

Practice Assessment of Competence at Entry (PACE) for Pharmacy Technician Registration - Assessor Application Form (Hospital/Abridged)

Please email the completed form to regprograms@ocpinfo.com

Your General Information	
	Last Name
	First Name
	OCP Number
	Hospital Name and City
	Hospital Accreditation Number

Mitigation of Bias or Conflict of Interest

PACE assessors are expected to provide an objective assessment of a candidate. To do so, assessors must recognize the inherent **bias or conflict of interest (COI)** of assessing a candidate who works for the same organization and make every effort to minimize the impact of that potential bias/COI on the assessment.

Will you be assessing candidates who are currently employed, or were previously employed by your workplace?

No. No further information is required.

Yes. Please complete the rest of this application form (i.e., sections E, and F).

Mitigation of Bias or Conflict of Interest	
E	<p>Please outline how you and your organization plan to minimize the impact of potential bias or COI when assessing a PACE candidate who is employed at or has previously been exposed to pharmacy practice at your facility (e.g., through a student placement). See the final page of this application form for examples of how you could minimize or avoid bias or COI in PACE.</p>
<p>On every request you receive to be a candidate's assessor, you must declare if the candidate is employed by your organization and outline the steps you have taken to minimize the impact of potential bias or COI in your assessment.</p>	

Section F to be completed in conjunction with your manager or other organizational representative:

To ensure PACE assessors can provide an objective assessment of a candidate, their employer must allow them to perform this role without any potential bias or conflict of interest (COI), including but not limited to minimizing discussion among staff of a candidate’s practice performance before or during PACE, not exerting pressure on assessors to rate candidates favourably to remedy staffing shortages, and refraining from intervening in an assessment.

Organizational Commitment as a PACE site			
F		Yes	No
	Does the hospital support the registrant's participation in being a PACE assessor?		
	Does the hospital's organizational structure (e.g., staffing, resources) support the role of the registrant as a PACE assessor?		
	Please outline how you and your organization plan to ensure that the assessor can provide an objective assessment.		

Assessors must report to OCP immediately if they feel they cannot provide an unbiased assessment of a candidate.

Manager or Organizational Representative		
F	Last Name	
	First Name	
	OCP Number (if applicable)	
	Job Title	
	Contact Telephone Number	
	Email Address	

Examples for Minimizing or Avoiding Bias or Conflict of Interest in PACE

Your plan could include, but is not limited to,

- **Assessors are not the same staff members who act as preceptors for students who are likely to return as PACE candidates.**
- **Assessors are not trainers/directly involved in onboarding new staff members who are likely to become PACE candidates.**
- **Assessors are not the direct manager of staff members who are likely to become PACE candidates.**
- **Assessors refrain from participating in assessments of staff members who are likely to become PACE candidates (i.e., performance reviews, certifications).**
- **Assessors are not a part of the hiring process for intern technicians who are likely to become PACE candidates.**
- **PACE assessments could be scheduled to be completed during the first few months of employment since less time working at the site may reduce the likelihood of the assessor becoming acquainted with potential candidates.**