

SPT Preceptor Orientation Workshop Pre-reading



SPT Overview

- Practical training component of registration process for pharmacists & pharmacy technicians in Ontario
- Full-time program*, 35 hours / week for a MINIMUM of 12 weeks
- Completion of training based on meeting NAPRA competencies for entry-to-practice

* Part-time models available – contact a registration advisor



NAPRA Entry to Practice Competencies

- Developed in 2007
 - Pharmacists
 - Pharmacy Technicians
- Overlap in some competency areas to complement professional roles
- Reflective of the modern dynamics of pharmacy practice environment

See attached handouts



NAPRA Entry-to-Practice Competencies

They are the basis for:

- CCAPP* accredited programs
 - University degree pharmacy programs
 - Community and private career college pharmacy technician programs
- Bridging Programs
 - International Pharmacy Graduate (IPG) Program
 - Bridging Program (pharmacy assistants in the profession)
- PEBC Qualifying Exams
- Structured Practical Training

* Canadian Council for Accreditation of Pharmacy Programs



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Preceptor Eligibility

- Must meet SPT Preceptor & Practice Site Criteria (see attached)
- Contact the Registration Programs department* if you:
 - Are a relief pharmacist
 - Work in administrative capacity
 - Work in a site that is very specialized (methadone, long term care, family health team)
 - Do not work 18 hours / week in ONE location

*Registration advisor to determine if you or your site is eligible for SPT; if not, preceptee can make request from a panel of the Registration Committee



Structured Practical Evaluation (SPE)

- Pharmacy technician applicants (PTA) registering from within the profession do not need to complete SPT – need to do SPE
 - Independent Double Check / '500 Rx Check' activity
- If you will only be taking a PTA for this purpose, you do NOT need to attend the workshop.
- Everyone should watch the online tutorial:
https://ontcollege.na5.acrobat.com/spe_online_orientation/



Training Portal

- Documentation tool for SPT
 - houses all assessments, activities, resources
 - No longer using paper manuals / forms
 - Preceptor Guide no longer mailed
 - Must ensure access to it at practice site

- Watch the Demo Video Tutorial:

https://www.skilsure.net/Resources/OCP/web_demos/si/preceptor_video_part_1.html



Registration Requirements for Pharmacists & Pharmacy Technicians



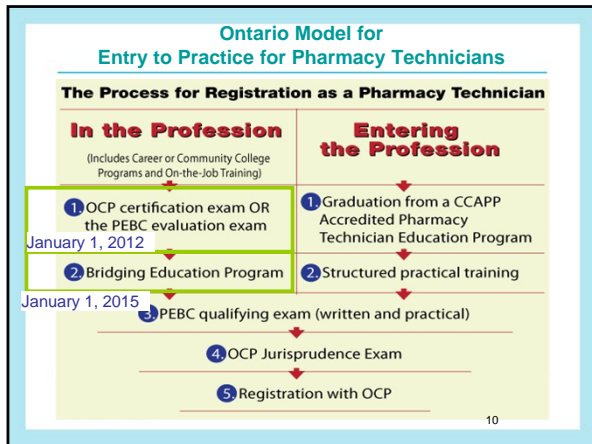
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Parallel Requirements

- Education
- Language proficiency
- PEBC Evaluating Exam
- Bridging program
- Structured practical training
- PEBC Qualifying Exam
- Jurisprudence exam
- Personal professional liability insurance (see attached handouts)



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Technician Registration

- Applicants from within the profession must have successfully completed PEBC evaluating exam or OCP certification by January 1, 2012 to continue through this pathway
- Must complete the bridging programs by January 1st, 2015
- Applicants are NOT members of the College until after ALL of the requirements have been met and they have registered with the College

Ontario College of Pharmacists
Ontario College of Pharmacists
www.ontariocollegeofpharmacists.com

Why Bridging Programs?

- Ensure comparable knowledge, skill & judgment as CCAPP-accredited graduates
- Prepare for Ontario pharmacy practice
- Enculturate IPGs to Canadian health care system
- Increase success rates on PEBC Qualifying Exams
 - IPGs who take the bridging program have significantly higher success rates than those who do not

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International Pharmacy Graduate (IPG) Program

- Based on U of T Faculty of Pharmacy 3rd and 4th year curricula
- Lectures, group work, practical labs
- Canadian Practical Experience (CPE)
 - Mentorship component within pharmacies



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IPG Program cont'd

- Effective December 3rd, 2011, applicants unsuccessful after 1st attempt at PEBC qualifying exam (parts I & II) must complete the program
- Program available on-site in Toronto twice per year and currently piloting online offering of program



Technician Bridging Programs

- Classroom or online delivery
- 4 courses developed with national consensus
 - Management of Drug Distribution Systems*
 - SPE can be done after this course has been completed
 - Pharmacology*
 - Product Preparation*
 - Professional Practice

*Prior Learning Assessment & Recognition available (PLAR)

- Allows individuals to demonstrate knowledge of course through challenge exam



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Pharmacy Assistant vs Pharmacy Technician

- Registration is voluntary
 - College is not requiring assistants to become regulated, however some work environments are
- “Pharmacy technician” is a protected title
 - Need to give unregulated personnel a different title
 - Examples: pharmacy clerk/assistant



Handouts to Review before Workshop

- NAPRA competencies chart
- SPT Preceptor & Site Criteria*
- Registration Requirements*
- Legal Authority
- Watch Demo Videos

* Distinct versions for registered pharmacy students / interns & pharmacy technician applicants



NAPRA Competencies

Many of the competencies overlap between pharmacists and pharmacy technicians; however, there are slight differences to reflect the nature of their individual roles.

The chart below illustrates the competency categories that are shared between pharmacists and pharmacy technicians, and those that are unique but complementary to each certificate of registration.

Competency Category	Pharmacist	Pharmacy Technician
Legal, Ethical and Professional Responsibilities	Pharmacists practise within legal requirements, demonstrate professional integrity and act to uphold professional standards of practice and codes of ethics.	Pharmacy technicians meet legal, ethical, and professional responsibilities in the performance of their practice.
Professional Collaboration and Teamwork	Pharmacists work in collaboration with other health care professionals to optimize patient safety and improve health outcomes.	Pharmacy technicians work in collaborative relationships within health care teams to optimize patient safety and improve health outcomes.
Communication and Education	Pharmacists communicate with and provide education to groups and individuals in order to promote and support optimal patient care and well-being.	Pharmacy technicians communicate effectively with patients, pharmacists, and other health care team members, and educate, where appropriate, in order to promote and support optimal patient care and well-being.
Management Knowledge and Skills	Pharmacists apply knowledge, principles and skills of management with the goal of optimizing patient care and inter-professional relationships.	Pharmacy technicians apply management knowledge, principles, and skills.
Drug Distribution	Pharmacists manage the drug distribution system to ensure the safety, accuracy and quality of supplied products.	<u>Prescription and Patient Information</u> Pharmacy technician promote safe and effective drug distribution by receiving, gathering, entering, and storing prescriptions and patient information so that this information can be accessed and retrieved readily.
		<u>Product Preparation</u> Pharmacy technicians promote safe and effective drug distribution by preparing products in a manner that ensures patient safety through the accuracy and quality of the product.
		<u>Product Release</u> Pharmacy technicians promote safe and effective drug distribution by releasing and distributing products in a manner that ensures patient safety.
		<u>System and Inventory Controls</u> Pharmacy technicians collaborate in the management of systems for drug distribution and inventory control to ensure patient safety and the safety, accuracy, quality, integrity, and timelines of the products.

Competency Category	Pharmacist	Pharmacy Technician
Patient Care	Pharmacists in partnership with patients and health care professionals, use their unique knowledge and skills to meet patients' drug and health related needs and to achieve optimal patient outcomes and patient safety.	
Drug, Therapeutic and Practice Information	Pharmacists assume responsibility for accessing, retrieving, evaluating and exchanging relevant information to ensure safe and effective patient care.	
Quality Assurance		Pharmacy technicians collaborate in developing, implementing, and evaluating quality assurance and risk management policies, procedures, and activities.

References:

NAPRA Professional Competencies for Canadian Pharmacists at Entry to Practice

http://napra.ca/Content_Files/Files/competencies.pdf

NAPRA Professional Competencies for Canadian Pharmacy Technicians at Entry to Practice

http://napra.ca/Content_Files/Files/Professional_Competencies_for_Canadian_Pharmacy_Technicians2007.pdf

NAPRA has developed detailed competency elements as part of each competency. These competency elements should be reviewed when you download the training materials for a specific student, intern or technician applicant.

SPT Preceptor Criteria - Registered Pharmacy Students/Interns

The registration regulation that covers registration as a pharmacist is Regulation 202/94, as amended. It requires that every student or intern must have successfully completed in-service training under a preceptor acceptable to the Registration Committee. A pharmacist cannot act as a preceptor until the application has been confirmed by the College, and a certificate of registration has been issued to the student or intern. This policy outlines who is eligible to be a preceptor and how a preceptor is expected to function. The policy is not to be applied where the result might be to discriminate against a pharmacist who is disabled as that term is defined by the Ontario Human Rights Code. If that issue arises, the pharmacist's application to be a preceptor shall be referred to the Registration Committee.

POLICY

1. Eligibility

- a) A preceptor **must** be a pharmacist who practises in Ontario for at least 18 hours a week, and has been licensed and practising direct patient care in a Canadian jurisdiction for at least one year.
- b) A preceptor **must not** undertake the in-service training of more than one registered student or intern for the purposes of fulfilling the requirements of the College's Structured Practical Training (SPT) Program at any one time unless otherwise authorized by a panel of the Registration Committee.
- c) A preceptor **must not**:
 - i. have any terms, conditions or limitations on his/her certificate of registration other than those applicable to all members of the pharmacist class unless otherwise authorized by a panel of the Registration Committee;
 - ii. have been found to have committed an act of professional misconduct or to be incompetent by the Discipline Committee within the last six years unless otherwise authorized by a panel of the Registration Committee;
 - iii. have been found to be incapacitated by the Fitness to Practice Committee within the last six years unless otherwise authorized by a panel of the Registration Committee;
 - iv. have been the subject of allegations of professional misconduct or incompetence that have been referred to, but not yet decided upon by, the Discipline Committee; or
 - v. have been the subject of allegations of incapacity that have been referred to, but not yet decided upon by, the Fitness to Practice Committee.
- d) The preceptor **must** have met the training requirements of the College by either completing the College's Preceptor Orientation Workshop or meeting the requirements to be a preceptor for the structured practical experiential program (SPEP) in the curriculum of the Leslie Dan Faculty of Pharmacy, University of Toronto.
- e) To continue to be eligible to serve as a preceptor, the preceptor **must** have served as a preceptor and meet the additional educational requirements for preceptors as determined by the Registration Programs staff (currently required every three years).
- f) The preceptor must practise in a pharmacy that meets the SPT Practice Site Criteria unless otherwise authorized by a panel of the Registration Committee.

2. Conflict of Interest

Preceptors must not have or be perceived by the College to have a conflict of interest or bias in respect of the student or intern unless otherwise authorized by a panel of the Registration Committee. The existence of any factor which would be perceived as potentially compromising an objective, candid and fair assessment of the student or intern's competency (eg. familial relationships [direct and indirect], financial or business connections) 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 preceptorship. Failure to disclose a potential conflict of interest may result in a referral to a panel of the Registration Committee that may determine that the student or intern will have to redo the SPT under a preceptor acceptable to the Registration Committee and could also result in the Registration Committee refusing to allow the pharmacist to act as a preceptor in the future.

3. Supervision and Assessment

- a) The preceptor **must** take primary responsibility for supervising and assessing the student or intern for a minimum of 18 hours a week. The preceptor may delegate a portion of the supervision and assessment to other pharmacists or health care professionals as appropriate, and must delegate responsibility for direct supervision of the registered pharmacy student to a pharmacist while in a pharmacy when the preceptor is not available.
- b) The preceptor **must** complete all required assessments of performance and submit the final assessment to the College within seven days of completion of training.
- c) If the training is terminated for any reason by either party, the preceptor **must** complete and return an assessment to the College within seven days of that termination.

SPT Practice Site Criteria - Registered Pharmacy Students/Interns

The practice site shall:

1. be accredited and/or a hospital or other site in Ontario in which direct patient care is provided;
2. have a counselling area if in a community setting so that there is a reasonable expectation of acoustical privacy, or have an active patient counselling program if in an alternative setting;
3. have a philosophy and an organizational structure (e.g., sufficient staffing and resources) that permits an appropriate degree of educational opportunities and one-on-one interaction between preceptor and student/intern;
4. provide health related information and be involved in health promotion and disease prevention;
5. be a pharmacy that has not had a disciplinary finding against it in the past six years or is not currently the subject of disciplinary proceedings;
6. be a pharmacy for which there does not exist any unsatisfied order or action by the Accreditation Committee; and
7. be a pharmacy wherein the student/intern is not in an actual or perceived conflict of interest relationship with the Designated Manager or any Owner, Director, Officer or Shareholder of the Corporation holding the Certificate of Accreditation.

SPT Preceptor Criteria – Technician Applicants

The revised registration regulation (Ontario Regulation 202/94) requires that every pharmacy technician applicant must have successfully completed in-service training under a preceptor acceptable to the Registration Committee. A pharmacist or pharmacy technician (once registered) cannot act as a preceptor until the application has been confirmed by the College, and the technician applicant has pre-registered with the College. A technician **applicant** cannot perform any of the authorized acts since they are not members of the College while completing their training.

This policy outlines who is eligible to be a preceptor and how a preceptor is expected to function. The policy is not to be applied where the result might be to discriminate against a pharmacist or a registered pharmacy technician who is disabled as that term is defined by the Ontario Human Rights Code. If that issue arises, the application to be a preceptor shall be referred to the Registration Committee.

POLICY

1. Eligibility

- a. A preceptor **must** be a pharmacist or pharmacy technician who practises in Ontario for at least 18 hours a week, and has been licensed and practising in a similar scope of practice in a Canadian jurisdiction for at least one year.
- b. A preceptor **must not** undertake the in-service training of more than one technician applicant or, if applicable, one registered student or intern for the purposes of fulfilling the requirements of the College's Structured Practical Training (SPT) Program at any one time unless otherwise authorized by a panel of the Registration Committee.
- c. A preceptor **must not**:
 - i. have any terms, conditions or limitations on his/her certificate of registration other than those applicable to all members of the class in which the preceptor holds a certificate of registration unless otherwise authorized by a panel of the Registration Committee;
 - ii. have been found to have committed an act of professional misconduct or to be incompetent by the Discipline Committee within the last six years unless otherwise authorized by a panel of the Registration Committee;
 - iii. have been found to be incapacitated by the Fitness to Practice Committee within the last six years unless otherwise authorized by a panel of the Registration Committee;
 - iv. have been the subject of allegations of professional misconduct or incompetence that have been referred to, but not yet decided upon by, the Discipline Committee; or
 - v. have been the subject of allegations of incapacity that have been referred to, but not yet decided upon by, the Fitness to Practice Committee.
- d. The preceptor **must** have met the training requirements of the College by completing the College's appropriate Preceptor Orientation Workshop.
- e. To continue to be eligible to serve as a preceptor, the preceptor **must** have served as a preceptor and meet the additional educational requirements for preceptors as determined by the Registration Programs staff (currently required every three years).
- f. The preceptor must practise in a pharmacy that meets the SPT Practice Site Criteria for Pharmacy Technician Applicants unless otherwise authorized by a panel of the Registration Committee.

2. Conflict of Interest

Preceptors must not have or be perceived by the College to have a conflict of interest or bias in respect of the technician applicant unless otherwise authorized by a panel of the Registration Committee. The existence of any factor* which would be perceived as potentially compromising an objective, candid and fair assessment of the technician applicant'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 preceptorship. Failure to disclose a potential conflict of interest may result in a referral to a panel of the Registration Committee that may determine that the technician applicant will have to redo the SPT under a preceptor acceptable to the Registration Committee and could also result in the Registration Committee refusing to allow the pharmacist or registered pharmacy technician to act as a preceptor in the future.

3. Supervision and Assessment

- a. The preceptor **must** take primary responsibility for directly supervising and assessing the technician applicant for a minimum of 18 hours a week. The preceptor may delegate a portion of the direct supervision and assessment to other pharmacists or registered pharmacy technicians as appropriate.
- b. The preceptor **must** complete all required assessments of performance and submit the final assessment to the College within seven days of completion of training.
- c. If the training is terminated for any reason by either party, the preceptor **must** complete and return an assessment to the College within seven days of that termination.

SPT Practice Site Criteria for Pharmacy Technician Applicants

The practice site shall:

1. be an accredited pharmacy and/or a hospital where dispensing, selling or compounding occurs;
2. have a pharmacist or a pharmacy technician physically present on site;
3. have a philosophy and an organizational structure (e.g., sufficient staffing and resources) that permits an appropriate degree of educational opportunities and one-on-one interaction between preceptor and pharmacy technician applicant;
4. be a pharmacy that has not had a disciplinary finding against it in the past six years or is not currently the subject of disciplinary proceedings;
5. be a pharmacy for which there does not exist any unsatisfied order or action by the Accreditation Committee; and
6. be a pharmacy wherein the pharmacy technician applicant is not in an actual or perceived conflict of interest relationship with the Designated Manager or Owner, Director, Officer or Shareholder of the Corporation holding the Certificate of Accreditation.

Applicants who wish to complete SPT in a site that does not meet all of these criteria may request an exemption from a Panel of the Registration Committee.

Legal Authority

Scope / Controlled Act	Pharmacy Student	Intern*	Pharmacy Technician
Provide info & educate patients	Direct supervision by R.Ph	R.Ph present for consultation	Not if clinical or therapeutic
Dispense, sell & compound drugs	Direct supervision & co-signed by R.Ph	No co-sign once competency assessed	R.Ph supervision in accredited pharmacy; Independent Double Check for product release**
Accept verbal Rx/transfers	Direct supervision by R.Ph & co-signed by R.Ph	R.Ph present for consultation	No verbal narcotic Rx. Awaiting amendments to Food & Drugs Act to permit transfers
Supervision of pharmacy	No		
Delegate controlled acts	No		

* There should be a discussion between the intern and the preceptor about the readiness of the intern to take on the accountability of practicing independently. At that point, the intern may perform the scope of practice independently but a registered pharmacist must be present on-site for consultation.

** Registered pharmacy technicians can sign both new and repeat prescriptions for all classes of medications (no restrictions on narcotics, controlled or targeted substances) as long as it is done as an independent double check (IDC). Independent double check is a best practice process of checking prescriptions where a second practitioner will verify the work of the first without communicating the expectations of what to see. Essentially, the 2nd practitioner cannot be involved in any aspects of the drug distribution process prior to checking the prescription.

PHARMACIST REGISTRATION REQUIREMENTS

	Can/US Program Graduates	International Pharmacy Program Graduates
Education	Accredited pharmacy degree	PEBC-recognized pharmacy degree
Language proficiency	Met	Required
PEBC Evaluating Exam	N/A	Required (R.Ph. exam)
Bridging program	N/A	Required unless: 1 – Pass PEBC QE on 1 st attempt 2 – Transition year
Structured practical training	Studentship completed in curriculum ≥ 12 weeks Internship	≥ 12 weeks Studentship ≥ 12 weeks Internship
PEBC Qualifying Exam	Multiple Choice R.Ph. Exam + Objective Structured Clinical Exam	
Jurisprudence		Required (R.Ph. exam)

PHARMACY TECHNICIAN REGISTRATION REQUIREMENTS

	Can Program Graduates	In the Profession Applicants
Education	Accredited pharmacy technician diploma	N/A or PEBC-recognized pharmacy degree
Language proficiency	Met	Met/Required
PEBC Evaluating Exam	N/A	Required (R.Ph.T. exam) by Jan 1/12 unless: 1 – OCP or Alberta certification exam 2 – R.Ph. Evaluating Exam
Bridging program	N/A	Required by Jan 1/15 unless: 1 – Pass PEBC QE on 1 st attempt 2 – Meets R.Ph. education + bridging if required
Structured practical training	≥ 12 weeks	Structured Practical Evaluation (SPE) only; ≥ 12 weeks if IPG
PEBC Qualifying Exam	Multiple Choice R.Ph. T. Exam + Objective Structured Performance Exam	
Jurisprudence	Required (R.Ph. T. exam)	