2019
PHARMACY
TECHNICIAN
STUDENT HANDBOOK
Program Details

PROGRAM PHILOSOPHY

The Program is committed to serving students and the pharmaceutical community through guidance, excellent academic instruction and professional training utilizing traditional and innovative means while understanding the cultural diversity of individuals. We strive to maintain a student-centered philosophy that facilitates the use of both community and educational resources along with their materials while promoting a perpetual process of self-evaluation and self-renewal. The faculty of the Pharmacy Technician Program is committed to assisting the student toward the greatest academic, personal, and professional potential through quality courses and instruction.

STUDENT CODE OF CONDUCT

By enrolling at NOVA, a student accepts its policies and procedures and acknowledges the right of NOVA to take action, up to and including suspension or expulsion in response to misconduct. It is a student’s responsibility to become familiar with the student code of conduct. Lack of awareness is no excuse for noncompliance with NOVA’s policies and procedures.

Students enrolled in the College assume an obligation to conduct themselves in a manner that is civil and compatible with the College’s function as an educational institution. As a member of the NOVA student body, you are considered to be a responsible adult. Here are examples of disruptive student conduct for which a student may be subject to disciplinary action include but are not necessarily limited to the following:
• Talking during lectures and disrespectful conduct to the instructor
• Cell phones ringing in the middle of a lecture
• Arriving to class late or no show
• Arguing or debating with other students in the class
• Speaking rudely to instructor or classmates
• Sleeping in class
• Text messaging in class
• Unprofessional, gender-condescending or racial slurs
• Shouting out answers and classroom sabotage

The credibility of a health care professional is based, to a large extent, on maintaining a high degree of trust between the professional and the individuals he or she serves. Each health profession has a code of professional conduct administered by a professional organization or regulatory agency that prescribes and imposes high standards of conduct and principles of professionalism upon its members. Students must understand and adhere to these standards during their education in preparation for careers in which they must conduct themselves in the manner expected by their profession. Consequently, students in health care colleges have a particular obligation to conduct themselves at all times in a manner that reflects appropriate professional moral and ethical character.

If you are in violation of conduct or behavior policy, you will receive a Disciplinary Warning: A warning to a student that his/her conduct was questionable and/or inappropriate and that further misconduct will result in more severe disciplinary action. A disciplinary warning may include a behavior agreement or contract.

If you receive a 2nd violation, you will be dismissed from the program and you will receive a Failing grade and you will not be issued a refund.
ACADEMIC INTEGRITY

When College officials award credit, degrees, and certificates, they must assume the absolute integrity of the work students have done; therefore, it is important that students maintain the highest standard of honor in their scholastic work.

The College does not tolerate academic dishonesty. Students who are not honest in their academic work will face disciplinary action along with any grade penalty the instructor imposes. In extreme cases, academic dishonesty may result in dismissal from the College. Academic dishonesty, as a general rule, involves one of the following acts:

- Cheating on an examination or quiz, including giving, receiving, or soliciting information and the unauthorized use of notes or other materials during the examination or quiz;
- Buying, selling, stealing or soliciting any material purported to be the unreleased contents of a forthcoming examination or the use of such material;
- Substituting for another person during an examination or allowing another person to take the student’s place;
- Plagiarizing, which means taking credit for another person’s work or ideas. This includes copying another person’s work either word-for-word or in substance without acknowledging the source;
- Accepting help from or giving help to another person to complete an assignment, unless the instructor has approved such collaboration in advance;
- Knowingly furnishing false information to the College; forgery and alteration or use of College documents or instruments of identification with the intent to defraud.

CELL PHONE POLICY

Cell phones and smartphones have no place in a college classroom. Turn off your ringer and put it away. Unless used for class assignment.
**ATTENDANCE POLICY**

- Attendance and class participation is a major part of your grade. Students must attend 90% of their classes. Attendance and participation are weighted at 50% of your total grade.
- If you are more than 20 minutes late to class, you will be marked tardy. Being tardy 3 times is equivalent to 1 absence. There is no distinction between "excused" and "unexcused" absences, use your absences wisely in case an emergency occurs. If you miss more than 8 hours of class you will be dismissed from the program and you will receive a Failing grade and you will not be issued a refund.
- If you are a FastFoward, Fantic or SkillSource recipient and you are dropped from the program due to absences or any other disciplinary reason, you will be responsible for paying the remainder of your tuition. Please reference your signed agreement.

**INCLEMENT WEATHER POLICY**

- Sign Up for NOVA Alert at http://alert.nvcc.edu
- Please do not call the workforce office to see if your campus is open or delayed. If the campus is closed due to a power outage or other closing, we will not call you, email and text alerts are sent.
- Do not call or email your instructor.

**OPTIONAL CLINICAL REQUIREMENTS**

1. All students will be assigned a Clinical Coordinator who will contact the student to make all arrangements necessary to place students into an externship with an appropriate facility. All externship assignments are final and remain at the discretion of the Clinical Coordinator and the College. Students are assigned to local retail pharmacies for an 80-hour rotation typically during business hours. You may not do part-time, a few hours here or there, only on weekends or when you feel like it.
2. The student agrees to provide a Resume and Statement of good health to their assigned Clinical Coordinator. Failure to do so will result in automatic withdrawal from the externship. If you do not meet with your clinical preceptor when assigned, you will not be reassigned another clinical and you will lose your rights for placement.

3. All externship placements are subject to the availability, scheduling and staffing needs of the externship sites. We try our best to put you in locations that are convenient to your home or work. Please note that several programs and schools in our area share the same sites.

4. Once a site has been secured for you, the clinical coordinator will email you with the Practice Name / Location/ Contact Info and the clinical site supervisor. The student will contact the site and coordinate times to meet the supervisor before your externship begins. Should you fail to make this appointment or make arrangements, you will not be placed in a clinical externship and you will lose your rights for placement.

5. Students are expected to provide their own transportation to externship facilities.

6. Attendance and punctuality in the externship setting is required.

7. Students agree to comply with all externship site facility policies including, but not limited to, the policy on professionalism, dress, uniform, and proper hygiene practices for a medical setting.

8. Students that do not want to do the clinical and obtain employment instead, may do so.

9. PLEASE START WORKING ON YOUR RESUMES, IT WILL BE A REQUIREMENT FOR YOU TO EMAIL IT TO YOUR CLINICAL COORDINATOR. FAILURE TO DO SO WILL RESULT IN NO PLACEMENT.
The Background Check, Immunizations and drug screening are required by all clinical facilities prior to your participation. Please note, that this fee is not included in your tuition. Price is $75. To get started, visit viewpointscreening.com/nvcc click on “Start Your Order”.

Drug Screening
Drug Test - You will receive an email with the subject line: “Viewpoint Screening Drug-screen registration” within 24-48 hours. This email will explain where you need to go to complete your drug test and contain the form required for the drug test.

Measles, Mumps & Rubella (MMR)
- 2 vaccinations OR Positive antibody titers for all 3 components (lab reports required)

Varicella (Chicken Pox)
- 2 vaccinations OR Positive antibody titer (lab report required)

Hepatitis B
- 3 vaccinations OR Positive antibody titer (lab report required)

Tetanus, Diphtheria & Pertussis (Tdap)
There must be documentation of a Tdap booster within the past 10 years.

TB Skin Test
- 1 step TB Skin test, must be within 12 months
- If the results are positive, a clear Chest X-Ray (with lab report) is required

If you need help email: studentsupport@viewpointscreening.com