

Advisory Board meeting April 23, 2009

Attendees: Joe Farrell, Kari Renfrow, Jennifer Betz, Jeff Zak, Melissa Gray, Colleen Brown, and Danika Braaten

I. Call to order

Meeting was called to order at 7:00pm.

II. Minutes of last meeting

Minutes of the last meeting were read and approved.

III. Directors report

Joe Farrell presented the outcomes of the ASHP accreditation visit conducted on the East Grand Forks campus October 21st, 2008. The advisory board reviewed all areas of non-compliance, partial compliance and consultative recommendations and approved the following:

- A new Certificate of Achievement for the Pharmacy Technology Program at Northland Community and Technical College in East Grand Forks, MN, that will be awarded (along with the official NCTC diploma) to all graduates of the program. This certificate will recognize the Pharmacy Technology Program as being accredited by the American Society of Health-Systems Pharmacists, and will contain the official ASHP logo.
 - The Northland Community and Technical College Pharmacy Technology webpage now contains links to ASHP,PTCB, MN Board of Pharmacy, ND Board of Pharmacy, the Program Handbook, the ASHP educational goals and objectives, and a link to the Bureau of Labor and Statistics for students to find employment and salary expectations.
 - The Pharmacy Technology Program Handbook and Clinical Training Manual now contains the ASHP goals and objectives.
 - A newly developed Preceptor evaluation form that contains the academic and professional record of each preceptor and provides the format for a yearly review of each preceptor's qualifications.
 - Updated Qualification of Training Site form to include the pharmacy license, state, and expiration date.
 - A revised statement of final student application approval by the Program Director.
 - Revised Advisory Board objectives that include validation admission and program completion criteria, to be reviewed each spring semester.
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- A newly developed individual student broad plan spreadsheet that will include the student's expectations of the program, employment goals, educational goals and objectives, evaluation and approval by the Program Director of the students' achievements each semester and as a requirement for successful completion of the program, and final approval by the Program Director.

IV. Lab Assistant/Advisor report

Danika Braaten reported that there will be 18 graduates for the 2009 school year. Total program enrollment includes 39 first and second year students as well as partime students. The Pharmacy Technology program participated in a high school career fair that was held on April 8, 2008 and will be participating in Children's Day that will be held on April 26 at the Northland campus.

V. Administration report

There was not a representative of Administration present at this meeting.

VI. Student Representative report

Melissa Gray is the student representative and the president of the Rx Club. She reported that in fall the Rx club had a fundraiser/donations drive for the Circle of Life Human Society for Grand Forks, which was a huge success. The club sent four students in September to the NAPT fall conference in Fargo. They did a spring community service project of having a pharmacist on campus to answer student medication-related questions. 9 students were planning to go to the NDPHA convention in Minot, but due to inclement weather and possible flooding throughout the state it was cancelled. The Rx club bought T-shirts to promote the club on campus and will be holding a pinning ceremony and banquet on April 29, 2009.

VII. Advisory Board business

A. Curriculum

Jennifer Betz proposed splitting the PHRM 1001 Fundament Concepts of Pharmacy, a 3 credit class, into 2 separate classes, 1 credit for Fundamental Concepts (PHRM 1001) and 2 credits for Pharmacy Calculations (PHRM1002). She would also rename and add the pharmacy law portion to PHRM 2004 Pharmacy Law and Professional Practice, formally Drug Properties and Distribution. This class would remain a 3 credit class. The total credits for both the Diploma and AAS programs would remain the same, at 36 and 60 credits, respectively. Jeff Zak made a motion to approve the split and renaming of these classes, Colleen Brown 2nd. Approved. This information will be presented to the Academic Affairs Committee at the May meeting. If approved the changes will take place beginning with the 2010 fall semester.

Jennifer Betz also introduced 2 new books that she would like to use for these classes. Pharmacy Practice for Technicians, and Pharmacy Calculations for the Technician. Kari Renfrow made a motion to approve the new books, Melissa Gray 2nd. Approved.

B. Training sites

New training sites: Mayo Clinic in Rochester, MN, SCCI in Mandan, ND, Target Pharmacy in St. Paul, MN, North Memorial Children's Hospital in Robinsdale, MN, and Warren Drug in Warren, MN.

C. Admission criteria

Reviewed and approved.

D. Graduation criteria

Reviewed and approved.

E. Program improvement

A discussion took place about how to implement more 3rd party information. Danika had reviewed a software management program and did not feel it was worth the money for the students to purchase this, Judy Swisher volunteers her time to provide a presentation of 3rd party basics and challenges. Colleen mentioned constructing a worksheet and she would be glad to help with this. We will explore this avenue.

VIII. Old business

No old business.

IX. New business

Joe asked for the board for suggestions on attracting new advisory board members. A mailing will go out to pharmacists and technicians locally to see if there is any outside interest in being a member of the advisory committee.

Meeting adjourned at 8:15 pm