



General Catalog
Vasco Career College
1227 Hilltop Mall Rd * Richmond, CA 94806
PHONE: 510-243-7400, FAX: 510-243-7411

www.vascocc.com



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Institution General Catalog

This catalog is the official publication of Vasco Career College's program, policies, procedures, and requirements. Vasco Career College is a private institution approved to operate by the California Bureau for Private Postsecondary Education. "The approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations." As a prospective student, you are encouraged to review this catalog as well as the School Performance Sheet before signing an enrollment agreement, which should be provided to you by the institution, and can be obtained from the institution's website. **Students who enroll at Vasco Career College agree to abide** by the institution's rules and regulations. Failure to read this catalog does not excuse a student from the school's rules and regulations. Students are responsible for reading this catalog carefully to understand the rules, regulations, and policies of Vasco Career College.

Program Offered

Pharmacy Technician Training



VASCO CAREER COLLEGE

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Welcome Letter

Dear Student:

Welcome to the program! Included in this handbook is everything you need to know to make this a successful training program. Please take time to read through all materials.

Expected Outcomes: We are dedicated to training healthcare professionals who will provide safe and dedicated services in the healthcare industry.

We expect all program participants to:

- **Apply** learned techniques, workplace, and life skills to the chosen profession.
- **Communicate** effectively and professionally with clients, employers, and members of the healthcare team.
- **Recognize** lifelong learning opportunities to allow the maintenance and growth of knowledge in the chosen profession.
- **Apply** critical thinking to receive, process, and act on information that will lead to safe and effective care for clients served.
- **Work** collaboratively and independently in diverse environments, recognizing individual cultural, and religious differences and treating others with respect and dignity.

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Business office and Admissions Hours of Operations:

Monday-Friday 9:00am-5:00pm

Saturday: 10:00am-6:00pm

Sunday: Closed

Holidays:

Vasco Career College is closed on the following holidays:

New Year's Eve, New Year's Day

Memorial Day

Independence Day

Labor Day

Presidents' Day

Thanksgiving Day and Day after Thanksgiving

Christmas Eve, Christmas Day, and others TBD

The institution maintains an Internet Website that provides the following:

School catalog

School Performance Fact Sheet

Student brochures

Link to the Bureau for Private Postsecondary Education

The institution's most recent Annual Report

About Vasco Career College

Vasco Career College is a Private Healthcare Vocational Training School, committed to produce quality healthcare professionals to meet the increasing demand in the healthcare industry. The U.S. Department of Labor and the Bureau of Labor Statistics, project that employment of Pharmacy Technician will increase more than 20% from 2012-2022. Our commitment to quality didactic and low competitive tuition is to help individuals in the community obtain a career in the healthcare field.

VCC Mission, Vision, Objectives, and Values**Mission Statement:**

To serve our diverse communities by providing quality educational and clinical training for all adults seeking lifelong learning skills to pursue career opportunities in the healthcare industry.

Vision:

Vasco Career College is committed to affordable high quality vocational education that meets the enrichment of an individual's quality of life. The organization strives to meet or exceed the quality standards that it has established for itself. Ensuring the principles of keeping the highest ethical standard, the institution's practices are in alignment with the organization's mission to promote the College's intentions of serving the community.

Objective:

Students are trained to develop skills in effective team collaboration and professionalism in providing quality care that meet or exceed expectations.

Values:

Integrity

Dignity

Quality

Accountability

Contact Information

Drusilla Lamptey-Mercer: Campus Director, Pharmacy Technician Program Director (510) 243-7400

Administrative Personnel:

Drusilla Lamptey-Mercer -MBA, BSHA/HM, - CEO/COO.

Anna Baffo-Gyan - MBA, BS/AC - Account/HR.

David Ardayfio- AS Health Science - Externship Coordinator.

Drusilla Lamptey-Mercer- Administrative Assistant/Purchasing Manager/Admissions & Enrollment Process.

Faculty:

A team of highly qualified and experienced faculty teaches the instruction and clinical education. The faculty is made up of certified, and dedicated candidates from various specialty areas in the healthcare industry.

Drusilla Lamptey-Mercer MBA, BSHA/HM, Licensed PhT 17 years experience in Healthcare – Instructor.

Wahu Oseso MSC Pharmacy, MBA, Licensed PhT 21 years experience in Healthcare - Instructor

General Admission Requirements:

1. Students must be at least 18 years old and have a high school diploma or GED to enroll in the program.
2. Students are required to bring a copy of their high school transcripts or GED.
3. All applicants must present a valid State issued identification.
4. Felony, drug, theft, and certain convictions are not allowed.
5. Background checks and drug screening required.
6. Physical exam, TB screening, and immunization as required by externship site.
7. Students can only miss 4.1% of the total clock hours (14 hours).
8. Students must meet all externship requirements before placement.
9. A 10th grade level Math and English assessment will be administered to all applicants. Applicants must obtain 80% of the test to be admitted into the program.
10. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.
11. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

****VASCO CAREER COLLEGE DOES NOT ADMIT STUDENTS OUTSIDE THE COUNTRY****

Ability to Benefit:

VCC does not offer Ability to Benefit.

VCC has not entered into a transfer agreement with any other college or university.

Registration:

Prospective student may register online, call (510) 243-7400, or walk-in.

Monday – Friday 10:00am-5:00pm

Admissions:

- Obtain and read the Vasco Career College catalog, Performance Fact Sheet, and select the program of interest
- Applicant must be 18 years or older
- Valid Identification Card
- Social Security Number
- Background Check and Drug Screen
- CPR/BLS
- STRF
- Complete an enrollment agreement and registration form (registration fee is paid at the completion of the enrollment agreement)
- Pass English and Math Assessment Test
- Payment of tuition (Payment Plan Available)
- Purchase textbooks
- Purchase required supplies (Uniforms)
- Immunization requirements (copy)
- Orientation during the first day of class

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION”

“The transferability of credits you earn at Vasco Career College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Pharmacy Technician Certificate you earn in the Pharmacy Technician Training Program is also at the complete discretion of the institution to which you may seek to transfer. If the Pharmacy Technician Certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Vasco Career College to determine if your Pharmacy Technician Certificate will transfer.”

Rejected Enrollment or Attendance:

Student may be rejected from enrolling or attending classes for failure to:

Fulfill the admission requirements

Respond to official notices from Vasco Career College

Resolve financial obligations

Method of Payment:

Students may pay with credit card, money order, personal check, ATM/Debt card, and cash.

Late payment Fee \$25.00

Returned Check Charges \$35.00

Student will not receive certificate of completion until financial obligations are met.

Please Note!!

THE SCHOOL DOES NOT PROVIDE FINANCIAL AID. YOU ARE RESPONSIBLE FOR THE OUT OF POCKET AMOUNT. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST, LESS THE AMOUNT OF ANY REFUND OF THE MONEYS NOT PAID FROM FEDERAL FINANCIAL AID FUNDS.

Payment Plan:

\$125.00 registration fee goes towards tuition. The length of the program divides the remaining balance into a payment plan. Students on tuition payment plan will be billed each month or as scheduled. Students on tuition payment plan will receive a warning from the school representative for the first missed payment. Two missed payments are grounds for dismissal from the program. If a student is dismissed from a program for non-payment, the student will not receive a certificate of completion.

Pharmacy Technician Program:

Vasco Career College Pharmacy Technician Training program prepares students to work under the supervision of licensed pharmacists and other healthcare providers. Pharmacy Technicians' responsibilities include collecting, organizing and evaluating patient information. They also perform administrative duties in addition to preparing and dispensing pharmaceutical drugs as well as maintaining inventory. Pharmacy Technicians work in hospitals, pharmacies, insurance companies, nursing homes, and pharmaceutical companies. This is 147 hours of didactic, 72 hours of laboratory, and 240 externship hours, total clock hours of 459. Day, evening, and Saturday classes are available. The State of California requires a minimum of 240 hours of training in the subject of Pharmacy Technician. Upon completion of the program, applicants are qualified to apply for state with the California Board of Pharmacy. The National

Healthcareer Association (NHA) and the Pharmacy Technician Certification Board (PTCB) exams are optional. There are no prerequisites for this program.

Objectives:

After completing this course participants will be able to understand and perform the following:

- Pharmacy profession, law, regulations, and standards.
- Basic concepts of pharmacology.
- Pharmaceutical measurement and calculations such as dosage calculations and IV Flow Rates.
- Dosage forms, routes of administration, and dispensing medications.
- Medication safety and usage of drug references.
- Communication strategies associated with quality customer service.
- Maintenance of pharmacy equipment and facilities.
- Assist pharmacists in collecting, organizing, and evaluating information for direct client care.
- Demonstrate proper hand washing and sterile gloving techniques.
- Verify prescription for accuracy, entering patient data, and processing prescriptions.
- Processing refill prescriptions and obtaining refill authorizations.
- Basic anatomy and physiology, medical terminology, and abbreviations.
- Knowledge of most common drugs, cash register, and inventory management.
- Third-party claims and claims rejection audit log.
- Compound non-sterile drugs such as capsules, ointments, suppositories, solutions, and suspensions.
- Knowledge of laws, regulations, and standards for compounding USP Chapter 795.
- Garbing according to USP 797 requirement.
- Pharmacy conversions and calculations in IV preparation and administration.
- Filling and refilling an automated drug storage and dispensing system.
- Changing and refilling a crash cart.
- Filling and recording Narcotic floor stock medications.
- Infection control, compound sterile products such as parenteral products, Otic, and Ophthalmic medications.
- Quality assurance for the preparation of sterile products.
- Cleaning and the use of Horizontal Laminar Airflow Hood (LAH) and (HEPA).
- Reconstituting sterile drugs contained in a vial.
- Describe and utilize Standard Precautions established by the Centers for Disease Control.
- Workplace safety "OSHA".
- Draft resume that clearly conveys an individual value to an employer.
- Well-developed interview skills.

The method of instruction:

- Lectures
- Laboratory exercise
- Individual skills demonstration
- Research assignments
- Team assignments
- Presentation
- Individual assignments
- Tutoring

• **Instructional Module/Hours**

<u>Course/Module</u>	<u>Course/ Module Topic</u>	<u>Total Hours</u>	<u>Instructors Name</u>
PHM100	History of Medicine Pharmacy	10.43	Wahu Oseso/ D. Lamptey-Mercer
PHM 102	Pharmacy Federal Laws, and Regulations	10.43	Wahu Oseso/ D. Lamptey-Mercer
PHM 103	Pharmacy Ethics, Competencies, Associations, and Settings for Technicians Dosage Form, Routes of Administration and Drug Classifications, Drug Abbreviations, and Medical Terminology	10.43	Wahu Oseso/ D. Lamptey-Mercer
PHM 104	Drug Information Reference, Prescription Processing	10.43	Wahu Oseso/ D. Lamptey-Mercer
PHM 105	Over-the-Counter Medications Complementary and Alternative	10.43	Wahu Oseso/ D. Lamptey-Mercer
PHM 106	Hospital Pharmacy	10.43	Wahu Oseso/ D. Lamptey-Mercer
PHM 107	Repackaging and Compounding Aseptic Technique	10.43	Wahu Oseso/ D. Lamptey-Mercer
PHM 108	Pharmacy Stock and Billing	10.43	Wahu Oseso/ D. Lamptey-Mercer
PHM 109	Medication Safety and Error Prevention Endocrine System	10.43	Wahu Oseso/ D. Lamptey-Mercer
PHM 110	Nervous system	10.43	Wahu Oseso/ D. Lamptey-Mercer
PHM 111	Psychopharmacology Respiratory System	10.43	Wahu Oseso/ D. Lamptey-Mercer
PHM 112	Visual and Auditory	10.43	Wahu Oseso/ D. Lamptey-Mercer
PHM 113	Integumentary System Gastrointestinal System	10.43	Wahu Oseso/ D. Lamptey-Mercer
PHM 114	Urinary System	10.43	Wahu Oseso/ D. Lamptey-Mercer
PHM 115	Cardiovascular System Reproductive System	10.43	Wahu Oseso/ D. Lamptey-Mercer
PHM 116	Antiinfectives	10.43	Wahu Oseso/ D. Lamptey-Mercer
PHM 117	Antiinflammatoresis and antihistamines Vitamins and Minierals	10.43	Wahu Oseso/ D. Lamptey-Mercer
PHM 118	Vaccines	10.43	Wahu Oseso/ D. Lamptey-Mercer
PHM 119	Oncology Agents Microbiology	10.43	Wahu Oseso/ D. Lamptey-Mercer
PHM 120	Chemistry Your Future as a Pharmacy Technician	10.43	Wahu Oseso/ D. Lamptey-Mercer
PHM 121	Resume & Interview Workshop	10.43	Wahu Oseso/ D. Lamptey-Mercer
PHM 122	PT supervised externship experience	240	Externship Site
	147 didactic, 72 laboratory hours, 240 externship hours	Total clock hours 459	Total clock hours 459
	WAITING PERIOD FOR CALIFORNIA STATE LICENSURE	UP TO 90 DAYS	

Tuition:

Program Tuition includes Liability insurance, externship, and certificate of completion. Students are responsible for all other costs associated with the program.

TUITION:

THE TOTAL COST OF THE PROGRAM	\$2500.00
Tuition (included lab supplies, externship, equipment)	
STRF (Non-Refundable)	\$ 0.00
REGISTRATION FEE: (Non-Refundable)	\$ 125.00
TOTAL PAID TO SCHOOL:	<u>\$2625.00</u>

OTHER EXPENSES OUT OF POCKET (APPROXIMATE):

CPR/BLS:	\$ 65.00
TEXTBOOK/WORKBOOK (REQUIRED)	\$ 200.00
UNIFORM (REQUIRED)	\$ 30.00
Background check and drug screen	\$ 80.00
TOTAL OUT OF POCKET	<u>\$ 375.00</u>

VCC DOES NOT PROVIDE FINANCIAL AID:

If you obtain a student loan, you are responsible for repaying the loan amount plus any interest, less the amount of any refund and that if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from the federal aid funds.

Class Schedule: 2017

M-TH: 01/30/2017–05/01/2017	(10:00am-2:00pm – 13 weeks of instruction & 6 weeks externship)
M-TH: 05/08/2017- 08/10/2017	(10:00am-2:00pm – 13 weeks of instruction & 6 weeks externship)
M-TH: 08/21/2017 –01/27/2017	(10:00am-2:00pm – 13 weeks of instruction & 6 weeks externship)
M-TH: 12/11/2017 –03/05/2018	(10:00am-2:00pm –13 weeks of instruction & 6 weeks externship)
MWF: 01/23/2017 –06/05/2017	(5:00pm-9:00pm – 19 weeks of instruction & 6 weeks externship)
MWF: 06/19/2017 – 10/30/2017	(5:00pm-9:00pm – 19 weeks of instruction & 6 weeks externship)
MWF: 11/13/2017– 03/26/2018	(5:00pm-9:00pm – 19 weeks of instruction & 6 weeks externship)
TTh: 05/22/2017 – 12/04/2017	(5:00pm-9:00pm – 28 weeks of instruction & 6 weeks externship)
Sat: 01/28/2017 – 08/19/2017	(9:00am-5:00pm – 28 weeks of instruction & 6 weeks externship)
Sat: 08/28/2017 – 03/10/2018	(9:00am-5:00pm – 28 weeks of instruction & 6 weeks externship)

The program requires 219 hours of classroom instructions and a 240-hour externship. This makes 459 total clock. These are not transferable credits.

Requirement of Completion:

Students are required to successfully complete the didactic and laboratory of 219 hours and an externship of 240 hours. Total clock hours of 459. Upon successful completion of the course with the appropriate number of hours required, in addition to a cumulative grade point of B (80%) in midterm and final exam. Student will be awarded the certificate of completion. All fees must be paid in full.

Student's Right to Cancel and Cancellation Refund Policy:

Cancellations due to rejection of application and program cancellation by the institution, applicants will receive a full refund of all monies paid.

Withdrawal Procedure:

1. Applicants are required to provide written notice of cancellation. A withdrawal takes effect by the student's written notice, student's misconduct, and lack of attendance.
2. The notice must include expected last date of attendance, signed, and dated by the student.
3. VCC shall refund 100 percent of the amount paid for institutional charges, less a registration fee (\$125.00), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.
4. If the student cancels an enrollment agreement or withdraws during a period of attendance, the unearned institutional charges shall be refunded. Students who have completed 60 percent or less of the period of attendance shall receive a pro rata refund. Cancellation shall occur when the student provides a written notice of cancellation to:

Vasco Career College

ATTN: Program Director

1227 Hilltop Mall Rd. Richmond, CA 94806

Example of Refund Calculation excluding (registration fee which is not refundable):

Pharmacy Technician

147 didactic, 72 laboratory hours, 240 externship hours

Withdrew after 61 hours of instruction

\$2375.00 tuition/219 hours = \$10.84 per hour

\$10.84 x 61 hours attended= \$661.60

\$2375.00 tuition paid - \$661.60 = \$1713.40

Return Check Charges = \$35.00

Duplicate of Certificate = \$25.00

Late payment Fee = \$25.00

Certificates of completion will not be issued until all financial obligations are fulfilled.

5. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

If the student has received federal student financial aid fund, the student is entitled to a refund of moneys not paid from federal student financial aid program funds

Prospective Students:

1. Enrollment will be conducted in English only. 10th grade English proficiency is required for this program.
2. Do not sign this agreement before you read it or if it contains any blank spaces.
3. Prior to signing this enrollment agreement, you must be given a catalog or a brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

4. This agreement is a legally binding instrument. Both sides of the contract is binding only when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school's principal place of business.
5. You are entitled to an exact copy of this agreement and any disclosure pages you sign.
6. This agreement and the school catalog constitute the entire agreement between the student and VCC.
7. Although the school will provide placement assistance, **the school does not guarantee job placement to graduates upon program completion or upon graduation.**
8. The school reserves the right to reschedule the program start date when the number of students scheduled is too small.
9. VCC reserves the right to terminate a student for unsatisfactory progress, nonpayment of tuition, or failure to abide established standards of conduct.
10. The school reserves the right to cancel or postpone a program due to low enrollments. If the program is canceled in its entirety by the school and the student cannot be placed in another program, the student is entitled to a full refund of all fees, including registration fee.
11. The school does not guarantee the transferability of credits to a college, university or any other institution. Any decision of the comparability, appropriateness, applicability of credit, and whether they should be accepted is the decision of the receiving institution.
12. There are no fees to transfer credit or assessment fees for transfer of credit.
13. The institution shall communicate any other charges or fee to applicants.
14. Recruitment shall be conducted in English. The institution shall clearly define all necessary requirements to the student. Also, individuals interested in the program are allowed to take the enrollment agreement home to carefully read and understand the enrollment requirements.
15. Tutoring is by appointment.

Housing:

Vasco Career College has no responsibility to find or assist a student in finding housing. This is a non-residential institution and has no dormitory facilities under its control. One-bedroom apartment in the 94806 area ranges from \$600.00-\$1600.00 per month.

Student Tuition Recovery Fund (STRF):

STRF is a state requirement that a student who pays his or her tuition is required to pay a state imposed assessment for the student tuition recovery fund. All students that are residents of California that pay their tuition by cash, personal loans must participate in the Student Tuition Recovery Fund (STRF). The Non-Refundable STRF charge for your program will be based on the charge of \$0.00 per \$1000.00 in tuition charges to the next \$1000.00. This was established to protect any student who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing. You do not qualify by failing to live up to the school's enrollment agreement or refusing to pay a court judgment.

Student Rights and Responsibilities with respect to the Student Tuition Recovery Fund Disclosures(STRF):

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you: 5 CCR 76215 (a)

1. You are a student in an educational program, a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans.
2. Your total charges are not paid by any third-party payer, such as an employer, government program, or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program.
2. Your total charges are paid by a third party, such as an employer, government or other payer, and you have no separate agreement to repay the third party.

5 CCR 76215(b) “The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in education programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for, which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act of this Division within 30 days before the school closed or the material failure began earlier than 30 days prior to closure.
5. Inabilities after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.”

However no claim can be paid to any student without a social security number or a taxpayer identification number.

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice form BPPE that the school has closed. If you do not receive notice form BPPE, you have four years from the date of closure to file STRF applications. If a judgment is obtained, you must file a STRF application within two years of the final judgment. It is important that you keep copies of the enrollment agreement, receipts or other information that documents the monies paid to the school.

“Any student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling Toll-free number: 1 (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau’s internet Web Site (www.bppe.ca.gov).”

“Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education as well as individuals wishing to file a complaint about the institution to the Bureau at (2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833), (P.O.Box 980818, West Sacramento, CA 95798-0818), (www.bbpe.ca.gov), Toll-free number: 1 (888) 370-7589 or by fax (916) 263-1897, (916) 431-6959 or by fax (916)-263-1897.”

Vasco Career College has no pending petition in bankruptcy, is not operating as a debtor in possession, and has not filled a petition within the preceding past five years.

Site security:

Vasco Career College has a crime report available for students and faculty, which will be posted on the school notice board. An email alert will be forwarded to students with detailed **incident** reports of circumstances of the alleged crime. All incidents must be reported to the campus director or lead faculty members for follow up investigation and updating the school crime awareness report. "Campus Security Act 1991"

Grading Policy for Classes: To pass a program, student must:

1. Achieve a minimum 80 percent overall cumulative grade average (including quizzes, homework, and exams).
2. **Quizzes:**
 - a. Quizzes are administered in class for most modules.
 - b. Missed quizzes will be scored as 0% in grade book.
 - c. If a student does not achieve 80% on an individual quiz he/she will be asked to review the module and retake the quiz. If the student retakes a quiz, the posted grade will be the average of the two scores
3. **Midterm:**
 - a. In the event that a student does not achieve 80% or higher on either portion of the midterm, the student is allowed one retake.
 - b. If a second attempt is taken, the posted grade will be the average of the two scores.
4. **Final exam score is final. No additional attempts are permitted.**
5. **For most courses:**
 - a. Homework will account for 10 percent of the overall grade.
 - b. Quizzes will account for 30 percent of the overall class grade.
 - c. Midterm and final exams will account for 60 percent of the overall class grade.

A=90%-100%

B=80%-89%

C=70%-79% (Average)

D=50%-69% (Below Average)

F=less than 50% (Failure)

Grade D and F are considered fail

Graduation requirements:

Students are required to successfully complete the didactic and laboratory of 219 hours, externship of 240 hours for total clock hours of 459. Upon successful completion of the course with the appropriate number of hours required, in addition to a cumulative grade point of B (80%) in the midterm and final exam. Having fully paid all tuition charges, the student will be awarded certificate of completion.

Grade appeals:

It is the responsibility of the faculty to clearly communicate course requirements and standards of performance to students on the first day of class. The faculty is also responsible for applying grades accurately and in a timely manner. Students with questions regarding grades should immediately contact the instructor to resolve the issue. If the issue is not resolved and the student believes there are grounds for appealing the grade, the student may initiate the grade appeal procedure.

Grounds for grade appeal:

Student can appeal a grade only when they have proof of one or more of the following:

1. Assignment of a grade based on factors other than student's achievement, such as discrimination.
2. Failure of the faculty to clearly notify students on the grading policies and procedures.
3. If there is no consistency in application of standard in performance evaluation.

4. If the student believes the grade received was based on sexual harassment.
5. If the student believes the grade received was based on prejudice.

General Attendance Policy:

Students will be allowed to miss a maximum of 14 hours for the duration of the course. More than the allowed number of hours may result in the student being dismissed from the program. Students will be required to make-up any work that is missed as a result of an absence. In addition to making up assigned work, the student will be required to complete additional work assigned at the instructor's discretion. This shall include:

1. Not attending a scheduled class meeting
2. Late arrival to class without excuse
3. Early departure from class without excuse
4. Returning late from scheduled class breaks
5. Excessive personal breaks during class
6. Student cannot miss more than 14 hours of classroom instructions.

Leave of Absence:

If an absence cannot be avoided, students are required to notify the school in advance, or as soon as possible thereafter. If absence or repeated tardiness result in the student's failure to meet the program's objectives, either in the classroom or at the externship site, the student may be excused from the program and the externship. If a student is dropped from a class or excused from an externship site due to absenteeism, no refund will be offered. Students are not allowed to make up hours; they are required to make up any assignment that is missed as a result of an absence.

Visitors:

Vasco Career College does not allow visitors during class hours without approval from the instructor or the Program Director. Students are not allowed to bring children to classroom while attending class. Family members may contact the institution directly. Failure to comply may lead to disciplinary action or termination.

Pets Policy:

Only services trained animals for persons with disabilities are allowed on campus. Failure to comply may lead to disciplinary action or termination.

Cell Phone Policy:

Cell phones are prohibited during class time. There shall be no texting. Phones must be turn off or put on "silent mode". Cell phones cannot be used as calculators.

Family Educational Rights and Privacy Act of 1974 (FERPA):

1. Student records are maintained in accordance with the provisions of FERPA as amended. Students have the right to their education records.
2. The right to inspect and review the student's education records within 45 days from the day the institution receives a request for access.
3. The right to request an amendment of the student's education record when the student believes that the record is incorrect.
4. These requests should be submitted to the Chief Academic Officer in written request identifying the records they wish to inspect.
5. The Academic Officer will arrange an appropriate time to meet with student in respond to these requests.

Student with Disabilities:

Vasco Career College complies with the Americans with Disabilities Act (ADA) of 1990. According to ADA Act Title 111 “Courses and examinations related to education, licensing, and certification must be provided in a place accessible to people with disabilities, or alternative accessible arrangement must be offered”. Qualified students will not be excluded from any of the school’s training program.

Student Records Policies:

Vasco Career College will not release any student records without the student’s prior permission and a written request for records. California regulatory agencies require that student records must be kept for five years. Students transcripts will be kept permanently. All applications and other documents can be obtained in person with an original signature. Mail request must be accompanied with an original signature form.

Student Record Retention:

Applicants are advised and cautioned that state law requires this educational institution to maintain College and student records onsite for 5 years. Students transcripts will be kept permanently.

Equipment:

The classrooms are set up for specific programs. The pharmacy technician program room is equipped with laminar airflow hood, computers, projector, and other supplies to meet the training program requirement.

Library and other Learning Resources:

Vasco Career College has a variety of books and resources related to pharmacy. These are drug reference books, drug pocket books, pharmacy software, and access to the Internet for online references. Students can obtain these books through their instructors or the administrative assistant.

Computer and e-mail Policy:

Computers and printers are available to be used by the faculty, staff, and students mainly for college projects only.

1. Students must sign in to use the computers.
2. Students must not download any personal software on campus computers.
3. Failure to comply may lead to disciplinary action or termination.

RESOURCES	TIME IN	TIME OUT	DATE	STUDENT NAME/SIGNATURE
DRUG FACT AND COMPARISIM				
RED BOOK DRUG TOPICS				
BRAND AND GENERIC				

PHYSICIAN'S DESK REFERENCE BOOK				
---------------------------------------	--	--	--	--

Student Services:

Students are encouraged to come to Student Services to discuss academic plans, questions about the profession, personal concerns, and other matters. Students are welcome to schedule appointments or stop by on a drop-in basis.

Student Guidelines:

Please read and keep with you for reference. You are responsible for knowing and complying with all guidelines, policies, and procedures.

It is the responsibility of each student to read and abide by Student Guidelines.

Contact information:

Be sure to make Vasco Career College aware of any change of address or telephone numbers immediately. Your continuing status in the program can be dependent upon our ability to reach you for important matters as they arise.

Program Completion Requirements:

Students are required to successfully complete the didactic and laboratory of 219 hours, externship of 240 hours for total clock hours of 459. Upon successful completion of the course with the appropriate number of hours required, in addition to a cumulative grade point of B (80%) in the midterm and final exam. Having fully paid all tuition charges, the student will be awarded certificate of completion.

Rules of Student Conduct:

1. Be courteous and respectful to all persons at all times, including but not limited to fellow students, instructors, school personnel, and clients.
2. Be on time; give advance notice of any absence or late arrival.
3. Be conscientious and diligent in the performance of all assignments and conduct yourself as a professional at all times regardless of the circumstances.
4. Students are expected to avoid behaviors that could be perceived as sexual harassment including but not limited to unwelcome touching, language or inappropriate images.

Background Check/Drug Testing:

You may be asked to undergo drug testing and or background check at your own expense. If you have any criminal convictions or conflicting information on your form of identification, it is possible you may be prevented from completing the program. Refunds will not be awarded to those who fail to determine their own eligibility. A positive drug test may result in dismissal from the program.

Policy on Dishonesty:

Dishonesty includes but not limited to cheating, plagiarism, knowingly assisting another student in cheating or plagiarizing, or knowingly furnishing false information to instructors or school personnels. When a student is charged with plagiarism or cheating related to a class and the instructor has reasonable proof or documentation, and the student admits the violation, the instructor may select one or more of the following options:

- Issue an oral or written notification to warn the student that further acts of this sort will result in additional disciplinary action.

- Issue a failing grade for the course.
- Refer the student to the Program Manager for disciplinary action, which may include dismissal from the program.

Student Grievance Procedure:

1. The student is advised to resolve an issue with the instructor first, if applicable.
2. If that is unsuccessful, the student should put the grievance in writing, the student must detailing the specific grievance, including dates whenever possible. The statement should be submitted to the Program Director.
3. The Program Director will contact the student within three business days to attempt resolution.
4. If the Program Director is unable to successfully resolve the issue, the matter should be referred to the CEO. The CEO has the final responsibility for resolving students' grievances.

Drusilla Lamptey-Mercer, Program Director:

Vasco Career College
1227 Hilltop Mall Rd
Richmond, CA 94806
Phone: 510-243-7400, Fax: 510-243-7411

Grounds for Dismissal:

We may permanently dismiss any student who:

- Exhibits disruptive behavior and /or lack of common courtesy and respect for the instructor and/or fellow students.
- Exhibits behaviors that could be interpreted as sexual harassment, including but not limited to unwelcome touching, language or pictures.
- Uses profanity with an instructor, fellow students, or school personnels.
- Does not meet the attendance requirements.
- Fails to meet financial obligations (\$35.00 service charge for all returned checks).
- Fails to abide by any or all of the terms of the registration agreement, polices, procedures, and guidelines.
- Positive results to a drug test
- Academic dishonesty.

Procedure for Dismissal:

Program Instructor will notify the Program Manager if a student is not meeting the requirements of the Student Guidelines. The Program Manager may contact the student by telephone or in writing to obtain further information. The Program Manager will then make a decision and inform the student by telephone and/or in writing. The student may then have the option to appeal the decision.

Student Success Tips:

- **In class use Your Student Assignment Sheet-** It tells you what chapters to read, what assignments are required, and when examinations take place. Keep it and refer to it regularly.
- **Attend Class Regularly-** Each day in class is important because understanding the concepts are essential. If you miss one or more days, it's hard to catch up.
- **Use Class Time Wisely-** It may sound obvious, but listen carefully, focus on what is going on, and participate in discussions.

- **Take Notes and Use Them-** Writing down key ideas may help you remember. Review your notes soon after class to help reinforce the new information.
- **Ask Questions-** Anyone can miss or misunderstand an idea, concept or assignment. If you have questions, don't be afraid to ask your instructor for clarification.
- **Outside of Class study Constantly-** You'll be more successful if you keep up with the reading assignments. College courses are designed so that each hour in class requires two hours of outside study (homework) to learn or practice the material. Plan to study daily.
- **Keep up with assignment-**We all have a tendency to procrastinate, but putting off working on an assignment will leave you rushed and unable to do your best.
- **If you're having trouble with the program, do something about it-** Go to your instructor for help before or after class. Get together with a classmate to do homework. Start a study group.

Externships Requirement:

Things you need to know about externship prerequisites and placement procedures:

The Physical Examination Form is to be completed by a physician or nurse practitioner. The CPR Information Sheet reviews acceptable programs.

What is an Externship?

An externship is a chance to continue your learning in a hands-on-environment. It is an important step toward becoming a professional in your chosen field and will allow you to put into practice all that you have learned in the classroom. However, you are still considered a student. You will work under the guidance of a preceptor to gain actual hands-on-experience. Your preceptor will provide you with an orientation to the policies and workflow of the company. This is your chance to move from the role of a student into the role of a professional.

Externship Completion:

The externship is graded on a pass/fail basis and is based on the evaluation given by the externship preceptor. Have the preceptor complete the evaluation on your last day at the externship. Make a copy of the booklet for yourself, mail or fax the original to **Vasco Career College ATTN: Externship Coordinator**. The institution will send your certificate upon receiving your evaluation booklet.

Pre-Requisites:

Students are required to submit the following pre-requisites to school by the 6th week of the program:

Resume, proof of computer proficiency, proof of CPR for healthcare provider training, a completed physical exam form, results of a screening for tuberculosis, and any state specific requirements as applicable on their own.

The above items are required prior to the start of the externship:

1. If you do not submit your prerequisites by the 6th week of the program, consequences include dismissal from the program.
2. No refunds will be given upon dismissal from program.
3. Physical Examination with Tuberculosis (TB) Screening: you can use your existing medical coverage to obtain this from your healthcare provider.
4. Take the form provided in the Student Handbook to your physician or community clinic.
5. Return completed form to **Vasco Career College ATTN: Externship Coordinator** via mail or fax (any physical or TB screening completed in the last year will qualify).
6. Department of Social and Health Services (DSHS) require completion of the Hepatitis B vaccine series prior to direct patient care.

7. Students are required to begin the vaccine series prior to submitting the Physical Examination form and complete the series prior to externship placement.

Resume:

Your resume will be sent to sites interested in hosting you for your externship. A suggested format is listed below. Keep it to one page. Potential externship hosts or employers will typically not read more than the first page of your resume. Use large print for your name, address, and telephone number. Include sections for education, work experience, and special skills. Include the training you are gaining in this program. Send us an original copy, because we fax your resume to the externship site, your resume should be a clear original and not faxed or photocopied.

Preferred method is to submit your resume to the Externship Coordinator.

Some sources for help:

1. Check your computer Word Processing for a resume template.
2. Check with your local Employment Development Department.
3. Check the yellow pages or want ads for resume services.
4. Ask a friend or family member for help.
5. Ask for help at your local Adult School.
6. The school workshop on resume, job application, and interview

*****PLEASE NOTE VASCO CAREER COLLEGE DOES NOT GUARANTEE EMPLOYMENT*****

Prerequisites:

1. One and two-person adult, child and infant CPR, choking and AED are required. Please see attached CPR Information Sheet. When arranging for a class, find out how and when you will receive your card. In some cases there may be a delay and this can hold up your externship. We recommend that you request a receipt when you attend the class. Here are some places to look for a class:
2. The American Red Cross
3. The American Heart Association (local chapter)
4. Local fire department, hospitals, and nursing homes

Eligibility: An eligible student is one who has

1. Turned in the required pre-requisites, met all financial obligations
2. Complied with policies and procedures including attendance and conduct guidelines
3. Provided availability to Externship Coordinator

Externship Dates: Eligible student's available for full time externship will be placed within 2 to 4 weeks at the end of the classroom portion of the program. All Students are required to return to take the PTCB exam as a team.

Externship Process:

You will receive a call when the Externship Coordinator is ready to begin placement in your area. Before a student is placed in a site, the Externship Coordinator will contact the student to confirm availability. Students with off-hours externship request or those that have not turned in the required documentation in a timely manner may be delayed in externship placement. We do not guarantee placement for students who are not available at least 3 business days (8.00am-5:00pm, Monday-Friday) a week. Date of externship placement is based on the needs and availability of the externship host site.

Examples of what may cause a student to be responsible for locating their own externship include, but are not limited to:

- Moving out of state.
- Declining a site within 60 miles from the classroom.
- Neglecting to contact us when we have offered a site.
- Receiving an unsatisfactory mark on your final evaluation.

Things to keep in mind when attending your externship:

- You must give advance notice to both your Externship Coordinator and externship preceptor for any absence or late arrival.
- If you experience any difficulty at your externship, you must contact the Externship Coordinator immediately.
- Externship host sites have the right to dismiss students for any reason without recourse.
- We will request an evaluation from the host site to determine if the student is eligible to continue in the program.
- If you are assigned an externship and do not follow through with the arrangements, the institution will determine whether you are eligible to continue in the program. If you are asked to discontinue our externship and you are determined to continue, you will be responsible for locating your own next externship.

Externship Placement Information:

Externships are held at a variety of settings. We do not guarantee placement for students who are not available for at least 3 business days a week. Many of our host sites prefer students to be available full-time. Others allow short hours but prefer you to report as least three days a week. It is a good idea to start planning now for how you will fit your externship into your schedule. It can help to save up some vacation time, arrange for childcare, and secure transportation ahead of time. Students may be required to travel up to 60 miles in one direction to an externship site from where the class is taken.

We will arrange an externship site for you unless you have a site in mind. We do not guarantee placement at a particular site, rather we match the needs of the site with each student's availability, grades, attendance records, and location. Once we have made arrangements for your externship you are expected to complete the hours at the assigned site without schedule changes.

If you have a request for a particular site or if you plan to do your externship with your employer, you must gain prior approval. To gain approval, call your Externship Coordinator at **Vasco Career College** with the name of the facility, address, full name of your preceptor, telephone number, fax number, your projected start date, and your schedule. Any hours you complete prior to obtaining approval will not be covered under our liability or malpractice insurance, and will not count toward the required hours for your program or certificate.

The Interview:

Some of the sites prefer to interview students prior to the externship. This gives them a chance to see if you will be a good fit for their particular facility. We recommend that you interview in your uniform (lab coat, scrubs, etc.) following the dress code (see Externship Resource booklet), and wearing your nametag. Hair should be tied back. Take your externship resource booklet and a small note pad with a pen. This shows them that you are well prepared to learn the role. Be prepared to ask a few questions about the type of practice and what their expectations are. Show enthusiasm for learning. Be prepared to answer questions about what you have learned. During the interview confirm your start date, work hours, and the name of your preceptor. After your interview, call them to confirm your start date, and schedule.

Successful Externship:

Treat the externship like a job. Show up on time and in uniform. Review the dress code. Take your externship resource booklet with you. Anytime you either observe or perform a skill, have that skill signed off on the skills checklist in your booklet. Have your hours signed off daily. When you are nearing completion on the required hours, ask your preceptor to fill out the evaluation form in the back of your booklet. Remember that students are often judged more strictly than employees. Even if you see employees wasting time or dressed casually, do not follow their lead. Instead, do anything you can to help get the job done. It is OK to help with cleaning or filing if the work site is slow.

Many of our students are hired either by their externship site or by word of mouth from a preceptor who felt the student did an exceptional job. This is your chance to make a good impression at the externship site. Ask for a letter of recommendation upon completion. Sometimes, students are asked to discontinue an externship. The most common reasons are not being on time, not showing up on scheduled days, lack of initiative, or failure to follow procedures after repeated instructions. Students are also dismissed for poor attitude or for developing inappropriate relationship with coworkers or supervisors. Remember you are a professional—your behavior should reflect this! If a site manager calls the school about a student, the student will be asked to leave the site immediately. If you are having a problem at your externship site, you must notify the school immediately.

Please remember that you are a guest in the facility. Make a good impression so that they will be happy to take students in the future. Just think, one day soon, perhaps you will be working and arranging for another student to do an externship with you.

Please NOTE the following when going to your externship:

- You should treat your externship like a job. Be dependable and punctual, respectful and helpful, and always remember you are a guest in the facility.
- You should be in uniform and wear your name badge at all times.
- Take with you the externship resource booklet and have your preceptor log hours, and have skills signed off each day. Do not leave your booklet at the site.

Confidentiality:

You are required to maintain patient confidentiality in accordance with State and Federal laws. No student will have access to or have the right to review any medical record, except when necessary in the regular course of the externship. The discussion, transmission or narration in any form by students of any patient information obtained in the regular course of the externship is forbidden except as permitted by law. Do not open or read a profile you are not directly responsible for. Do not discuss patients with anyone but the appropriate staff. Failure to comply would be a HIPAA violation.

Externship Checklist:

Student Name:	Daytime Phone:
Address:	
Program:	Location:

Step One: By second day of class, make arrangement to take a CPR class, obtain proof of computer proficiency, a physical exam, TB test, complete your resume, and any State specific prerequisites.

Step Two: Submit checklist and prerequisites by the 6th week of the program.
Complete this checklist and attach to the following:

Note: *You must send all of the following documentation at the same time with this completed externship checklist or it will be returned.*

1. Completed physical exam form –must be signed by you and your healthcare provider.
2. TB test results, or if positive TB in the past, submit a chest x-ray report. (TB test must be within the last year and chest x-ray must be within the last two years).
3. Copy of your CPR for healthcare provider card must include adult, infant child, two people CPR and choking.
4. Proof of computer proficiency.
5. Original copy of your resume because your resume to the externship site should be an original, not faxed, or photocopied.
6. **State Specific Prerequisites.**
7. Preferred method is to email your resume to: drusilla@vascocc.com

Step Three: Students will receive a confirmation receipt within **one week** after mailing your prerequisites. Students may contact the externship coordinator to confirm receipt: drusilla@vascocc.com

Mail or fax this checklist and the above forms (except the resume which must be mailed or submitted by email.)
Remember to keep a copy for your records.

Vasco Career College

Attn: Program Director

Address: 1227 Hilltop Mall Rd, Richmond, CA 94806

Tel: 510-243-7400 Fax: 510-243-7411

Physical Examination Form

<i>TO BE COMPLETED BY STUDENT</i>		
Student Name:	Sex: M F	Birth Date:
Program Location:	Weekday:	Saturday:
Have you had a serious illness, injury or surgery? Yes NO If yes, please describe:		
<u>STUDENT SIGNATURE IS REQUIRED</u>		
I give permission to release a copy of this form to affiliating facility.		
Student Signature:		Date:

<i>TO BE COMPLETED BY PHYSICIAN OR NURSE PRACTITIONER</i>			
1. Current complaints or disabilities pertinent to the student's participation in training program:			
2. Medications used, prescription, and over-the-counter (use back if necessary):			
Name	Indication	Frequency	
3. Significant medical history, accidents, deformities, surgeries, back problems, communicable diseases:			
4. Examination comments and findings:			
Required Tuberculosis Screening	Date	Initials	Date and Result in Millimeters
Test One			

Physical Examination Form

TO BE COMPLETED BY STUDENT

Student Name:

Program Location:

STUDENT SIGNATURE IS REQUIRED

I give permission to release a copy of this form to affiliating facility.

Student Signature:

The following immunizations are not required as a prerequisite; however, if an externship site is found for you who require proof of immunizations, your placement may be delayed if you do not have the immunizations on hand. If you want to obtain them in advance, it could expedite your placement should a site require them. Obtaining immunizations in advance does not guarantee placement in any particular site.

TO COMPLETED BY PHYSICIAN OR NURSE PRACTITIONER

Immunization	Documented Dates (attach documentation)		Initials	Comments
Rubella Titer	Date	Result		
Rubella (Measles) Titer	Date	Result		
Mumps Titer	Date	Result		
MMR Vaccine#1(Mumps, Measles, Rubella)	Date	Result		
MMR Vaccine #2 (if born after 1957)	Date	Result		
Varicella (Titer/Vaccine) #1	Date	Result		
Varicella #2 (if vaccine is given as an adult)	Date	Result		
Hepatitis C Titer	Date	Result		
Hepatitis B Vaccine	Exp. Date	Declination		
	Series			

The above named patient/student has neither communicable, disabling disease, nor health condition that would create a hazard to him/herself, visitors, classmates or patients at this time. The above named is able to perform the physical activities required for the training.

Examiner Name (please print):

Phone:

Examiner Signature:

Date:

Address:

CPR Information Sheet

We will accept any program or combination of programs that cover the basic core curriculum listed below. **We will not accept any courses taken online.** CPR is a skill that requires hands-on-training obtained in a classroom setting with a skilled instructor and one-on-one techniques practice.

Some externship sites require American Heart Association (AHA) approved CPR programs. The AHA course, **CPR for the Healthcare Provider**, Offers all the Training necessary to be prepared in the field.

The American Red Cross and other private CPR programs also offer courses that will meet the core curriculum. Please be sure to ask specifically if the class offers the following components:

1 man CPR and 2 man CPR for Adults, Children, and Infants using Mouth to Mouth, Mouth to Mask, and Bag Valve Mask techniques.

Training for Automated External Defibrillator (AED)

Obstructed Airway Training for Adults, Children, and Infants.

We must have a copy of your card as proof of completion to be eligible for externship



Assumption of Risk Form:

Students of Allied Health Training Programs may be required to learn and practice invasive procedures. The undersigned agrees that he/she understands that students learning and practicing these skills may be accompanied by potential dangers as identified below.

1. I understand and acknowledge that as a part of the training program, I will be required to learn skills necessary for practicing in the field.
2. I understand that these skills may include, but not be limited to, needle-syringe techniques in preparation of medications for Pharmacy Technician Training.
3. I understand that, prior to the skill practices: students will receive instruction from instructors regarding the skills to be practiced, including information on safety and the potential dangers inherent in such procedures.
4. I understand and acknowledge that such activities by their very nature can be very dangerous and involve the risk of serious injury/illness and/or death.
5. I understand that the risk of injury/illness may include, but not limited to blood-borne pathogen infections, phlebitis, thrombophlebitis, septicemia, hemorrhage, tissue sloughing, nerve damage, loss of limb, and injuries.
6. I understand that I may be subject to drug screening during the course.
7. I agree to assume liability and responsibility for any and all potential risks, which may be associated with participation in such educational activities. Moreover, I understand and agree that I will guarantee and not hold **Vasco Career College**, its Board of Directors, Instructors, Employees, Partner School, Clinical Affiliates, or hosting facility liable.
8. I understand that other students shall not be held liable for injuries or accidents associated with the preparation, and participation in these learning activities.

I have received a personal copy of the Student Handbook containing rules and regulations related to the program. The Program Instructor has reviewed the contents with all members of the class and time was made available to the student for questions and clarifications of the contents. The student agrees to follow the outlined and guidelines of the program.

Date: _____

Student's Printed Name: _____

Student's Signature: _____

“Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education as well as individuals wishing to file a complaint about the institution to the Bureau at (2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833), (P.O.Box 980818, West Sacramento, CA 95798-0818), (www.bbpe.ca.gov), Toll-free number: 1 (888) 370-7589 or by fax (916) 263-1897, (916) 431-6959 or by fax (916)-263-1897.”

EXTERNSHIP RESOURCE BOOKLET

PHARMACY TECHNICIAN

Student Name: _____

Program: _____

Location: _____

Start Date: _____

Course Completion Checklist

1. Externship hours noted and signed.
2. Evaluation completed and signed.
3. Skills checklist completed.
4. Current address and phone number listed.
5. Copy of this booklet made by student prior to submission.

Student Name: _____

Your current mailing address: _____

Your current phone: # Day: (____) _____ Cell: (____) _____ EVE: (____) _____

Externship Site: _____

Facility Name: _____

Address: _____

City: _____

Phone:(____) _____

Preceptor Name: _____

Important Information:**Attendance:**

If you are unable to attend your externship due to illness or emergency, please notify your preceptor and contact your Externship Coordinator.

You must arrange for a make-up date with your preceptor.

Confidentiality:

You are required to maintain patient confidentiality in accordance with State and Federal laws. No student shall have access to or have the right to review any medical record, except where necessary in the regular course of the program. The discussion, transmission or narration in any form by students of any patient information obtained in the regular course of the program is forbidden except as permitted by law. Please review and sign the Health Insurance Portability and Accountability Act (HIPAA).

Preceptor's Evaluation of Student:

Pages 37-38 are to be completed by your preceptor upon completion of your externship.

Student Evaluation of Externship Setting:

Pages 39-40 is to be completed by the student after the preceptor's evaluation.

Accident or Injury in Classroom or Externship Site:

In the event of an accident or injury in the classroom or externship site, first aid should be rendered. In the event of exposure to blood borne pathogens, immediately flood the exposed area with water and clean any wound with soap and water or a skin disinfectant, if available. Report the incident immediately to the instructor or preceptor who will then advise the student to seek medical attention from their personal physician. In order to graduate from the **Pharmacy Technician Program** you must return this booklet to Vasco Career College. Once the booklet is received, the college will mail the certificate of completion directly to your home address within two weeks of receipt.

NOTE: Please make copies of all documents before mailing your originals to Vasco Career College.

DRESS CODE:

Appropriate dress standards have been established and must to be maintained at all times, scrubs, lab coat, and nursing clogs. No open toes. These standards allow for comfortable performance of duties, promotion of safety, and prevention of the spread of infectious organisms. Students are expected to conform to this dress code in the classroom and at the externship site. Instructors may dismiss students they consider inappropriately dressed at any time from the classroom. Students will be required to comply with the externship sites' dress code.

Classroom: Comfortable casual attire is not acceptable and please NOTE NO OPEN TOE SHOES. Nothing of a distracting or disruptive nature will be allowed. Identification badge is to be worn at all times in the classroom. At the discretion of the instructor, students may be required to abide by the following dress code at the externship site and in the classroom setting as well.

Externship Site:

ID Badge: Identification badge is to be worn at all times, with name visible.

Hair: Should have a clean and neat appearance; hair that is shoulder length or longer should be pulled back when on the externship site.

Facial hair: Must be clean, neat and well groomed.

Headwear: Religious head covers may be worn; all other headwear is considered inappropriate at the school and externship sites.

Jewelry: Should be appropriate for professional wear and not a safety hazard when working with patients or equipment.

Tops: Navy Blue scrub tops should be worn. NO sweatshirts or T-shirts with cartoons, graffiti, advertising, or offensive pictures are not allowed at any time.

Pants: Navy Blue scrub pants should be worn. NO sweat pants, jogging pants, overalls, torn or patched pants, tight clothing (bike shorts, leotards, shorts or leggings), baggy clothing, and exposed undergarments.

Footwear: Clean, preferably white, closed-toed shoes will be worn. Clean, neat, white athletic shoes are acceptable.

Grooming: Do not wear any perfume or cologne as they can cause allergic reactions for others. Fingernails should be clean and appropriate in length, please no artificial nails. Cover visible tattoos and remove jewelry from all piercings.

HIPAA STATEMENT

Dear Pharmacy Technician

Notification of privacy practices in accordance with the Health Insurance Portability and Accountability Act (HIPAA) was distributed and discussed during the classroom portion of this program. It is your responsibility as a Vasco Career College Pharmacy Technician student to be able to define the HIPAA regulations. You should be able to describe how the regulation affects you in your position as a pharmacy technician.

Please review the HIPAA notification thoroughly and keep it with your other pharmacy technician references that you carry with you at your job or externship site.

I _____ have read and understand the HIPAA regulations.

(Please print your name)

Signature

Date

Vasco Career College:**Student indicate your externship schedule here:**

A Note for Preceptors:

Thank you for hosting a Vasco Career College Pharmacy Technician Student. We appreciate your contribution to the success of our students. Please contact the externship coordinator at 510-243-7400 immediately if you have any questions or concerns.

This booklet contains all of the paperwork required for the student to complete the program.

Below is a list of the documentation we ask that you complete:

Student's schedule: Verify student's externship schedule.

Sign-In Log: Initial the Sign-In Log daily with the dates and hours the student has completed.

Skills Checklist: Initial next to each skill that the student either performs or observes in your pharmacy/facility. We hope students will experience as many of these skills as possible. However, the student is not required to have all of the skills signed off during the externship. Please complete the log daily with the dates and hours the student has completed.

Student Evaluation Form: Complete this at the end of the externship. MUST select Overall Performance.

It is the sole responsibility of the student to provide Vasco Career College with a copy of the completed booklet.

Thank you!

Externship Skills Checklist:

Note: The externship skills checklist is for use in the classroom and externship settings only. Students have been exposed to each skill in the classroom portion of the course. The instructor is responsible for initialing each skill as it is taught or practiced in class. However, some of the skills may not be applicable to the pharmacy where the student completes their externship. The student should strive to have as many skills as possible signed off by the preceptor during the externship. It is the responsibility of the student to ensure that this checklist is completed.

Skills	Instructor's Initials	Preceptor's Initials	Preceptor's Signature
Collect pertinent patient information for use by the pharmacist from the chart or patient profile with efficiency and accuracy.			
Be able to locate specific information from a medical record or profile.			
Interview patient or caregiver to collect pertinent patient information.			
Question other health care professional to collect pertinent information.			
Understand the requirements of the pharmacist to efficiently and accurately manage pharmacy services.			
Organize written and oral communication in a logical manner.			
Communicate appropriately with the level of understanding of one's audience.			
Use good listening skills in all aspects of job.			
Demonstrate proficiency with word processing and database software.			
Follow an established procedure for purchasing pharmaceutical, devices, and supplies.			
Be able to use the internet, e-mail, computerized medication information databases.			
Be able to compound a non-sterile product.			
Observe compliance with State/federal laws at practice site.			
Prepare an IV admixture.			
Be able to compound a non-sterile product.			
Observe or prepare a T.P.N. order.			
Know proper storage conditions for pharmaceutical items.			
Suggest alternative avenues for procuring a product, which is unavailable.			
Know how to return expired, damaged or recalled pharmaceuticals.			
Understand how to deter theft and/or medication diversion.			
Inventory and maintain records for controlled substances.			
Screen medication orders/prescriptions for completeness.			
Create new patient profile.			
Enter information accurately into computer to obtain label and MAR.			
Process reimbursement claim forms.			
Know how to prepare and label repackaged products.			
Know how to dispose of hazardous materials/waste.			
Accurately prepare medication order/prescription.			
Know how to handle 3 rd party rejection claims.			
Know the facets of patient consultation a technician can/can't perform.			
Know the pertinent policies and procedure for distribution of medications/controlled substances.			
Efficiently deliver the correct medication to the correct patient/representative.			

Sterilize a laminar or horizontal airflow hood.			
Understand how to prevent and report medication errors.			
Be able to work a cash register.			
Reconstitute a granular antibiotic into suspension form.			
Know how to prepare, store, and distribute investigational drug products,			
Problem solve in the workplace to better a situation i.e. co-worker conflict, workflow mechanics, etc....			
Know how to obtain technician licensure and certification.			
Demonstrate ethical conduct.			
Determine patient eligibility and co-pay.			
Calibrate a device.			

Student Externship
(To be Completed by Preceptor)

Student: _____

Location/Department: _____

Date Started: _____

Date Ended: _____

Please evaluate the above named student in the following areas. Guidelines are as follows:

5= Excellent 4 = Above Average 3=Average 2=Needs Improvement 1= Not Passing

PERFORMANCE:

The student demonstrates:

Ability to Learn and Retain Information	5	4	3	2	1	N/A
Correct Techniques in IV Admixture Preparation	5	4	3	2	1	N/A
Correct Procedure When Filling Medication Orders	5	4	3	2	1	N/A
Sufficient Speed in Completing Tasks	5	4	3	2	1	N/A
Care of Instruments and Equipment	5	4	3	2	1	N/A

ATTITUDE:

The Student Demonstrates:

Interest in Self Improvement	5	4	3	2	1	N/A
Ability to Adapt to New Procedures	5	4	3	2	1	N/A
Punctuality	5	4	3	2	1	N/A

INITIATIVE:

The Student Demonstrates:

Completion of Tasks	5	4	3	2	1	N/A
Undertaking of Appropriate Additional Duties	5	4	3	2	1	N/A
Anticipation of Doctor's/Co-workers Needs	5	4	3	2	1	N/A

NEATNESS:

The Student Demonstrates:

Neatness in Accomplishing Work	5	4	3	2	1	N/A
Professionalism in Personal Appearance	5	4	3	2	1	N/A

Student Externship Evaluation (Continued)
(To be Completed by Preceptor)

PATIENT/STAFF RELATIONS:

The Student Demonstrates:

Ability to Put Others at Ease	5	4	3	2	1	N/A
Cooperation with Staff	5	4	3	2	1	N/A
Diplomacy and Tact with Staff	5	4	3	2	1	N/A
Emotional Maturity to Function Under Stress	5	4	3	2	1	N/A
Appropriate Conversation with Staff/Patients	5	4	3	2	1	N/A
Use of Correct Terminology	5	4	3	2	1	N/A
Sensitivity to Patient Comfort	5	4	3	2	1	N/A

Student appears to show strength in these areas:

Student could benefit from suggestions for improvement in these areas:

The Overall Appraisal to the Student:

(Note Preceptors: Marking "Unsatisfactory" means that the student in your opinion, is not prepared for the role of Pharmacy Technician. However, this does not necessarily mean the student cannot pass the course under certain conditions to be determined by Vasco Career College.

Outstanding {} Above Average {} Average {} Unsatisfactory {}

Signature: _____

Print Name: _____ Title: _____

Site: _____

Address: _____

Phone Number: _____ Date: _____

Student Evaluation of Externship Setting

Student Name: _____

Course/Location: _____ / _____

Name of Facility: _____

Instructions to the STUDENT: Please read each statement and rate the site by marking your response on this form**The amount of patients/clients/tasks in the pharmacy was sufficient to meet course objectives.**

- A= Strongly Agree
- B = Agree
- C = Disagree
- D = Strongly Disagree
- E = Not Applicable

The range of pharmacy technician duties represented in the pharmacy was sufficient to meet course objectives.

- A= Strongly Agree
- B = Agree
- C = Disagree
- D = Strongly Disagree
- E = Not Applicable

The variety of learning opportunities was sufficient to meet course objectives.

- A= Strongly Agree
- B = Agree
- C = Disagree
- D = Strongly Disagree
- E = Not Applicable

The staff provided positive role models.

- A= Strongly Agree
- B = Agree
- C = Disagree
- D = Strongly Disagree
- E = Not Applicable

There were sufficient resources (personnel and supplies) available to meet course objectives.

- A= Strongly Agree
- B = Agree
- C = Disagree
- D = Strongly Disagree
- E = Not Applicable

The attitude of the staff in the pharmacy contributed to a supportive learning environment.

A= Strongly Agree

B = Agree

C = Disagree

D = Strongly Disagree

E = Not Applicable

Comments:

**Congratulations,
You Have Completed Your Externship**

PLEASE READ BELOW FOR THE NEXT STEPS IN ORDER TO RECEIVE YOUR CERTIFICATE OF COMPLETION.

PHARMACY TECHNICIAN

Student must prepare the following documents found in your Externship Resource booklet for submission to the Administrative Manager:

- ❖ Course Completion Checklist
- ❖ Externship Sign-In Log with time Logged up to 240 hours
- ❖ Externship Skills Checklist Initialed by Preceptor
- ❖ Preceptor's Evaluation of Student Completed by Preceptor
- ❖ Student Evaluation of Externship Setting

Once all of the above documents are completed please send to Administrative Manager via mail to:

Vasco Career College
1227 Hilltop Mall Rd
Richmond, CA 94806

Tel: 510-243-7400 Fax: 510-243-7411

Email: www.vasco.cc

Once Administration receives your booklet they will process the information and will then issue your certificate of completion within 1 week!

NOW THAT YOU HAVE YOUR CERTIFICATE, BELOW IS HELPFUL INFORMATION TO ASSIST AS YOU EMBARK ON YOUR NEW CAREER!!

To obtain your Pharmacy Technician Registration / Certification / Licensure as applicable:

Refer to your State Specific Course Completion handouts for information concerning Registration / Certification / Licensure as applicable.

** Please remember that guidelines are subject to change, so always verify up to date information on the CA Board of Pharmacy website.
**

This program is not accredited by any of the accrediting agency required by the United States Department of Education.

To Obtain your California State Board of Pharmacy Technician Certification/License:

<http://www.pharmacy.ca.gov/applicants>

To Obtain your Pharmacy Technician National Certification:

National Healthcareer Association

Graduates are qualified to take an optional certification examination offered by the National Healthcareer Association (NHA).

❖ <http://www.nhanow.com/>

Pharmacy Technician Certification Board

Graduates are prepared to take an optional certification examination offered by the Pharmacy Technician Certification Board (PTCB).

❖ <http://www.ptcb.org/>

National Center for Competency Testing

Graduates are qualified to take an optional certification examination offered by the National Center for Competency Testing (NCCT).

❖ <http://www.ncctinc.com/>

*We would love to hear about your Externship Experience! Please take a moment and send your Testimonial to **contact us @ www.vascocc.com** as we want to celebrate with you!*

We at Vasco Career College **“CONGRATULATE YOU”** on this accomplishment and wish you continued success in all of your future endeavors!

Vasco Career College

1227 Hilltop Mall Rd

Richmond, CA 94806

PHONE#: 510-243-7400, FAX#: 510-243-7411

www.vascocc.com**School Performance Sheet**

Vasco Career College is new “therefore the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution, but is not equivalent to actual performance data.”

Please Note: The institution is new and may be longer than two years before any data could be report for the program

Students are entitled to a list of the job classifications considered to be in the field of this educational program. To obtain this list, please ask an institutional representative or you can review the list of the institution’s website at <http://www.vascocc.com>.

Student’s Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information

Part-Time vs. Jull-Time Employment

Calendar Year	Graduates Employed in the Field 20-29 Hours Per Week	Graduate Employed in the Field 30 Hours Per Week	Total Graduates Employed in the Field
2014	N/A	N/A	N/A
2015	N/A	N/A	N/A

Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduate Employed in the Field Concurrent Aggregated Positions	Total Graduates Employed in the Field
2014	N/A	N/A	N/A
2015	N/A	N/A	N/A

Self- Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed of Working Freelance	Total Graduates Employed in the Field
2014	N/A	N/A
2015	N/A	N/A

Institutional Employment

Calendar Year	Graduates Employed who are Employed by the Institution, an Employer Owned by the Institution or an Employer who Share Ownership with the Institution.	Total Graduates Employed in the Field
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Cost of Educational Program

Total charges for the program for students completing on-time in 2015: \$3110. Additional charges may be incurred if the program is not completed on-time.

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information

Federal Student Loan Debt

Students at **VASCO CAREER COLLEGE** are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal students aid programs.

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

“Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education as well as individuals wishing to file a complaint about the institution to the Bureau at (2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833), (P. O. Box 980818, West Sacramento, CA 95798-0818), (www.bbpe.ca.gov), (Toll-free number: 1 (888) 370-7589 or by fax (916) 263-1897, (916) 431-6959 or by fax (916)-263-1897).”

I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.

Student Name - Print

Student Signature	Date
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School Official	Date
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This program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution, but is not equivalent to actual performance data. This program was approved by the Bureau on 10/12/2015. As of 10/12/2018, two full years of data for this program will available.

Definitions:

1. **“Number of Students Who Began Program”** – is the number of students who began the program who are scheduled to complete the program within the reporting calendar year, and includes all the students who remained enrolled after their cancellation period.
2. **“Students available for graduation”** - is the number of students who began program minus the number of students who have died, been incarcerated, or been called to active military duty.
3. **“Number of On-Time Graduates”** – is the number of students who completed the program within 100% of the program length.
4. **“On-Time Completion Rate”** – is the number of Graduates divided by the Number of Students Available for Graduation.
5. **“150% Graduates”** – is the number of students who completed within 101-150% of the program length.
6. **“150% Completion Rate”** – is the number of students who completed the program in the reported calendar year within 101-150% of the published program length divided by the Number of Students Available for Graduation in the published program length period.
7. **“Graduates available for employment”** – is the number of graduates minus the number of graduates unavailable for employment.
8. **“Graduates unavailable for employment,”** – is the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
9. **“Graduates Employed in the field,”** – is the graduates who are gainfully employed in a single position for which the institution represents the program prepares its graduates within six months after a student completes the applicable educational program. For occupations for which the state requires passing an examination, the period

of employment must begin within six months of the announcement of the examination results for the first examination available after a student completes an applicable educational program.

10. “Placement Rate Employed in the Field” – is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

11. “Number of Students Taking Exam” – is the number of students who completed the program within 150% of the published program length and who took the exam in the reported calendar year for the first time.

12. “Exam Date” – is the date for the first available exam after the students completed the program.

13. “Passage Rate” – is calculated by dividing the number of students who passed the exam by the number of graduates who took the reported licensing exam.

14. “Number Who Passed First Exam Taken” - is the number of students who took and passed the licensing exam in the reported calendar year on the first attempt.

15. “Salary” – is as reported by graduate’s employer.

16. “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information

