



Ontario College
of Pharmacists
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CANDIDATE TOOLKIT FOR PACE

(Pharmacy Technician Applicants)

Welcome to the PACE toolkit for intern technicians. Embedded into this package are a number of resources to help you before you apply for PACE and throughout your PACE.

BEFORE YOU BEGIN

Before you apply for PACE:

- Watch and listen to the [Introduction to PACE module](#) (5 minutes)
- Review the [Assessment Criteria](#) to understand what you are expected to be able to do
- Complete the online [Self-assessment tool](#) to ensure you are ready for PACE

When you are **ready to apply** for PACE:

- Ensure that your intern technician certificate of registration is current and will not expire while you are completing your PACE
- Ensure that you have Professional Liability Insurance and that it has not expired
- Log into your OCP account profile to apply
- Select a site and start date which must be no earlier than 2 weeks and no later than 8 weeks from the application date

After your PACE application has been accepted:

- Ensure your schedule is clear for the 4 weeks after this date, as **NO BREAKS** are permitted during PACE.
- Contact your assessor to confirm the start date and time.
- Confirm with your assessor whether any mandatory e-learning or onboarding materials must be completed before orientation, and ask if pharmacy software training resources can be shared in advance to help you prepare.
- If you are completing PACE on an unpaid basis, you should obtain student accident insurance (or accidental death and dismemberment insurance) because you are not covered under the Workplace Safety and Insurance Board (WSIB). This insurance is separate from Personal Professional Liability Insurance.
- Please allow at least 10 business days for your PACE application to be processed



Tip: We strongly recommend that you register as an Intern Technician and practice in a pharmacy within your [scope of practice](#) before you apply for PACE. If available, it is advisable to apply for your PACE in a similar setting to where you have previous experience since you graduated (e.g. hospital, long term care, community).

ORIENTATION-35 HOURS

The orientation phase of PACE occurs over one **full-time week**. The orientation week **cannot be shortened or extended**.

In preparation for the assessment, your assessor will orient you to various aspects of the practice site to ensure that you are sufficiently prepared to engage in practice.



On your first day of orientation you must show your government issued ID to your assessor.

- Review the resources in the [PACE portal](#)
- Work through the [Orientation Checklist](#) with your assessor
- Discuss with your assessor if you will be completing the 70-hour assessment over 2 or 3 weeks.

On the final days of your orientation week you must submit the Declaration of Readiness for Assessment to indicate that you are ready to begin your PACE assessment. Here is where you will indicate if you are completing the 70 hours of assessment over 2 or 3 weeks.

RESOURCES FOR ORIENTATION INCLUDE:

[PACE Portal Orientation Video for Candidates](#)

Tip: You should not perform the controlled acts at your PACE site during the orientation phase. During orientation you will want to learn how to use the computer software, cash register and answer phones. You should also ask your assessor about their pharmacy processes and procedures.

ASSESSMENT-70 HOURS

STEP 2

! During the assessment, you may only be in the pharmacy when your assessor is also working there. You will be expected to match your assessor's schedule and should make arrangements to ensure your availability before applying for PACE.

You may only practise under your assessor's direct supervision.

DURING THE ASSESSMENT

The duration of the assessment can be completed over the course of **2 or 3 weeks**, as selected on the Declaration of Readiness for Assessment.

Your assessment will take place at your assessor's primary practice site which you had selected on your application.

You will be assessed on your ability to safely and independently practise as a pharmacy technician in the [full scope of practice](#).

Administering injections is **not** an authorized act for intern technicians and **cannot** be performed during PACE. As with any controlled act, you must ensure that you have adequate skills, training and competency to perform the act.

You should document and upload at least 2-3 practice opportunities per day in your practice journal. You **must** submit a total of 30 practice journal entries by the end of your assessment. Your practice journal should illustrate your practice performance in each of the following domains::

- Providing Care (5 journals required)
- Communication (5 journals required)
- Professionalism (5 journals required)
- Professional Collaboration (5 journals required)
- Product Distribution (10 journals required)

[Example Journal Entry 1](#)

[Example Journal Entry 2](#)

[Example Journal Entry 3](#)

[Example Journal Entry 4](#)

[Example Journal Entry 5](#)

Practice Journal entries must be actual situations that occurred at your PACE practice site during the assessment.

AT THE END OF THE ASSESSMENT PERIOD:

- Ensure that all 30 of your practice journal entries are submitted
- Your assessor will finish reviewing the practice journal entries and then submit the [assessment tool](#) in the PACE portal.
- Do not ask your assessor for feedback on your performance or about their chosen ratings.

DECISION MAKING

When you are making decisions during the assessment, the assessor may choose to step in as your decision may not follow the policy or process at this practice site. You will not be penalized for making a different 'customer service' decision, as long as patient care is not compromised.

OUTCOME

(WITHIN 2 WEEKS OF RECEIVING YOUR ASSESSORS RATINGS)



RESULTS

The College will advise you of your outcome via email.

The outcome will be either:

- Competence Demonstrated

You will have met the practice based registration requirement to become a pharmacy technician in Ontario.

OR

- Development Required

You will receive a performance profile that identifies the relative strengths and weaknesses in your competence. You will also receive information and support from College staff about the next steps in your registration process.

**Do not contact
your assessor to
discuss the results
of your PACE**

