



PACE for Pharmacy Technician 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 pharmacy software materials. Additional topics may be included at the discretion of the assessor and the type of practice site (community/long-term care or hospital).

Orientation With Pharmacy Staff Before the Candidate's Arrival

- Explain PACE:** Inform staff that PACE is a high-stakes assessment to determine the candidate's readiness to practice independently as an entry-level pharmacy technician.
- Assess Prior Relationships:** Check if any 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 the assessor.
- Outline the PACE Process:** Ensure staff understand that they cannot teach, provide feedback, or participate in the final assessment.

Orientation Between Assessor and Candidate

- Introduce Yourselves:** 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, emergencies, 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 the 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 pharmacy technician or pharmacist.

Orientation of 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 or events at the practice site that may impact PACE.
- **Review Site Policies:**
 - Dress code and identification (e.g., nametag, badge)
 - Patient confidentiality and privacy
 - Medication incident reporting
 - Safety and emergency procedures
 - Other relevant policies and procedures (e.g., medication transport, special procedures)
- **Shadow Practice Area(s):** Observe day-to-day procedures in the practice area(s) where PACE will occur; candidate is NOT to perform any authorized acts during the orientation phase.
- **Review Other Pharmacy Workflow and Processes:**
 - *Interacting Practice Areas:* Discuss other areas that collaborate/interact with the practice site's pharmacy team (e.g., clinics, other departments if PACE is in a hospital setting).
 - *Documentation Procedures:* Review relevant documentation procedures.
 - *Billing or Charging Processes:* Discuss billing practices or (if PACE is in a hospital setting) how to charge medication doses to the unit.
 - *Technology:* Review the technology and automation the candidate is expected to use (e.g., tablet counter, ADU, pharmacy software/health information system). 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 [Introduction to PACE for Pharmacy Technician Applicants](#) module.
- **Review** the [PACE Portal](#) and resources:
 - [Candidate Toolkit for PACE for Pharmacy Technician Applicants](#)
 - [PACE Assessment Criteria](#)
 - [Legal Authority for Scope of Practice / Authorized Acts](#) chart
 - [Supervision of Pharmacy Personnel Policy](#), including the [Supplemental Guidance](#)
 - [Pharmacy Technician Scope of Practice - Overview](#) e-module.

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.