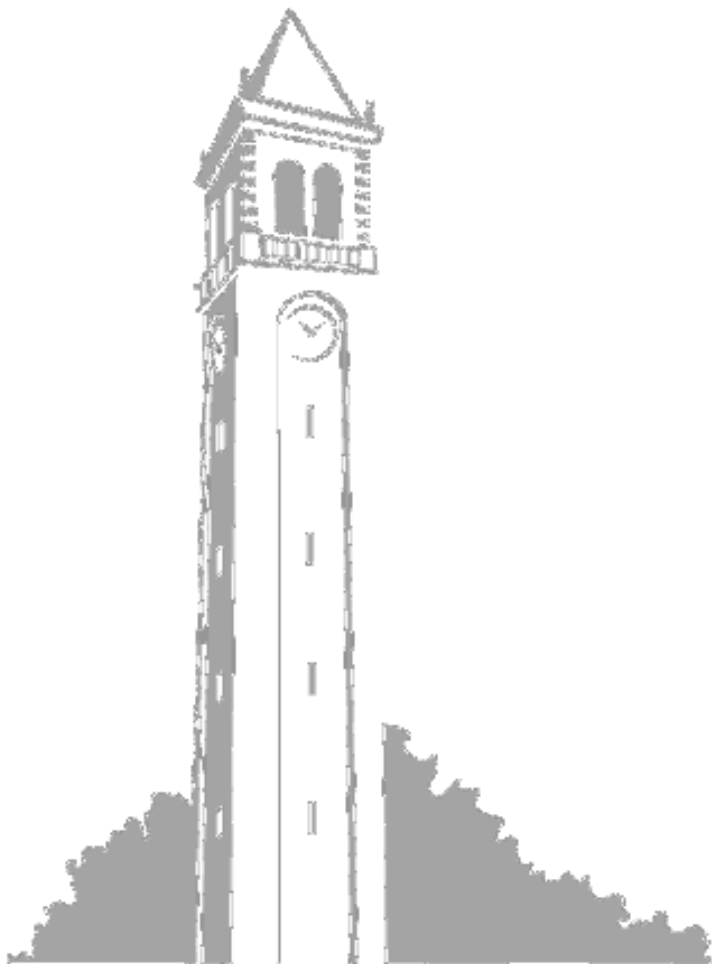


BOSTON REED COLLEGE
PHARMACY TECHNICIAN PROGRAM

STUDENT
HANDBOOK



BOSTON REED COLLEGE

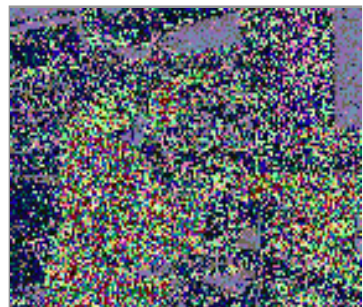
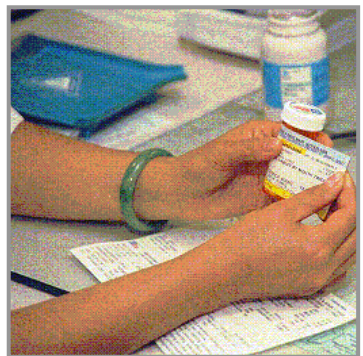
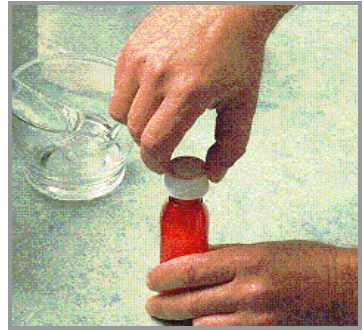


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Other important documents you will need, such as weekly handouts, can be found on line at www.bostonreed.com/students:

Welcome Letter

Dear Pharmacy Technician Student:

Welcome to the Boston Reed College Pharmacy Technician Training Program! Included in this Student Handbook is everything you need to know to make this a successful training program. Please take the time to read through all materials. You are responsible for knowing and complying with all Boston Reed College guidelines, policies and procedures.

Boston Reed College Student Web Page: You can find information and forms you will need for this course by visiting www.bostonreed.com/students.

Boston Reed College Contact Information: Please see page 5 for a listing of contact numbers, the fax number and website addresses for items required for this course. Be sure to go to the student website and print out the weekly handouts for the classroom work. Also, print out the Externship Resource Booklet and BE SURE TO STAPLE IT TOGETHER!

Student Contact Information: Please make Boston Reed College aware immediately of any change of address or telephone number. Your continuing status in the program can be dependent upon our ability to reach you for important matters as they arise.

Absences: Remember you will need to notify us of your absence from class or your externship by calling our toll-free student line at (800) 201-1141 and choosing option 3. Leave a message, including your full name, class location and a phone number where you can be reached including area code. Our representatives check messages between 9am & 5pm on weekdays. If calling to report an absence, do *not* expect a return call.

All About Externships: This explains everything you need to know about your externship. Prior to beginning your externship, you will need to supply Boston Reed College with several pre-requisites. Please refer to this information sheet for details about these requirements. These prerequisites are mandatory for you to begin your externship and must be turned in by Monday of the 10th week of your program. Also included is an externship checklist to aid you in assuring you have met the requirements for your externship.

Physical Examination Form: This is a form you can use for your physical exam and should be completed by a physician or nurse practitioner and returned to Boston Reed College by Monday of the 10th week of your program.

CPR Information Sheet: Boston Reed College will accept any program or combination of programs that cover this basic core curriculum listed on this information sheet. We must have a copy of your card as proof of completion to be eligible for externship.

Assumption of Risk/Student Agreement: Read and sign the form that is attached to the end of this Student Handbook. The form must be signed and brought to your second week of class and given to the instructor. Please keep a copy for your records.

Externship Resource Booklet: This document will serve as proof of your training at the end of the program and will be turned in to Boston Reed College for your certification of completion.

You must print this booklet from www.bostonreed.com/students and take it with you to class and to your externship site. Your instructor will check off the different skills listed as they are being taught and practiced in class. Each skill should be checked off at least once by your instructor. However, the document is then primarily used for your externship and your preceptor will check off skills as you perform them at the site, log the hours worked and evaluate your performance at the end of the program. (NOTE for Louisiana students: hours worked will be documented on your affidavit that can be found at www.labp.com.) It is essential that this document be complete and turned in to Boston Reed College upon completion of your externship in order for you to receive your certificate of completion.

Boston Reed College Marketplace: The Boston Reed College Marketplace is an online student store where you can purchase items to enhance your learning experience. Please visit it at www.bostonreedcollege.com.

Course Completion: You can check out the website (listed on the Course Completion document for your particular State) for the process, instructions and application. You will learn more about the application process in Week 22 of the program.

Background Check:

Please note that to apply for registration as a pharmacy technician you will undergo fingerprint and background screening through the Department of Justice (in California), the Federal Bureau of Investigation (in Louisiana), the Texas Department of Public Safety (in Texas) or the Criminal Justice Information System (in Maryland). If you have ever been convicted of or pled no contest to a violation of any law of a foreign country, the United States or any state laws or local ordinances, including all misdemeanor and felony convictions, regardless of the age of the conviction, your eligibility for registration could be affected. The Board of Pharmacy will determine each application on a case-by-case basis. At a minimum, anything in your background will most likely result in a delay in the processing of your application. Providing them with all paperwork and information related to any convictions up front will minimize the delay in processing. Contact Boston Reed for more information if you have questions.

Enjoy the program!

Sincerely,

Pam Leschinsky
Vice President – Allied Health Programs

Contact Information

Enrollment and/or registration questions 800-201-1141, ext 0

General questions about the Program 800-201-1141, ext 0

To report classroom and externship absences 800-201-1141, Option 3

Tuition payment questions/arrangements 800-201-1141, ext 5022

General fax line 707-307-5017

Externship Resource Booklet www.bostonreed.com/students

Student Assignment Sheet www.bostonreed.com/students

Student Guidelines

It is the responsibility of each student to read and abide by these guidelines. These guidelines apply to both the classroom and the externship.

Program Completion Requirements: To obtain a certificate, students must pass both the classroom and the externship portions of the program.

Graduation: After completing your externship, you must return the completed Externship Resource Booklet to Boston Reed College to receive your certificate of completion. See the Externship Resource Booklet for instructions.

Classroom Requirements: To pass the classroom portion, students must achieve a minimum of 80 percent average on quizzes and a minimum of 80 percent on each of the midterm and final exams. Homework will account for 10 percent of the overall class grade. Quizzes will account for 30 percent of the overall class grade. Midterms and final exams (three total) will account for 60 percent of the overall class grade (or 20 percent each). The Program Instructor has up to 5% throughout the course to award for attendance, class participation, and attitude. It is the Program Instructor's discretion as to whether or not the 5 percentage points will be awarded and how they will be awarded. Students who fail any portion of midterm or final examinations may re-take that portion within ten (10) days of testing. The re-examination must be taken on the date scheduled by the instructor. If a student misses any examination without giving prior notice to the instructor, that will be considered the student's first failed attempt at the examination. The student can then take the test on the scheduled date for the re-examination. Weekly quizzes will not be made up in the event of absences.

Attendance: Students attending evening classes that meet twice a week will be allowed a maximum of four absences (three excused absences and one un-excused absence) for the duration of the course, which includes both classroom and externship days. Students attending Saturday classes are allowed a total of two absences (one excused and one unexcused.) An un-excused absence is any absence for which the student has not contacted the Boston Reed College Student Line at (800) 201-1141 – option 3, in advance of the class that is missed. More than the allowed number of absences may result in the student being dismissed from the program. Students will be required to make-up any work that is missed in the classroom as a result of an absence. All externship time missed will be made up with assignment of additional hours. In addition to making up assigned work, the student will be required to complete additional work assigned at the instructor's discretion. Unexcused tardiness (late more than 10 minutes without giving prior notice) or missing of class time (i.e., not returning after the break) will be tracked and three unexcused tardies or misses will count as one absence. Students are encouraged to minimize absences as they will affect the average quiz scores and thus the overall class grade.

Rules of Student Conduct: Be courteous and respectful to all persons at all times, including but not limited to fellow students, instructors, clients and Boston Reed College personnel; be on time for all classroom and externship assignments; give advance notice to Boston Reed College and your externship department manager of any absence or late arrival; be conscientious and diligent in the performance of all classroom and externship assignments and conduct yourself as a

professional at all times regardless of the circumstances. Students are expected to avoid behaviors that could be perceived as sexual harassment including but not limited to unwelcome touching, language or pictures of a sexual nature.

Dress code: Appropriate dress standards have been established in order to present and maintain, at all times, a professional appearance to patients, employees and visitors. The 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 deem inappropriately dressed at any time from the classroom. Students will be required to comply with the externship site's dress code. If none is stipulated then the following will apply.

Classroom: Comfortable casual attire is acceptable. Nothing of a distractive 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 for the externship site in the classroom setting as well.

Externship Site:

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

Hair: Should have a clean and neat appearance; hair that is shoulder length or longer will 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 inappropriate.

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

Tops/Shirts: White, solid-colored or print tops with sleeves. Colors must be non-fluorescent. Pullover blouses and collared polo style shirts, or scrub tops may be worn. NO denim attire, tank tops, halter tops, sweatshirts, low cut necklines, transparent garments, tops exposing bare midriff, back or chest. Absolutely NO sweatshirts or T-shirts with cartoons, graffiti, advertising or offensive pictures.

Skirts/Dresses: White, solid-colored or print uniform skirts, dresses or jumpers worn are to be clean, neat and allow for the performance of the job without restrictions. Mini dresses/skirts or long skirts that might interfere with safety are not acceptable.

Slacks/Pants: White, solid-colored or print uniform pants or scrub pants may be worn. NO sweat pants, jogging pants, overalls, torn or patched pants, tight clothing (bike shorts, leotards, shorts or leggings), baggy clothing, exposed undergarments.

Hose: White or neutral shades must be worn.

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

Grooming: Fragrances: Do not wear any perfume or cologne as they can cause allergic reactions. Fingernails should be clean and appropriate in length. Be prepared to cover obvious tattoos and remove jewelry from piercing and artificial nails.

Externship: Students must successfully complete a 120-hour externship (or a 200-hour externship in Louisiana) in addition to their classroom work. All externships will be arranged or approved by Boston Reed College. Eligible students who commit to a full time externship (five

business days a week) will be placed in an externship no later than 90 days from the end of the classroom portion of the course. Eligible students who commit to a part-time externship (2-4 business days a week) will be placed in an externship no later than 180 days from the end of the classroom portion of the course. Students may be required to travel 60 miles in one direction to an externship site. An eligible student is one who has all prerequisites on file with Boston Reed College, has complied with all policies and procedures and met all financial obligations. Prerequisites are as follows: CPR for the *healthcare provider*, proof of a current physical examination, tuberculosis screening, proof of computer literacy, and a resume. Additional requirements for Louisiana students is proof of Candidate Registration and for Texas students is Pharmacy Technician Trainee Registration. Obtaining these pre-requisites is the student's responsibility. Please read the "All About Externships" information in the Student Handbook for more information.

Background Check/Drug Testing: In some externship settings you may be asked to undergo drug testing and or a 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 is not limited to cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to instructors, externship site staff or Boston Reed College personnel. When a student is charged with plagiarism or cheating related to a class and the instructor has reasonable proof or documentation or the student admits the violation, the instructor may select one or more of the following options:

1. Issue an oral or written notification and warn the student that further acts of this sort will result in additional disciplinary action.
2. Issue a failing grade of a "0" for the assignment in question.
3. Issue a failing grade for the course.
4. Refer the student to the Pharmacy Technician Class Manager for disciplinary action, which may include dismissal from the program.

Change of Address: The student is responsible for making Boston Reed College aware of all changes of address, phone numbers and contact information.

Student Grievance Procedure:

1. The student is advised to attempt to resolve the issue with the instructor first, if applicable.
2. If that is unsuccessful, the student should put the grievance in writing and submit it by mail or facsimile, to the Pharmacy Technician Program Team Leader.

Boston Reed College
Attn. Pharmacy Technician Program Team Leader
2799 Napa Valley Corporate Drive
Napa, CA 94558
Phone: 800-201-1141
Fax: 707-307-5017

3. The Pharmacy Technician Program Team Leader will present the information to the School Board. The “School Board” consists of:
 - a. Vice President of Allied Health Programs
 - b. Program Team Leader
 - c. Class Manager (as needed)

The “School Board” will take the matter under consideration and notify the student of the result within five business days.

Grounds for Dismissal: Boston Reed College and/or any instructor may permanently dismiss any student who:

1. Exhibits disruptive behavior and/or a lack of a common courtesy and respect for the instructor and/or fellow students. Disruptive behavior is any behavior that negatively impacts the instructor’s ability to teach and/or the student’s ability to learn. This applies in both classroom and during externships and includes intoxication with alcohol or drugs.
2. Exhibits behaviors that could be interpreted as sexual harassment, including but not limited to unwelcome touching, language or pictures.
3. Uses profanity with an instructor, fellow student, externship site employee or any Boston Reed College employee.
4. Positive drug test.
5. Does not meet the attendance requirements or fails to meet financial obligations. There is a \$20.00 service charge for all returned checks.
6. Fails to abide by any or all of the terms of the registration agreement or Boston Reed College policies, procedures and guidelines.

Procedure for Dismissal: The Program Instructor will notify the Pharmacy Technician Program Team Leader if a student is not meeting the requirements of the Student Guidelines. The Team Leader may contact the student by telephone or in writing to obtain further information. The Team Leader will then make a decision and inform the student in writing. The student then has the option to appeal the decision outlined previously.

All About Externships

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 Pharmacy Technician and will allow you to put into practice all that you have learned in the classroom. **BUT YOU ARE STILL CONSIDERED A BOSTON REED COLLEGE STUDENT.** You will be working under the guidance of a preceptor to gain actual hands-on experience in a pharmacy. Your preceptor may be a pharmacy technician or a pharmacist. 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 Guidelines

- **Pre-Requisites:** Students are required to submit the following pre-requisites by the 10th week of the program:
 - Proof of computer proficiency
 - Resume
 - Proof of CPR for *healthcare provider* training
 - A completed physical exam form
 - A screening for tuberculosis
 - Proof of Candidate Registration (for Louisiana students only)
 - Proof of Pharmacy Technician Trainee Registration (for Texas students only)

Students are responsible for obtaining all pre-requisites on their own. The above items are required *prior* to the start of the externship. If you have not sent in your pre-requisites by the 10th week, **DO NOT** call Boston Reed. Simply turn them as soon as possible.

- **Eligibility:** An eligible student is one who has
 - turned in the required pre-requisites within the time frame required
 - met all financial obligations
 - complied with all policies and procedures including attendance and conduct guidelines

NOTE: Do not contact Boston Reed regarding the status of your externship. You will be called when the Externship Coordinator is ready to begin placement in your area. If however, you have not heard from someone by 60 days past the end date of class, then you can make a call to determine the status.

- **Externship Dates:** *Eligible* students can be placed in externships starting the 20th week of the program. All eligible students available full time for an externship will be placed within 90 days of the end date of the classroom portion of the program *or* 90 days following receipt of the required pre-requisites, whichever is first. Eligible students who are available part time (2-4 business days per week) will be placed within 180 days of the end date of the classroom portion of the program or 180 days following receipt of the required pre-requisites, whichever is first. All externships must be completed within 12 months of the start date of the program.
- **Process:** Before a student is placed in a site, the externship coordinator will call the student to confirm availability. Students with off-hours externship requests or those that have not turned in the required documentation in a timely fashion may be delayed in externship placement. We do not guarantee placement for students who are not available at least two business days

(8:30am - 5:00pm, Monday-Friday) a week. Date of externship placement is based on the needs and availability of the externship host sites.

- Please note the following when going to your externship:
 - You should treat your externship like a job - be dependable and punctual, respectful and helpful, remembering that we are guests in the facility.
 - You should be in uniform (see the dress code in this Student Handbook)
 - Take with you the externship resource booklet (Louisiana students – also take your Preceptors' Affidavit) and have your preceptor log hours and have skills signed off each day you are there. Do not leave your booklet at the site but keep it with you at all times.
 - You must give advance notice to Boston Reed AND your externship department manager 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. Boston Reed will request an evaluation from the host site and determine if the student is eligible to continue in the program.
 - If you are assigned an externship and you do not follow through with the arrangements, you will be responsible for locating your next externship.
 - If you are asked to discontinue your externship and are deemed eligible to continue, you will be responsible for locating your next externship.
- 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 and mail or fax the original to Boston Reed.

Pre-Requisite Helpful Hints

Physical Examination with Tuberculosis (TB) Screening: You can use your existing medical coverage to obtain this. Take the form provided in the Student Handbook to your physician or community clinic. Return completed form to Boston Reed College via mail or fax (any physical and/or TB screening completed in the last year will qualify).

Resume: Your resume will be used to fax to sites interested in hosting you for your externship. A suggested format is listed below.

- It is preferable to keep it to one page but no more than two pages. 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, special skills. Include the training you are gaining with Boston Reed College.
- 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: **resumes@bostonreed.com**

Some sources for help:

- Take the resume course at www.coursesonline.com.
- Go to <http://bostonreed.com/careergarden> and click on the “Resume” module (#4).
- Check your computer word processing program for a resume template.
- If you don’t have a computer, try your local library or copy shop.
- Check the yellow pages or want ads for resume services.
- Check with your local Employment Development Department.
- Consult your local library.
- Ask a friend or family member for help.
- Ask for help at your local adult school.

CPR for Healthcare Provider Card: You need CPR for the healthcare professional (Community CPR is not enough). This includes: one and two-person adult, child and infant CPR, choking and automated external defibrillation (AED). 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:

- Local adult school or community college
- The American Red Cross
- The American Heart Association (local chapter)
- Local fire department, hospitals and nursing homes

Proof of Computer Literacy: The definition of “basic computer proficiency” is:

- Demonstrate basic keyboard functions and use of mouse.
- Demonstrate turning on the computer, locate and open programs and documents.
- Demonstrate the save and open functions in a program.
- Demonstrate sending and receiving an email with and without an attachment.
- Demonstrate how to locate and print out a document.

Some suggestions for obtaining proof of computer literacy are:

- Consult your local Adult School (by taking a course or asking them to test you and provide a statement or certificate)
- Employment and temporary agencies may test you and provide a statement
- Take the Internet program at www.coursesonline.com
- Ask your employer for a letter stating you have basic computer operation skills (go to www.bostonreed.com/students for a form you can use to document this information)
- Take basic computer class at www.TrainingCenter.com (\$34 fee)

Externship Placement Information

Externships are held at a variety of settings such as retail, hospital or clinic pharmacies. If you are not available during regular business hours, it may take longer to find placement for you and you may be required to travel outside your area. We do not guarantee placement for students who are not available at least two business days a week. Many of our host sites prefer students to

be available full-time. Others allow short hours but prefer you be there at 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.

Boston Reed College will arrange an externship site for you unless you have a site in mind. For students who have their prerequisites in and are available during regular business hours, placement can begin as early as the 20th week of class. We cannot guarantee that you will be placed at a particular site. 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 from Boston Reed College. To gain approval, call or fax Boston Reed College with the name of the facility, the address, the full name of your preceptor, the telephone number, the fax number, your projected start date and your schedule. Any hours you complete prior to obtaining approval from Boston Reed College will not be covered under our liability or malpractice insurance and will not count toward the required hours.

Please do not contact Kaiser facilities directly. All Kaiser placements must go directly through Boston Reed College.

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. Go to <http://bostonreed.com/careergarden> and click on the "Interview" module (#5) for tips on successful interviewing. We recommend that you go to the interview in your uniform following the Boston Reed College dress code, and wear your Boston Reed College 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 serious about learning the role of the pharmacy technician. During the interview confirm your start date, work hours and the name of your preceptor. Be prepared to ask a few questions about the type of facility they have and what their expectations are. Show enthusiasm for learning. Be prepared to answer questions about skills, dosage calculations or drug names. After your interview, call Boston Reed College to confirm your start date and schedule.

Successful Externing

Treat the externship like a job. Show up on time and in uniform. Review the dress code. Take your externship resource booklet with you as well as a pen and small pad of paper. 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 regularly. When you are nearing completion of 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, ask if there is anything you can do to help. It is OK to help with cleaning or filing if the pharmacy 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 on your fellow professionals. 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 relationships with coworkers or supervisors. *Remember you are a professional—your behavior should reflect this!* If a site manager calls us about a student, we often ask the student to leave the site immediately. If you are having a problem at your externship site, you must notify Boston Reed College immediately.

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

Confidentiality: You are required to maintain confidentiality of client information in accordance with state and federal law. No student will have access to or have the right to review any medical record, except where necessary in the regular course of the externship. The discussion, transmission or narration in any form by students of any client 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 clients with anyone but the appropriate staff.

Boston Reed College
Externship Checklist

Name: _____ Daytime Phone: _____

Address: _____

Program: _____ Course location: _____

Step One: By week two, make arrangements to take a CPR class, obtain proof of computer literacy, have a physical exam and a TB test. Complete your resume. Louisiana students: Complete your Candidate Registration Application. Texas students: Complete your Pharmacy Technician Trainee Registration Application.

Step Two: Submit checklist and prerequisites by Monday of the 10th week of your program. Complete this checklist and attach to the following:

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

- Completed physical exam form – ***must be signed by you and your healthcare provider.***
- TB test results, or if positive TB test in the past, submit a chest x-ray report. (TB test must be within the last year. Chest x-ray must be within the last two years.)
- Copy of your CPR for healthcare provider card. Must include adult, infant, child, two-person CPR and choking.
- Proof of computer literacy
- Original copy of your resume. Because we fax your resume to the externship site, it should be a clear original and not faxed or photocopied. **Preferred method** is to submit your resume to: **resumes@bostonreed.com**
- Louisiana Students: Copy of your Candidate Registration form
- Texas Students: Copy of your Pharmacy Technician Trainee Registration

Step Three: Two weeks after mailing your prerequisites, call the Boston Reed College Student Line at 800-201-1141 – Option 3, to confirm that your paperwork has arrived.

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

Boston Reed College
Attn: Student Records
2799 Napa Valley Corporate Drive
Napa, CA 94558
707-307-5017 fax

**Boston Reed College
Physical Examination Form**

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:

TO BE COMPLETED BY PHYSICIAN OR NURSE PRACTITIONER

1. Current complaints/disabilities pertinent to the student's participation in training program.

2. Medications used: Prescription and over-the-counter (use back if necessary)

<u>Name</u>	<u>Indication</u>	<u>Frequency</u>

3. Significant medical history, accidents, deformities, surgeries, back problems, communicable diseases:

4. Examination Comments and findings:

Required Tuberculosis Screening (PPD)

	Date Administered	Initials	Date and Result in Millimeters
Test One			
Chest x-ray (if positive PPD, otherwise, NA)	Please attach results		

Physical Examination Form (continued)

Student Name: _____

Immunization History

The following immunizations are not required by Boston Reed as a pre-requisite; however, if an externship site is found for you and they require proof of immunizations, your placement may be delayed if you do not have the immunizations on hand. If you want to obtain them advance, it could expedite your placement should a site require them. NOTE: Obtaining these immunizations in advance does not guarantee placement in any particular site. Please attach lab results.

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

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

Examiner Name (please print): _____ **Phone:** _____

Examiner Signature: _____ **Date:** _____

Address: _____

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

Student Signature: _____ **Date:** _____

CPR Information Sheet

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 same standards. 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.

*Boston Reed College will accept any program or combination of programs that cover this basic core curriculum EXCEPT we will **not** accept any courses taken on line. This is a skill that requires the hands-on training that students obtain in a classroom setting with a skilled instructor and one-on-one techniques practice.*

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

Boston Reed College
Pharmacy Technician Training Program

Assumption of Risk / Student Agreement

Students of Boston Reed Medical Training Programs are required to learn and practice skills and procedures prior to performing them on the job. The undersigned agrees that he/she understands that students learning and practicing these skills may be accompanied by potential dangers as identified below:

- I understand and acknowledge that as a part of the training program, I will be required to learn skills necessary for practice in the pharmacy setting.
- I understand that these skills may include, but not be limited to, needle-syringe technique in preparation of medications.
- I understand that students will practice these techniques in class and in the externship setting.
- I understand that, prior to the skill practice, students will receive instruction from the Boston Reed instructors regarding the skills to be practiced including information on safety and the potential dangers inherent in such procedures.
- 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.
- I understand that the risk of injury/illness may include, but is not limited to blood-borne pathogen infections, phlebitis, thrombophlebitis, septicemia, hemorrhage, tissue sloughing, nerve damage and loss of limb.

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 indemnify and hold harmless Boston Reed, its Board of Directors, Instructors, Employees, the participating Adult School, the site or facility hosting the class and the externship site and that other students shall not be held liable for injury or illness which is incidental to or associated with the preparation for and the participation in these learning activities and which may be sustained by me. In addition:

- I understand that I may be subject to drug screening during the course.
- I have read through the Boston Reed Policies and Procedures as listed on the website and in the Student Handbook and agree to abide by them.

Date: _____ Class Location: _____

Student's Printed Name: _____

Student's Signature: _____

Referral Rewards are here!

Win a Trip for Two!



If Boston Reed College has helped you get your career in gear, tell a friend! You help a friend to gain a valuable education and you can **earn a \$25.00 VISA Gift Card** for yourself as well as a entry to win all expense paid trip for two!!

Drawings held on August 1st of each year

How it works:

- ❖ Your Student ID number is the KEY.
- ❖ When you enroll for a class you are issued a Boston Reed Student ID number. You will find it in your confirmation letter. This is the number you will use to keep track of your referrals and when you can redeem your reward.
- ❖ When you tell your friend about Boston Reed, give the friend your student ID number. Your friend will put this number on their course application form.
- ❖ When you and your friend are both 60% through the classroom portion of the course and have both paid fees in full, you have earned your \$25.00 VISA Gift Card and your entry into our annual drawing!

Tell a friend, Reward yourself!

Visit our website at
www.BostonReedCollege.com
For more details!

School Supplies!

*The **Marketplace** is open!*

One-stop shopping for all your back to school needs.

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Visit us on-line and choose from a wide variety of selected items to suit all of your back to school needs!

Pharmacy Technician Deluxe Set

This set includes the 2007 PDR Nurse's Drug Handbook, Med Notes, and a CPR pocket mask. These Pharmacy Technician tools of the trade are recommended by graduates and instructors to aid in your success in the Pharmacy Technician Program and your future career.

Rolling Backpack

Hand selected for its superior quality as well as durability. Perfect for carting around those heavy books. Our rolling backpack is offered for the low price of \$19.99.

