

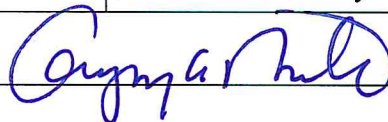
New Program Request Form

CA1

General Information

Institution submitting proposal	Salina Area Technical College
Name, title, phone, and email of person submitting the application (<i>contact person for the approval process</i>)	Gregory A. Nichols, President 785-309-3182 Greg.Nichols@salinatech.edu
Identify the person responsible for oversight of the proposed program	Jennifer Callis, Vice President of Instruction
Title of proposed program	Pharmacy Technician
Proposed suggested Classification of Instructional Program (CIP) Code	51.0805 Pharmacy Technician/Assistant
CIP code description	A program that prepares individuals, under the supervision of pharmacists, to prepare medications, provide medications and related assistance to patients, and manage pharmacy clinical and business operations. Includes instruction in medical and pharmaceutical terminology, principles of pharmacology and pharmaceutics, drug identification, pharmacy laboratory procedures, prescription interpretation, patient communication and education, safety procedures, record-keeping, measurement and testing techniques, pharmacy business operations, prescription preparation, logistics and dispensing operations, and applicable standards and regulations.
Standard Occupation Code (SOC) associated to the proposed program	29-2052 Pharmacy Technician
SOC description	Prepare medications under the direction of a pharmacist. May measure, mix, count out, label, and record amounts and dosages of medications according to prescription orders.
Number of credits for the degree <u>and</u> all certificates requested	Certificate B – 36 credits
Proposed Date of Initiation	Fall 2023
Specialty program accrediting agency	NA
Industry certification	Certified Pharmacy Technician (CPhT)

Signature of College Official



Date

4/10/23

Signature of KBOR Official

Date

Narrative

Completely address each one of the following items for new program requests. Provide any pertinent supporting documents in the form of appendices, (i.e., minutes of meetings, industry support letters, CA1-1a form).

Institutions requesting subordinate credentials need only submit the following sections:

1) General Information, 2) Program Rationale, 3) Complete catalog descriptions (including program objectives) for the proposed program, 4) List by prefix, number, title, and description all courses (including prerequisites) to be required or elective in the proposed program, 5) List any pertinent program accreditation available (rationale for seeking or not seeking accreditation and plan to achieve accreditation), and 6) Program Approval at the Institution Level.

Program Rationale

- Salina Area Technical College was approached by Salina Regional Health Center in early spring 2022 inquiring about the possibility of offering a Pharmacy Technician program at the College. The last several years have been difficult and challenging for those in the healthcare and pharmacy areas to find qualified employees with the knowledge and skills needed. By being responsive to this need, we can play a key role in helping address this issue in our community.

Program Description

- Pharmacy Technicians assist pharmacists in dispensing prescriptions in hospital, retail, and institutional settings. Pharmacy Technicians work with customers and other health professionals to fill prescriptions by packaging and labeling orders, organizing and checking inventory, accepting payment and processing insurance claims, and entering customer information into the pharmacy's computer system under the supervision of pharmacists.

Throughout the program, students will learn how to (program outcomes):

- Apply the federal, state, and local laws, regulations and professional standards to pharmacy practice.
 - Perform math function, dosage calculation, and compounding techniques.
 - Create effective oral and written communication techniques with customers and employees.
 - Understand the pharmacy technician role in retail, hospital, and institutional settings.
 - Demonstrate safe medication preparation and follow safety and infection control procedures.
- List and describe the admission and graduation requirements for the proposed program.
 - **Admission Requirements:**
The Pharmacy Technician program will follow the same admission criteria as other SATC programs. For admission to Salina Tech as a degree- or technical certificate-seeking student, individuals must have graduated from high school or earned a General Educational Development (GED) diploma or be concurrently enrolled as a high school student.
 - **Graduation Requirements:**
To be eligible to graduate, a student must:
 - Complete all required units of instruction and all required assessments.
 - Earn a grade of C or higher in all courses.
 - Earn at least 15 credits from Salina Tech.

- Ensure that all official college or military transcripts for any previously earned transfer credits are received at Salina Tech the academic year in which the student intends to graduate.

Demand for the Program

- Using the Kansas Department of Labor’s Long Term Occupational Outlook, (<https://klic.dol.ks.gov>) identify employment trends and projections: occupational growth, occupational replacement rates, estimated annual median wages, and typical education level needed for entry.

Locally, employers in the Salina region indicate the need for Pharmacy Technicians in their hospitals, retail fronts, and institutions. As the demand on the Pharmacist increases, the need for technicians in on the rise. We fully realize that pharmacy technicians may not be a high wage area, but it is definitely in high-demand in region. Salina Tech can play a key role in helping address the shortages.

Kansas																		
Long-term Occupational Projections																		
Occupational Title	Employment		Change in Employment			Openings due to						Total (1)		Wages (2)		Education and Training (3)		
	Base Year 2020	Projected Year 2030	Numerical	Percent	Percent Annual	Exits	Exits Annual	Transfers	Transfers Annual	Numerical Change	Numerical Change Annual	Openings	Openings Annual	Annual Mean	Annual Median	Typical Education Needed for Entry	Work Experience in a Related Occupation	Typical On-the-Job Training Needed to Attain Competency
Pharmacy Technicians	4,433	4,916	483	10.9%	1.0%	1,276	128	2,009	201	483	48	3,768	377	\$36,390	\$36,630	High school diploma or equivalent	None	Moderate-term on-the-job training

Employment projections data for pharmacy technicians, 2021-31

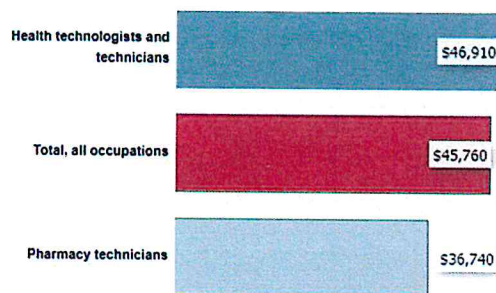
Occupational Title	SOC Code	Employment, 2021	Projected Employment, 2031	Change, 2021-31	
				Percent	Numeric
Pharmacy technicians	29-2052	447,300	469,700	5	22,400

SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program

According to the US Bureau of Statistics, the demand for pharmacy services is expected to increase due to the aging population, who typically use more prescription medicines. In addition, the higher rates of chronic diseases will lead to increased demand for prescription medications. Pharmacists are performing more patient care activities, leading to technicians performing tasks as collecting patient information, handling prescription transfers, and verifying the work of other technicians that were previously done by pharmacists. (<https://www.bls.gov/ooh/healthcare/pharmacy-technicians.htm#tab-6>)

Pharmacy Technicians

Median annual wages, May 2021



Note: All Occupations includes all occupations in the U.S. Economy.
Source: U.S. Bureau of Labor Statistics, Occupational Employment and Wage Statistics

National estimates for Pharmacy Technicians:

Employment estimate and mean wage estimates for Pharmacy Technicians:

Employment (1)	Employment RSE (3)	Mean hourly wage	Mean annual wage (2)	Wage RSE (3)
436,630	0.7 %	\$ 18.25	\$ 37,970	0.3 %

Percentile wage estimates for Pharmacy Technicians:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$ 13.82	\$ 14.17	\$ 17.66	\$ 22.04	\$ 22.88
Annual Wage (2)	\$ 28,740	\$ 29,460	\$ 36,740	\$ 45,850	\$ 47,580

- Show demand from the local community. Provide letters of support from at least three potential employers, which state the specific type of support they will provide to the proposed program.



400 S. Santa Fe | P.O. Box 5080
Salina, Kansas 67402-5080
785.452.7000 | www.srhc.com

A healthcare organization of

April 6, 2023

To whom it may concern:

I am writing to support Salina Area Technical College's efforts to start a pharmacy technician certificate program. As a pharmacist and director of pharmacy at Salina Regional Health Center, I am acutely aware of the need for a regimented training program for pharmacy technicians both locally here in Salina and nationally across the United States. Much like other hospital pharmacies and community pharmacies in the Salina area and especially rural areas across Kansas, we often struggle to find adequately trained pharmacy technicians. This additional training opportunity at Salina Area Technical College would help ensure there are more adequately trained pharmacy technicians joining the workforce and are able to provide high-quality care to patients. Currently, there are a limited number of pharmacy technician training programs available in Kansas.

As the role of the pharmacy technician continues to evolve, there are expanding opportunities to further enhance patient care. Pharmacy technicians are increasingly required to perform a wider range of complex tasks, including immunizations, medication sync programs, and collecting an accurate and complete patient medication history. As a result, there is a significant need for more comprehensive training programs that can adequately prepare pharmacy technicians for these expanded roles.

Pharmacy technicians play an essential role in the healthcare system and collaborate closely with pharmacists to ensure that medications are dispensed safely and accurately. Given the increased demand for pharmacy services and the growing complexity of medications that patients are taking, it is imperative that we have an expansive pharmacy technician workforce that is well-trained and is prepared to assist pharmacists in providing optimal patient care.

Here at Salina Regional Health Center, we aim to support this endeavor of Salina Area Technical College by providing learning opportunities for students, including internships during the program. We envision the pharmacy technician training program at Salina Area Technical College providing a consistent supply of potential pharmacy technician hires at Salina Regional, with the goal of hiring these well-trained and knowledgeable technicians when we have open positions. Additionally, Salina Regional Health Center Pharmacy plans to continue to encourage our pharmacists and technicians to provide guidance to the pharmacy technician training program by serving on the program's advisory council.

I strongly urge you to support the development and implementation of a pharmacy technician training program at Salina Area Technical College. By doing so, we can ensure that pharmacy technicians are better prepared to meet the needs of patients, improve the quality of care provided, and enhance the overall safety of our healthcare system.

Thank you for your attention to this important issue.

Respectfully,

A handwritten signature in blue ink that reads 'Steven Blanner'.

Steven Blanner, PharmD, DPLA
Director – Pharmacy
Salina Regional Health Center
Salina, Kansas



Medical
785-825-7251

Dental
785-826-9017

Pharmacy
785-452-3900

Main Office
785-825-7251

April 3, 2023

To whom it may concern,

As the Executive Director of Pharmacy Services at Salina Family Healthcare Center, I am writing in strong support of the proposed pharmacy technician training program at Salina Area Technical College.

As you may be aware, there is a significant shortage of pharmacy technicians and healthcare workers in Kansas. This shortage can lead to decreased access to quality healthcare for individuals and families in our community. However, with the implementation of a well-designed training program, we can begin to address this issue and ensure that our community has access to high-quality healthcare services.

Well-trained pharmacy technicians are critical to the success of any pharmacy or healthcare facility, including Salina Family Healthcare Center. Pharmacy technicians assist pharmacists in dispensing medication, managing inventory, and ensuring that patients receive the correct medications and dosages. Without qualified pharmacy technicians, the delivery of these essential services can be compromised.

The proposed pharmacy technician training program at Salina Area Technical College would prepare students to pass the national pharmacy technician certification test and work in pharmacies throughout the state. This program would create new opportunities for individuals seeking to pursue a career in healthcare and provide an essential service to our community. Thus, Salina Family Healthcare Center would happily support the program by serving on the program's advisory council, hosting enrolled students for needed learning experiences, and hiring skilled graduates of the program to fill staff vacancies when appropriate.

In conclusion, I strongly support the proposed pharmacy technician training program at Salina Area Technical College. It is critical that we invest in the education and training of our healthcare workforce to ensure that our community has access to high-quality healthcare services. I urge you to approve this program and help us address the shortage of pharmacy technicians in our state and community.

Sincerely,

A handwritten signature in black ink, appearing to read "Derek Pihl".

Derek Pihl PharmD



400 S. Santa Fe Ste. 1121A
Salina, KS 67401
P: 785-452-7531
F: 785-452-7619

The Kansas Board of Regents
1000 SW Jackson Street, Suite 520
Topeka, KS 66612-1368

Dear Members of the Kansas Board of Regents,

My name is Carleigh Krueger, and I am the Pharmacist in Charge of the SRHC Outpatient Pharmacy in Salina, KS. I am writing in support of the creation of a Pharmacy Technician Training Program at the Salina Area Technical College.

Pharmacy technicians are an integral part of the healthcare workforce. A well-trained pharmacy technician can make a huge difference in the level of care that a pharmacy is able to provide to its patients. The role of the pharmacy technician has advanced beyond the traditional role of counting pills and running a register. At my organization, pharmacy technicians serve a crucial role in every step of the patient stay from collecting a medication history to allow for proper continuation of treatment, to compounding live-saving medications, to ensuring that a patient will be able to afford their medications at discharge.

Unfortunately, there is a shortage of trained technicians to meet the needs of patients across the state, but especially near my site of practice in Salina. A program to train technicians and prepare them to enter the workforce would significantly improve the level of care that pharmacies in our community are able to provide.

In continued support the program at Salina Area Technical College, SRHC Outpatient Pharmacy will hold a seat on the advisory council to continue to offer advice and suggestions on the curriculum taught. When feasible, the pharmacy will host student internships and hire qualified graduates from the program.

For these reasons, I strongly support the creation of the Pharmacy Technician Training program at Salina Area Technical College. If you have further questions, please don't hesitate to contact me at ckrueger@srhc.com.

Respectfully,

A handwritten signature in black ink, appearing to read "Carleigh Krueger".

Carleigh Krueger, PharmD, BCACP

- If the program/coursework will be made available to high school students, provide letters of support from local high schools and/or districts that intend to participate.

Program will not be open to high school students.

- Describe how the Perkins Comprehensive Local Needs Assessment supports the program initiation.

During our Region 1 meetings, health science continued to show a strong demand for employees. When the needs assessment was compiled, the committee did not discuss areas outside of nursing and allied health. Since COVID has emerged, the demand for technicians like Pharmacy Technicians has increased as Pharmacists have had additional duties added due to patient care needs. The Salina region is a hub for medical and health services and continues to grow, showing the need for additional pharmacy technicians.

Region Name: Salina		Numbers in red font mean fewer jobs than total demand					
CIP Code	Pathway Name	Pathway Size	2018-2028 Occupational Outlook - These are minimum numbers		Total Openings & Wages provided by KBOR in 2019 - These are actual numbers		
			Demand	Demand	Demand	Demand	Wage
		Concentrator Count	Estimated Annual Openings (all of these are minimum numbers)	Estimated Annual Openings for Jobs Requiring at Least a High School Diploma (minimum numbers)	Estimated Annual Openings (data used in Spring 2020 Needs Assessment)	Estimated Annual Openings for Jobs Requiring at Least a High School Diploma (from Spring 2020 data)	Annual Wage (Median) (Rough estimate based on Spring 2020 data)
51.9999	Health Science	210	836	836	898	898	\$40,340

Demand for the Program – Pharmacy Technician CIP Code: 51.0805

Kansas High Demand Occupations Total Demand Score: 21

Kansas Long-term Occupational Projections 2020 to 2030												
Employment		Change in Employment			Openings due to						Totals (1)	
Base Year 2020	Projected Year 2030	Numerical	%	Annual %	Exits	Exits Annual	Transfers	Transfers Annual	Numerical Change	Numerical Change Annual	Openings	Openings Annual
4,433	4,916	483	0.109	.010396	1276	128	2009	201	483	48	3,768	377

Kansas Wages for CIP Code: 51.0805 – Pharmacy Technician	Annual Mean - \$36,390	Annual Median – \$36,630
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- Describe/explain any business/industry partnerships specific to the proposed program.
If a formal partnership agreement exists, agreement explaining the relationship between partners and documenting support to be provided for the proposed program must be submitted to the Board office independent from the CAI materials for review purposes. The agreement will not be published or posted during the comment period.

There is currently no formal partnership agreement in place. As the program is developed, partnerships will be developed with area hospitals, retail stores, and institutions to facilitate internship placements for the students. The advisory council members are working with Salina Tech on possible donations to establish a compounding lab, and use of their pharmacy space for sterile compounds, along with donating tools and equipment.

Duplication of Existing Programs

- Identify similar programs in the state based on CIP code, title, and/or content. For each similar program provide the most recent K-TIP data: name of institution, program title, number of declared majors, number of program graduates, number of graduates exiting the system and employed, and annual median wage for graduates existing the system and employed.

Kansas Board of Regents

Kansas Training Information Program (K-TIP)
 Program Performance by Career Cluster / Academic Discipline
 Health Science by Assoc/Cert
 Academic Year 2021

CIP Code	Program Name	Institution	Total #	Total #	Total #	Total #	Total #	Average	Median
			Declared Majors	Concentrations	Pursuing Additional Education	Graduates Exited	Graduates Exited and Employed	Wage Exited and Employed	Wage Exited and Employed
51.0805	Pharmacy	Allen Community College	7	^	^	^	^	^	^
51.0805	Pharmacy	Barton Community College	60	15	23	6	6	\$19,137	\$21,284
51.0805	Pharmacy	Hutchinson Community College	^	^	^	^	^	^	^
51.0805	Pharmacy	North Central Kansas Technical College	^	^	^	^	^	^	^

- Was collaboration with similar programs pursued:
 - Please explain the collaboration attempt or rationale for why collaboration was not a viable option.

No direct collaboration has taken place, but we did consult the college catalog of several Kansas two-year colleges and reviewed their Pharmacy Technician programs to get ideas as to what to include in our proposal. The college recognizes that in the other programs around the state, graduates/exited are low. The college's recruitment and advising staff are visiting area colleges to discuss their strategies on recruitment and advising new and incoming students. They visited Barton Community College on February 22 as one of these visits.

Program Information

- List by prefix, number, title, and description all courses (including prerequisites) to be required or elective in the proposed program.

HEA 103 Medical Terminology

3 credits

This course will orient students on the structure of medical terms, the combining of prefixes, root words, and suffixes. Proper vocabulary and spelling of terms related to each body system will be explored. The anatomy, physiology and pathophysiology of each system will be explored. This course is part of the Kansas System Wide Transfer Matrix.

CSA 105 Introduction to Computer Applications and Concepts

3 credits

This course is an overview of basic computer operations, computer applications, ethics, and hardware. Skills gained in this course will provide a foundation for using technology in other courses. This course is part of the Kansas System Wide Transfer Matrix.

PHA 100 Orientation to Pharmacy Technician

3 credits

This course will introduce students to the history and origins of the practice of pharmacy and the duties of a pharmacy technician. This course will provide an overview of the roles and duties of a technician in a variety of pharmacy settings. Students will be introduced to pharmacy law, safety guidelines, equipment, procedures used in the field.

PHA 110 Pharmacy Calculations

3 credits

In this course students will demonstrate the ability to perform pharmaceutical calculations necessary to be a successful member of the pharmacy team. Students will calculate measurements, conversions, ratios, and dilutions.

PHA 120 Healthcare and Pharmacy Law

3 credits

This course will explore the issues involving ethics and law for pharmacy technicians. In this course we will cover the fundamental aspects of health care ethics and law related to the healthcare worker. You will learn the introduction to medical law, ethics, and bioethics to include the legal system, patient confidentiality and HIPAA. Also, topics to be covered are professional liability and medical malpractice, workplace law and ethics, and handling the medical record in an ethical manner.

PHA 130 Pharmacology

3 credits

This course introduces the principles of pharmacology, drug classifications, and the effects of selected medications on the human body across the lifespan. Students will review each of the body systems including common disorders and diseases of the human body. Common drug reactions and interactions will be covered.

PHA 140 Pharmacy Operations

3 credits

This course will expose students to the daily activities in pharmacy settings. Topics include prescription processing, distribution systems, inventory, billings, repackaging, computer systems, using drug information resources, and communicating with stakeholders.

PHA 150 Advanced Pharmacy Operations

3 credits

Prerequisite: PHA 110 Pharmacy Calculations

During this course, students will learn how to prepare sterile and non-sterile compounds. Students will apply the skills learned in Pharmacy Calculations, to calculate the dose necessary to compound sterile and non-sterile products.

PHA 160 Pharmacy Customer Service

3 credits

This course will focus on the needs of internal and external customers, the development of customer relationships, the need for customer service strategies, and differentiate between internal and external customers in a retail, hospital, or institutional setting.

PHA 170 Pharmacy Technician Topics

3 credits

This course is to assist students in preparation for the pharmacy technician certification examination. Students will review major course content areas and standardized test taking tips.

PHA 180 Pharmacy Technician Internship

3 credits

This capstone course will provide the student the opportunity to experience working and observing in a retail, hospital, or institutional pharmacy through a rotation option. Students will practice the skills developed during the program.

ENG 100 Technical Writing

3 credits

Technical Writing is an introduction to technical and professional workplace writing. The course emphasizes the writing process to compose technical documents (e.g., memo, email, letter, instructions, proposal, and report) with attention to document design, graphics, and readability. Other emphases include job search skills (cover letter, résumé, and interview), oral presentations, and research skills.

- Provide a Program of Study/Degree Plan for the proposed program including a semester-by-semester outline that delineates required and elective courses and notes each program exit point.

Technical Education Courses

Fall Semester			Spring Semester		
Course Title		Credits	Course Title		Credits
HEA 103	Medical Terminology	3	PHA 140	Pharmacy Operations	3
CSA 105	Intro to Computer Applications & Concepts	3	PHA 150	Advanced Pharmacy Operations	3
PHA 100	Orientation to Pharmacy Technician	3	PHA 160	Pharmacy Customer Service	3
PHA 110	Pharmacy Calculations	3	PHA 170	Pharmacy Technician Topics	3
PHA 120	Healthcare and Pharmacy Law	3	PHA 180	Pharmacy Technician Internship	3
PHA 130	Pharmacology	3	ENG 100	Technical Writing	3
Total Semester Credits		18	Total Semester Credits		18
Total Technical Certificate B Credits					
36					

- List any pertinent program accreditation available:
 - Provide a rationale for seeking or not seeking said accreditation.
To prepare our students to be successful Pharmacy Technicians, Salina Tech will proceed with working on obtaining ASHP accreditation.
 - If seeking accreditation, also describe the plan to achieve it.
The college has reviewed the guidelines for ASHP application to create a Pharmacy Technician Training program. As curriculum for the program is developed, the faculty will map and align to the standards to be able to apply for accreditation.

Faculty

- Describe faculty qualifications and/or certifications required to teach in the proposed program.

Required Qualifications:	<ul style="list-style-type: none"> • AAS Degree in the Pharmacy Technician plus three (3) years relevant work experience OR • An industry recognized credential in Pharmacy Technician - Certified Pharmacy Technician (CPhT) (plus five (5) years relevant work experience)
Preferred Qualifications:	<ul style="list-style-type: none"> • 3 years teaching or management experience in pharmacy setting. • 1 year online or distance learning teaching experience

Cost and Funding for Proposed Program

- Provide a detailed budget narrative that describes all costs associated with the proposed program (physical facilities, equipment, faculty, instructional materials, accreditation, etc.).
The College sees the need to hire one full-time faculty and adjuncts. The college has seen the need to increase the funding in the health science areas and has adjusted the budget to be able to hire additional faculty. The college's new program development budget will be used to purchase the tools, supplies, and equipment needed for the program in addition to the general budget. The college will also work with possible community partners on donations.

The college budgets \$10,000 annually for new program development. Most classes are lecture courses; thus classroom and equipment costs should be fairly minimal. Lab courses will be taught in a combination of use of lab on campus and on location at Salina Regional Health Center. The

college has plans to use reserve funds to cover the remaining start up costs for the first year of the program. After the first year, the program will use funds collected from tuition and fees, along with state and federal funding when applicable.

- Provide detail on **CA-1a form**.
- Provide Excel in CTE fee details on the **CA-1b form**.
- If the program is requesting Perkins funding, provide details on the **CA-1c form**.
- If the program is requesting KS Promise Act eligibility, provide details on the **CA-1d form**.
- Describe any grants or outside funding sources that will be used for the initial startup of the new program and to sustain the proposed program.

No outside grants or funding sources at this time.

Program Review and Assessment

- Describe the institution's program review cycle.

The college reviews programs annually via its Institutional Dashboard. Each program is individually reviewed by the Board of Trustees every three years.

Program Approval at the Institution Level

- Provide copies of the minutes at which the new program was approved from the following groups:
 - Program Advisory Committee

Name	Business	Position	Email
Steven Blanner	SRHC	Pharmacist	sblanner@srhc.com
Carleigh Krueger	SRHC	Pharmacist	ckrueger@srhc.com
Micaela Pamplin	SRHC	Pharmacist	mpamplin@srhc.com
Lisa Crosley	SRHC	Pharmacist	lcrosley@srhc.com
Fred Leepers	SRHC	Pharmacist	fleepers@srhc.com
Marci Steinle	SRHC	Technician	msteinle@srhc.com
Jazmin Fajardo	SRHC	Technician	ifajardo@srhc.com
David Harrall	BD	Technician	dpharrall@icloud.com
Savanna Anschutz	B&K	Pharmacist	savanna@bkrx.com
Becky Johnson	McPherson Hospital	Technician	beckyjmart@yahoo.com
Derek Pihl	Salina Family Pharmacy	Pharmacist	dpihl@salinahealth.org



**Minutes
Fall 2022 Meeting**

Date/Time: Monday, November 7, 2022 at 10:30 am
Location: SATC, Bldg. A, GLRC
Zoom link: <https://zoom.us/j/99039627818> Meeting ID: 990 3962 7818

Members present: Steven Blanner, Carleigh Krueger, Micaela Pamplin, Fred Leepers, Marci Steinle, Jazmin Fajardo, David Harrall, Derek Pihl

Members absent: Lisa Crosley, Savanna Anschutz, Becky Johnson

SATC Staff: Jennifer Callis and Greg Nichols

1. Welcome and Introductions

Jennifer Callis called the meeting to order at 10:30 am. The committee went around and introductions were made.

2. Need for Program

Greg welcomed the committee and discussed that Salina Regional Health Center had approached him and the previous VPI, Stanton Gartin, regarding the need for pharmacy technicians in the region and state. Salina Regional representatives explained they need they are seeing at the hospital in both the hospital pharmacy and the outpatient pharmacy. Salina Family Healthcare shared their need for more technicians. The region's pharmacies are hiring employees who are not certified and having to train them while on the job. They must complete the certification process within two years of starting the program. They are experiencing the employees not completing the certification and leaving before the end of the two years. This causes a hardship for the pharmacy. The pharmacy board has increased the number of technicians vs pharmacists on staff.

3. New Program Approval Process

Jennifer and Greg explained the new program approval process through the college, KBOR, and HLC. They explained first the program needed to go through admin council, academic affairs, and Board of Trustees for approval to continue to research. Jennifer will work with the in-house groups for approval. Greg will discuss the possible new program with the board at their next meeting. Once the program is outlined and approvals are received locally, Jennifer will bring it back to academic affairs and Greg will bring it back to the board for approval. Once they are approved, the college will send in the applications to KBOR and HLC.

4. Program Development

- a. **Format—Face-to-Face, Hybrid, Online—**The committee would like to see a hybrid format for the lecture courses knowing that the lab course will need to be face-to-face. The committee discussed some software options like Pioneer RX for training throughout the program, in addition to lab software preparing labels, etc. that they will need practice in to learn the workflow.

- b. Length—The committee felt the program should be 9 months (2 semesters) in length. The committee reviewed other programs around the state for courses and program length. Due to the requirements needed to be able to pass the certification, they felt the students would need the 9 months.
5. Review of Possible Courses
The committee reviewed coursework from five programs around the state. The courses the committee has decided to use for the program are:
 1. Medical Terminology
 2. Orientation to Pharmacy Technician
 3. Pharmacy Calculations
 4. Pharmacy Operations
 5. Healthcare and Pharmacy Law
 6. Advanced Pharmacy Operations (sterile and non-sterile compounds included)
 7. Pharmacology
 8. Customer Service
 9. Pharmacy Technician Topics
 10. Technical Writing or English Composition
 11. Pharmacy Internship
 12. Computer Applications
6. Faculty Ideas
The committee discussed the use of both a full-time faculty and adjuncts to teach the course and the prospective faculty would be currently working as either a pharmacist or pharmacy technician depending on the course. The committee will work with the college to assist in finding qualified faculty.
7. Next Steps
The committee discussed equipment needs. Discussions on computer and software demo/simulation packages, medication counters, compound (sterile/non-sterile) tools and supplies scales, science lab set up. The committee will help the college compile a list of items needed. It was suggested to look at the Board of Pharmacy's standard equipment list.



Pharmacy Technician Advisory Board Meeting

Minutes Spring 2023 Meeting

Date/Time: Wednesday, March 8, 2023 3:30 pm
Location: Salina Regional Health Center

Members present: Steven Blanner, Carleigh Krueger, Micaela Pamplin,

Members absent: Lisa Crosley, Savanna Anschutz, Becky Johnson, Fred Leepers, Marci Steinle, Jazmin Fajardo, David Harrall, Derek Pihl

SATC Staff: Jennifer Callis

1. Tour of Facilities

Jennifer Callis and the member present toured the SRHC pharmacy and SRHC Outpatient pharmacy. During the tour the committee discussed equipment, tool, and supply needs for the program. The committee looked at the differences between a hospital and retail pharmacy in terms of duties of a technician.

2. Program layout and course approval

The committee reviewed the program layout, program outcomes, and course descriptions for approval. Those members not in attendance received the information via an email for approval. Program approved on March 17, 2023.



Technical Education Courses

Fall Semester			Spring Semester		
Course Title	Credits	Course Title	Credits	Course Title	Credits
HEA 102 Medical Terminology	2	PHA 140 Pharmacy Operations	2		
CSA 205 Intro to Computer Applications & Concepts	3	PHA 150 Advanced Pharmacy Operations	3		
PHA 100 Orientation to Pharmacy Technician	3	PHA 160 Pharmacy Customer Service	3		
PHA 110 Pharmacy Calculations	2	PHA 170 Pharmacy Technician Topics	2		
PHA 120 Healthcare and Pharmacy Law	5	PHA 180 Pharmacy Technician Internship	5		
PHA 130 Pharmacology	3	ENG 100 Technical Writing	3		
Total Semester Credits:	18	Total Semester Credits:	18	Total Technical Credits:	96

All courses listed must pass with a C or better.

PROGRAM OUTCOMES

- Apply the federal, state, and local laws, regulations and professional standards to pharmacy practice
- Perform math function, dosage calculation, and compounding techniques.
- Create effective oral and written communication techniques with customers and employees.
- Understand the pharmacy technician role in retail, hospital, and institutional settings.
- Demonstrate safe medication preparation and follow safety and infection control procedures

3. Next steps .

Jennifer discussed with the committee members in attendance, and those absent, via email regarding Letters of Support for the program. Members will get letters sent to Jennifer to be able to send in the application to the state.

Jennifer let the committee know the upcoming KBOR steps to complete the application process. Jennifer will work on program accreditation once application is sent to KBOR.

- Curriculum Committee



SALINA TECH

**Academic Affairs
Committee**

Agenda

Date: Monday, March 20, 2023
Time: 10:45 am
Location: A-131

Voting Members present: Denise Hoeffner, Sara Fisher, Tara Dulohery, Laurel Richardson, Richard Fairchild, Cindy Carter, Brian Hitchens, Cassie McManigal, Markie Townsend

Absent: Eric Vannoy, Kathleen Hardesty, Callie Robinson

Non-voting members Present: Jennifer Callis, Barb Becker-Clark, Ryan Weber, Michelle Post, Randi Kirk, Erica Kruckenberg

The meeting was called to order by chair Denise Hoeffner at 10:50 am

- 1) Approval of 03/20/23 agenda. Richard Fairchild moved to approve the agenda. Brian Hitchens seconded. Motion passed.
- 2) Approval of minutes from 02/13/23. Laurel Richardson moved to approve the minutes from the February meeting. Markie Townsend seconded. Motion passed.
- 3) Approval of textbook changes for the following courses (*see the attached New Textbook Forms*):
 - a) BAT 130 Marketing
 - b) BUS 100 Introduction to Business
 - c) DEN 440 and DEN 445 Dental Administration I and II
 - d) DEN 450 Dental Administration II
 - e) HEA 200 Nutrition
 - f) HYG 210 and HYG 250 Clinical Dental Hygiene III and IV
 - g) HYG 225 and DEN 127 Dental Materials
 - h) NUR 100 KSPN Foundations of Nursing
 - i) NUR 104 KSPN Fundamentals of Pharmacology and Safe Medication Administration (textbook)
 - j) NUR 104 KSPN Fundamentals of Pharmacology and Safe Medication Administration (study guide)
 - k) NUR 112 and NUR 132 KSPN Nursing Care of Adults I and II
 - l) NUR 199 Intravenous Therapy for LPNs
 - m) NUR 210 and NUR 220 KSPN Complex Care of Mental Health and Maternal Child Populations and Complex Care Needs of the Adult
 - n) Nursing Diagnosis Reference Book (used in all nursing courses)
 - o) SOC 110 Introduction to Social Work

The committee discussed the book changes, with some corrections on typos course information. Jennifer Callis will get with faculty on changes. Richard Fairchild motioned to approve the textbook changes as noted for the above courses. Brian Hitchens seconded. Motion passed.

- 4) Approval of the following course changes (see the attached Course Change Proposal forms):
- a) HYG 225 Dental Materials – course name change
 - b) HYG 160 Preventative Dental Hygiene – delete course
 - c) HYG 220 Nutrition and Oral Health – change course number and credit hours
 - d) HYG 270 Ethics and Jurisprudence – change course number and credit hours

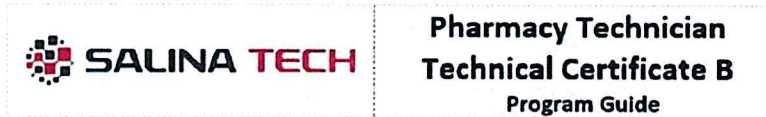
Jennifer Callis explained to the committee the need for the course changes within the program. Markie Townsend moved to approve the Hygiene program changes. Brian Hitchens seconds. Motion passed.

- 5) Approval of the following new course (see the attached New Course Proposal forms and the syllabus for each course):
- a) DEN 440 Dental Administration (new course form and syllabus)
 - b) DEN 450 Dental Administration II (new course form and syllabus)

Jennifer Callis explained to the committee the need for the new courses within the Hygiene within the program. The courses were also discussed during the textbook changes. Markie Townsend moved to approve the Hygiene program changes. Cindy Carter seconds. Motion passed.

- 6) Approval of the following new programs, courses, and course layouts
- a) Pharmacy Tech program (PHA)

Jennifer presented the Pharmacy Technician courses for approval along with the



Technical Education Courses

Fall Semester			Spring Semester		
Course Title	Credits		Course Title	Credits	
HEA 103 Medical Terminology	3		PHA 120 Pharmacy Operations	3	
CSA 105 Intro to Computer Applications & Concepts	3		PHA 150 Advanced Pharmacy Operations	3	
PHA 100 Orientation to Pharmacy Technician	3		PHA 160 Pharmacy Customer Service	3	
PHA 110 Pharmacy Calculations	3		PHA 170 Pharmacy Technician Topics	3	
PHA 120 Healthcare and Pharmacy Law	3		PHA 180 Pharmacy Technician Internship	3	
PHA 130 Pharmacology	3		ENG 100 Technical Writing	3	
Total Semester Credits			Total Semester Credits		
18			18		
			Total Technical Credits		
			36		

All courses listed must pass with a C or better.

PROGRAM OUTCOMES

- Apply the federal, state, and local laws, regulations and professional standards to pharmacy practice.
- Perform math function, dosage calculation, and compounding techniques
- Create effective oral and written communication techniques with customers and employees.
- Understand the pharmacy technician role in retail, hospital, and institutional settings.
- Demonstrate safe medication preparation and follow safety and infection control procedures

The college worked with the Pharmacy Technician advisory council to review other programs within the state to build the program. Once approved Jennifer will submit the program to KBOR and HLC for approval. At this time only a Certificate B will be submitted.

Richard Fairchild moved that we approve the Pharmacy Technician courses and program layout. Markie Townsend seconded. Motion passed.

- b) Industrial Maintenance and Automation program (IMA)
Jennifer Callis updated the committee on the current progress in the IMA program.

- Governing Board
(Including a list of all Board members and indicate those in attendance at the approval meeting)

**SALINA AREA TECHNICAL COLLEGE
BOARD OF TRUSTEES REGULAR MEETING MINUTES
March 20, 2023**

Call to Order	<p><u>The</u> Board of Trustees of Salina Area Technical College met Monday, March 20 5:30 p.m. in the Goode Learning Resources Center, with the following members present: Mike McCall, John Smith, Brent Campbell, Mark Wentzel (in-person), Brian Blackwood, Stephanie Cooke (by Zoom). Others present: President Greg Nichols, VP of Instruction Jennifer Callis, VP of Administration Jamie Palenske, Board Clerk Mike Strand, Foundation Director Brenda Gutierrez.</p>
Approval of Agenda	<p>Motion by Brent Campbell, second by Mark Wentzel, to approve the agenda. Motion passed 6-0.</p>
Public Comment	<p>None.</p>
Consent Agenda	<p>Motion by Brent Campbell, second by Mark Wentzel, to approve the consent agenda, including the minutes of the March 2023 special meeting, the minutes of the February 2023 regular meeting, and the resignations of Concurrent Enrollment Specialist Natalie Acosta, Enrollment Specialist Ron Redden and Nursing Instructor Robin Fielding. Motion passed 6-0.</p>
Monitoring Reports	<p>Monthly Financial Report: President Nichols presented the monthly financial report.</p> <p>[Board member Darien Henderson joined the meeting over Zoom]</p>
Action Agenda	<p>New Program: Industrial Maintenance and Automation: President Nichols presented the proposed IMA program guide, including classes required to earn a certification and an AAS degree. He said the new program's advisory board had met and recommended some changes from the original proposal, and those had been incorporated. Motion to approve the program by Brent Campbell, second by Stephanie Cooke. Motion passed 7-0.</p> <p>New Program: Pharmacy Technician: President Nichols said the proposed Pharmacy Technician program had been requested by Salina Regional Health Center, which is having difficulty finding enough trained people in the field, and that pharmacies and clinics in the area are having the same issue. Nichols said details are still being worked out, but it is likely a majority of the classes will be online or hybrid. Salina Regional will make lab space available for classes when needed. Motion to approve the program by John Smith, second by Mark Wentzel. Motion passed 7-0.</p> <p>Tuition and Fees for 2023-24: Motion by John Smith, second by Brent Campbell, to approve proposed tuition and fees for 2023-24. Motion passed 7-0.</p>

New LED Entry Sign: President Nichols said the Board had previously discussed a digital sign at the college's entrance on Centennial, and he solicited bids from two vendors. He recommended 6'7" x 9'9" signs from Mega LED for \$33,373. Motion by Brian Blackwood, second by Mark Wentzel, to approve the recommendation. Motion passed 7-0

Informational Items:

President's Report: President Nichols told the board:

The Kansas Senate is considering further cuts to higher education but appears to be leaving the two-year sector alone.

We are planning for summer camp.

Match Madness is Thursday at the Field House downtown.

Facilities Master Plan: President Nichols went through the Facilities Master Plan, including updating on projects that have been completed during the past year.

Executive Session:

Motion by John Smith, second by Brent Campbell, to go into executive session at 6:45 p.m. with President Nichols for 15 minutes to discuss faculty negotiations and financial affairs/trade secrets of a private business. Motion passed 7-0.

Adjournment

Motion by John Smith, second by Mark Wentzel, to adjourn. Motion passed 7-0. Meeting adjourned at 7:05 p.m.

Submit the completed application and supporting documents to the following:

Director of Workforce Development
Kansas Board of Regents
1000 SW Jackson St., Suite 520
Topeka, Kansas 66612-1368

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

Institution: Salina Area Technical College

Proposed Program: Pharmacy Technician

<u>IMPLEMENTATION COSTS</u>					
Part I. Anticipated Enrollment			Implementation Year		
Please state how many students/credit hours are expected during the initial year of the program?					
			Full-Time	Part-Time	
A. Headcount:			10	--	
Part II. Initial Budget			Implementation Year		
A. Faculty			Existing:	New:	Funding Source:
Full-time	#1	\$	\$65,000	Institutional Funds	
Part-time/Adjunct	#4	\$6,000	\$20,000	Institutional Funds	
		Amount	Funding Source		
B. Equipment required for program		\$ 5,000	Institutional Funds		
C. Tools and/or supplies required for the program		\$ 2,500	Institutional Funds		
D. Instructional Supplies and Materials		\$ 2,500	Institutional Funds		
E. Facility requirements, including facility modifications and/or classroom renovations		\$ 10,000	Institutional Funds/Business Partner Facility		
F. Technology and/or Software		\$ 2,000	Institutional Funds		
G. Other <i>(Please identify; add lines as required)</i>					
Total for Implementation Year		\$ 113,000			

<u>PROGRAM SUSTAINABILITY COSTS (Second and Third Years)</u>					
Part I. Program Enrollment			Second and Third Years		
Please state how many students/credit hours are expected during the first two years of the program?					
			Full-Time	Part-Time	
A. Headcount:			10	10	
Part II. Ongoing Program Costs			First Two Years		
A. Faculty			Existing:	New:	Funding Source:
Full-time	#1	\$130,000	\$	Institutional Funds	
Part-time	#4	\$52,000	\$2	Institutional Funds	
		Amount	Funding Source		
B. Equipment required for program		\$ 2,000	Institutional Funds		
C. Tools and/or supplies required for the program		\$ 2,000	Institutional Funds		
D. Instructional Supplies and Materials		\$ 2,000	Institutional Funds		
E. Facility requirements, including facility modifications and/or classroom renovations		\$ 0			
F. Technology and/or Software		\$ 3,000	Institutional Funds		
G. Other <i>(Please identify; add lines as required)</i>					
Total for Program Sustainability		\$ 191,000			

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

Please indicate any additional support and/or funding for the proposed program:

The college has verbal commitments from Salina Regional Hospital and regional retail pharmacies for student placement in their pharmacies for student internships and/or observations. This will help meet the observation hours necessary for the students. The college will seek local, state, and federal grants for support of infrastructure needs through foundations.

Submit the completed application and supporting documents to the following:

Director of Workforce Development
Kansas Board of Regents
1000 SW Jackson St., Suite 520
Topeka, Kansas 66612-1368

Kansas Promise Eligibility Request Form

CA-1d Form (2022)

This application should be used for new programs (currently in the program approval process) or existing programs the institution would like reviewed for Kansas Promise eligibility.

Program Eligibility

Per statutory language (Section 28), a “promise eligible program” means any two-year associate degree program or career and technical education certificate or stand-alone program offered by an eligible postsecondary educational institution that is:

- 1) approved by the Board of Regents;
- 2) high wage, high demand or critical need; and
- 3) identified as a “promise eligible program” by the Board of Regents pursuant to [K.S.A. 2021 Supp. 74-32,272](#):
 - Information Technology and Security
 - Mental and Physical Healthcare
 - Advanced Manufacturing and Building Trades
 - Early Childhood Education and Development

Section 29 (9d), states that the Board of Regents may designate an associate degree transfer program as an eligible program only if such program is included in:

- 1) An established 2+2 agreement with a Kansas four-year postsecondary education institution; or
- 2) An articulation agreement with a Kansas four-year postsecondary educational institution and is part of an established degree pathway that allows a student to transfer at least 60 credit hours from the eligible postsecondary educational institution to a four-year postsecondary education institution for the completion of an additional 60 credit hours toward a bachelor’s degree.

Section 30 states an eligible postsecondary educational institution may designate an additional field of study to meet local employment needs if the promise eligible programs within this field are two-year associate degree programs or career and technical education certificate or stand-alone programs approved by the Board of Regents that correspond to jobs that are high wage, high demand, or critical need in the community from one of the following fields:

- 1) Agriculture;
- 2) Food and Natural Resources;
- 3) Education and Training;
- 4) Law, Public Safety, Corrections, and Security; or
- 5) Distribution and Logistics

Name of Institution	Salina Area Technical College
Name, title, and email of person responsible for Academic program	Jennifer Callis, Vice President of Instruction jennifer.callis@salinatech.edu
Name, title, and email of Financial Aid contact	Rachael Galvan, Financial Aid Coordinator rachael.galvan@salinatech.edu

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2022)

This application should be used for new programs (currently in the program approval process) or existing programs the institution would like reviewed for Carl D. Perkins funding eligibility.

Program Eligibility

Any program receiving Perkins funds must be designated as a technical program by KBOR. Definition of a technical program may be found in state statute K.S.A. 72-1802.

Program Levels:

Educational Award Level	Credit Hours
SAPP	1-15
Certificate A	16-29
Certificate B	30-44
Certificate C	45-59
Associate of Applied Science	60-69

Stand-Alone Parent Program (SAPP) criteria:

1. Designated as “Technical Program” in KHEDS
2. Leads to an industry-recognized credential
3. Leads to a specific occupation
4. Addressed and evaluated in the Comprehensive Local Needs Assessment
5. Minimum 6 concentrators (average over the previous two academic years)
6. Instructor/Trainer/Teacher programs and Workforce AID programs are not eligible

Certificates and Associate of Applied Science (CERT and AAS) criteria:

1. Designated as “Technical Program” in KHEDS
2. Aligned at the state level (for select aligned programs). Visit the program alignment section of the KBOR website for the list of aligned programs at the state level.
3. Addressed and evaluated in the Comprehensive Local Needs Assessment
4. Minimum 6 concentrators (average over the previous two academic years)
5. Instructor/Trainer/Teacher programs and Workforce AID programs are not eligible

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2022)

Name of Institution	Salina Area Technical College
Name, title, phone, and email of person submitting the Perkins Eligibility application <i>(contact person for the approval process)</i>	Gregory A. Nichols, President 785-309-3182 greg.nichols@salinatech.edu
Name, title, phone, and email of the Perkins Coordinator	Jennifer Callis, Vice President of Instruction 785-309-3120 jennifer.callis@salinatech.edu
Program Name	Pharmacy Technician
Program CIP Code	51.0805 Pharmacy Technician/Assistant
Educational award levels <u>and</u> credit hours for the proposed request(s)	Certificate B – 36 credits
Number of concentrators for the educational level	Estimate Year 1—10 full-time students Year 2—10 full-time and 10 part-time students
Does the program meet program alignment?	N/A – no program alignment
How does the needs assessment address the occupation and the program <i>(provide page number/section number from the CLNA and describe the need for the program)</i>	On page 16, of our CLNA it is discussed a contributing strength of Saline County is the diverse market for skills trades professionals in multiple pathways. Health science was a pathway mentioned. When discussing programs offered Health Science at that time was focused primarily on nursing and allied health courses. The need for a pharmacy technician was not discussed as we had not been approached by the time the CLNA was compiled so no research was completed yet. At one of our task force meetings, the committee discussed the table below and the need in the region in the field of health science. Since COVID has emerged, the demand for technicians like Pharmacy Technicians has increased as Pharmacists have had additional duties added due to patient care needs. The Salina region is a hub for medical and health services and continues to grow, showing the need for additional pharmacy technicians.

