



## **AGENDA**

### **Florida Board of Pharmacy Tripartite Committee Meeting August 25, 2017 - 10:00 a.m.**

Conference Call Number: (888) 670-3525

Conference Code Number: 5134896685

#### **Committee Members:**

Goar Alvarez, PharmD – Chair

#### **Group A:**

Darice E. Richard, PharmD

Kristen Weitzel, PharmD

Jeenu Philip, BPharm

#### **Group B:**

Fritz Hayes, BPharm

Julie Wilkinson, PharmD

Goar Alvarez, PharmD

#### **Group C:**

Day Scott, PharmD, BCPS, FASCP

Amy H. Schwartz, PharmD, BCPS

Jeffrey J. Mesaros, PharmD, JD

#### **Group D:**

Carsten Evans, Ph.D., RPh

Michelle Weizer, RPh

Humberto Martinez, BPharm, RPh, CPh, MD

#### **Group E:**

Otis Kirksey, PharmD

Michael Jackson, RPh

Debra B. Glass, BPharm

#### **Group F:**

Jamie L. Fairclough, MPH, PhD, MSPharm

Mark Mikhael, PharmD

Carmen Aceves Blumenthal, RPh

#### **Board Staff:**

C. Erica White, MBA, JD - Executive Director

Savada Knight, Regulatory Supervisor

Jessica Bennett, Board Administrative Staff

#### **Board Counsel:**

Deborah Loucks, Assistant Attorney General

*Note: Participants in this public meeting should be aware that these proceedings are being recorded.*

10:00 a.m. Call to Order

1. **Continuing Education Approval Process Review**

- Overview of Rule 64B16-26.600, F.A.C.
- Overview of Rule 64B16-26.601, F.A.C.

2. **Registered Pharmacy Technician Training Program Approval Process Review**

- Overview of Rule 64B16-26.600, F.A.C

3. **Questions and Answers**

4. **Adjourn**

## **Committee Member Roles and Responsibilities**

### **64B16-26.600 - Tripartite Continuing Education Committee**

The Tripartite Continuing Education Committee will be composed of equal representation from the Board of Pharmacy, each College and School of Pharmacy in the State, and practicing pharmacists within the State. The members of the Committee shall be selected by the Board of Pharmacy and shall serve for a period of two years. The chairman of the committee shall be selected by the chair of the Board. The Board delegates to the Tripartite Continuing Education Committee the authority to act upon applications submitted pursuant to Rule 64B16-26.601, FAC, to become a board approved continuing education provider, the approval of individual program or courses submitted by providers and to perform auditing and monitoring activities pursuant to Rule 64B16-26.601, FAC. The Committee shall hold meetings as may be convened at the call of the Chairman of the Committee.

### **Meeting and Review Participation**

The Committee conducts much of its business on an as needed basis. Because a timely decision is required, it is important that you communicate with the Board Staff liaison regarding periods of unavailability (e.g. vacation, travel or health issues). If you find that you will be unable to continue to fulfill the duties required, please notify the Board liaison immediately.

### **Intellectual Contribution**

You have been selected for your experience and expertise. The people of Florida are relying on your review to ensure qualified educational programs are being offered to meet licensing requirements. Please communicate with Board staff if you need additional information, or if you are unsure of how to proceed in any given situation.

### **Board of Pharmacy Office – (850)245-4292**

#### **Board Staff E-mails:**

C. Erica White, Executive Director  
Savada Knight, Regulatory Supervisor  
Jessica Bennett, Board Administrative Staff

[Erica.White@flhealth.gov](mailto:Erica.White@flhealth.gov)  
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**64B16-26.600 Tripartite Continuing Education Committee.**

(1) The Tripartite Continuing Education Committee will be composed of equal representation from the Board of Pharmacy, Colleges or Schools of Pharmacy in the State, and practicing pharmacists within the State. The members of the Committee shall be selected by the Board of Pharmacy and shall serve for a period of two years. The Chair of the committee shall be selected by the Chair of the Board.

(2) The Tripartite Continuing Education Committee shall perform the following duties pursuant to Rule 64B16-26.601, F.A.C.:

(a) Review continuing education providers and make recommendations to the Board;

(b) Approve the following continuing education courses or programs to be offered by approved providers or individuals that are non-approved providers:

1. General;
2. Initial Consultant Pharmacist Certification;
3. Consultant Recertification;
4. Nuclear Recertification;
5. Medication Errors;
6. HIV/AIDS;
7. Laboratory Tests;
8. Laws and Rules;
9. Quality Related Events;
10. Validation of Prescriptions for Controlled Substances.

(3) The Tripartite Continuing Education Committee shall perform auditing and monitoring activities pursuant to Rule 64B16-26.601, F.A.C. The Tripartite Committee shall perform an audit on each approved continuing education provider 90 days prior to the end of the biennium. The approved provider shall submit the following information for one program of the provider's choosing and one program selected by the Board:

(a) Title, date and location of the program;

(b) Program Number;

(c) Any co-sponsors;

(d) Total number of pharmacists attending;

(e) Rosters of attendees with appropriate license numbers;

(f) Brochures of program announcement;

(g) CV's of each speaker;

(h) Handouts, copy of CE Credit statement, educational materials distributed as part of the program; and,

(i) Summary report of program evaluations.

(4) The Committee shall hold meetings as may be convened at the call of the Chair of the Committee.

*Rulemaking Authority 465.005, 465.009(5) FS. Law Implemented 465.009 FS. History—New 10-18-79, Amended 7-29-81, Formerly 21S-13.01, 21S-13.001, 21S-26.600, 61F10-26.600, 59X-26.600, Amended 10-15-01, 3-10-05, 6-11-09, 6-7-16.*

### **64B16-26.601 Standards for Approval of Courses and Providers.**

(1) Each proposal for program or course approval submitted by a qualified provider must contain a detailed outline of the content of said program or course on forms which will be provided by the Board of Pharmacy upon request, and must build upon Standards of Practice and a basic course or courses offered in the curricula of accredited colleges or schools of pharmacy. Continuing education may consist of post-baccalaureate degree programs offered by accredited colleges or schools of pharmacy, post-graduate studies, institutes, seminars, lectures, conferences, workshops, correspondence courses, or other such committee-approved educational methods.

(2) All offerings must meet the following standards:

(a) Education Content Development.

1. Continuing education offerings shall involve advance planning that includes a statement of measurable educational goals and behavioral objectives.

2. Continuing education offerings shall be designed to reflect the educational needs of the pharmacist and build on the standards for practice and courses in the curricula of accredited colleges or schools of pharmacy.

3. Each continuing education offering shall be designed to explore one subject or a group of closely related subjects or standards.

(b) Methods of Delivery.

1. The method of delivery of a course shall be determined by giving appropriate consideration to such factors as educational content, objectives, and composition of the audience.

2. The method of delivery must encourage active participation and involvement on the part of the pharmacist.

(c) Program Faculty Qualifications.

1. The program faculty for a particular continuing education offering shall be competent in the subject matter and qualified by experience.

2. An appropriate number of program faculty for each activity shall be utilized.

3. There shall be adequate personnel to assist with administrative matters and personnel with competencies outside content areas in cases where the method of delivery requires technical or other special expertise.

(d) Facilities.

1. The facilities to be utilized shall be appropriate and adequate to the content, method of delivery, size of the audience and promote the attainment of the objectives of the offering.

(e) Evaluation. The provider must make provision for evaluation of the participants' attainment of the stated learner objectives through in-process activities that provide a measurable demonstration of the learner's achievement(s).

2. The provider must develop and employ an evaluation mechanism for the purpose of allowing the participant to assess his/her achievement of personal objectives.

3. The provider shall develop and employ an evaluation mechanism that will assess the effectiveness of the learning experiences, instructional methods, facilities, and resources used for the offering.

(f) Contact Hour Criteria. The number of contact hours or Continuing Education Units shall be determined by the provider in advance of the offering subject to approval by the committee and awarded upon the successful completion of the entire planned education experience.

(g) Record Keeping.

1. Records of individual offerings shall be maintained by the provider for inspection by the Board. The records shall be adequate to serve the needs of the participants and to permit the Board to monitor for adherence to the standards for continuing education offerings as outlined in the rules.

2. An individual certificate of attendance specifying title of offering, provider number, date of offering, and number of contact hours earned shall be furnished to each participant by the provider.

3. Records shall be maintained by the provider for a minimum of three (3) years.

(3) Providers seeking board approval shall meet each of the standards outlined herein:

(a) All continuing education offerings conducted by the provider shall meet the standards for continuing education offerings as outlined in these rules.

(b) There shall be a visible, continuous, and identifiable authority charged with administration of continuing education programs. The person or persons in whom the administrative function is vested shall be qualified by virtue of background and

experience and approval by the committee.

(4) All programs approved by the Accreditation Council on Pharmacy Education (ACPE) for continuing education for pharmacists may be deemed approved by this Board for general continuing education hours for pharmacists.

(5) Entities or individuals who wish to become approved providers of continuing education must submit an initial approval fee of \$150 and provide information to demonstrate compliance with the requirements of this rule. A provider seeking to renew approved provider status shall pay a renewal fee of \$150.

(6) Entities or individuals applying for approval of an individual program shall submit a fee of \$50 and provide information to demonstrate compliance with this rule.

*Specific Authority 465.005, 465.009 FS. Law Implemented 456.025(7), 465.009 FS. History—New 10-17-79, Amended 7-29-81, Formerly 21S-13.02, 21S-13.002, Amended 1-10-93, Formerly 21S-26.601, 61F10-26.601, 59X-26.601, Amended 1-29-03.*

### **64B16-26.351 Standards for Approval of Registered Pharmacy Technician Training Programs.**

Pursuant to Section 465.014, F.S., in order to be registered as a pharmacy technician in Florida, an applicant must have completed a pharmacy technician training program approved by the Board. The standards for approval of a registered pharmacy technician training program are as follows.

(1) Preapproved pharmacy technician training programs. The standard for approval of Registered Pharmacy Technician Training programs provided or offered by accredited institutions or entities is whether the program or institution is accredited by one of the following organizations:

(a) Pharmacy technician training programs accredited on or before April 1, 2017, by the Pharmacy Technician Accreditation Commission (PTAC);

(b) Pharmacy technician training programs accredited on or before April 1, 2017, by the Accreditation Council on Pharmacy Education (ACPE);

(c) Pharmacy technician training programs accredited on or before April 1, 2017, by the American Society of Health-System Pharmacists (ASHP);

(d) Pharmacy technician training programs at institutions accredited on or before April 1, 2017, by the Southern Association of Colleges and Schools (SACS);

(e) Pharmacy technician training programs approved on or before April 1, 2017, by the Florida Commission for Independent Education (CIE);

(f) Pharmacy technician training programs at institutions accredited on or before April 1, 2017, by the Council on Occupational Education (COE);

(g) Pharmacy technician training programs at institutions accredited on or before April 1, 2017, by the Middle States Commission on Secondary Schools;

(h) Pharmacy technician training programs at institutions accredited on or before April 1, 2017, by the New England Association of Schools and Colleges, Commission on Technical and Career Institutions;

(i) Pharmacy technician training programs at institutions accredited on or before April 1, 2017, by the Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges;

(j) Pharmacy technician training programs at institutions accredited on or before April 1, 2017, by the Northwest Commission on Colleges and Universities;

(k) Pharmacy technician training programs at institutions accredited on or before April 1, 2017, by the Distance Education Accrediting Commission;

(l) Pharmacy technician training programs at institutions accredited on or before April 1, 2017, by the Accrediting Council for Independent Colleges and Schools;

(m) Pharmacy technician training programs at institutions accredited on or before April 1, 2017, by the Accrediting Commission of Career Schools and Colleges.

(2) The standard for approval of pharmacy technician training programs provided by a branch of the federal armed services shall be whether the curriculum of such course was developed on or before April 1, 2017.

(3) The standard for approval of all programs offered or accredited by an entity not listed in subsection (1) or (2), and which are not employer based programs, is whether the program:

(a) Meets the requirements of and is licensed by the Commission for Independent Education pursuant to Chapter 1005, F.S., or the equivalent licensing authority of another state or jurisdiction or is within the public school system of the State of Florida;

(b) Offers a course of study that includes classroom study and clinical instruction that includes the following:

1. Introduction to pharmacy and health care systems:

a. Confidentiality,

b. Patient rights and Health Insurance Portability and Accountability Act (HIPAA).

2. Pharmacy law:

a. Federal law,

b. Florida State law,

c. Florida State rules,

d. Pharmacy technician Florida rules and law.

3. Pharmaceutical – medical terminology, abbreviations, and symbols:

- a. Medication safety and error prevention,
- b. Prescriptions and medication orders.
- 4. Records management and inventory control:
  - a. Pharmaceutical supplies,
  - b. Medication labeling,
  - c. Medication packaging and storage,
  - d. Controlled substances,
  - e. Adjudication and billing.
- 5. Interpersonal relations, communications, and ethics:
  - a. Diversity of communications,
  - b. Empathetic communications,
  - c. Ethics governing pharmacy practice,
  - d. Patient and caregiver communication.
- 6. Pharmaceutical calculations.

(c) Applies directly to the Board of Pharmacy on approved form DH-MQA 1239 “Application for Registered Pharmacy Technician Training Programs,” 04/17, which is hereby incorporated by reference. Applications may be obtained from <https://www.flrules.org/Gateway/reference.asp?No=Ref-08275>, or the Board of Pharmacy at 4052 Bald Cypress Way, Bin #C04, Tallahassee, FL 32399-3254, or (850)488-0595, or the board’s website at <http://floridaspharmacy.gov/Applications/app-reg-pharm-tech-prog.pdf>. All applications must include the following information:

- 1. Sample transcript and diploma,
- 2. Copy of curriculum, catalog or other course descriptions; and,
- 3. Faculty credentials.

(d) Uses materials and methods that demonstrate that:

- 1. Learning experiences and teaching methods convey the content stated above.
- 2. Time allocated for each participant shall be sufficient to meet the objectives of each activity.
- 3. Principles of adult education are utilized in determining teaching strategies and learning activities.

(e) Demonstrates that the faculty is qualified to teach the subject-matter by complying with the following:

- 1. The program shall provide evidence of academic preparation or experience in the subject matter by submitting a job description, resume or curriculum vitae which describes the faculty member’s work experience and level of academic preparation.
- 2. When the subject matter of an offering includes pharmacy technician practice, a licensed pharmacist or registered pharmacy technician with expertise in the content area must be involved in the planning and instruction.
- 3. Pharmacy technician faculty supervising learning experiences in a clinical area in this State shall be licensed or registered.

(4) All other training programs must be employer based. Any pharmacy technician training program sponsored by a Florida permitted pharmacy, or affiliated group of pharmacies under common ownership, must contain a minimum of one hundred sixty (160) hours of training, that extends over a period not to exceed six (6) months; is provided solely to employees of said pharmacy or affiliated group; and has been approved by the Board. An application for approval of a Registered Pharmacy Technician Training Program shall be made on Board of Pharmacy approved form DH-MQA 1239 “Application for Registered Pharmacy Technician Training Programs” 04/17. The applicant must attach to the application a copy of the curriculum or other course description. All employer based programs must:

(a) Meet the requirements of paragraphs (2)(b), (2)(d), and (2)(e), above;

(b) Give participants an opportunity to evaluate learning experiences, instructional methods, facilities and resources used for the offering. To ensure participants will be given an opportunity to evaluate the program, the applicant must submit a sample evaluation to be reviewed by the Board.

(c) Ensure that self-directed learning experiences, including but not limited to home study, computer programs, internet or web-based courses evaluate participant knowledge at the completion of the learning experience. The evaluation must include a minimum of one hundred (100) questions. The participant must achieve a minimum score of seventy percent (70%) on the evaluation to receive the certificate of completion. The evaluation must be graded by the provider.

(d) Designate a person to assume responsibility for registered pharmacy technician training program. If the contact person is not a licensed pharmacist or registered pharmacy technician, provision shall be made for insuring licensed pharmacist or registered

pharmacy technician input in overall program planning and evaluation.

- (e) Establish written policies and procedures for implementation of the registered pharmacy technician training program.
- (f) Maintain a system of record-keeping which provides for storage of program information.
- (g) Maintain program records for a period not less than three (3) years during which time the records must be available for inspection by the board or department.
- (h) Furnish each participant with an authenticated individual Certificate of Completion.

*Rulemaking Authority 465.005, 465.014(4), (7) FS. Law Implemented 465.014(2), (4) FS. History—New 6-23-10, Amended 11-17-11, 6-19-17.*