

PHARMACY TECHNICIAN STRUCTURED PRACTICE EXPERIENCE PROGRAM

WELCOME

Welcome to the Eastern College Pharmacy Technician Structured Practice Experience (SPE) Program.

For those graduating from a CCAPP-accredited pharmacy technician training program, the qualifications for registration and licensing as a pharmacy technician with the Nova Scotia College of Pharmacists as set out in the *Registration, Licensing & Professional Accountability Regulations* include “a total of 560 hours of structured practice experience”. These hours may be completed as part of the accredited training program curriculum, post-graduation, or a combination of both. Regardless of when the structured practice experience is completed, it must be carried out in accordance with the *Pharmacy Act* of Nova Scotia and the associated Regulations. The length of the post-graduate structured practice experience program is determined by how many of the educational program practicum hours meet the requirements of the legislation; the rest of the required 560 hours are met by successful completion of the post graduate structured practice experience (SPE) Program. This time could be lengthened if the preceptor and/or technician candidate feel more time is needed to complete the program and demonstrate competency in all areas.

The Eastern College Pharmacy Technician SPE Program is a learning experience that permits those enrolled in the program (candidates) to apply previously acquired academic knowledge. The students will use their skills in a practical setting through completion of various activities under the direct supervision of a preceptor resulting in the development and/or demonstration of the competencies outlined in the *Professional Competencies for Canadian Pharmacy Technicians at Entry to Practice* 2014 developed by the National Association of Pharmacy Regulatory Authorities (NAPRA).

Pharmacy Technician candidates must complete all program specific activities and demonstrate the relevant competencies at an entry to practice level expected of pharmacy technicians. A license to practice is a general license and is not restricted to any particular practice setting, therefore a licensed pharmacy technician must show competency to work within their scope of practice across all practice settings, regardless of where he or she may currently work or plan to work in the future.

Practice Sites criteria in Nova Scotia

- Candidates must complete their SPE hours in a direct patient care setting and a place where the technician candidate would be able to effectively complete the requirements of the SPE Program (licensed community pharmacy or hospital pharmacy).
- The practice site shall have a philosophy and sufficient staffing and resources that permit an acceptable degree of educational opportunities and one-on-one interaction between the preceptor and the pharmacy technician candidate.

- All activities must be completed. The candidate may be required to use an alternative site if current practice site cannot provide the opportunity to perform certain activities. This must be discussed with and approved by the Program Coordinator.
- The practice site must be a licensed community pharmacy or institutional (hospital) practice setting in Nova Scotia where dispensing, compounding, and product preparation occurs.
- SPE program may be completed at the pharmacy technician candidate's current workplace setting as long as there is no actual or perceived conflict of interest* or relationship with the preceptor, manager, director or owner.
- The practice site can be a temporary workplace for the purpose of completion of SPE Program. *(Pharmacy technician candidates are given the opportunity to complete the SPE Program at their place of work. If the workplace setting is unable to provide the opportunity to complete one or more exercises in order to demonstrate particular competencies, then the candidate, with the preceptor's approval, can complete those associated activities at another practice site under a second preceptor.)*
- The practice site must have an eligible licensed pharmacist/pharmacy technician willing to assume the role of preceptor
- The preceptor (or delegate preceptor) must be physically present at the workplace site when the pharmacy technician candidate is undertaking SPE Program activities.

Preceptors

- Each SPE rotation must be supervised by a preceptor approved by Eastern College. A preceptor will be approved if he/she:
 - is a licensed pharmacy technician or pharmacist practicing direct patient care
 - has been licensed to practice in Canada for at least one year;
 - has no limitations on practice;
 - has not had their right to be a preceptor revoked or suspended;
 - is not in a position of an actual or perceived conflict of interest* with the pharmacy technician candidate. (see below)
 - understands program requirements
- An SPE learner may have a maximum of two preceptors for the program. A change in preceptor is only permitted after:
 - completion of an evaluation by the first preceptor; and
 - submission to and approval by Eastern College of a new *Pharmacy Technician SPE Program Notification Form* signed by the learner and the new preceptor.
- If two preceptors are involved in supervising the candidate, then each must complete a Notification form and be approved. As well each must complete a Certificate of Completion form clearly identifying which activities were completed and competency demonstrated under their supervision.

* Regarding references to “Conflict(s) of Interest”: Preceptors must not have or be perceived by the College to have a conflict of interest or bias in respect of the pharmacy technician. The existence of any factor (examples include familial relationships, financial or business connections) which would be perceived as potentially compromising an objective, candid and fair assessment of the candidate's competency must be disclosed on the initial application if known at that time, or as soon as the potential conflict or bias is identified. The disclosure requirement is applicable to both the applicant and the preceptor. Disclosure of the potential conflict of interest or bias will not



necessarily preclude the ability of the pharmacy technician candidate to complete the SPE Program with that preceptor at that location. Failure to disclose a potential conflict of interest may result in a decision that the candidate will have to redo the SPE Program under another acceptable preceptor and could also result in a refusal to allow the pharmacist or registered pharmacy technician to act as a preceptor in the future.

Completion of SPE Hours

- SPE candidates are required to find their own experience site and preceptor to complete the program.
- Before beginning the SPE program, both the candidates and the preceptor must sign a *Pharmacy Technician SPE Program Notification Form* and submit it to Eastern College for approval.
- Pharmacy technician candidates must keep a record of all SPE program hours and submit this record to the Program Coordinator upon completion of program. There must be focused time spent on the SPE activities and that the hours recorded should not be regular work schedule hours if you are not spending any time on SPE activities.
- SPE hours must be completed in a normal work week pattern which is not less than 10 and not more than 40 hours per week.
- The SPE Program is to be completed within 6 months of commencement. If further time is needed to complete the Program, the preceptor must contact the Program Coordinator and request an extension.

Progression through the Program and Assessments

The candidates must complete a *Pharmacy Technician SPE Pre-rotation Self-Assessment Form* to assess their knowledge, skills and abilities before beginning the program. This form must be shared with the preceptor and should be used as a tool to plan the rotation in a way that will provide the candidate opportunities to develop additional knowledge, skills and abilities to demonstrate the competencies required to successfully complete the program. This assessment should be discussed at the beginning of the program and at the midway point through the program.

- A preceptor for a pharmacy technician candidate is responsible for the overseeing of a pharmacy technician candidate engaged in practice experience. The preceptor must discuss each completed assessment/evaluation form with the candidates.
- A candidate who disagrees with an assessment must discuss his/her concerns with the preceptor. If the disagreement cannot be resolved, it must be brought to the attention of the Program Coordinator, Eastern College within 5 days of the assessment.

Regardless of the number of hours completed in the program, the candidates must demonstrate each required competency with confidence and a limited amount of support. If the preceptor does not feel the competencies have been demonstrated at an acceptable level, additional time and learning should be planned. Candidates must adequately demonstrate all competencies to complete the program.

A final assessment must be completed by the preceptor to evaluate the candidate's NAPRA Competencies for Pharmacy Technicians. Candidates are required to be able to demonstrate all competencies at an acceptable level. When this has been completed, the preceptor must attest to



this by signing and rating each activity as it is done and signing the *Certificate of Completion of Technician Structured Practical Experience Form*. Both forms must be submitted to Eastern College. The preceptor and the candidate must sign each of these forms which are found in Appendix C of the logbook. Forms are to be sent to Eastern College immediately upon completion of the program either with the logbook or separately by the preceptor.

PROGRAM REGISTRATION

Before beginning the SPE Program, a candidate must:

- open a file with NSCP
- find a site and a preceptor
- submit a completed *Pharmacy Technician SPE Program Notification Form* to Eastern College
- receive approval from Eastern College to begin the program and pay the program fee of \$375 plus \$52.50 tax = \$427.50 total

PROGRAM ACTIVITIES

Demonstration of competencies is accomplished through the completion of program activities developed for each of the nine competency categories mentioned in the 2014 Professional *Competencies for Canadian Pharmacy Technicians at Entry to Practice* developed by the National Association of Pharmacy Regulatory Authorities (NAPRA). A complete description of the nine NAPRA competencies is available on the NAPRA website at:

http://napra.ca/Content_Files/Files/Comp_for_Cdn_PHARMTECHS_at_EntrytoPractice_March2014_b.pdf Program activities are outlined in the Eastern College Pharmacy Technician SPE Program Logbook. Candidates must complete all activities.

How to use the Logbook

The *Pharmacy Technician SPE Program Logbook* should be used to document completion of each activity and record approval of completion of the activity by the preceptor or the preceptor's delegate. Candidates are required to submit the completed logbook to Eastern College, either by mail or dropped off at the Halifax campus (see address below).

Eastern College provides the candidates with the logbook package. When an activity is completed, it should be recorded in the logbook, and signed off by the preceptor when the activity is completed to their satisfaction. If there is not adequate room on the logbook to document or summarize the activity, candidates should make a note in the logbook and insert additional documentation, labeled with the activity number, into the package in the appropriate section.

Only the Eastern College-approved preceptor can complete the *Pharmacy Technician Evaluations* and sign the *Certificate of Completion of the Pharmacy Technician Structured Practice Experience Program Form*.



FORMS

The following list outlines all documents and forms that are used in the Pharmacy Technician SPE Program.

- Pharmacy Technician SPE Program Notification Form
- Eastern College Structured Practice Experience Program Overview
- Pharmacy Technician SPE Program Logbook – which contains
 - Pharmacy Technician SPE Program Pre-Rotation Self-Assessment Form
 - Each activity with instructions and the rating by the preceptor and student once completed
 - Instructions for Checking Accuracy and Quality of Final Product
 - Prescription Daily Tracking Log
 - Certificate of Completion of Technician Structured Practical Experience Program Form

Completed forms are to be submitted to:

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