



Pharmacy Technician Structured Practical Training Program

Submission Forms

Updated January 2019
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STEPS TO LISTING

The following forms need to be submitted to the College of Pharmacists of Manitoba at various points throughout (or before) the SPT Program:

1. Fill out [application](#) for Pharmacy Technician-in-Training with the College of Pharmacists of Manitoba (available on the College website)
2. Pharmacy Technician-in-Training Structured Practical Training Notification [Form](#)
3. Completed Part I Evaluation Form (including a completed Jurisprudence Exam declaration form)
4. Completed Part II Evaluation Form
5. Declaration of Completion of Pharmacy Technician Structured Practical Training
6. Pharmacy Technician-in-Training's Evaluation of the Supervisor
7. Pharmacy Technician-in-Training's Feedback on the SPT Program
8. Supervisor's Feedback on the SPT Program
9. Complete and submit the [Application](#) for Pharmacy Technician with the College of Pharmacists of Manitoba (available on the College website)



College of Pharmacists of Manitoba

200 Tache Avenue, Winnipeg, Manitoba R2H 1A7

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PHARMACY TECHNICIAN STRUCTURED PRACTICAL TRAINING NOTIFICATION FORM

Pharmacy Technician-in-Training Information

Please be advised that I, _____, _____, intend to begin my
Name of pharmacy technician-in-training and date of birth

structured practical training on _____ at the following pharmacy:

Date

Pharmacy Name _____ Pharmacy License # _____

Address _____

Street

Town/City

Postal Code

Pharmacy Technician-in-Training Declaration:

I attest that I:

- Have submitted a “Pharmacy Technician-in-Training Application” and will not begin my structured practical training until I have been approved with the College of Pharmacists of Manitoba as a pharmacy technician-in-training, and
- Do not have a conflict of interest with regard to the supervisor of my structured practical training (e.g. family relation or personal relationship).***

Signature of pharmacy technician-in-training

Date

Supervisor Information

I, _____, a _____ have agreed to accept
Name of supervisor Position (pharmacist or technician)

_____ as a participant in the College of Pharmacists of Manitoba
Name of pharmacy technician-in-training

Technician Structured Practical Training program.

Supervisor Declaration:

I attest that I:

- Will take primary responsibility for directly supervising and assessing the pharmacy technician-in-training for the structured practical training program,
- Am supervising the pharmacy technician-in-training in a pharmacy that is a patient care setting where he/she can effectively complete the requirements of the SPT program,
- Am a licensed pharmacist or pharmacy technician with the College of Pharmacists of Manitoba and have been for 2 years if I am a pharmacy technician that was a graduate of a CCAPP accredited pharmacy technician program; or 1 year if I am a pharmacy technician that qualified through the ‘transition stream’ (qualified for the PEBC examinations through prior work experience and the Pharmacy Technician Bridging Program); or upon referral and approval by the Registrar,
- Will not serve as a preceptor for an intern (pharmacist applicant) and as a supervisor for a pharmacy technician-in-training at the same time, unless other additional sufficient supports are present in the pharmacy,
- Will not serve as the supervisor for more than one pharmacy technician-in-training at the same time, unless other additional sufficient supports are present in the pharmacy, and
- Do not have a conflict of interest with regard to the applicant (e.g. family relation or personal relationship).***

Signature of supervisor

License #

Date

***For more information, please refer to “Practice Sites in Manitoba” and “Supervisor Qualifications and Responsibilities” in the Pharmacy Technician Structured Practical Training Program Manual



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PART I EVALUATION FORM

Pharmacy Technician-In-Training Name: _____

Part I Start Date: _____

Part I End Date: _____ Today's Date: _____

This form is to be completed by the SPT supervisor **after the first 120 hours** of the SPT and should be returned to the College within 7 days after completion of the first 120 hours.

Rating Scale

1	2	3	4
Unsatisfactory	Needs Improvement	Satisfactory	Exemplary
Demonstrates objective < 60% of the time	Demonstrates objective 60% to <75% of the time	Demonstrates objective > 75% of the time	Demonstrates objective > 90% of the time

***No Opportunity (N/O)** - No opportunity is only valid for the learner's Pre-Assessment and during the Part I Learning Activities as he/she may not have experienced all competency elements yet.

1. Legal, Ethical, and Professional Responsibilities

Pharmacy technicians practise within legal requirements, demonstrate professionalism and uphold professional standards of practice, codes of ethics and policies.

1. LEGAL, ETHICAL, AND PROFESSIONAL RESPONSIBILITIES						
Key Competency	Enabling Competencies	Rating				
		1	2	3	4	N/O
1.1 Practise within legal requirements	1.1.1 Apply legal requirements to practice, including federal and provincial/territorial legislation, policies, by-laws, and standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1.1.3 Apply federal and provincial/territorial privacy legislation to the collection, use, storage, disclosure and destruction of personal health information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Uphold ethical Principles	1.2.1/1.2.2 Apply the principles of professional codes of ethics and apply ethical principles in the decision-making process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Manage actual and potential illegal, unethical, or unprofessional actions or situations in practice	1.3.1/1.3.2 Identify and undertake appropriate intervention to address illegal, unethical or unprofessional actions or situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Apply principles of professionalism	1.4.2 Accept responsibility and accountability for own actions and decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1.4.3 Seek guidance when uncertain about own knowledge, skills, abilities and scope of practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1.4.4 Apply principles of continuing professional development including assessing own learning needs and developing a plan to meet these needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1.4.5 Maintain appropriate professional boundaries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1.4.6 Protect the privacy and confidentiality of the patient.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:



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2. Patient Care

Pharmacy technicians participate in meeting the patient's health and drug-related needs, through collaboration with the patient, the pharmacist and other health professionals, to achieve the patient's health goals.

2. PATIENT CARE						
Key Competency	Enabling Competencies	Rating				
		1	2	3	4	N/O
2.1 Develop a professional relationship with the patient	2.1.1 Establish and maintain rapport by using effective communication skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2.1.2 Demonstrate a caring, empathetic, and professional attitude.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2.1.3 Determine and acknowledge the patient's needs, values and desired level of care.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Obtain patient information for pharmacist review	2.2.1 Gather information from the patient using appropriate interview techniques, including active listening.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2.2.2 Identify factors such as culture, language, demographic and physical characteristics that may impact patient care.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2.2.3 Gather information from the patient's health records.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2.2.4 Gather information required for medication reconciliation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2.2.5 Measure a patient's physical parameters (e.g. height, weight and blood pressure).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2.2.6 Organize, reconcile and record the patient's information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Collaborate with the pharmacist to support care plan activities	2.3.1 Identify patient needs related to issues such as dosage forms, special packaging or labeling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2.3.2 Assist the patient in making informed decisions regarding the selection and use of drug administration devices, monitoring devices and health aids.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2.3.3 Gather monitoring parameter information for pharmacist review, including adherence information and lab test results.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2.3.4 Communicate relevant information and identified concerns to the pharmacist in a clear, concise and timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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3. Product Distribution

Pharmacy technicians implement safe and effective product distribution to ensure the safety and accuracy of released products.

3. PRODUCT DISTRIBUTION						
Key Competency	Enabling Competencies	Rating				
		1	2	3	4	N/O
3.1 Receive, interpret and process a prescription	3.1.1 Determine the validity, clarity, completeness and authenticity of the prescription and resolve concerns in collaboration with the pharmacist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3.1.2 Transcribe verbal orders and ensure their accuracy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3.1.3 Transfer a prescription and receive a transferred prescription.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3.1.4 Interpret numerals, symbols, measurement systems and Latin abbreviations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3.1.5 Perform pharmaceutical calculations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3.1.6 Identify patterns of unusual drug prescribing and usage including possible diversion or drug misuse and report relevant findings to the pharmacist or appropriate authority.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3.1.7 Process the adjudication for payment of prescriptions and other pharmacy services using knowledge of third-party payer policies and formularies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Prepare products for dispensing	3.2.1 Select appropriate products by applying knowledge of brand and generic names, dosages, and dosage forms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3.2.2 Apply drug interchangeability principles in accordance with applicable formularies, policies or legislation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3.2.3 Verify the integrity of a product by considering stability, and where applicable, sterility, including checking expiry dates, physical appearance, and odour.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3.2.4 Measure products by counting, pouring or weighing using the appropriate equipment and technology.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3.2.5 Package products in a suitable container to maintain product integrity, stability and, where applicable, sterility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3.2.6 Use packaging that is safe and appropriate for the patient, including pre-packaging, multi-dose or unit dose packaging and child-resistant vials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3.2.7 Label products according to legislative requirements, best safety practices, established protocols and patient-specific needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Prepare and compound non-sterile and sterile products	3.3.2/3.3.3 Prepare and compound sterile and non-sterile products according to recognized guidelines and standards of practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4 Verify technical aspects of the prescription to ensure accuracy and quality of products	3.4.1 Identify when an independent double check should be performed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3.4.2 Check the product and its prescription label against the prescription using a systematic approach.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5 Collaborate with the	3.5.1 Determine whether the legal and professional requirements for a product to be released to the patient have been met.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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pharmacist to release product	3.5.2 Identify when the patient requires further consultation or education from the pharmacist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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COMMENTS:

4. Practice Setting

Pharmacy technicians contribute to the management of the practice setting with the goal of ensuring safe, effective and efficient product distribution.

4. PRACTICE SETTING						
Key Competency	Enabling Competencies	Rating				
		1	2	3	4	N/O
4.1 Optimize the safety, efficacy and efficiency of operations in the practice setting	4.1.1 Demonstrate the organization and time management skills necessary to effectively prioritize, organize and manage product distribution workflow.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4.1.3 Use and maintain automation and other technology to enhance safety, efficacy and efficiency in the practice setting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Contribute to the management of pharmacy inventory to ensure safe, effective and efficient product distribution	4.2.1 Apply inventory and formulary management systems and strategies that incorporate best practices, including new technologies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4.2.2 Prepare and place orders for stock and supplies using appropriate technology from licensed sources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4.2.3 Identify issues with the drug supply chain, including drug shortages and drug recalls, and collaborate with the pharmacist to resolve these issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4.2.4 Return or properly dispose of recalled, expired and unusable products.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4.2.5 Reconcile inventory for controlled substances, or any other substances selected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4.2.6 Investigate inventory discrepancies and communicate findings to the pharmacist and/or other appropriate authority.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3 Contribute to the management of record keeping activities within the practice setting	4.3.1 Use appropriate information technology to organize, maintain and retrieve pharmacy records.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4.3.2 Use information technology and record-keeping procedures that maintain the integrity, security and permanence of pharmacy records.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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5. Health Promotion

Pharmacy technicians support health promotion activities for patients, communities and populations in collaboration with the pharmacist.

5. HEALTH PROMOTION						
Key Competency	Enabling Competencies	Rating				
		1	2	3	4	N/O
5.1/5.2 Support patient-specific/public health promotion activities in collaboration with the pharmacist	Gather information and participate in health promotion activities in collaboration with the pharmacist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3 Contribute to the maintenance of a healthy environment for the public	5.3.1 Promote the proper handling and disposal of drugs and hazardous materials with the patient, self and others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

6. Knowledge and Research Application

Pharmacy technicians access, retrieve and apply relevant information to make evidence-informed decisions within their practice with the goal of ensuring safe and effective product distribution.

6. KNOWLEDGE AND RESEARCH APPLICATION						
Key Competency	Enabling Competencies	Rating				
		1	2	3	4	N/O
6.1 Respond to questions that do not require pharmacist referral using appropriate strategies	6.1.1 Clarify requests for information to identify questions that require pharmacist referral.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6.1.2 Use a variety of retrieval techniques to access reliable and appropriate information, including evidence-based information when possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6.1.3 Organize and provide information using strategies appropriate to the target audience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2 Apply relevant information to practice	6.2.1 Gather new information, including evidence-based information when possible, that may be applicable to practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6.2.2 Evaluate the information and use current, relevant and reliable information to improve practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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7. Communication and Education

Pharmacy technicians communicate effectively with patients, the pharmacy team, other health professionals and the public, providing education when required.

7. COMMUNICATION AND EDUCATION						
Key Competency	Enabling Competencies	Rating				
		1	2	3	4	N/O
7.1 Establish and maintain effective communication skills	7.1.2 Demonstrate appropriate verbal and non-verbal communication skills, including listening skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7.1.3 Demonstrate appropriate interview techniques.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7.1.4 Select appropriate communication and education techniques for use with the patient and other health professionals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7.1.5 Conduct interpersonal interactions, including conflict management, in a professional manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7.1.6 Communicate with sensitivity, respect and empathy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.2 Use safe, effective and consistent communication systems	7.2.2 Record and store information in a consistent manner for efficient access and retrieval by relevant personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

8. Intra- and Inter-Professional Collaboration

Pharmacy technicians work in collaboration with the pharmacy team and other health professionals to support the delivery of comprehensive services, make best use of resources and ensure continuity of care in order to achieve the patient's health goals.

8. INTRA- AND INTER-PROFESSIONAL COLLABORATION						
Key Competency	Enabling Competencies	Rating				
		1	2	3	4	N/O
8.1 Create and maintain collaborative professional relationships	8.1.1 Identify potential collaborators with whom to initiate ongoing professional relationships.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	8.1.2 Collaborate with other parties in the relationship to define roles and responsibilities of each party.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2 Contribute to the effectiveness of working relationships in collaborative teams.	8.3.1 Collaborate with team members to ensure appropriate utilization of resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	8.3.2 Collaborate with team members to determine and achieve team goals and objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.3 Participate in the delivery of collaborative	8.3.3 Facilitate continuity of care.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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health services in collaboration with the pharmacist						
8.4 Accept referrals from and make referrals to the pharmacist	8.4.1 Recognize situations that fall beyond the scope of practice of pharmacy technicians and refer these situations to the pharmacist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	8.4.2 Accept responsibility for referrals from the pharmacist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

9. Quality and Safety

Pharmacy technicians collaborate in developing, implementing and evaluating policies, procedures and activities that promote quality and safety.

9. QUALITY AND SAFETY						
Key Competency	Enabling Competencies	Rating				
		1	2	3	4	N/O
9.1/9.2 Contribute to a culture of patient safety and contribute to continuous quality improvement and risk management activities related to the drug distribution system	9.1.1 Apply principles of patient safety to improve practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	9.1.2 Employ best practices when informing the patient of the occurrence of a medication incident.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	9.1.3 Share information about problems, resolutions, system changes and lessons learned with the workplace team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	9.2.1 Apply principles of continuous quality improvement to practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	9.2.2 Apply principles of risk management to practice by anticipating, recognizing and managing situations that place the patient at risk.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	9.2.3 Identify the occurrence of a medication incident or close call and respond effectively to mitigate harm and prevent reoccurrence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.3 Ensure the quality, safety and integrity of products	9.3.1 Maintain the cleanliness, functionality and integrity of compounding, packaging, dispensing and storage equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	9.3.2 Ensure that products are stored and transported under the conditions required to maintain product quality, safety and integrity, including cold chain management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.4 Create and maintain a working environment that promotes safety	9.4.3 Identify factors that impact the safety of the working environment, including resource allocation, procedural consistency and ergonomics.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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CPHM PHARMACY TECHNICIAN JURISPRUDENCE EXAMINATION (JP) DECLARATION

	YES	NO
The pharmacy technician-in-training has successfully completed the College of Pharmacists of Manitoba pharmacy technician jurisprudence examination. This has been confirmed by the supervisor.	<input type="checkbox"/>	<input type="checkbox"/> *

* The pharmacy technician-in-training **must** have successfully completed the JP exam before starting the next half of the SPT program.

Signature: _____
Supervisor

Pharmacy Technician-In-Training

Print Name: _____
Supervisor

Pharmacy Technician-In-Training



College of Pharmacists of Manitoba

200 Tache Avenue, Winnipeg, Manitoba R2H 1A7

Phone (204) 233-1411 | Fax: (204) 237-3468

E-mail: info@cphm.ca | Website: www.cphm.ca

PART II EVALUATION FORM

Pharmacy Technician-In-Training Name: _____

Part 1 Start Date: _____ Part 1 End Date: _____

Part II Start Date: _____ Part II End Date: _____

Today's Date: : _____

This form is to be completed by the SPT supervisor **after the second 120 hours** of the SPT Program and should be returned to the College within 7 days after completion of the Program.

Rating Scale

1	2	3	4
Unsatisfactory	Needs Improvement	Satisfactory	Exemplary
Demonstrates objective < 60% of the time	Demonstrates objective 60% to <75% of the time	Demonstrates objective > 75% of the time	Demonstrates objective > 90% of the time

*No opportunity is only valid for the learner's Pre-Assessment and during the Part I Evaluation as he/she may not have experienced all competency elements yet.

1. Legal, Ethical, and Professional Responsibilities

Pharmacy technicians practise within legal requirements, demonstrate professionalism and uphold professional standards of practice, codes of ethics and policies.

1. LEGAL, ETHICAL, AND PROFESSIONAL RESPONSIBILITIES					
Key Competency	Enabling Competencies	Rating			
		1	2	3	4
1.1 Practise within legal requirements	1.1.1 Apply legal requirements to practice, including federal and provincial/territorial legislation, policies, by-laws, and standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1.1.3 Apply federal and provincial/territorial privacy legislation to the collection, use, storage, disclosure and destruction of personal health information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Uphold ethical principles	1.2.1/1.2.2 Apply the principles of professional codes of ethics and apply ethical principles in the decision-making process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Manage actual and potential illegal, unethical, or unprofessional actions or situations in practice	1.3.1/1.3.2 Identify and undertake appropriate intervention to address illegal, unethical or unprofessional actions or situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Apply principles of professionalism	1.4.2 Accept responsibility and accountability for own actions and decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1.4.3 Seek guidance when uncertain about own knowledge, skills, abilities and scope of practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1.4.4 Apply principles of continuing professional development including assessing own learning needs and developing a plan to meet these needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1.4.5 Maintain appropriate professional boundaries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1.4.6 Protect the privacy and confidentiality of the patient.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:



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2. Patient Care

Pharmacy technicians participate in meeting the patient's health and drug-related needs, through collaboration with the patient, the pharmacist and other health professionals, to achieve the patient's health goals.

2. PATIENT CARE					
Key Competency	Enabling Competencies	Rating			
		1	2	3	4
2.1 Develop a professional relationship with the patient	2.1.1 Establish and maintain rapport by using effective communication skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2.1.2 Demonstrate a caring, empathetic, and professional attitude.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2.1.3 Determine and acknowledge the patient's needs, values and desired level of care.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Obtain patient information for pharmacist review	2.2.1 Gather information from the patient using appropriate interview techniques, including active listening.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2.2.2 Identify factors such as culture, language, demographic and physical characteristics that may impact patient care.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2.2.3 Gather information from the patient's health records.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2.2.4 Gather information required for medication reconciliation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2.2.5 Measure a patient's physical parameters (e.g. height, weight and blood pressure).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2.2.6 Organize, reconcile and record the patient's information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Collaborate with the pharmacist to support care plan activities	2.3.1 Identify patient needs related to issues such as dosage forms, special packaging or labeling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2.3.2 Assist the patient in making informed decisions regarding the selection and use of drug administration devices, monitoring devices and health aids.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2.3.3 Gather monitoring parameter information for pharmacist review, including adherence information and lab test results.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2.3.4 Communicate relevant information and identified concerns to the pharmacist in a clear, concise and timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

3. Product Distribution

Pharmacy technicians implement safe and effective product distribution to ensure the safety and accuracy of released products.

3. PRODUCT DISTRIBUTION					
Key Competency	Enabling Competencies	Rating			
		1	2	3	4
3.1 Receive, interpret and process a prescription	3.1.1 Determine the validity, clarity, completeness and authenticity of the prescription and resolve concerns in collaboration with the pharmacist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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	3.1.2 Transcribe verbal orders and ensure their accuracy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3.1.3 Transfer a prescription and receive a transferred prescription.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3.1.4 Interpret numerals, symbols, measurement systems and Latin abbreviations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3.1.5 Perform pharmaceutical calculations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3.1.6 Identify patterns of unusual drug prescribing and usage including possible diversion or drug misuse and report relevant findings to the pharmacist or appropriate authority.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3.1.7 Process the adjudication for payment of prescriptions and other pharmacy services using knowledge of third-party payer policies and formularies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Prepare products for dispensing	3.2.1 Select appropriate products by applying knowledge of brand and generic names, dosages, and dosage forms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3.2.2 Apply drug interchangeability principles in accordance with applicable formularies, policies or legislation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3.2.3 Verify the integrity of a product by considering stability, and where applicable, sterility, including checking expiry dates, physical appearance, and odour.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3.2.4 Measure products by counting, pouring or weighing using the appropriate equipment and technology.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3.2.5 Package products in a suitable container to maintain product integrity, stability and, where applicable, sterility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3.2.6 Use packaging that is safe and appropriate for the patient, including pre-packaging, multi-dose or unit dose packaging and child-resistant vials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3.2.7 Label products according to legislative requirements, best safety practices, established protocols and patient-specific needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Prepare and compound non-sterile and sterile products	3.3.2/3.3.3 Prepare and compound sterile and non-sterile products according to recognized guidelines and standards of practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4 Verify technical aspects of the prescription to ensure accuracy and quality of products	3.4.1 Identify when an independent double check should be performed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3.4.2 Check the product and its prescription label against the prescription using a systematic approach.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5 Collaborate with the pharmacist to release product	3.5.1 Determine whether the legal and professional requirements for a product to be released to the patient have been met.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3.5.2 Identify when the patient requires further consultation or education from the pharmacist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:



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4. Practice Setting

Pharmacy technicians contribute to the management of the practice setting with the goal of ensuring safe, effective and efficient product distribution.

4. PRACTICE SETTING					
Key Competency	Enabling Competencies	Rating			
		1	2	3	4
4.1 Optimize the safety, efficacy and efficiency of operations in the practice setting	4.1.1 Demonstrate the organization and time management skills necessary to effectively prioritize, organize and manage product distribution workflow.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4.1.3 Use and maintain automation and other technology to enhance safety, efficacy and efficiency in the practice setting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Contribute to the management of pharmacy inventory to ensure safe, effective and efficient product distribution	4.2.1 Apply inventory and formulary management systems and strategies that incorporate best practices, including new technologies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4.2.2 Prepare and place orders for stock and supplies using appropriate technology from licensed sources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4.2.3 Identify issues with the drug supply chain, including drug shortages and drug recalls, and collaborate with the pharmacist to resolve these issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4.2.4 Return or properly dispose of recalled, expired and unusable products.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4.2.5 Reconcile inventory for controlled substances, or any other substances selected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4.2.6 Investigate inventory discrepancies and communicate findings to the pharmacist and/or other appropriate authority.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3 Contribute to the management of record keeping activities within the practice setting	4.3.1 Use appropriate information technology to organize, maintain and retrieve pharmacy records.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4.3.2 Use information technology and record-keeping procedures that maintain the integrity, security and permanence of pharmacy records.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

5. Health Promotion

Pharmacy technicians support health promotion activities for patients, communities and populations in collaboration with the pharmacist.

5. HEALTH PROMOTION					
Key Competency	Enabling Competencies	Rating			
		1	2	3	4
5.1/5.2 Support patient-specific/public health promotion activities in collaboration with the pharmacist	Gather information and participate in health promotion activities in collaboration with the pharmacist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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5.3 Contribute to the maintenance of a healthy environment for the public	5.3.1 Promote the proper handling and disposal of drugs and hazardous materials with the patient, self and others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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COMMENTS:

6. Knowledge and Research Application

Pharmacy technicians access, retrieve and apply relevant information to make evidence-informed decisions within their practice with the goal of ensuring safe and effective product distribution.

6. KNOWLEDGE AND RESEARCH APPLICATION					
Key Competency	Enabling Competencies	Rating			
		1	2	3	4
6.1 Respond to questions that do not require pharmacist referral using appropriate strategies	6.1.1 Clarify requests for information to identify questions that require pharmacist referral.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6.1.2 Use a variety of retrieval techniques to access reliable and appropriate information, including evidence-based information when possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6.1.3 Organize and provide information using strategies appropriate to the target audience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2 Apply relevant information to practice	6.2.1 Gather new information, including evidence-based information when possible, that may be applicable to practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6.2.2 Evaluate the information and use current, relevant and reliable information to improve practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

7. Communication and Education

Pharmacy technicians communicate effectively with patients, the pharmacy team, other health professionals and the public, providing education when required.

7. COMMUNICATION AND EDUCATION					
Key Competency	Enabling Competencies	Rating			
		1	2	3	4
7.1 Establish and maintain effective communication skills	7.1.2 Demonstrate appropriate verbal and non-verbal communication skills, including listening skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7.1.3 Demonstrate appropriate interview techniques.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7.1.4 Select appropriate communication and education techniques for use with the patient and other health professionals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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	7.1.5 Conduct interpersonal interactions, including conflict management, in a professional manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7.1.6 Communicate with sensitivity, respect and empathy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.2 Use safe, effective and consistent communication systems	7.2.2 Record and store information in a consistent manner for efficient access and retrieval by relevant personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

8. Intra- and Inter-Professional Collaboration

Pharmacy technicians work in collaboration with the pharmacy team and other health professionals to support the delivery of comprehensive services, make best use of resources and ensure continuity of care in order to achieve the patient's health goals.

8. INTRA- AND INTER-PROFESSIONAL COLLABORATION					
Key Competency	Enabling Competencies	Rating			
		1	2	3	4
8.1 Create and maintain collaborative professional relationships	8.1.1 Identify potential collaborators with whom to initiate ongoing professional relationships.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	8.1.2 Collaborate with other parties in the relationship to define roles and responsibilities of each party.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2 Contribute to the effectiveness of working relationships in collaborative teams.	8.3.1 Collaborate with team members to ensure appropriate utilization of resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	8.3.2 Collaborate with team members to determine and achieve team goals and objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.3 Participate in the delivery of collaborative health services in collaboration with the pharmacist	8.3.3 Facilitate continuity of care.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.4 Accept referrals from and make referrals to the pharmacist	8.4.1 Recognize situations that fall beyond the scope of practice of pharmacy technicians and refer these situations to the pharmacist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	8.4.2 Accept responsibility for referrals from the pharmacist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:



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9. Quality and Safety

Pharmacy technicians collaborate in developing, implementing and evaluating policies, procedures and activities that promote quality and safety.

9. QUALITY AND SAFETY					
Key Competency	Enabling Competencies	Rating			
		1	2	3	4
9.1/9.2 Contribute to a culture of patient safety and contribute to continuous quality improvement and risk management activities related to the drug distribution system	9.1.1 Apply principles of patient safety to improve practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	9.1.2 Employ best practices when informing the patient of the occurrence of a medication incident.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	9.1.3 Share information about problems, resolutions, system changes and lessons learned with the workplace team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	9.2.1 Apply principles of continuous quality improvement to practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	9.2.2 Apply principles of risk management to practice by anticipating, recognizing and managing situations that place the patient at risk.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	9.2.3 Identify the occurrence of a medication incident or close call and respond effectively to mitigate harm and prevent reoccurrence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.3 Ensure the quality, safety and integrity of products	9.3.1 Maintain the cleanliness, functionality and integrity of compounding, packaging, dispensing and storage equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	9.3.2 Ensure that products are stored and transported under the conditions required to maintain product quality, safety and integrity, including cold chain management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.4 Create and maintain a working environment that promotes safety	9.4.3 Identify factors that impact the safety of the working environment, including resource allocation, procedural consistency and ergonomics.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

Signature: _____
Supervisor

Pharmacy Technician-In-Training

Print Name: _____
Supervisor

Pharmacy Technician-In-Training



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DECLARATION OF COMPLETION OF PHARMACY TECHNICIAN STRUCTURED PRACTICAL TRAINING

Please sign off on the appropriate statement:

I hereby declare that _____ has
Name of pharmacy technician-in-training

successfully completed all requirements and overall objectives, as identified by the College of Pharmacists of Manitoba Structured Practical Training Program and has **adequately demonstrated** all nine competency areas and elements in a minimum of 240 hours, including the completion of the Jurisprudence Examination and the Demonstration of Product Release Proficiency of 200 checks of prescriptions/orders, and in my opinion, is a fit and proper person to practice pharmacy as a pharmacy technician competently, safely, and ethically as a regulated pharmacy technician.

Date of completion: _____ Today's Date: _____

Supervisor Name: _____ Supervisor Signature: _____

I hereby declare that _____ has
Name of pharmacy technician-in-training

NOT successfully completed all requirements and overall objectives, including as identified by the College of Pharmacists of Manitoba Structured Practical Training Program, and has **NOT adequately demonstrated** all nine competency areas and elements in a minimum of 240 hours, including the completion of the Jurisprudence Examination and the Demonstration of Product Release Proficiency of 200 checks of prescriptions/orders, and in my opinion, is **NOT** a fit and proper person to practice pharmacy as a pharmacy technician competently, safely, and ethically as a regulated pharmacy technician.

Date of completion: _____ Today's Date: _____

Supervisor Name: _____ Supervisor Signature: _____

I hereby request that _____ be
Name of pharmacy technician-in-training

Reviewed by another qualified SPT supervisor, for a period of at least 40 hours and, upon completion, I will be available to consult with the other supervisor and decide which "statement of completion" is appropriate for this candidate.

Today's Date: _____

Supervisor Name: _____ Supervisor Signature: _____



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PHARMACY TECHNICIAN-IN-TRAINING'S EVALUATION OF THE SUPERVISOR

Pharmacy Technician-In-Training Name: _____

Supervisor Name: _____ DATE: _____

In order to assess the Supervisor, please check off the appropriate boxes and provide comments below.

Please rate the Supervisor's performance in the following areas:	Unsatisfactory	Needs Improvement	Satisfactory	Exemplary
Was prepared for the rotation and familiar with the expectations and activities of the SPT program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provided an orientation to the site and staff members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treated me with respect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acted professionally and ethically.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was available to answer questions or participate in discussion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encouraged active participation and involved me in appropriate decision making situations under supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provided constructive feedback throughout the SPT and suggested areas of improvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provided opportunities to learn or improve upon all the required skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Constructively reviewed my Evaluations with me throughout the SPT program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provided me with the necessary opportunities and patient interactions to complete the SPT program activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

Pharmacy Technician-in-Training Signature: _____



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PHARMACY TECHNICIAN-IN-TRAINING'S FEEDBACK ON THE SPT PROGRAM

Pharmacy Technician-In-Training Name: _____

Supervisor Name: _____ Date: _____

In order to assess the SPT program, manual and logbook, please check off the appropriate boxes:

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
The SPT Manual and Logbook were relevant to pharmacy practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The SPT Manual and Logbook were well organized and easy to use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The SPT Manual and Logbook contained just the right level of information and depth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The SPT Program was a valuable experience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To help us improve the SPT program, please answer the following questions and provide comments:

1. Did you graduate from a CCAPP accredited pharmacy technician program? If so, in which year?
2. Was the SPT program of sufficient length? Why or why not?
3. Do you feel the program improved your competence and confidence? Why or why not?

4. How would you improve the SPT program?

5. How would you improve the SPT manual and logbook? Did you find any typos or errors in the SPT manual and logbook? (Please provide page numbers).

6. Please provide any additional comments on the SPT program, manual, logbook, and evaluation forms.

Thank you!

Pharmacy Technician-in-Training Signature: _____



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SUPERVISOR'S FEEDBACK ON THE SPT PROGRAM

Supervisor Name: _____

Pharmacy Technician-In-Training Name: _____

Date: _____

In order to assess the SPT program, manual and logbook, please check off the appropriate boxes:

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
The SPT Manual and Logbook were relevant to pharmacy practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The SPT Manual and Logbook were well organized and easy to use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The SPT Manual and Logbook contained just the right level of information and depth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The SPT Program was a valuable experience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To help us improve the SPT program, please answer the following questions and provide comments:

1. Did the pharmacy technician-in-training at your site graduate from a CCAPP accredited Pharmacy Technician Program?

2. Was the SPT program of sufficient length? Why or why not?

3. Do you feel the program improved the competence and confidence of the pharmacy technician-in-training? Why or why not?

4. How would you improve the SPT program?

5. How would you improve the SPT manual and logbook? Did you find any typos or errors in the SPT manual and logbook? (Please provide page numbers).

6. Please provide any additional comments on the SPT program, manual, logbook, and evaluation forms.

Thank you!

Supervisor Signature: _____



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Application for Listing as a Pharmacy Technician to be completed [ONLINE](#)