



PACE for Pharmacist Applicants Orientation Checklist

In preparation for PACE, the assessor should orient their pharmacy colleagues to PACE and the candidate to the PACE process and practice site. The assessor may share additional resources with a candidate before orientation, including mandatory e-learning, onboarding materials and any available software materials. Additional Topics may be included at the discretion of the assessor.

Orientation With Pharmacy Staff Before the Candidate's Arrival

- Explain PACE:** Inform staff that PACE is a high-stakes assessment to determine if the candidate is ready to safely practise as a pharmacist.
- Assess Prior Relationships:** Check if any pharmacy staff members have a prior relationship with the assigned candidate. If so, contact a registration advisor at regprograms@ocpinfo.com for guidance before proceeding.
- Clarify Roles:** Define the roles of the candidate and assessor.
- Outline the PACE Process:** Ensure staff understand that they cannot teach, provide feedback or participate in the final assessment.

Orientation Between the Assessor and the Candidate

- Introduce Yourself:** Exchange contact information.
- Verify Identity:** Confirm the candidate's identity using valid, government-issued photo identification. When confirming identification, ensure that the candidate is treated with respect and understanding, particularly regarding cultural or religious practices (e.g., face coverings). If you are unsure how to proceed or have concerns about your candidate's identification, please reach out to a registration advisor for support.
- Confirm Insurance:** Ensure the candidate has any required insurance (e.g., student accident insurance if PACE is unpaid).
- Discuss Communication Protocol:** Review the communication process for unexpected situations (e.g., illness, emergency, bad weather).
- Plan the Schedule:** Book the dates and times of the orientation (35 hours only) and assessment phases (70 hours over 2 weeks full-time or 3 weeks part-time) with no breaks during or between phases.
- Review Time Commitment:** The assessor must be present to directly observe and supervise the candidate for 100% of the 70 hours of the assessment phase. This observation and supervision cannot be delegated to another pharmacist.

Orientation of the Candidate to the Practice Site

- **Introduce Pharmacy Staff:** Introduce the candidate to the pharmacy staff and their roles.
- **Tour Site:** Provide a tour or map of the practice site.
- **Describe Anticipated Happenings:** Explain any activities and events at the practice site that may impact PACE.
- **Review Site Policies:**
 - Dress code and workplace identification (e.g., nametag, badge, clean lab coat)
 - Patient confidentiality and privacy
 - Medication incident reporting
 - Safety and emergency procedures
 - Other relevant policies and procedures
- **Shadow Practice:** Observe day-to-day procedures; candidate is NOT to perform any authorized acts during the orientation phase.
- **Review Other Practice Site Workflow and Processes:**
 - *Documentation Procedures:* Review relevant documentation procedures.
 - *Technology:* Review the technology including phone system, computer and pharmacy software. Ensure the candidate understands how to use these tools and encourage them to ask for assistance as needed.

Orientation of the Candidate to PACE

- **Review** the [Orientation to PACE](#) online module.
- **Review** the [PACE Portal](#) and resources:
 - [PACE Candidate Toolkit](#)
 - [PACE Assessment Criteria](#)
 - [Legal Authority for Scope of Practice / Authorized Acts chart](#)
 - [Supervision of Pharmacy Personnel Policy](#), including the [Supplemental Guidance](#)

Do not submit a copy of this checklist to the College.

At the end of the orientation period, complete the ***Declaration of Readiness for Assessment*** in the PACE Portal to move to the next step of the PACE process.

If you have any questions about PACE, please email regprograms@ocpinfo.com.