

# Pharmacy Technician Advisory Committee Agenda

May 8, 2025

Time: 6:30-7:30 pm

Place: William Race Building, 3<sup>rd</sup> Floor, Conference Room 4061 (Santa Rosa Campus) or zoom  
(<https://santarosa-edu.zoom.us/j/84890727813?from=addon>) Meeting ID: 848 9072 7813

<b>List</b>	
<b>Members in Attendance</b>	Stephine Golik, Daneh Tabor, Brittany Norton, Ryan Sullivan, Jan Sully
<b>Members absent</b>	Hugo Aguilar, Jason Strasser
<b>Members attending as proxy</b>	Daneh Tabor ( for Hugo Aguilar) Ryan (Jason Strasser)
<b>Invited Guests</b>	Marta Fijalkowski
<b>Faculty, staff, and administrators in attendance</b>	Jesus Nieto, Stephine Golik, Tammy Sakanashi
<b>Was quorum met?</b>	Yes
<b>Call to order</b>	6:30 pm
<b>Adjournment</b>	7:25 pm

## Today's Agenda

<b>Welcome and Introductions</b>	<ul style="list-style-type: none"><li>• All in attendance- Name, title, organization</li></ul>
<b>Approval or Minutes of last meeting</b>	<ul style="list-style-type: none"><li>• Approved (Stephine motions to approve, Daneh second, Brian third)</li><li>• Last meeting date: Previous minutes from 11/7/2024 (motioned to a approve by Stephanie and seconded by Daneh. All approved motion)</li></ul>
<b>Public Comments</b>	<ul style="list-style-type: none"><li>• None</li></ul>
<b>Unfinished Business</b>	<ul style="list-style-type: none"><li>• ASHP accreditation preparation committee formed, met 2/20/25. Next meeting 7/31/25</li><li>• Created short term goal to prepare for ASHP (proposal due Nov 2025), increase current enrollment by 50% (from 16 to 20 graduates)</li><li>• Long term goal – getting enrollment to 2008 era (~40-50 students on average per semester)</li></ul>

## Announcements

<b>Positions</b>	<ul style="list-style-type: none"><li>• KP Santa Rosa<ul style="list-style-type: none"><li>○ 3 on call inpatient</li><li>○ 1 on call outpatient</li><li>○ 1 on call oncology</li></ul></li><li>• Sonoma Specialty Hospital (Sebastopol)<ul style="list-style-type: none"><li>○ 1 position</li></ul></li><li>• CVS/ Walgreens<ul style="list-style-type: none"><li>○ hiring</li></ul></li></ul>
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<b>Unit Dose Machine</b>	<ul style="list-style-type: none"> <li>• Up and running</li> <li>• Collab with RN program <ul style="list-style-type: none"> <li>○ Want specific label to scan. Working with manufacturers</li> <li>○ RN program to create profiles in pyxis</li> </ul> </li> <li>• Refilling pyxis with more meds</li> </ul>
<b>PTCB Vouchers</b>	<ul style="list-style-type: none"> <li>• Can take test 2 months before graduation</li> <li>• Cost: \$129</li> <li>• Requested 18 vouchers for this year (one-time voucher)</li> <li>• CA requirements <ul style="list-style-type: none"> <li>○ CA BOP Pharmacy Tech license</li> <li>○ PTCB (optional for some positions)</li> </ul> </li> </ul>
<b>PTCB Pass Rates</b>	<ul style="list-style-type: none"> <li>• 91% pass rate overall from 2010-2025 <ul style="list-style-type: none"> <li>○ 2020- 78% (7/9)</li> <li>○ 2020 – 80% (4/5)</li> <li>○ 2022 – 100% (3/3)</li> <li>○ 2024 – 100% (3/3)</li> <li>○ 2025- 100% (3/3) + 2 students with results not yet posted (will be 5/5)</li> </ul> </li> <li>• 100% pass rate from 2022-2025</li> <li>• Hope to be at 20 students by end of year</li> <li>• SRJC will get results if 3 or more students associate and take PTCB</li> </ul>
<b>ASHP Accreditation Prep</b>	<ul style="list-style-type: none"> <li>• Preceptor evaluation forms (include SRJC logo on the document)</li> <li>• Student site evaluation form (include SRJC logo on the document)</li> <li>• PT checklist for retail pharmacy</li> <li>• ASHP auditor- submit what we have and will receive feedback</li> <li>• Accreditation meeting on 7/31/25</li> </ul>
<b>New Business</b>	<ul style="list-style-type: none"> <li>• Grant for 30 sets of PTCB review textbooks</li> <li>• Working towards zero textbook cost for students</li> <li>• Case study to make program sustainable <ul style="list-style-type: none"> <li>○ Can't continue requesting non-reusable items</li> <li>○ Current stock: 2 years</li> </ul> </li> <li>• COVID kits (donation?) <ul style="list-style-type: none"> <li>○ Alcohol pads</li> <li>○ Luer lock – contact company and see if they can donate</li> <li>○ Contact BD – ask if online hospital (ask about BD logistics). See if students can get access to site to familiarize themselves.</li> </ul> </li> <li>• Received donations from Memorial, Sutter, KP (thank you!)</li> <li>• Looking for more donation opportunities</li> </ul>
<b>Mission Statement</b>	<ul style="list-style-type: none"> <li>• Add diversity component - Want a workforce that matches our diverse population</li> <li>• Current mission statement for the program is “The faculty of the Pharmacy Technician Program at Santa Rosa Junior College is committed to delivering outstanding instruction and fostering a learning environment that promotes the progress and</li> </ul>

	<p>advancement of enrolled students. Our goal is to equip students with the necessary skills and knowledge to become proficient entry-level pharmacy technicians capable of contributing effectively to the healthcare community they serve.”</p>
<b>Student Updates</b>	<ul style="list-style-type: none"> <li>• 15 students in externships</li> <li>• Hospital 60-80 hours recommended (currently 40 hours) <ul style="list-style-type: none"> <li>○ Should we change the requirement to 60-80?</li> <li>○ Reduce retail hours and increase hospital hours</li> </ul> </li> <li>• State requirement: can't do more than 140 hours per site or 340 hours total</li> <li>• Concerns <ul style="list-style-type: none"> <li>○ Site availability</li> </ul> </li> <li>• Sutter hospital now accepting students</li> </ul>
<b>Department Updates</b>	<ul style="list-style-type: none"> <li>• 2 associates for Spring 2025, 3 associates for Fall 2025 <ul style="list-style-type: none"> <li>○ Aiko- math</li> <li>○ Stephine – intro</li> <li>○ Hugo – ethics</li> </ul> </li> </ul>
<b>Enrollment and Graduation</b>	<ul style="list-style-type: none"> <li>• 15 graduates expected May 2025</li> <li>• Fall enrollment to date: 14-32 students per class for all 5 classes</li> </ul>
<b>Marketing</b>	<ul style="list-style-type: none"> <li>• Speaking with local schools <ul style="list-style-type: none"> <li>○ Windsor HS- premed core program</li> <li>○ HS to start preparing students for jobs in healthcare</li> <li>○ Tammy- can we have a class to help jumpstart HS students into our program?</li> <li>○ Under 18 yo – issue obtaining license</li> </ul> </li> <li>• Shadowing events</li> <li>• Mentor night</li> <li>• Local career fairs? High schools Windsor High <ul style="list-style-type: none"> <li>○ Contact Oscar in outreach</li> </ul> </li> <li>• Windsor High School – premed core program</li> <li>• Create a flier of “what jobs can a pharmacy technician go into” ex. Med rec, IV, management, outpatient/retail</li> </ul>
<b>Upcoming Meeting Dates</b>	<ul style="list-style-type: none"> <li>• Advisory meeting: Thursday, <b>11/6/25 at 6:30 pm</b></li> <li>• ASHP accreditation meeting: <b>7/31/25 at 6:30 pm</b></li> </ul>
<b>Action items</b>	<ul style="list-style-type: none"> <li>• Send evaluation forms to Brittany</li> <li>• BD logistics (see if students can get access to an online platform)</li> <li>• Call Healthcare logistics (ask for returns)</li> <li>• Updated mission statement to include diversity statement</li> <li>• Consider: hospital pharmacy in the fall for those interested in hospital (highest volume in the fall)</li> <li>• Reach out to Trent or Lorraine for internship sites <ul style="list-style-type: none"> <li>○ Looking for IV trained techs (need in this area)</li> </ul> </li> <li>• What do other schools do for hospital hours (60-80)?</li> <li>• Continue searching for donation opportunities</li> </ul>