



EXTERNSHIP DOCUMENTS 2019

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Externship

Appropriate Sequence to Earn Privilege to attend Externship

1) Lectures

(Basic Pharmacy Calculations & Pharmacy Practice & Pharmacy Law)

Final Exam – 70% to move on to externship

2) Externship

Walgreens totaling 40 hours of externship hours

3) Letter of Completion of Non-Credit Program

Attendance Requirements

Attendance is mandatory. Students should conduct themselves appropriately and abide by the company policies of the organization. Minimum hour requirements will be established by the Supervising Pharmacist and/or Lead Pharmacy Technician. Lawson State Community College will observe national holidays.

Licensure and Registration

Students must possess a valid and current Pharmacy Technician License. A copy should be given to the site coordinator so that it may be posted on the wall at the pharmacy practice site.

Assessment of Students

Students should be assessed in the following categories:

- 1) Customer Service
- 2) Team Work
- 3) Attitude

There are four categories to rank the students:

- 1) Excellent
- 2) Good
- 3) Satisfactory
- 4) Remediation Needed

Mandatory Training prior to externship

Among the many topics covered – of note, the students have been informed and taught on the following topics:

- 1) The Combat Methamphetamine Epidemic Act of 2005 (CMEA)
(<https://youtu.be/Pvqv1kf5A3A>)
- 2) HIPAA (<https://youtu.be/esjio0Q5dfo>)
- 3) Customer Service
- 4) Pharmacy Workflow
- 5) Insurance Processing
- 6) Pharmacy Calculations – Days' Supply
- 7) Top 200 Drugs
- 8) Alabama Pharmacy Law pertaining to Pharmacy Technician

Site Specific Requirements

A student's failure to comply with site specific training or on-site direction should lead to automatic dismissal of the student from the pharmacy.

Dress Code

- 1) Solid scrub top and bottoms.
- 2) A name tag is required by state law
- 3) Closed toe shoes are required

The following actions are strictly forbidden

1. You may not report the personal health information of other individuals. Removal of an individual's name does not constitute proper - de - identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, or type of treatment or the use of highly specific medical photographs may still allow the reader to recognize the identify of a specific individual.
2. You may not report private (protected) academic information of another student or trainee. Such information might include, but is not limited to course grades, narrative evaluations, examination scores, or adverse academic actions.
3. You may not represent yourself as another person.
4. You may not utilize websites and/or applications in a manner that interferes with your experiential learning while on or off the experiential site.
5. You may not knowingly distribute false evidence, statements or charges against another student, faculty, staff, affiliate clinical instructor, or experiential site of the School.
6. You may not use social media as a means of communicating inappropriate, uncivil or insulting comments or threats of violence regarding peer s, faculty, staff, affiliate clinical instructors, or experiential sites of the School.
7. You may not display use of language or photographs that imply disrespect for any individual or group. This is considered harassment

Externship Letter of Commitment

Date _____

Time _____

I _____ understand the opportunity that I have to be on externship at Walgreens Pharmacy. I will be respectful and courteous to both the Customers & Walgreens Staff. I will abide by Alabama Board of Pharmacy laws and uphold the high standards of Lawson State Community College. I understand that if I do not abide by these **precepts**, that I can be removed from externship.

As a student of the Non-Credit Pharmacy Technician program, I will commit myself to

Customer Service
Team Work
Positive Attitude

To attend my externship, I will complete the following:

1. Pass Lectures with at least a 70% grade
2. Contact my Externship to request a time frame to complete 40 hours
3. Wear solid color scrub tops and bottoms & wear closed toe shoes
4. Always wear my Lawson State Community College name badge identifying myself
5. Abide by HIPPA & CMEA
6. Understand what actions are strictly forbidden as outlined in the Experiential Syllabus
7. Upon entering the pharmacy have a copy of my Pharmacy Technician license so that it can be posted on the wall