the area their parking decal designates. Students at the College of Technology may not park in the Cosmetology Patron parking spaces. The parking meters at the RFC Complex are reserved for visitors and new applicants inquiring about school. Students are NOT PERMITTED to park in metered spaces. Students should be aware of the ISU towing policy. Any vehicle that has incurred outstanding fines of \$50 or more and has received a tow warning may be towed from campus at the owner's expense, even if legally parked.

Any traffic tickets resulting in fines owed to the University must be paid or student's transcripts, certificates, and/or degrees will not be released upon completion of their training program. In addition, registration for the next term will not be permitted until the fines and other financial obligations are paid or proper arrangements are made by the student.

For more information on parking regulations, visit: <https://www.isu.edu/parking/permit-information/regulations/>

V. Idaho State University Resources and Services

Disability Services

Mission Statement

The mission of Disability Services (DS) is to increase equal access and opportunities to all programs and services sponsored or funded by Idaho State University. DS is dedicated to creating an accessible environment for students, employees, and community members with disabilities. In achieving this, DS:

- Works collaboratively with University Partners to foster a welcoming, diverse, and inclusive University community.
- Collaborates with and empowers individuals who have documented disabilities by working together proactively to determine reasonable accommodation(s).
- Promotes a culture of self-advocacy, responsibility, and agency.
- Ensures compliance with the Americans with Disabilities Act Amendments Act (ADAAA) and other current legislation.
- Readily responds to grievances and advances inclusion through the removal of identified informational, physical, and/or attitudinal barriers.
- Advocates for Universal Design (UD) as a crucial framework to support the diverse needs of students, faculty, staff, and community members.
- Develops partnerships with external community members/groups to support the advancement of equity and inclusion at the local, state, and national levels.
- Provides institution-wide advisement, consultation, and training on disability-related topics, including but not limited to: legal and regulatory compliance and universal design.

Contact Information

Disability Services

Rendezvous Complex, Room 125
921 South 8th Avenue, STOP 8121
Pocatello, ID 83209-8121
Phone: 208-282-3599

Fax: 208-282-4617
VP for ASL: 208-530-6505
Email: disabilityservices@isu.edu
[DISABILITY SERVICES](#)

Office of Equal Opportunity & Title IX

The Mission of the Office of Equal Opportunity & Title IX is to foster a culture of connection and belonging within our community.

Our Vision is to inspire our community to develop and maintain an equitable and inclusive environment through support, outreach, and collaboration.

The University is committed to creating and maintaining a learning and working environment free of discrimination and harassment against any individual based on that person's race, color, religion, gender, age, sexual orientation, national origin, ancestry, physical or mental disability, or Veteran's status. Our helpful, friendly staff are available to work with any university community member. We look forward to serving you.

Contact Information

Office of Equal Opportunity & Title IX

Rendezvous Complex, Room 151C

921 South 8th Avenue, STOP 8315

Pocatello, ID 83209-8315

Phone: 208-282-3964

Fax: 208-282-5829

[EQUAL OPPORTUNITY](#)

Additional Resources and Services

The following are Idaho State University resources and services to help our students succeed.

- [Career Center](#)
- [Commencement](#)
- [Counseling and Mental Health Center](#)
- [Health at ISU](#)
- [Disability Services](#)
- [Parking and Transportation](#)
- [Student Resources](#)
- [Tutoring](#)

VI. Handbook Signature Form



**Idaho State
University**

**College of
Technology**

HANDBOOK SIGNATURE FORM

I acknowledge that I have received, read and understand the Pharmacy Technology Handbook. I have also reviewed the Idaho State University Student Handbook and understand the privileges and responsibilities of attending Idaho State University.

PRINTED NAME

DATE

SIGNATURE

BENGAL ID #

INSTRUCTOR SIGNATURE

VII. Media Release



**Idaho State
University**

**College of
Technology**

MEDIA RELEASE

Instructions: Please review and indicate your agreement to this Release by signing below.

I hereby grant permission to Idaho State University (Idaho State) to use my name, image, voice, and likeness in all forms of physical and digital media for Idaho State's educational, marketing, and promotional purposes in perpetuity. Idaho State shall have the right to photograph, record, publish, re-publish, adapt, exhibit, perform, reproduce, edit, modify, make derivative works, distribute, display or otherwise use or reuse my name, image, voice and likeness in all markets, media, and technology now known or hereafter developed. Idaho State may exercise any of these rights itself or through any assignees, licensees, or other parties including other Universities.

I acknowledge that I will not be compensated for these uses, and that Idaho State exclusively owns all rights to the images, videos, recordings, and any derivative works created by Idaho State or its employees. I waive the right to inspect or approve of these uses. I hereby release Idaho State, its assignees, and its licensees from any claims that may arise from these uses, including without limitation claims of defamation, invasion of privacy, or copyright.

This Release is binding on me, my heirs, assigns, and estate. I understand Idaho State is not obligated to use any of the rights granted under this Release

FULL NAME (PRINTED)

SIGNATURE

ADDRESS (STREET)

CITY

STATE

ZIP

EMAIL ADDRESS

TELEPHONE NUMBER

DATE

VIII. Computer Usage Policy



**Idaho State
University**

**College of
Technology**

COMPUTER USAGE POLICY

Person(s) using any of the ISU computing resources for personal gain, violation of security/privacy or who otherwise compromise the integrity of the hardware and/or software shall be prosecuted to the full extent of the law.

Legitimate use of a computer or computer network does not extend to whatever you are capable of doing with it. Although some rules are built into the system itself, these restrictions cannot limit completely what you can do and see. In any event, you are responsible for your actions whether or not rules are built in, and whether or not you can circumvent them.

Inappropriate use of the computer is considered computer misuse. The supervisor of each lab will determine what is deemed "inappropriate use" for their particular lab. For specific computer lab policies, see individual lab instructors. Inappropriate use may result in denial of computer lab access at the College of Technology.

The misuse of this computing account, or use of an account belonging to another, may result in the loss of your computer privileges. Where computing is required to complete course work this may effectively require transfer to a non-computer related program and/or hinder your pursuit of a degree. Examples of misuse are: sharing your personal account with another individual, using unauthorized passwords, using for financial gain or business purposes, sending offensive electronic mail or internet correspondence, chain letter, or other such correspondence, unauthorized transfer of computer programs or data, attempts to circumvent established procedures, computer security breach or attempts to break security.

I have read the entire student computing contract. I acknowledge and agree to use the ISU computing resources solely for university instructional, administrative, or research activities in accordance with the above policy. I further acknowledge that any abuse of the above privilege may result in the loss of computing privileges whether or not such privileges are necessary for continued enrollment in my present course of study.

PRINTED NAME

DATE

SIGNATURE

BENGAL ID #

IX. Informed Consent and Release to Allow ISU to Use Student's Criminal Background Investigation, Drug Screen, and Any Other Applicable Reports



**Idaho State
University**

**College of
Technology**

Pharmacy Technology Program

Instructions: This form is to be used when a student is: 1) applying for admission to a program, 2) applying for field-based experience, or 3) requesting to complete a health care program's clinical requirement. Questions may be directed to the Office of General Counsel at (208) 282-2683.

I am submitting this form in conjunction with my: *(check one applicable item)*

1. Application for admission to the ISU College of Technology PHTC program.

2. Application for field-based experience with the ISU College of Technology PHTC program.

3. Request to participate in health care clinical education for the ISU College of Technology PHTC program.

I hereby authorize the University, any qualified agent, and/or clinical affiliate/agency to receive and use in connection with the program checked above any of the following information including, but not limited to: criminal background information, including copies of my past and present nationwide law enforcement records; drug screen reports; insurance; Social Security number trace for previous residencies, employment checks, Office of Inspector General (OIG) Sanctions List, General Services Administration's Excluded Parties Listing System (GSA/EPLS), violent sex offender and predator registry search, applicable state exclusion list, US Treasury Office of Foreign Assets Control (OFAC), and the list of specifically designated nationals. I will purchase an ISU approved criminal background investigation from the designated third party vendor for the purpose of assisting the Program and/or the clinical affiliate/agency in evaluating my suitability for admission to a program, field-based experience, or participation in a clinical internship experience. The release of information pertaining to a background investigation is expressly authorized.

I understand that information contained in the criminal background report or any additional reports may result in: 1) my being denied full admission to the Program and, consequently, dismissal from the Program; or 2) my being denied or dismissed from the field-based experience and, consequently, denied admission to or dismissal from the Program; or 3) my being denied a clinical assignment and, consequently, dismissal from the program. I also understand that I will be afforded the opportunity to be heard before any such withdrawal from the Program.

I understand that I have online access to the vendor's results to review the same information that the Program receives in a criminal background investigation. I understand that reasonable efforts will be made by ISU to protect the confidentiality of the information it receives. I further understand that the results of

X. Medical History and Physical Examination



Idaho State University

College of Technology

Pharmacy Technology Program

College: _____ Department: _____
 921 South 8th Avenue, MS _____
 Pocatello, Idaho 83209- _____
 Program of Study _____
 Fax Number: _____ ATT: _____

STUDENTS PLEASE COMPLETE

BEFORE GOING TO YOUR PHYSICIAN FOR EXAMINATION

REPORT OF MEDICAL HISTORY

			M/F
Last Name	First	Middle	Sex

Home Address: Number & Street _____ City _____ State _____ Zip _____ Date of Birth _____

PERSONAL HISTORY

Please check those which **you have had or now have**

Have You Had	Yes	Date	Comments	Have You Had	Yes	Date	Comments
Head Injury with Unconsciousness				Tuberculosis			
High or Low – Blood Pressure				Heart Condition			
Back Problems				Jaundice			
Stomach, Intestinal, Gallbladder Trouble				Disease or Injury of Joints			
List All Operations: List All Current Medications:				Kidney Disorder			
				Allergy: Asthma			
				Hay Fever			

I hereby declare that I have no illnesses or emotional problems not discussed with my physician that will interfere with my enrollment in the program. I hereby grant permission for the information requested on this form to be released to the

_____ OF _____

Applicant's Signature

Date

PHYSICIAN PLEASE COMPLETE
REPORT OF HEALTH EVALUATION

BP	Height	Vision – Right 20/	Left 20/
Pulse	Weight	Corrected – Right 20/	Left 20/

ARE THERE ANY ABNORMALITIES?	YES	NO	DESCRIBE
1. Head, Ears, Nose, or Throat			
2. Respiratory			
3. Cardiovascular			
4. Gastrointestinal			
5. Hernia			
6. Eyes			
7. Genitourinary			
8. Musculoskeletal			
9. Metabolic/Endocrine			
10. Neuropsychiatric			
11. Skin			

HEPATITIS B	INFLUENZA	MMR	Tdap	VARICELLA	TB
+ Positive Titer -Negative Titer Attach lab result	Yearly Vaccine August – March	2 documented doses OR proven serologic immunity to all three	Booster as an adult within the last 10 years	2 documented doses OR proven serologic immunity	Skin Test (PPD) Mm induration (>10mm is +) OR IGRA + or –
Negative titer requires further evaluation		Attach copy of vaccine administration record OR attach lab result	Attach copy of vaccine administration record	Attach copy of vaccine administration record OR attach lab result	Attach copy of document PPD mm reading or IGRA lab result If positive* CXR attach report from radiology
Please refer to ISU screening recommendations for details about serologic immunity, vaccines, and *TB screening					

Is the patient now under treatment for any medical or emotional condition? Yes _____ No _____

Does this person have any limitations regarding lifting and moving of people and or equipment?

Yes _____ No _____

In your opinion, does this applicant have the mental and physical health to meet the requirements of being an active and successful student in the _____ Department as well as for being employed professionally following graduation? Yes _____ No _____

Comments:

Physician's Signature

Date

Address

Print Name

Phone

XI. Background Check with CastleBranch

Order Instructions for:



Idaho State University College of Technology Health Occupations

1. Go to mycb.castlebranch.com
2. In the upper right hand corner, enter the Package Code that is below.
 - Package Code **ID41**

ABOUT

About CastleBranch:

Idaho State University College of Technology Health Occupations and CastleBranch – one of the top ten background screening and compliance management companies in the nation – have partnered to make your onboarding process as easy as possible. Here, you will begin the process of establishing an account and starting your order. Along the way, you will find more tailed instructions on how to complete the specific information requested by your organization. Once the requirements have been fulfilled, the results will be submitted on your behalf.

Order Summary

Payment Information:

Your payment options include Visa, Mastercard, Discover, debit, electronic check, and money orders. Note: Use of electronic check or money order will delay order processing until payment is received.

Accessing Your Account:

To access your account, log in using the email address you provided and the password you created during order placement. Your administrator will have their own secure portal to view your compliance status and results.

Contact Us:

For additional assistance, please contact the Service Desk at 888-666-7788 or visit mycb.castlebranch.com/help for further information.

XII. Clinical Education Assumption of Risk



**Idaho State
University**

**College of
Technology**

Pharmacy Technology Program

Participation in clinical education, including clinical simulations in didactic (classroom) settings, is required by professional accreditation standards for health sciences programs. Participation in such activities, including any placement in a healthcare facility or clinical site (including hospitals, clinics, pharmacies, or other such entities) for the purpose of clinical education entails certain risks, including the risk of exposure to infectious diseases and other personal injuries. Similarly, there exists some level of risk in didactic settings. While every effort will be made to minimize risks to students, staff, and faculty, the elimination of all such risks is beyond the control of the program or university. Vaccination for many infectious diseases, including COVID-19, may be required by a healthcare facility for placement in clinical education. If unvaccinated, restrictions upon student activities by the program or site may be imposed. Placement at certain healthcare facilities or sites may be contingent on vaccination status and requirements may change without advanced notice. Educational opportunities missed due to lack of vaccination may delay graduation and/or result in additional educational expenses.

I freely and voluntarily accept the health risks and potential facility requirements described above to complete my clinical educational requirements. I also understand that COVID-19 vaccination is recommended, but not required by Idaho State University. I understand that COVID-19 vaccination may be required by some health facilities or clinical sites to participate in certain aspects of clinical education. If I choose NOT to be vaccinated for COVID-19, I may be required to adhere to additional guidance based on CDC recommendations. Before engaging in clinical education, please read, initial, and sign the following:

Initials

____1. I will not participate in clinical education if I exhibit any signs/symptoms of infection, including but not limited to: runny nose, fever, cough, shortness of breath, head or body aches, sore throat, loss of smell, or nausea/vomiting/diarrhea. If I exhibit any of these signs/symptoms, I will notify the appropriate person(s) at my clinical site and my designated program contact person for instructions.

____2. If I am exposed to COVID-19, and NOT [up to date](#) on COVID-19 vaccinations, I will immediately notify the appropriate person(s) at my clinical site and my designated program contact person and may be required to quarantine. I understand that required quarantine time will need to be made up to complete program requirements.

____3. I will comply with masking and physical distancing requirements, including on lunch, breaks, or when occupying shared workspaces. I will wear facial coverings in accordance with CDC, program, and health facility policy.

____4. I will comply with clinical site policies related to facial covering/glove wearing and handwashing and disinfecting procedures before and after all patient encounters and at other times as specified. I will complete any required infection control or personal protective equipment (PPE) training by my program or the clinical facility.

____5. I will follow all infection control guidelines, policies, and procedures of the clinical facility, program, and/or university. Such guidelines are subject to change as more information becomes available.

____6. I recognize the dangers to myself and others of acquiring infectious diseases during clinical education, including the possibility of health-related consequences of such diseases. I recognize that vaccination for COVID-19 and other infectious diseases is recommended to decrease the risk of these consequences.

____7. I have the right to feel safe during clinical education. I have the ability to talk to my clinical instructor regarding any concerns I may have related to breaches in infection control measures or public health recommendations at any clinical education site.

____8. I recognize I have the right not to participate in clinical education because of potential risks to myself and/or members of my household. I recognize that any missed clinical education time due to lack of participation will need to be made up to complete program requirements and may delay my graduation.

____9. If I test positive for COVID-19, I will notify my program's clinical coordinator and follow their instructions.

____10. I will follow all ISU or health facility-related screening requirements.

11. Vaccination status. Please initial one of the following and provide dates if applicable:

____ I have been fully vaccinated* with an FDA-approved COVID-19 vaccine. **Date(s):** _____,

____ I have been fully vaccinated* with an FDA-approved COVID-19 vaccines, including being up to date with the recommended boosters. **Date(s):** _____, _____, _____,

____ I have not received an FDA-approved COVID-19 vaccine, but will be fully vaccinated* within 6 weeks.

____ I will not be receiving an FDA-approved COVID-19 vaccine.

**Fully vaccinated means that you have met the vaccine recommendations included on the CDC webpage which is kept [up to date](#).*

Documenting Exemptions:

Students may request an exemption to a clinical facility or site's vaccination requirement for valid medical or religious reasons. If a student chooses not to be vaccinated for a medical or religious reason and seeks an exemption from the vaccination requirement imposed by a clinical site, further documentation may be required by the site. Some sites may facilitate the religious exemption request themselves and the student will need to complete the site's appropriate form. Other sites may ask the university to help facilitate this process. Decisions to accept an exemption request are generally up to the clinical site.

Medical exemption requests: Students should work with the ISU Office of Disability Services for disability accommodations. Students can fill out a [Student Request for Services Form](#) or call (208) 282-3599 (Pocatello), (208) 373-1723 (Meridian), or email disabilityservices@isu.edu. Upon the conclusion of the accommodation process, the Office of Disability Services will email a letter to the student with the decision of the medical exemption request for submission to any requesting clinical site.

Religious exemption requests: Students should work with the Office of Equal Opportunity & Title IX for a religious exemption request by completing the [Religious Exemption Request Form](#). The Office of Equal Opportunity & Title IX will email a letter to the

student with the decision of the religious exemption request for submission to any requesting clinical site. Students can reach the Office of Equal Opportunity & Title IX at (208) 282-3964 or email taysshir@isu.edu to request the form.

Opt-out Guidelines:

In general, satisfactory progression through professional curricula requires that students complete clinical and didactic course requirements in the semester in which they are enrolled. Programmatic requirements are based on professional accreditation standards and licensing board requirements, and include clinical education activities. Should a student be unable to complete requirements due to illness or CDC-recommended isolation/quarantine, make-up work may be allowed if congruent with programmatic or university policies for other medically-related absences. Should a student choose not to complete any course or program requirement related to clinical education, the student is responsible for contacting the course instructor and providing a rationale for "opting out." Opt-out policies may vary between programs; students should contact their individual programs for specifics on process. Delays in progression and/or graduation may occur due to quarantine time and/or if a student chooses to opt-out of any aspect of required coursework or clinical education.

Student Signature

Date

Student Printed Name

This assumption of risk is in effective for the course of the program of study or until a new document is signed, whichever is greater.

Updated 5/17/23 CTO

Reviewed by ISU General Counsel

XIII. Health Occupations Department Professional Email Etiquette Policy

Etiquette rules for communicating in the workplace. Below are some useful tips to use in your emails for years to come!

- Email Response:** Don't respond to an email when you are emotional! Take a step back, compose yourself, get outside advice, or sleep on it. You'll come back refreshed and with a clear mind, ready to craft a balanced and professional email without the emotions attached.
- Salutation:** A salutation is a professional greeting such as *Dear Name*, *Greetings Name*.
 - Never use words like "hate", or such greetings as, "Hey", "Howdy" or other slang.
 - When choosing a salutation, consider the audience. Your greeting sets the tone for your email, so choose it wisely.
 - Do not use first name only with an individual in a position of authority unless invited to do so. For example, you would address the President of the ISU as *President Satterlee*.
- Subject Line:**
 - Make sure your subject line is clear. In the event you have no subject line, the other person may not answer your email, or may take a long time to reply.
 - Appropriate subject lines give the theme of the email and gives the receiver an idea of the importance of your email. Make subject line as specific as possible. Invest an extra minute in a specific subject line, and it may make the difference between being ignored and answered quickly.
 - Most professionals receive numerous e-mail messages each day, yet they may have little time to respond. Many people prioritize answering e-mails based on the subject line. A blank subject line is not useful to the reader.

Here are a few examples of ineffective and effective subject lines:

Ineffective Subject lines

Effective Subject Lines

Question	Question about Application for XXX
Request	Recommendation Letter Request
Sick	Missing work due to Illness
Meeting	Meeting with you for extra help with evaluations
Thank you	Thank you for your help in XXXX remediation

Late	Arriving late to work, arrive at 11:00am -1:00pm
Early	Leaving work at break 10:00am

4. The message: Follow a proper email format.

Keep it brief and to the point. It is wise to follow the correct email format:

- Subject line: describe what the email is about in a few words.
- Introduction: state purpose of the message, mention the recipient's name and add a proper greeting.
- Body: Write the main message and supply the necessary details. Always be courteous and kind. Use words such as, "Please" when asking for help and "Thank-you" when someone has given you the gift of their time. Always recognize when someone has taken time out of their day to help you.
- Conclusion: Close with a courteous statement. Include your name, surname, company name and sign-off.
- Avoid stream-of-consciousness messages. In other words, don't just write words as they come to you; read it from the recipient's perspective and edit accordingly before you click "send."

5. Tone of email:

a. **Watch your tone and be respectful. Here are some useful tips!**

Poor Tone: *"I tried to access the link to the XXXX database you recommended, but it won't go through! How am I supposed to complete this assignment?!"*

Professional Tone: *"Attached is the personal statement required for the XXXX application. I sent the personal information form and recommendations on May 4, so the submission should complete my file."*

Do not use phrases such as: "everyone is", "it's not just me". Emails should specifically address the question that **YOU** have. Please do not speak for everyone.

Do not use threatening language such as: "if this is not addressed I will go to the Dean/VP"

b. **When asking another faculty or staff member for a favor:**

Please remember that other faculty and staff have work to do, which takes priority. When you need some help or a favor from another faculty or staff, always ask first the other person, "Are you available on..." "Do you have time to help me with..."

c. **It is a good practice to acknowledge that you have received the email.**

"Thank you for your email." "Thank you for letting me know." "I will get back to you as soon as I can."

6. Formatting and Other thoughts:

- Use proper paragraphing or bullet points. Many writers make the mistake of lumping all the content of an e-mail message into one long paragraph. Short

paragraphs or bullet points lend themselves well to skimming, a practice that most e-mail readers use.

- Add a space between paragraphs to provide a visual clue as to where a new message starts.
- Use Standard English. Text language is unacceptable.
 - Run a spell-check. In fact, consider writing important or lengthy messages in a word processing program. When you're satisfied with the draft, you can copy and paste it to the email program.
 - Make sure that any attachments you intend to send are truly attached. Also, refer to the attachment in the message itself to alert the reader to its presence.
 - E-mail is an excellent academic and professional tool you can use to your benefit. Extra time spent crafting effective e-mail messages is an investment in a practical and valuable communication skill.

**I acknowledge that I have read and understand the Email Etiquette Policy. If you have questions, please do not hesitate to seek clarification. **

Student Signature: _____

Date: _____

XIV. Communicating in the Workplace

Proper Email Etiquette for Professionals

Additional rules for communicating in the workplace:

1. **Proofread your emails.**

The occasional spelling or grammar mistake is unavoidable. But if your emails are always littered with them, it is a problem: You look unprofessional and like you do not care about your job – not a good image to portray among colleagues.

2. **Check that the recipient's name is spelled correctly.**

Common names like Cathy or Sean can be spelled differently. Always check name spelling.

3. **Use emojis sparingly.**

It is far easier to say, "Do not use emojis – ever!" It saves you any trouble, even if it is okay to use emojis in certain circumstances. But realistically, this won't happen – and chances are you have probably already used them.

So here is a general take on emojis: If you use emojis in formal business emails, use the correct ones, use them sparingly, and use them only with people you know well.

4. **Don't send emails over the weekend.**

People need time to disconnect from work, so it's important to respect their time. Plus, you will want to set an example for how you want to be treated. If you do not want to receive emails about work during your Saturday afternoon barbecue, then don't send them to others off work hours **unless it is an emergency**. At which time, it should be followed by a phone call or text, so the person knows there is an email coming.

5. **Timing.**

Respond to emails promptly. In a perfect world, we respond to emails immediately. But busy schedules and cluttered inboxes means this is not always possible. A good rule to follow is to respond to emails within 12 hours. If you need more time to respond, let the person know you will get back to them at a later date.

Always acknowledge what the sender has sent and that the recipient received it.

6. **Remember to set out-of-office messages.**

Out-of-office messages are commonly used when people go on vacation. They also include a note informing people who they can contact for any urgent requests.

7. **Always be kind.**

Emails can be so easily forwarded to other people. Always be kind. If you are frustrated, take a moment, an hour, or however long before sending that email. Use words like "please" and "thank-you" and above all else, be kind.

Proper email etiquette will always be crucial because it orders our communication, improves efficiency, and makes us look professional. That is why we have rules like using proper salutations, replying promptly, and setting out-of-office replies.

