



Meeting Name: Pharmacy Technology Advisory Board meeting

Date & Time: October 27, 2015

Campus & Room # NCTC-EGF Room 356

Committee Minutes

Attendees: Wyatt Chisholm, Ross Nygaard, Jeff Theige, Marnie Carlson, Erin Navarro, Kari Renfrow, Candi Aamold, and Danika Braaten

Absent: Joe Farrell, Britany Sevigney, Colleen Brown, Kris Fulton, Mark Dick, Jeff Zak, and Savannah Miller

Topic	Responsible Party	Discussion/Outcome
Call of Meeting to Order	Kari Renfrow	Meeting called to order at 6:50pm
Approval of Previous Meeting Minutes	Kari Renfrow	Erin Navarro made a motion to approve the minutes from the March 22, 2015 meeting. Ross Nygaard 2 nd the motion.
Director's Report	Danika Braaten	There are 21 potential candidates for graduation. The 5 year program review was submitted last year. No results have been updated. There was discussion about a new pharmacy technician program possibly being considered in the Bismarck area.
Administration Report	Dr. Bona/Dean Stauss	No report



Student Representative Report	Wyatt Chisolm	Wyatt is the president of the Rx Club. He reported that the club has had several events going on and off campus already this year. The club is participating in a food drive war. This will be donated to local food shelves. Members of the R club worked the registration table at NAPT Fall Conference in October. The club did a promote breast cancer and domestic violence awareness day on campus with a pink/purple out. Wyatt also started a club Facebook page, which has been a fun was to pass information to the club members.
Program issues		
New Business: Curriculum	Danika Braaten	A new book will be reviewed for PHRM 1001, Fundamental Concepts of Pharmacy. Looking at making all the pharmacy books a bundle pack and considering Paradigm book that goes along with the Pharmacology and Pharmacy Calculations books. This be brought back to the Spring advisory board meeting.
New Business: Training Sites Approvals	Danika Braaten	No new sites at this time.
New Business : Admissions Criteria	Danika Braaten	Federal backgrounds- There was some clarification from ASHP that these do not have to be completed prior to program entrance, but the student must be aware that this will be completed in the first few weeks of the program. Our website has been updated to reflect this. The fee for this is 50.00. Looking into ways to see if this fee can be absorbed as a fee to allow financial aid to cover the cost.



New Business: Job Shadow	Advisory Board	Discussion from the board to see if we could start a mandatory job shadowing program that students would have to complete before they would be able to start any of the PHRM classes. This would allow perspective students to see what the job field involves. 4 hours at retail site and 4 hours at hospital site. Danika would have to look into how work with HIPAA and documentation but this would be ready for a fall start date. Marnie Carlson made a motion to start a job shadowing requirement for the Pharmacy Technology program. Ross Nygaard 2 nd .
New Business Guest Speakers	Danika Braaten	Looking for recommendations of anybody that might like to come in and take to the classes about specialty areas such as compounding, insurance, long-term care, automation. If there are any ideas please forward them to Danika Braaten. Danika and Marnie are scheduled to do three talks at Red River high school in grand forks on the job career of pharmacists and technicians.
New Business: Graduation Criteria	Danika Braaten	.Nothing to report
New Business: Strategic Plan Review and Approval	Danika Braaten	The 2015 and beyond strategic was reviewed
Old Business: ASHP 2014 visit	Danika Braaten	Results from the 2014 site visit were received in July. The program received 3 year accreditation with a progress report submitted at the time. We had 5 areas of partial compliance, all 5 have been fixed and submitted the new documentation to ASHP. There was also a survey sent out last year asking all programs to lay out



		there plans to align with the new standards. NCTC were submitted and ASHP accepted the new plan.
Old Business: PTCB 2020		AS of 2020 PTCB will require that all students have completed an ASHP accredited program before being eligible for the PTCB exam. PTCB also is planning on rolling out a line of specialty certificates, such as insurance, IV training. There is no date on when this start, but it is in the planning stages.
Old Business: Program Specific Advising	Andrea Moses	Update from Andre Moses on ow program specific advising is going. Andrea asked the question to the board f there was a preference between AAS and diploma students. Advisory discussed and noted that they did not prefer one over the over as long as of the hands on classes were completed.
Meeting Closed	Kari Renfrow	Meeting adjourned at 8:00pm