SCOTTSDALE
COMMUNITY COLLEGE
A **MARICOPA** COMMUNITY COLLEGE

# PHARMACY TECHNOLOGY

## INFORMATION PACKET

**scottsdalecc.edu**

Dear Student,

Welcome to Scottsdale Community College (SCC)! We are excited that you are interested in the Pharmacy Technology program, and we look forward to partnering with you to prepare you for the rewarding career of serving as a Pharmacy Technician.

The SCC Pharmacy Technology Certificate of Completion is approved by the Higher Learning Commission which is the institutional accreditation organization for the Maricopa Community Colleges. The SCC Pharmacy Technology program is also a Pharmacy Technician Certification Board (PTCB) recognized education/training program. This program prepares students for the Pharmacy Technician Certification Exam (PTCE) which allows students to serve as a pharmacy technician in the workforce. The program curriculum is aligned to the American Society of Health System Pharmacists (ASHP) standards. This is a 16 credit hour, cohort-based program that is completed over 10 months. This program emphasizes hands-on, practical learning experiences coupled with some didactic (lecture) learning. The program is offered predominantly in-person with 95% of the learning taking place in-person and 5% of learning taking place online. Participants also complete a 200-hour externship in which you are able to apply in a workplace setting what you have learned in the lab and classroom.

**This information packet will provide you with the following details:**

- Information about the Program & Curriculum
- Pre-Admission Requirements
- Admission and Enrollment Steps
- Post-Enrollment Health & Safety Requirements
- Approximate Costs

Again, thank you for your interest in the SCC Pharmacy Technology program. We look forward to partnering with you in your pursuit of a Pharmacy Technology Certificate of Completion. If you have questions at any time during this process, please do not hesitate to reach out to us for assistance. We are here to help you succeed!

Sincerely,

SCC Pharmacy Technology Team

*The SCC Pharmacy Technology Program is pending U.S. Department of Education approval for financial aid eligibility.*

# Certificate of Completion in Pharmacy Technology Scottsdale Community College

## PROGRAM DESCRIPTION

The Certificate of Completion in Pharmacy Technology prepares students for entry-level pharmacy practice in retail, hospital, and institutional settings. Students will process and prepare medications, dispense medications, and learn inventory and quality control practices. The program includes instruction in medical and pharmaceutical terminology, legal and regulatory standards, customer service, prescription analysis and interpretation, mathematical calculations for dosing and solution preparation, safety procedures, and billing practices. The curriculum for this program includes a 200-hour externship and meets the Pharmacy Technician Certification Board (PTCB) requirement for students to take the Pharmacy Technician Certification Exam (PTCE) or the National Healthcareer Association (NHA) Exam for the Certification of Pharmacy Technicians (ExCPT).

## PROGRAM WEBPAGE

https://www.scottsdalecc.edu/students/pharmacy-technician-training-program

## COURSE CURRICULUM

The SCC Pharmacy Technology Program is a 16-credit cohort program where a group of admitted students complete all of the PHT courses together at designated times over two semesters. This SCC Pharmacy Technology Program curriculum is aligned to the American Society of Health System Pharmacists (ASHP) Standards

## PHARMACY TECHNOLOGY COURSES

| Course Prefix/# | Course Title | Total Credits | Total Instructional Hours |
|---|---|---|---|
| PHT150 | Introduction to Pharmacy Practice | 3 | 53 |
| PHT153 | Basic Pharmacy Practice | 5 | 107 |
| PHT155 | Advanced Pharmacy Practice | 5 | 107 |
| PHT250 | Pharmacy Technician Certification Review | 1 | 13 |
| PHT253 | Pharmacy Technician Externship | 2 | 200 |
| | Total | 16 | 480 |

# PHARMACY TECHNOLOGY COURSES

**PHT150 Introduction to Pharmacy Practice** (3 credits)
Provides a basic overview of the pharmacy industry. Students will learn the introductory knowledge and skills required for entry-level roles as a pharmacy technician including roles and responsibilities, anatomy, physiology and health science, as well as pharmacology, scope of practice and federal laws and regulations.

**PHT153 Basic Pharmacy Practice** (5 credits)
Covers technical aspects of prescription dispensing and drug distribution in the retail and hospital setting utilizing the computer, bulk compounding, packaging, inventory control, drug storage and a variety of drug delivery systems as well as laws that relate to specific technical tasks.

**PHT155 Advanced Pharmacy Practice** (5 credits)
Covers the responsibilities of a pharmacy technician specific to working in a hospital and community setting; common drugs and their uses; drug routes of administration; basic biopharmaceutics; billing and reimbursement; sterile and non-sterile compounding; pharmacy career development; introduction to resume building, job search training.
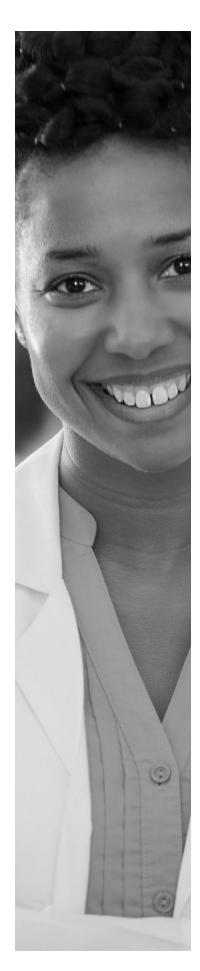
**PHT250 Pharmacy Technician Certification Review** (1 credit)
Prepares Pharmacy Technician trainees, incumbent workers, or Pharmacy Technician certificate students for the NHA Exam for the Certification of Pharmacy Technicians (ExCPT) and the PTSB Pharmacy Technician Certification Exam (PTCE), both recognized by the Arizona State Board of Pharmacy.

**PHT253 Pharmacy Technician Externship** (2 credits)
Consists of 200 hours at a clinical site under the supervision of a pharmacist or senior pharmacy technician. Includes hands-on experience with patients, staff, and other healthcare professionals while applying the knowledge and skills obtained in the pharmacy technology program. Preparation for work experience in a pharmacy setting.

*\* Externship locations/hours vary and are not guaranteed to reflect the classroom days and times.Externship placement is dependent upon site availability and students do not have the option of choosing which site they want to go to. Traveling throughout the greater Phoenix area may be required. Students will be required to secure reliable transportation as 100% attendance is required to complete your externship. Externship location CANNOT be changed once selected. Refusal to accept or attend the selected site location could result in withdrawal from the program, which will also result in a failure to complete the program. A Certificate of Completion will not be awarded if this course requirement is not met.*

## PROGRAM DATES/TIMES

The SCC Pharmacy Technology Program is a 16-credit cohort program where a group of admitted students complete all of the PHT courses together at designated times. The Pharmacy Technology Program will take place each week on Friday evenings and Saturdays during the day. In addition, the PHT253 200-hour externship will be completed during times available by the externship site during a 10 week period.

| Course | Semester / Dates | Number of Weeks | Days/Times |
|--------|------------------|-----------------|------------|
| PHT150 | Fall 2022 (10/28 - 12/16) | 2nd 8 weeks | Fridays 5pm - 9pm & Saturdays 8am - 2pm |
| PHT153 | Spring 2023 (1/14 - 3/4) | 1st 8 weeks | Fridays 5pm - 9:30pm & Saturdays 8am - 6pm |
| PHT155 | Spring 2023 (3/10 - 5/6) | 2nd 8 weeks | Fridays 5pm - 9:30pm & Saturdays 8am - 6pm |
| PHT250 | Summer 2023 (Dates TBA) | 8 weeks | Fridays 5pm - 6pm (hybrid) |
| PHT253 | Summer 2023 (Dates TBA) (20 hours per week) | 10 weeks | Determined by externship site |

*In addition to the in-class participation, the program requires 15-20 hours of out-of-class student work and study time each week.*

## LEARN MORE ABOUT THE SCC PHARMACY TECHNOLOGY PROGRAM

- Schedule an appointment with an SCC Health Sciences Advisor
  **https://www.scottsdalecc.edu/students/advisement/appointments**
  –Or–
  Call the SCC Academic & Career Advisement Center
  **480.423.6539** │ Julianne Sperrazza, Health Sciences Advisor
- Schedule an appointment with the Pharmacy Technology Program Director
  **kendal.bateman@scottsdalecc.edu** │ Kendal Bateman

### LEARN ABOUT THE PHARMACY TECHNICIAN CAREER

- Occupational Outlook Handbook
  **https://www.bls.gov/ooh/healthcare/pharmacy-technicians.htm**
- Occupational Information Network (O*NET) – Sponsored by the US Department of Labor
  **https://www.onetonline.org/link/summary/29-2052.00**

# Steps for Admission and Enrollment

## PRELIMINARY STEP (OPTIONAL): Attend a Pharmacy Technology Student Information Session or Meet with an Advisor

The Pharmacy Technology Student Information Session will provide you with additional details on the program as well as directions on completing the pre-enrollment and post-enrollment requirements.

- Visit the **Pharmacy Technology webpage** to identify the dates/times for the Pharmacy Technology Student Information Session.
- If you cannot attend a Student Information Session, schedule an appointment with the Health Sciences Advisor or the Pharmacy Technology Program Director to receive the necessary details:

    Julianne Sperrazza | SCC Health Sciences Advisor
    **https://www.scottsdalecc.edu/students/advisement/appointments**
    –Or–
    Kendal Bateman | Pharmacy Technology Program Director
    **kendal.bateman@scottsdalecc.edu**

## STEP ONE: Get Admitted into Scottsdale Community College

**APPLY TO COLLEGE/OBTAIN STUDENT ID NUMBER** You can do this from anywhere!

- Visit **https://www.scottsdalecc.edu/students/admissions/apply-now**
- Select "Apply Now" at the top of the page, or click on "Online".
- **New Students** go to the New Students category and click on "Join Us Now" and follow prompts.
- **Prior Maricopa Community College District Students** go to the Returning Students category and click on "Log In".
  If you cannot remember your MEID and password, click "Forgot your Username?" and/or "Forgot your Password?" for assistance.

### APPLICATION

| Information Needed | Enter/Verify Current Information |
|---|---|
| Primary College of Interest | **Scottsdale Community College** |
| Program Plan | **Not Attending for Degree/Certificate** |
| Primary Reason for Attending | **Personal Interest** |
| Select Expected Start | **Select Academic Year** |

Since the SCC Pharmacy Technology Program is pending U.S. Department of Education approval for financial aid eligibility, you will be unable to select "Pharmacy Technology" as your plan of study at this time. You will be able to change your program plan selection once the SCC Pharmacy Technology Program is approved by the U.S. Department of Education.

Contact Enrollment Services at **480.432.6100** or **admissions@scottsdalecc.edu**, if you need assistance.

## STEP TWO: Complete Pre-Enrollment Requirements

### COMPLETE CRIMINAL BACKGROUND CHECK and ESTABLISH ACCOUNT WITH AMERICAN DATABANK (ADB)

All students admitted to an MCCCD healthcare program are required to obtain a supplemental background check through American Databank (ADB) before enrolling in pharmacy technology classes.

You will need to be admitted into Scottsdale Community College to provide the Pharmacy Technology program director with your Maricopa email address (the Maricopa email address is created during the admissions process) in order to begin this step.

Once you have been admitted, please send an email to Kendal Bateman (**kendal.bateman@ scottsdalecc.edu**) that includes your Maricopa email address and requests directions and approval to complete the background check steps.

For more information: **Health and Safety Requirements | Maricopa Community Colleges**

### READING PLACEMENT Recommended (NOT REQUIRED)

We recommend that you are at the following Reading level for the program (meeting one of these criteria would indicate that you are at the necessary Reading level):

- GED (Reasoning Through Language Arts) score of 175-200
- Completion of RDG 100 or CRE 101 with a passing grade of "C" or better
- Accuplacer Next Generation Reading score of 249 or higher
- Accuplacer Classic Reading score of 74 or higher
- SAT Reading Score (old version) of 860-1590
- SAT Reading Score (new version) of 480-800
- ACT Reading Score of 22 or higher
- EdReady Critical Reading Score of 90 or above
  **https://www.scottsdalecc.edu/students/testing-center**

If you would like assistance with improving your Reading skills and increasing assessment scores, you can use the following resources:

- **EdReady** is diagnostic assessment as well as a great tool to use if you would like to improve your reading skills. Students will be guided to study programs to help increase their score and improve Reading skills, as needed, in each Reading area.
- Students are also encouraged to contact the **SCC Writing Center** for assistance in improving their Reading skills and Reading assessment scores.

### MATH PLACEMENT Recommended (NOT REQUIRED)

We recommend that you are at the following Mathematics level for the program (meeting one of these criteria would indicate that you are at the necessary Mathematics level):

- Accuplacer Elementary Algebra (score of 20 or above)
- EdReady College Algebra score of 70 or above
  **https://www.scottsdalecc.edu/students/testing-center**

- Completion of MAT081 or higher with a passing grade of "C" or better

If you would like assistance with improving your Math skills and increasing assessment scores, you can use the following resource:

- **EdReady** is diagnostic assessment as well as a great tool to use if you would like to improve your mathematics skills. Students will be guided to study programs to help increase their score and improve Mathematics skills, as needed, in each Mathematics area

## STEP THREE: Enroll & Pay for Classes

## ENROLL IN PHT COURSES

- Once we receive the results of the Background Check (pre-enrollment requirement) the Pharmacy Technology Program Director or Health Sciences Advisor will contact you with directions and permission for enrolling in the PHT classes.

*Enrollment is based on eligibility, completed documents, and space in the program.*

- Visit **https://www.scottsdalecc.edu/students/admissions/registration**
- Contact Enrollment Services at **480.432.6100** or **admissions@scottsdalecc**.edu, if you need assistance.

## PAY FOR CLASSES/PAYMENT REMINDERS

For your convenience, you can view account activity at www.my.maricopa.edu. The following are the available payment methods:

- **Pay online** using debit/credit cards by logging in to your Student Center at **My Maricopa**.
- **Pay monthly** by enrolling in the **Monthly Payment Plan**. You access the plan through your personalized student center at My Maricopa.
- **Pay by phone** with a debit/credit card, by calling **480. 423.6148**.
- **Pay in person** at Student Business Services by cash, check, money order, or debit/credit card (Visa, MasterCard, Discover or American Express).
- **Pay by mail**, using a check or certified money order. Please allow seven to ten business days for mail and processing time. (Do not mail cash)  Send your payment to:
  Scottsdale Community College | Student Business Services
  9000 East Chaparral Road | Scottsdale, AZ 85256
- **Pay with Financial Aid\*:** If you applied for and received financial aid, please check your student center to determine if you have any To Do List items as this may prolong being awarded.
  - Students unable to secure financial aid prior to their start date will be required to utilize a payment plan or third-party funding source.
  - Your seat will not be secured until you have verified funding for your program. Failure to secure your seat by your payment due date may result in a drop from your program for non- payment.

> **\*Since the SCC Pharmacy Technology Program is pending U.S. Department of Education approval, the program does not have Financial Aid eligibility at this time.**

**Continued enrollment in the program is contingent upon the ability to secure tuition funding.** Students who do not adhere to tuition payment guidelines will be withdrawn from the program. Students who are withdrawn prior to the program start date due to failure to comply with tuition payment guidelines will void their seat in class and it will be given to the next student in line who is on the waitlist.

- For more details regarding ways to pay for college, please visit https://www.scottsdalecc.edu/students/paying-college

## STEP FOUR: Complete the Post-Enrollment Requirements

### SUCCESSFULLY COMPLETE AND SATISFY ALL HEALTH AND SAFETY REQUIREMENTS.

During your first week of class, you will receive detailed directions on the ADB and Health & Safety Requirements at the Pharmacy Technology New Student Orientation.

**Once established, the following documents will need to be uploaded into ADB:**

PROOF OF IMMUNIZATIONS

- MMR (measles, mumps, rubella)
- Varicella (chickenpox)
- TDaP (tetanus, diphtheria, pertussis)
- Influenza (flu)
- Two Step TB (tuberculosis)
- Hep B Series (hepatitis B)
- COVID-19

ADDITIONAL FORMS

- Physician Clearance Form – Medical Exam
- Level One Fingerprint Clearance Card
- Basic Life Support (BLS) Provider CPR Certification – Certification must have hands on component

HEALTH & SAFETY REQUIREMENTS

https://www.maricopa.edu/degrees-certificates/healthcare-education/health-safety-requirements

Details for each of the Health & Safety Requirements are provided on pages 14 -20.

*All Health and Safety Requirements must be successfully completed by the end of the Fall semester in the Pharmacy Technology Program in order to continue in the program.

# MEDICAL MARIJUANA POLICY

**a.** Maricopa Community Colleges prohibit the possession and use of marijuana on all campuses and in all off-campus student activities, including internships and clinical learning experiences in health programs. This policy is dictated by Arizona Revised Statutes § 15-108 which prohibits any person, including a medical marijuana cardholder, from possessing or using marijuana or marijuana derived products on the campus of any public university, college, community college or postsecondary education institution. Federal legislation prohibits any institutions of higher education that receive federal funding from allowing the possession and use of marijuana.

**b.** Maricopa Community Colleges receive federal funds through grants and financial aid. Maricopa Community Colleges continue to enforce current policies regarding controlled substances and any student or employee who violates university policy prohibiting the use of possession of illegal drugs on campus or in student activities including educational internships-will be subject to disciplinary action and criminal prosecution.

**c.** Urine drug screens are required of students prior to attending courses. Medical marijuana or its metabolite, is not an accepted substance in urine drug screens and will result in a positive urine drug screen. Students with a prescription for medical marijuana would not be considered exempt from urine drug screening.

**d.** All placements governed by this clinical placement/externship agreement are hereby identified as safety-sensitive positions where the health and safety of the populations served are at issue.

# Pharmacy Technology Program Costs

## TUITION AND FEES

| Program Tuition and Fees | Cost (In-State Maricopa Resident) | Cost (Out-of-State Resident) |
|---|---|---|
| **Tuition** (16 credits) | $1,360.00 | $5,216.00 |
| **Registration Fee** (3 semesters) | $45.00 | $45.00 |
| **Course Fees** | $0.00 | $0.00 |
| **Total** | **$1,405.00** | **$5,261.00** |

## ADDITIONAL EXPENSES

Books and student uniforms are not part of tuition costs. Other admission requirements will not be covered as part of the tuition such as the Immunization Tracker, myClinicalExchange for clinical externship, immunizations, medical clearance forms, CPR cards, background check, level one fingerprint clearance cards, or urine drug screens. Additionally, the cost of the pharmacy technician trainee license as well as the cost of the certification exam are not covered by the tuition.

| Additional Expenses | Estimated Cost |
|---|---|
| **Book** (One e-book will be used for the entire program) | $282.00 - $340.00 |
| **Uniform** (approximate cost per uniform) | $35.00 |
| **American Databank – Immunization Tracker** | $10.00 |
| **MyClinicalExchange (mCE) – Clinical Externship** <br> *-The clinical site that you are assigned to for an Externship may require you to submit documents and complete modules through this third party. Information for how to set up this account will be provided to you by the Health & Safety* | $40.00 |
| **Medical Exam – Medical Clearance** <br> (varies depending on insurance, co-pay, and deductibles) | $0.00 - $50.00 |
| **Immunizations** <br> (varies depending on insurance, co-pay, and deductibles) | $0.00 - $200.00 |
| **Urine Drug Screen** <br> (completed in program before clinical externship) | $58.00 |
| **Level-One Fingerprint Clearance Card** | $80.00 |
| **Basic Life Support (BLS) Provider CPR Card** | $59.00 |
| **Criminal Background Check** <br> (completed before enrollment into program) | $54.00 |
| **Pharmacy Technician Trainee License** | $60.00 |

# FINANCING YOUR EDUCATION

Students are responsible for the total program cost, which includes tuition and fees, out-of-pocket expenses, and any additional expenses associated with this program. Each student is expected to secure sufficient financial aid or funding for their tuition and fees, and/or establish a payment plan during their enrollment.

### Paying for College
- For more details regarding ways to pay for college, please visit **https://www.scottsdalecc.edu/students/paying-college**

### Financial Aid
- Information about Financial Aid: **https://www.scottsdalecc.edu/students/financial-aid/how-apply**
- If applying for Financial Aid; visit the following website: **www.fafsa.gov**
- Uses Scottsdale Community College School code: **008304**
- For Financial Aid assistance please call **.480.731.8900** or email **finaid@scottsdalecc.edu**

Financial Aid can take up to 4-6 weeks to be processed. You will be required to have Financial Aid in place at a minimum of two weeks before your program begins. If your Financial Aid package is not complete you will be required to set up a payment plan until your package is ready.

### Scholarships
- For details regarding scholarship opportunities **https://www.scottsdalecc.edu/students/scholarships**

# REFUND POLICY

Students who officially withdraw from credit classes (in fall, spring, or summer) within the withdrawal deadlines listed below (click on link) will receive a 100% refund for tuition, class and registration processing fees. Deadlines that fall on a weekend or a college holiday will advance to the next college workday except for classes fewer than 10 calendar days in length or as specified by the college. Calendar days include weekdays and weekends. Refer to individual colleges for withdrawal and refund processes. Zero attendance is not an allowable refund exemption or an excuse of the debt incurred through registration.

**https://www.scottsdalecc.edu/students/paying-college/refund-policy**

# EXPLANATION OF HEALTH AND SAFETY REQUIREMENTS

For more information regarding the Health and Safety Requirements of the Maricopa County Community College's Allied Health Programs, please click the link below. A copy of the Allied Health and Safety Checklist can be downloaded here.

**https://www.maricopa.edu/academics/healthcare/requirements**

Please watch the following video to learn more about the Maricopa Community College's Health and Safety Requirements:

**MCCCD Health & Safety - YouTube**

# IMMUNIZATION AND MEDICAL SCREENING TESTS

| Immunization | To Meet Requirement | Timeline |
|---|---|---|
| **COVID-19** | 1. Provide proof of two -dose vac-cination of Pfizer-BioNTech or Moderna vaccine.<br><br>**OR**<br><br>2. Provide proof of one dose vac-cination of Johnson & Johnson's Janssen vaccine.<br><br>**OR**<br><br>3. Upload a copy of your signed COVID-19 declination. Please note that a completed declination form does not guarantee clinical place-ment. Further, the declination no-tice does not guarantee an accom-modation will be granted by a clin-ical partner or that you will be placed at a clinical site that does not require the COVID-19 vaccine, which may impact your continua-tion in your clinical course. | The Pfizer and Monderna two-dose series are one month apart. |
| **MMR**<br>(measles, mumps,  rubella) | 1. Submit documentation of two MMR vaccinations on separate dates at least 4 weeks apart.<br><br>**OR**<br><br>2. Lab documentation of POSITIVE titer results for each disease (measles, mumps and rubella).<br><br>**OR**<br><br>3. NEGATIVE or EQUIVOCAL titer results for measles, mumps or rubella shows lack of immunity, meaning you must submit documentation of one MMR boost-er dated after negative or equivocal titer.<br><br>If the student has prior immuniza-tions it is required for students to provide written documentation of all doses. If results are negative and documentation is not available it is required to start a new series. | MMR is a lifetime immunization.<br><br>If you have had the vaccina-tions, but do not have rec-ords, allow yourself at least 1 week to obtain  positive titer results.<br><br>If you have never had these vaccinations, allow 4 weeks to obtain re-quired vaccines. |
| **Varicella**<br>(chickenpox) | 1. Documentation of two varicella vaccines, including dates of admin-istration (should at least be 4 weeks apart)<br><br>**OR**<br><br>2. Upload a copy of proof of a POSI-TIVE IgG titer for varicella. If the titer is NEGATIVE or EQUIVOCAL also upload a booster dose of the vac-cination dated after the date of the titer.<br><br>If the student has prior immuniza-tions, it is required for students to provide written<br><br>documentation of all doses. If re-sults are negative and documenta-tion is not available it is required to start a new series. | Varicella is a lifetime immunization.<br><br>If you have had the vaccinations, but do not have records, allow yourself at least 1 week to obtain positive titer results.<br><br> If you have never had these vaccinations, allow 4 weeks to obtain required vaccines. |

# IMMUNIZATION AND MEDICAL SCREENING TESTS CONTINUED

| Immunization | To Meet Requirement | Timeline |
|---|---|---|
| **TDaP** (tetanus, diphtheria, pertussis) | Provide documentation of a Tdap vaccination administered after the age of 11 and then a Td vaccination every 10 years thereafter. | If your TDaP will expire before you enter your externship, you will be required to obtain a new vaccination. |
| **Influenza** (flu) | Vaccination every flu season (Au-gust – May)<br><br>1. Upload a copy of proof of flu vaccine proving annual vaccination.<br><br>**OR**<br><br>2. Upload a copy of your signed In-fluenza declination noting that by declining the vaccine you con-tinue to be at risk of acquiring the influenza virus. | Must be obtained prior to externship, during flu season. |
| **Hep B Series** (hepatitis B) | 1. Submit a copy of laboratory doc-umentation of a positive HbsAb ti-ter. Students will be required to receive a booster or recommenda-tion from your healthcare provider that may indicate a booster, series (3 doses of the Hepatitis B vaccine, or 2 doses of the Heplisav-B vaccine), or declination form. Three Post-Titer Hepatitis B Boosters or two Post-Titer Heplisav Boosters dated AFTER your titer.<br><br>**OR**<br><br>2. Upload a copy of your immuniza-tion record, showing completion of the three Hepatitis B injection or two Heplisav-B injec-tions. If the series is in progress, upload a copy of the immunizations received to date. You must remain on schedule for the remaining immunizations and provide the ad-ditional documentation. One to two months after your last immunization, it is recommended that you have an HbsAb titer drawn.<br><br>**OR**<br><br>3. Upload a copy of your signed Hepatitis B declination noting that by declining the vaccine you continue to be at risk of acquiring hep-atitis B, a serious disease. The Maricopa declination form is available in American DataBank.<br><br>If the student has prior immunizations it is required for students to provide written documentation of all doses. If results are negative and documentation is not available it is required to start a new series. | Varicella is a lifetime immunization.<br><br>If you have had the vaccinations, but do not have records, allow yourself at least 1 week to obtain positive titer results.<br><br>If you have never had these vaccinations, allow 4 weeks to obtain required vaccines. |

| Immunization | To Meet Requirement | Timeline |
|---|---|---|
| **Two Step TB** (tuberculosis) | 1. Proof of a negative 2-step TBST completed within the previous 6 months, including date given, date read, result, and name and signature of the healthcare provider.<br><br>Follow the steps below:<br><br>**Step 1**<br>1. Administer first TST following proper protocol<br>2. Review result<br>  *Positive - consider TB infected, no second TST needed; evaluate for TB disease (x-ray)<br>  * Negative - a second TST is needed. Retest in 1 to 3 weeks after first TST result is read.<br>3. Document result<br><br>**Step 2**<br>1. Administer second TST 1 to 3 weeks after first test is read<br>2. Review results<br>  * Positive - consider TB infected and evaluate for TB disease (x-ray).<br>  *Negative - consider person not infected.<br>3. Document result<br><br>**OR**<br><br>2. Submit documentation of a negative blood test (QuantiFERON or T- Spot) performed within the last six months.<br><br>**OR**<br><br>3. Submit documentation of a negative chest X-ray if TBST or Blood Testing is positive. The chest x-ray has to be completed within the last 5 years.<br><br>**OR**<br><br>4. POSITIVE RESULTS: If you currently have, or have had in the past, a positive TBST, provide documentation of negative chest X-ray or negative blood test and a completed MCCCD Healthcare Program Tuberculosis Screening Questionnaire. The questionnaire can be found in the AmericanDataBank Medical Document Tracker. This questionnaire must be completed annually.If the student has prior immunizations it is required for students to provide written documentation of all doses. If results are negative and documentation is not available it is required to start a new series. | Varicella is a lifetime immunization.<br><br>If you have had the vaccinations, but do not have records, allow yourself at least 1 week to obtain positive titer results.<br><br>If you have never had these vaccinations, allow 4 weeks to obtain required vaccines. |

# ADDITIONAL HEALTH AND SAFETY REQUIREMENTS

| Safety Requirement | To Meet Requirement | Timeline |
|---|---|---|
| **Criminal Background Check** (completed before enrollment into program) | Complete the background check within American Databank and then upload a copy of your American DataBank Pass Certificate showing a passed clearance completed within the previous six (6) months. | 1 week - 2 weeks |
| **Level One Fingerprint Clearance Card** | Upload a copy (front and back) of a current Level One DPS Fingerprint Clearance Card.<br><br>All students admitted to any MCCCD Healthcare Program are required to obtain and maintain a valid Level One Arizona Department of Public Safety Fingerprint The Fingerprint Clearance Card (FCC) must remain current throughout every semester in which the student is enrolled in a clinical experience.<br><br>If the FCC is suspended or revoked at any time during the program, the student must report this to their Program Director or Program Manager within five (5) school days and the student will be unable to continue in the program until the FCC is reinstated.<br><br>Obtain Level One Fingerprint Clearance Card –<br><br>• Code: ARS 15-1881<br><br>• Students must go to: https://www.azdps.gov/services/public/fingerprint and follow the online process.<br><br>Questions with the online process, call DPS: **602.223.-2279** | Fingerprint Clearance Cards can take up to 6-8 weeks to process, so make sure to give yourself plenty of time to get this done. |
| **Basic Life Support (BLS) Provider CPR certification** | American Heart Association (AHA) required. Certification must have a hands-on component.<br><br>Upload a copy of the signed CPR card (front and back) or CPR certificate. | This certification is a 4 hour class. |

## IMPORTANT

- Healthcare students have a responsibility to protect themselves and their patients and families from preventable diseases. All students will purchase a supplemental background screen and Medical Document Tracker from American Databank. Program requirements will be approved by American Databank.
- Students are responsible for maintaining all health and safety requirements and to submit documentation by due date. Failure to maintain program health and safety requirements will result in inability to continue clinical experiences and may result in withdrawal from the program.
- All immunization records must include the student name and the signature of the healthcare provider.
- Health and safety requirements are subject to change depending on clinical agency requirements.

## ALLIED HEALTH STUDENT MANUAL

Pharmacy Technology Students will receive the Maricopa Community Colleges Allied Health Student Manual that provides additional details on program policies.

## NONDISCRIMINATION POLICY

The Maricopa County Community College District does not discriminate on the basis of race, religion, color, national origin, sex, handicap/disability, sexual orientation, age, or Vietnam era/disabled Veteran status in employment or in the application, admission, participation, access and treatment of persons in instructional or employment programs and activities.

### NOTICE
Scottsdale Community College reserves the right to change, without notice, any materials, pricing, information, curriculum requirements, and regulations stated in this publication.

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