



# Internship Application Form

## Please Type or Print

Social Insurance Number		OCP Registration Number	
Surname: Mr. Ms Mrs. Miss (please circle one)			
Given Name(s) in full		Previous Surname	
Street Address			Apt. #
City	Province	Postal Code	
Phone		Email	

## Personal Professional Liability Insurance

Effective January 1st, 2008 Interns are required to provide proof of personal professional liability insurance. For more information, please visit [www.ocpinfo.com](http://www.ocpinfo.com)

Name of Insurance Company		Name of Insurance Broker	
Certificate/Policy Number	Effective Date	Expiry Date	

## Fluency

Currently enrolled or graduate of a Canadian/US Faculty of Pharmacy

International Pharmacy Graduate: Name of Fluency Exam taken: \_\_\_\_\_ Date Fluency Exam taken: \_\_\_\_\_

Examinations - If you have passed (please indicate)		Fee
<input type="checkbox"/> PEBC Evaluating Examination	Date taken: _____	<input type="checkbox"/> \$194.13 payment enclosed (\$184.89 + \$9.24 GST) Fees are subject to change without notice
<input type="checkbox"/> PEBC Qualifying Examination	Date taken: _____	
<input type="checkbox"/> OCP Jurisprudence Examination	Date taken: _____	

## Training Site/Preceptor

The above-named Intern would like to request SPT Internship training beginning on: (DATE) \_\_\_\_\_ at the Pharmacy indicated below for a minimum of 35 hours per week.

Name of Pharmacy		Pharmacy Accreditation Number (Mandatory)	
Pharmacy Street Address		City	Province
Postal Code	Phone	Fax	

**Declaration of Conflict:** Do you have a conflict of interest with the intern?

No  Yes Please describe \_\_\_\_\_

If yes, a Registration Advisor will contact you to follow up. Note: this declaration does not necessarily preclude this preceptorship.

I \_\_\_\_\_ (OCP registration No. \_\_\_\_\_) hereby certify that I am qualified to be an SPT preceptor in accordance with the Preceptor and SPT Practice Site Criteria printed on the reverse side of this form. I will supervise the above-named Intern for SPT internship training.

Preceptor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Intern

I will be working under the supervision of the above-named SPT Preceptor. I acknowledge that I cannot begin my SPT Internship training until I have received confirmation from the College

Intern's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Preceptor Criteria - Registered Pharmacy Students/Interns

Regulation 280/96

30. (1) 2 The applicant must have been accepted by a preceptor acceptable to the Registration Committee  
 Note: This policy also applies to section 31.3 (Interns)

### POLICY

The College will verify the eligibility of pharmacists to serve as preceptors.

#### 1. Practice

- a) A preceptor is a pharmacist who has been licensed to practice pharmacy in a Canadian jurisdiction and who has been providing direct patient care as a licensed pharmacist for at least 18 hours a week and for at least one year immediately preceding assumption of a preceptorship.
- b) A preceptor shall undertake the in-service training of a registered pharmacy student or intern who is enrolled in or has successfully completed an undergraduate pharmacy program at an accredited Canadian or U.S. Faculty of Pharmacy, or enrolled in or has successfully completed the International Pharmacy Graduate Program, University of Toronto unless otherwise authorized by policy or the **Registration Committee**.
- c) A preceptor shall undertake the in-service training of **ONLY** one registered student or intern, or one student going through the Structured Practical Experience Program (SPEP) at the Leslie Dan Faculty of Pharmacy, University of Toronto, at any one time unless otherwise authorized by policy or the Registration Committee.
- d) The preceptor takes primary responsibility for supervising and assessing the student or intern for a minimum of 18 hours a week. He/she may delegate responsibility to other pharmacists who are in good standing (see below) or health care professionals as appropriate, and must delegate responsibility when not available.
- e) The preceptor practises pharmacy in Ontario in accordance with OCP Guidelines and Standards of Practice.

#### 2. Good Standing

- a) The preceptor must not:
  - have terms, conditions or limitations on his/her member's certificate of registration; or
  - have been found to have committed an act of professional misconduct or to be incompetent by the Discipline Committee within the last six years; or
  - have been found to be incapacitated by the Fitness to Practice Committee within the last six years; or
  - have had allegations of professional misconduct that have been referred to, but not yet decided upon by, the Discipline Committee; or
  - have had allegations of incapacity that have been referred to, but not yet decided upon by, the Fitness to Practice Committee<sup>1</sup>.
- b) The preceptor must practise in a pharmacy that meets the SPT Practice Site Criteria<sup>2</sup>.

#### 3. Assessment

The preceptor completes all required assessments of performance and submits the final assessment to the College within seven days of completion of training. Upon termination of training for any cause by either party, an assessment must be completed and returned to the College within seven days.

#### 4. Conflict of Interest

- a) Preceptors and students/interns **MUST** declare actual and perceived relationships of any nature<sup>3</sup> beyond student-teacher relationships, that exist between themselves and/or other individuals or interests associated with the training experience or practice site. Those relationships that exist beyond the boundaries of a student-teacher relationship may compromise an objective, candid and fair assessment of a student/intern's competence.
- b) Failure to declare a conflict of interest situation may result in referral of the student/intern by the Registrar to a hearing of the Registration Committee. After a hearing, the Registration Committee may invalidate some or all of the training experience.

#### 5. Training

- a) Preceptors must complete the training requirements of the College to be eligible. These requirements include attending an OCP Preceptor Orientation workshop before commencing as a preceptor. **Along with having served as a preceptor, they must satisfy further educational requirements for preceptors every 3 years as approved by Registration Programs.**
- b) An SPEP-trained preceptor may be exempted from our training requirements if they have been actively precepting and have been participating in ongoing training with SPEP.

<sup>1,2</sup>Pharmacists who do not meet these criteria may seek permission from the Registrar to act as a preceptor for a student/intern.

<sup>3</sup>Examples may include: family relationships (direct and indirect), financial and business connections.

(Note: Declaration does not necessarily preclude the preceptorship)

Revisions Approved: December Council/97, March Council/98, September Council/99, September Council/2000, June 2002, June 2006.

### SPT PRACTICE SITE CRITERIA

The practice site shall:

1. be accredited by OCP and/or a hospital or other site in Ontario in which direct patient care is provided;
2. have a counselling area if in a community setting so that there is a reasonable expectation of acoustical privacy, or have an active patient counselling program if in an alternative setting;
3. have a philosophy and an organizational structure (e.g., sufficient staffing and resources) that permits an appropriate degree of educational opportunities and one-on-one interaction between preceptor and student/intern;
4. provide health related information and be involved in health promotion and disease prevention;
5. be a pharmacy that has not had a disciplinary finding against it in the past six years or is not currently the subject of disciplinary proceedings;
6. be a pharmacy for which there does not exist any unsatisfied order or action by the Accreditation Committee; and
7. be a pharmacy wherein the student/intern is not in an actual or perceived conflict of interest relationship with the Designated Manager or any Owner, Director, Officer or Shareholder of the Corporation holding the Certificate of Accreditation.

**Note:** Students/interns who wish to complete SPT in a site that does not meet all of these criteria may request an exemption from the Registration Committee.