



Ontario College
of Pharmacists

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PACE ASSESSOR TOOL KIT

(Pharmacy Technician Applicants)

Updated December 2025

Welcome to the PACE assessor toolkit. Embedded in this package are a number of resources for you to review.

BEFORE YOU BEGIN

No breaks are permitted during or between the Orientation and Assessment phases. If you are planning to take some time off and have received a request to be an assessor, you should inform College staff on the application or by email to regprograms@ocpinfo.com that you may not be available during the proposed time. College staff will contact you about your availability for the candidate.

After you have accepted your candidate's PACE application:

- If you are a first-time assessor or have not assessed a PACE candidate within the past six months, watch and listen to the [Introduction to PACE module](#).
- Your candidate will contact you to confirm the start date and time. Please remind your candidate that they may not take a break during or between their Orientation and Assessment phases.
- If your candidate is undergoing PACE at your pharmacy on an unpaid basis, you must confirm that they have Student Accident Insurance or Accidental Death and Dismemberment insurance because they are not covered under the Workplace Safety Insurance Board (WSIB).

PACE candidates are currently registered with OCP as intern technicians and have Personal Professional Liability Insurance (PPLI)- as this is a mandatory registration requirement.



ORIENTATION-35 HOURS

The Orientation Phase of PACE is **one full-time week**.

The Orientation week **may not be shortened or extended**.

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



On the first day of orientation, your candidate must show you their government issued ID and they must agree to the PACE Terms and Conditions in the PACE portal.

During this week,

- Review the resources in the [PACE portal](#)
- Work through the [Orientation Checklist](#) with your candidate

On the final day of the orientation week, you must review your candidate's 'Declaration of Readiness for Assessment' to confirm that your candidate is ready to begin their PACE assessment. This item is located within the PACE portal under "items to review".

OTHER RESOURCES FOR ORIENTATION INCLUDE:

- [PACE Portal Orientation Video for Assessors](#)

Tip:

The orientation phase is a time for you and your staff to teach your candidate the basics such as how to use the software along with your pharmacy processes and procedures. Your candidate is not permitted to perform any of the [controlled acts](#) during this time.

ASSESSMENT-70 HOURS

STEP 2

! During the assessment phase your candidate may only be in the pharmacy when you are also working there. The entire assessment period must be completed under your direct supervision. You must review and co-sign all documentation.

DURING THE ASSESSMENT

The duration of the assessment is to be completed over the course of **2 or 3 weeks** as determined by your schedule and discussed with the candidate during the orientation and selected on the Declaration of Readiness for Assessment.

You will assess your candidate on their 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.

The candidate should document and upload at least 2-3 practice opportunities per day in their practice journal. The practice opportunities they were engaged in must have occurred at the practice site under your direct supervision. They **must** complete a total of 30 practice journal entries by the end of the assessment. Their practice journal should illustrate their 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)

AT THE END OF THE ASSESSMENT

When completing the [assessment tool](#) (TAPT) in the PACE Portal for your candidate, you should refer to the [Assessment Criteria](#) and [Glossary](#). Please submit your TAPT within 3 business days after the last date of the assessment. Do not share your ratings with your candidate.

ASSESSMENT RATINGS

A rating of **'1'** indicates that the candidate is generally unable to complete tasks related to that competency element in a way that is effective or consistent, even with guidance

A rating of **'2'** indicates that the candidate may be able to complete tasks related to that competency element, however they are completed ineffectively or inconsistently, or they are completed effectively only with significant guidance (i.e., guidance needed almost every time)

A rating of **'3'** indicates that the candidate is able to effectively complete tasks related to that competency element most of the time, but may require some guidance (i.e., guidance needed a few times)

A rating of **'4'** indicates that the candidate is able to complete tasks related to that competency element effectively and consistently with minimal guidance (i.e., minimal guidance, infrequently)

A rating of **'5'** indicates that the candidate demonstrates consistent, effective performance with no guidance and in an independent manner. These candidates have implemented beyond the care of individual patients. These changes are directed towards the structure and function of the practice environment as a whole, and include changes to the pharmacy's organizational policies, workflows and processes that enhance the provision of safe and effective patient care.



DECISION MAKING

Keep in mind that when your candidate is making a decision during the assessment, it may differ from your own. Before stepping in with a different decision, be sure to allow your candidate to share their thought process with you. You may prompt them with open ended questions to understand how they came to the decision that they did. Candidates should not be penalized for decisions that would not compromise patient safety.

OUTCOME



RESULTS

Within two weeks of receiving your ratings, the College will advise your candidate of the outcome. Once we process the assessment results the assessor-candidate relationship will end. If the College has any questions about the assessment they will contact you.

SUPPORTING YOUR CANDIDATE AFTER PACE

If your candidate was not successful in their PACE attempt, they may ask you to be their coach during their development period. While you are not obligated to do this, many candidates have found the continuity of working with their assessor for their development to be beneficial. If you agree to be your candidate's coach during their development, please review the information for [PACE Coaching on the OCP website](#).

You may reach out to the candidate regarding employment, after the assessment has concluded.

Be sure not to share your candidate's name or details of your experience as their assessor with anyone other than College staff. Doing so contravenes the confidentiality requirements for PACE assessors and could bias other assessors if the candidate is required to re-attempt PACE.

