



Ontario College  
of Pharmacists  
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# CANDIDATE TOOLKIT FOR PACE DEVELOPMENT

Updated December 2024

# WHEN YOU RECEIVE YOUR RESULT

## preparation CHECKLIST

Welcome to the Candidate Toolkit for PACE Development. This document will help you get started with planning your development and will guide you on how to address the areas for practice improvement that were detected in your PACE.

Before you contact the College please review:

- Your performance profile (available within your PACE portal)
- The [PACE Assessment Criteria](#)
- [PACE assessment Tool](#)
- The [Creating an Action Plan for PACE module](#) (4 minutes)
- The [Learning Action Plan document](#)

## SCHEDULE A CALL



*Within one week of receiving your PACE results, a registration advisor will email you to schedule a call to discuss your results and next steps.*

- You will need access to the internet during the call
- The call will be approximately 60 minutes in length

### TO MAKE THE MOST OF OUR TIME TOGETHER:

- Review your performance profile ahead of time
- Reflect on the relative strengths and weaknesses that your PACE revealed
- Consider what preparation and practice you feel you will need in order to be ready for your next PACE attempt.

# DEVELOP YOUR LEARNING ACTION PLAN

## STEP 2

Based on your telephone discussion with the registration advisor:

Define your learning objectives and goals for each competency area that requires development, and identify how you could improve your knowledge, skills and abilities for these areas. Examples may include:

- Practice opportunities such as medication reviews, creating care plans, interactions with other health care professionals, etc.
- Educational opportunities such as online or live continuing education programs, readings, and other resources

### PLEASE NOTE

- Development is self directed (with the help of your coach)
- The duration of your development will depend on the number of areas identified **as requiring development** on your PACE assessment and the amount of time it will take to address them. These will be illustrated in your performance profile
- Ensure that your Certificate of Registration as an Intern will not expire while you are in development and during your next PACE attempt.
- Ensure that your professional liability insurance is current as long as you are registered as an intern.

### THE ROLE OF THE COLLEGE DURING YOUR DEVELOPMENT:

Although the College does not oversee this portion of PACE, the staff will provide support and guidance as requested.



# IMPLEMENT YOUR PLAN WITH A COACHING PHARMACIST

## SUPERVISION

During your development, your practice is directly supervised by your coaching pharmacist. Information about the supervision authority for each OCP registrant class can be found on the [College's website here](#).

## COACHING PHARMACIST

Your coaching pharmacist is a pharmacist of your choosing. The pharmacist you choose to work with during development should be someone who is able and willing to genuinely help you succeed in preparing for your next PACE attempt. They should practice in a site which is able to provide you with enough opportunities to fulfill your goals as set in your Learning Action Plan. You should actively seek feedback from your coaching pharmacist to help you address the areas you need to improve in your practice.

You will need to share your performance profile and Learning Action Plan with your coach.

You may find some answers to frequently asked questions about coaching pharmacists for PACE development candidates on our [website here](#).

**!** Don't forget to update your practice site in your OCP member profile as you will be providing patient care during development

## FINISHING THE DEVELOPMENT PHASE

Once you and your coach believe that you have met your Learning Action Plan goals and demonstrated that you have the knowledge, skills and ability to safely practise as a pharmacist in Ontario, you may submit the Declaration of Development Completion in the online portal.

What happens when the College receives the Declaration of Development Completion?

- Your development details will be recorded in your OCP file
- You will receive an email from the College once you can apply to be reassessed by a different PACE assessor

### **! WHAT HAPPENS IF I AM UNSUCCESSFUL ON MY SECOND PACE ATTEMPT?**

You will be referred to a [panel of the Registration Committee](#) to consider what additional education, examinations and/or training you must complete before you may apply to re-attempt PACE. You will be charged a reassessment fee for your third and any subsequent PACE attempts. The [fee schedule](#) is available on our website.

