

PACE for Pharmacy Technician

Applicants Orientation Checklist –

Development Phase

In preparation for the development phase of PACE, the candidate's coach should orient their pharmacy staff to the candidate, and let their colleagues know what the candidate will be doing at the site. The coach should also orient the candidate to their practice site. The coach and their employer may add more topics to be addressed during the orientation.

Orientation with Pharmacy Staff before the Candidate's Arrival

- Let the pharmacy staff know [what the PACE model is](#) and why the candidate is coming to work with them.
- Talk with the other pharmacy professionals at the site about the [level of supervision](#) that will be expected for the candidate. Keep in mind that the level of supervision may change over the course of the development phase as the candidate progresses.

Orientation between the Coach and the Candidate

- Introduce yourselves and exchange contact information
- Confirm that the candidate has [personal professional liability insurance](#), and [student accident insurance](#) [see If You Are a Pharmacy Technician Applicant > Insurance Requirements] if they will be working on an unpaid basis.
- Review scheduling and set expectations for when the candidate should come to the site.

- Review the candidate's *Learning Action Plan* to determine which areas they need to focus their attention on while at the site. With the permission of your candidate, you may want to share this information with the rest of your pharmacy colleagues so that they may present the candidate with practice opportunities that will be valuable to their learning and development. More details about this can be found in the [Coaching Toolkit for PACE: Pharmacy Technician Applicants](#).

Orientation of the Candidate to the Practice Site

- Introduce the candidate to the pharmacy staff and their roles.
- Provide a tour or map of the practice site.
- Describe the activities and events occurring at the practice site that may affect them.
- Discuss practice site policies:
 - Dress code, workplace identification (e.g., nametag, badge)
 - Patient confidentiality and privacy
 - Medication incident reporting
 - Safety and emergency policies and procedures
 - Other relevant policies and procedures
- Review pharmacy workflow and processes:
 - Day-to-day activities
 - Documentation and (in community/LTC setting) billing
 - Technology including automation, phone system, computer and software

Other Helpful Resources:

- [PACE Assessment Criteria](#)
- [Legal Authority for Scope of Practice / Authorized Acts](#) chart
- [Pharmacy Technician Scope of Practice - Overview \(ocpinf.com\)](#)

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

At the end of the development phase the candidate will submit the ***Declaration of Development Completion*** in the PACE Portal to move to the next step of the PACE process.

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