

**ABC Adult School**  
12254 Cuesta Drive, Cerritos, CA 90703  
(562) 229-7960

Pharmacy Technician Advisory Meeting  
February 23, 2024  
11:00 a.m. to 1:00 p.m.  
Cabrillo Lane, Room 13

**Committee Members Present:**

Daryl Nava, Manager - Walgreens  
Angelica Nieto, Wa;greens  
Jignesh Mehta, Owner/Pharmacist - VM Pharmacy  
Vanessa Sanchez, HR - AmeriPharma

**Committee Members Absent:**

Alma Gonzalez, AmeriPharma  
Farzan Fisfahani, PharmD  
Vid Jani, PharmD

**In Attendance:**

Nancy Amara, **Principal**; Kathy Evans, **Assistant Principal**; Melissa Baumunk, **Assistant Principal**; Ty Holloway, **Job Developer**; Melissa Van Aalsburg, **Financial Aid Coordinator**; Nivin Ibrahim, **Secretary II**

**Teachers:** Rochelle Scott

**Minute Items**

**Welcome**

**By Nancy Amara and Kathy Evans:**

Nancy and Kathy thanked everyone for attending today's Pharmacy Technician Advisory. Kathy asked the panel to introduce themselves.

**Introduction and Meeting Overview**

**Review of Mission Statement**

**Outcomes**

**WASC and COE Accreditation Update**

**By Kathy Evans**

The purpose of the advisory is to ensure that our programs are adequately preparing students to enter the industry. We need the input of the professional community to verify that our students are prepared and to make changes to curriculum if necessary to meet the industry needs. It also gives us the opportunity to understand the current trends and upcoming changes.

The Mission of ABC Adult School is to provide quality education to our diverse community with meaningful opportunities for success in career, academic, and personal goals.

We participated in a combined WASC (Western Association of Schools and Colleges) and COE (Council on Occupational Education) visit in 2021. WASC looked at all other programs outside of career technical education;

COE evaluated all CTE programs and all processes that are involved in those. There were some findings from the COE visit, which will be addressed, most of which involve paperwork and not program structure, instruction or content. We cleared the findings in December of 2022. We were in a warning status as bench marks had not been met due to the pandemic, but those have been cleared. Bench marks are 60% completer, 70% placement, 70% licensure.

The Student Learning Outcomes for the ABC Adult School are: “Self-directed lifelong learners who: acquire Knowledge and skills appropriate to their stage of life, set and achieve career, educational and/or personal goals, and seek continuing career training and/or educational opportunities. Effective communicators who: demonstrate appropriate listening, speaking, reading, writing, creative, and/or computational skills, apply communication skills to professional, technical and other real-life situations, and enhance and improve their ability to understand and be understood by others. Critical thinkers and problem-solvers who: exercise their powers of judgment, perception, and inference, assess and fulfill their own needs by finding appropriate resources, and apply knowledge to professional, technical and other real-life situations.”

**Motion to accept minutes from last meeting.**

Please take a moment to review the minutes from the last advisory. We will need to have a motion and a second motion to approve the meeting notes. Can someone make the fist motion?

The previous advisory meeting minutes were reviewed and approved by the committee with Jignesh Mehta, VM Pharmacy, motioning to approve the minutes, and Daryl Nava, Manager at Walgreens, seconding the motion. The minutes have now been approved.

**Completion/Placement/Licensure Plan**

**Financial Aid**

**By Kathy Evans**

To maintain our COE accreditation, we must maintain a 60% completion rate and 70% placement rate. If we do not, which will place our program in a review (which requires us to report why and what actions we are implementing to correct completion and placement). We have one year in which to get our numbers back up to the benchmarks set by COE.

For the reporting year 2022 (enrollment for 2021), we had a **82% completion rate and 100% placement**. The complete number was below benchmark due to low enrollment. Placement was high due to few completers. Some reasons for this were that students were taking longer to complete due to covid closures (we had students who had left during covid and returned later, which increased our carry over numbers). With covid restrictions removed, we have seen an influx of new students who have been in person 100% of the time.

Financial Aid:

We still offer financial aid for the program as the hours still fall within Financial aid requirements

**Review/Discuss Program of Study**

**By Kathy Evans**

The committee took time to review the program in its entirety and discussed the following topics: Requirements for Admission, Program Length and Content, Program Objectives, Competency Tests, Instructional Materials, Equipment, Methods of Evaluation, and Instructional Delivery Modes.

Admission Requirements: Are they appropriate and are there any suggestions? (18 years and must have a HSD/HSE)

Requirements met by Daryl Nova, Manager, Walgreens

*Program Length and Content: Is the amount of time sufficient for an entry level position? Are the topics/classes appropriate for the program and any suggestions?*

Jignesh Mehta, VM Pharmacy, mentioned that students will need to complete a background check in order to get their license. It should be a requirement for admission. If there is not any indication that they will need a background check, there should be a disclaimer prior to enrollment. Kathy replied that students are required to complete a background check with Castle Branch prior to going on site for their externship hours and it's stated in the school catalog and it will be a good idea for the teacher to announce it at the start of the course.

Daryl Nava, Walgreens, no need to add any more hours ; he added to encourage students to take the PTCB exam or the NHA exam which will guarantee them at \$1 more in higher rate and more employment opportunities.

Jignesh Mhta, VM Pharmacy, agreed and added to teach students PTCB materials to allow students to be certified easily.

Jingesh Mehta and Daryl Nava suggested that we mandate the PTCB exam as a part of the program but it needs to be mandated by the state to do so per Nancy.

Jignesh Mehta, VM Pharmacy, added you can use OIG or SMN website to do background checks for free but Nancy replied that we need to get permission from our district to collect SSN.

When reviewing the Pharmacy Course Outline, Daryl asked about the Externship hours; Kathy replied it's between 100 hours and 120 hours to try and not burden pharmacies. Kathy also added that we offer 240 instruction hours which is required for the pharmacy affidavit to get students qualified for the licensure.

*Program Objectives: Are the objectives sufficient and relevant to the program? Should there be other objectives or are any current ones outdated or irrelevant?*

Successful pharmacy technician students are prepared and qualified to obtain employment in retail and hospital pharmacies, they learn the basic concepts of Pharmacology, knowledge of practice setting, standard and ethics, state board of Pharmacy laws and regulations, basic pharmacy calculations, drug dosages, forms, record keeping, labeling and customer service. They are trained to pass the Pharmacy Technician State License.

Jignesh Mehta, VM Pharmacy, mentioned that in the future the pharmacy will have access to patients' mental health evaluation by KGI Pharmacy School..

Daryl Nava, Walgreens added students will need to have a vast understanding of HIPAA and how to manage these records. Kathy replied that we have that covered by teaching EHR.

*Competency Tests: What tests are used in the program? Are they sufficient and any suggestions?*

Teacher developed exams, projects, scenario based questions, and practical lab exams.

The committee agrees that the program objectives are sufficient and relevant plus adding the PTCP exam practice.

*Instructional Materials: What type of materials does the instructor use? Is it appropriate and any recommendations?*

Whiteboard, interactive TN, multiple TV Screens, computers, software, textbooks.

The committee agrees that the program objectives are sufficient and relevant and added software in the pharmacy lab, test prep books which is a free online version and accuracy test.

*Equipment: What type of equipment is available to students? What is needed and are there any gaps?*

The committee agrees that the equipment is sufficient and added a cash handling machine and signage per Daryl Nava, Walgreens.

*Methods of Evaluation: How are students evaluated in the program? Is this sufficient? What type of portfolio, if any, should students have when they finish the program and look for a job? Is industry certification needed or preferred?*

The committee agrees that the program objectives are sufficient and relevant.

Jingnesh Mehta, VM Pharmacy added to teach phone etiquette and recognize different language; let me get the pharmacist and not answer any questions with yes/no answers..

*Instructional Delivery Modes: How is the subject matter taught? Is one method better than another in the program and any suggestions?*

In person instruction and hands on skills.

The committee agrees that the program objectives are sufficient and relevant.  
teaching law technicality per Jingsh Mehta, VM Pharmacy.

Additional Comments:

**Adjournment**

Kathy thanked everyone for coming and contributing to today's Pharmacy Technician Advisory Meeting.

Transcribed by: Nivin Ibrahim

Signature: \_\_\_\_\_ Date: \_\_\_\_\_