SOUTHWEST TECH
SOUTHWEST TECHNICAL COLLEGE

TEPT 1900 - Pharmacy Technician Externship (4 Credits)

Course Description

In this course, students will demonstrate their abilities to function as a pharmacy technician in industry settings. This experience takes place under the supervision of a pharmacist or an experienced pharmacy technician, and includes a combination of skills-practice and evaluation.

Course Objectives

- Assist pharmacists in collecting, organizing, and recording patient information.
- Maintain pharmacy facilities and equipment.
- Receive, process, and prepare prescriptions/medication orders.
- Demonstrate a respectful and professional attitude when interacting with diverse patient populations and medical professionals.
- Participate in pharmacy compliance with professional standards and relevant legal, regulatory, formulary, contractual, and safety requirements.

Course Outline

- Career Success
- Externship #1
- Externship #2

Assignments and Assessments

WEEKLY CHECK IN LINK
Resume Help
PTCE Out line
STAR Interviews
Helpful R,eview Guides
PTCE Practice Tools
NEW - PTCE Practice Exam
STECH TIME SHEET - Time sheet.pdf
Google Drive Link - Timesheet
UT DOPL License
Look into, Continuing Education Programs
Blood Borne Pathogens Training
Combatirng Medicare Parts C & D: Fraud, Waste, & Abuse Training
HIPAA Training
Pre-Externship Evaluation
Completed Module 1 - TEPT 1900
Set up your Externship Schedule • Site 1
Site 1 - Week #1 Time Sheet
Weekly Check In Site 1 Week 1
Site 1 - Week #2 Time Sheet
Weekly Check In Site 1 Week 2
Site 1 - Week #3 Time Sheet
Weekly Check In Site 1 Week 3
Site 1 - Week #4 Time Sheet
Weekly Check In Site 1 Week 4
Site 1 - Week #5 Time Sheet
Weekly Check In Site 1 Week 5
Site 1 - Week #6 Time Sheet
Weekly Check In Site 1 Week 6
Site 1 - Week #7 Time Sheet
Weekly Check In Site 1 Week 7
Site 1 - Week #8 Time Sheet
Weekly Check In Site 1 Week 8
Site 1 - Week #9 Time Sheet
Weekly Check In Site 1 Week 9
Site 1 - Week #10 Time Sheet
Weekly Check In Site 1 Week 10
PTCE #1
Site 1 - Pharmacy Preceptor Evall!Jation of the Student
Site 1 - Student Evaluation of the Externship Site
Completed Module 2 - TEPT 1900
Set up your Externship Schedule - Si te 2
Site 2 - Week #1 Time Sheet
Weekly Check In Site 2 Week 1
Site 2 - Week #2 Time Sheet
Weekly Check In Site 2 Week 2
Site 2 - Week #3 Time Sheet
Weekly Check In Site 2 Week 3
Site 2 - Week #4 Time Sheet
Weekly Check In Site 2 Week 4
Site 2 - Week #5 Time Sheet
Weekly Check In Site 2 Week 5

Site 2 - Week #6 Time Sheet
Weekly Check In Site 2 Week 6
PTCE #2
Site 2 - Week #7 Time Sheet
Weekly Check In Site 2 Week 7
Weekly Check In Site 2 Week 8
Site 2 - Week #9 Time Sheet
Weekly Check In Site 2 Week 9
Site 2 - Week #10 Time Sheet
Weekly Check In Site 2 Week 10
Site 2 - Student Evaluation of the Externship Site
Site 2 - Pharmacy Preceptor Evall!Jation of the Student
Post Externship Evaluation
Completed Module 3 - TEPT 1900
End of Course Survey

Subject to change. Please consult your Canvas course for the most current instructions and updates.

Classroom Hours

Mo, Tu, W, Th, Fr
8:00 AM - 11:00 AM
12:00 PM - 3:00 PM

For a full list of course hours visit: [Course Schedule](#)

Instructor Contact Information

Eliza DeMille — edemille@stech.edu — Remind Class Code: @g293h8f -- Office Phone: (435) 865-3919
Heidi Van Dine-Choate — hchoate@stech.edu — Remind Class Code: @g293h8f -- Office Phone: (435) 865-3922

Office Hours: By appointment

Email is the preferred method of communication; you will receive a response within 24 hours during regular business hours.

Canvas Information

Canvas is the where course content, grades, and communication will reside for this course.

- stech.instructure.com
- For Canvas passwords or any other computer-related technical support contact Student Services.
- For regular Hours and Weekdays call (435) 586 - 2899.
- For after Hours & Weekends call (435) 865 - 3929 (Leave a message if no response).

Course Policies

Course Grading: Students must have a minimum of 80% on each module to pass off the module. All modules must be passed off before students move on to the next class. All tests, assignments, quizzes, and labs can be resubmitted if the total module score is below 80%. Any grade below a B- will result in a withdrawal/incomplete. Each assignment is awarded points according to how well the submission follows the directions. Written submissions will be graded on but not limited to spelling, grammar, and punctuation. At the end of each module, students are asked to submit a "Student Acknowledgement Statement" showing completion of all module requirements. End of Course grades are based off the average module grades on Canvas and the number of enrollments in said course.

High School Power School Grades: Quarter student grades will be determined by student progress percentage. Faculty will use the higher percentage of either 1) quarter progress, or 2) cumulative progress for the current training plan year.

Grade Scale: The following grading scale will be used to determine a letter grade.

- A : 94 - 100%
- A- : 90 - 93%
- B+ : 87 - 89%

- B : 83 - 86%
- B- : 80 - 82%
- C+ : 77 - 79%

- C : 73 - 76%
- C- : 70 - 72%
- D+ : 67 - 69%

- D : 63 - 66%
- D- : 60 - 62%
- F : 0 - 59%

Course Policies: Please comply with the following externship expectations to avoid your removal from the externship site and/or possible dismissal from the program. The student is expected to be well rested and ready for their time at the pharmacy site each day. If the student has to work before the clinicals, please keep it to a maximum of a 4-hour shift. This ensures that the student is ready, able, and aware at clinical. The student will come dressed in appropriate pharmacy attire and be professional in all actions and behavior. Scrubs or business casual are mandatory during the externship. The student will have all program-required vaccines, drug tests, background tests, and a state trainee license. The student will follow all HIPPA regulations and comply with all of the clinical facility's policies and procedures. The student will follow the pharmacy site's Americans with Disabilities Act Standards. If the student needs accommodations, they need to inform the pharmacy site and work with them about all accommodations. The student will report to the assigned preceptor daily and be on time for their scheduled "shift." If she/he is to be absent, the student will notify both the clinical site and their instructors. The student will perform duties under the direct supervision of a preceptor. The student will check in weekly with an instructor (in person, via email, phone, or Canvas) about what they are doing and how their externship is going. The students record their hours weekly, have their preceptor sign it, and submit it to Canvas. At the end of the externship, the student will fill out an end-of-externship survey (one per site), reporting on what the student has learned and experienced. The student must coordinate with the preceptor to fill out an end-of-externship survey (one per site), reporting on how well the student did and if they were adequately prepared for the externship. The student will not see the results of this survey. The student will not bring/have family or friends to/at the externship location during the student's scheduled externship hours. No cell phones are allowed at the pharmacy where you are doing externship hours.

Additional Information

InformaCast Statement: Southwest Tech uses InformaCast to ensure the safety and well-being of our students. In times of emergency, such as weather closures and delays, this app allows us to promptly deliver notifications directly to your mobile devices. To stay informed and receive real-time updates, we encourage all students to sign up for notifications. Your safety is our priority, and staying connected ensures a swift response to any unforeseen circumstances. More information and directions for signing up are available at: https://stech.edu/emergency-notifications/

Internet Acceptable Use Policy: The student is expected to review and follow the Southwest Technical College Internet Safety Policy at: https://stech.edu/students/policies/

Student Code of Conduct Policy: The student is expected to review and follow the Southwest Technical College Student Code of Conduct Policy at: https://stech.edu/students/policies/

Accommodations: Students with medical, psychological, learning, or other disabilities desiring accommodations or services under ADA, must contact the Student Services Office. Student Services determines eligibility for and authorizes the provision of these accommodations and services. Students must voluntarily disclose that they have a disability, request an accommodation, and provide documentation of their disability. Students with disabilities may apply for accommodations, based on an eligible disability, through the Student Services office located at 757 W. 800 S., Cedar City, UT 84720, and by phone at (435) 586-2899. No diagnostic services are currently available through Southwest Technical College.

Safety and Building Maintenance: The College has developed and follows a variety of plans to ensure the safe and effective operation of its facilities and programs. The following plans are available online:
1) Facilities Operations and Maintenance Plan; 2) Technical Infrastructure Plan; and 3) Health and Safety Plan.

Withdrawals and Refunds: Please refer to the Southwest Technical College Refund Policy at:
https://stech.edu/students/policies/

Any high school or adult student, who declares a technical training objective is eligible for admission at Southwest Technical College (Southwest Tech). Program-specific admissions requirements may exist and will be listed on the Southwest Tech website. A high school diploma or equivalent is not required for admission but is mandatory for students seeking Title IV Federal Financial Aid.

Non-Discriminatory Policy: Southwest Technical College affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise, and bases its policies on the idea of global human dignity.

Southwest Tech is committed to a policy of nondiscrimination. No otherwise qualified person may be excluded from participation in or be subjected to discrimination in any course, program or activity because of race, age, color, religion, sex, pregnancy, national origin or disability. Southwest Technical College does not discriminate on the basis of sex in the education programs or activities that it operates, as required by Title IX and 34 CFR part 106. The requirement not to discriminate in education programs or activities extends to admission and employment. Inquiries about Title IX and its regulations to STECH may be referred to the Title IX Coordinator, to the Department of Education, and/or to the Office for Civil rights.

If you believe you have experienced discrimination or harassment on our campus, please contact the Title IX Coordinator, Cory Estes: cestes@stech.edu, (435) 865-3938.

For special accommodations, please contact the ADA Coordinator, Cyndie Tracy: ctracy@stech.edu, (435) 865-3944.
Southwest Technical College
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