



Ontario College  
of Pharmacists

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# **CANDIDATE TOOLKIT FOR PACE DEVELOPMENT**

*for pharmacy technician applicants*

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



# preparation CHECKLIST

## WHEN YOU RECEIVE YOUR RESULT

Before you contact the College please review:

- Your performance profile (available within your [PACE portal](#))
- The [PACE Assessment Criteria](#)
- The [Assessment Tool \(TAPT\)](#)
- 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, please email [regprograms@ocpinfo.com](mailto:regprograms@ocpinfo.com) to schedule a call to discuss your results and next steps with a registration advisor.

- 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

The registration advisor will recommend some development resources and suggested practice opportunities to help you prepare your individualized learning action plan. Examples may include:

- *Online or live continuing education programs, readings and other resources.*
- *Practice preparing products, releasing final products and collaboration with other health care professionals and the pharmacy team.*

You are welcome to add any resources you find on your own or that are suggested by your coach.

### 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 through your PACE assessment **as requiring development**, and the amount of time it will take to address them.
- Your certificate of registration as an intern technician must be valid for the entire duration of your development period and your next PACE attempt. If your certificate will expire before this, please contact [registrantservices@ocpinfo.com](mailto:registrantservices@ocpinfo.com) for information on how to obtain a new certificate.
- You must continue to have personal professional liability insurance as long as you are registered as an intern technician. If you are volunteering at a practice site for your development, you may be required to obtain student accident insurance.

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

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



# IMPLEMENT YOUR PLAN WITH A COACH

## PHARMACY PROFESSIONAL COACH

Your coach is a pharmacy professional of your choosing. The pharmacy professional 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 coach to help you address the areas you need to improve in your practice.

You are encouraged to share your performance profile and Learning Action Plan with your coach.

[Here are some tips](#) on what to look for in a coach for your PACE development and their practice site.

## SUPERVISION

You may only practice under direct supervision of a Part A pharmacy technician or Part A pharmacist. For more information, see the [Supervision of Pharmacy Personnel Policy](#).



Update your practice site in your OCP account 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 practice as a pharmacy technician in Ontario, you should submit a final Learning Action Plan. After this is reviewed by the Registration Advisor you must submit the Declaration of Development Completion in the online portal to end your development.

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 and be able to apply to re-attempt PACE with a different PACE assessor in a new practice site.

## ! 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.

