

## Practice Assessment of Competence at Entry (PACE) Tool for Assessment of Pharmacy Technicians (TAPT)

Candidate Name:

1. Providing Care*	1	2	3	4	5
<b>1.1 Gathers Patient Information</b>	<b>Unable</b> to gather patient information, <b>OR</b> gathers <b>inaccurate</b> or <b>incomplete</b> patient information.	With <b>significant</b> guidance, gathers accurate and complete patient information from patient/caregiver <b>AND/OR</b> patient record/profile.	With <b>some</b> guidance, gathers accurate and complete patient information from patient/caregiver <b>AND/OR</b> patient record/profile.	With <b>minimal</b> guidance, gathers accurate and complete patient information from all relevant sources in addition to patient/caregiver <b>AND/OR</b> patient record/profile.	<b>Without assistance, consistently</b> gathers accurate and complete patient information from relevant sources beyond the patient/caregiver <b>AND/OR</b> patient record/profile.
<b>1.2 Supports Care Plan Activities</b>	<b>Unable</b> to educate patients on devices and health aids, <b>OR</b> relies on inappropriate resources for information, <b>OR</b> practices outside of scope, <b>OR</b> does not refer actual/potential issues related to patient care to the pharmacist.	With <b>significant</b> guidance, adequately educates patients on devices and health aids, <b>OR</b> uses appropriate resources for information to support patient care plan within scope of practice, <b>OR</b> refers actual/potential issues related to patient care to the pharmacist.	With <b>some</b> guidance, effectively educates patients on devices and health aids, <b>OR</b> uses appropriate resources for information to support patient care plan within scope of practice, <b>OR</b> refers actual/potential issues related to patient care to the pharmacist.	With <b>minimal</b> guidance, effectively educates patients on devices and health aids, <b>OR</b> uses appropriate resources for information to support patient care plan within scope of practice, <b>OR consistently</b> refers actual/potential issues related to patient care to the pharmacist.	<b>Without assistance,</b> effectively educates patients on devices and health aids, <b>AND</b> seeks out opportunities to support patient care plan activities using appropriate resources within scope of practice, <b>AND consistently</b> refers actual/potential issues related to patient care to the pharmacist.

***\*Pharmacy technicians participate in the provision of patient care through collaboration with the patient, the pharmacist and other healthcare providers.***



2. Communication	1	2	3	4	5
<b>2.1 Demonstrates Communication Skills (Verbal and Non-verbal)</b>	Lacks appropriate communication skills, uses their communication skills in a formulaic or <b>unstructured</b> manner, resulting in <b>ineffective</b> interventions.	With <b>significant</b> guidance, utilizes appropriate communication skills. <b>Infrequently</b> able to adapt their communication skills to address varied communication situations.	With <b>some</b> guidance, utilizes appropriate communication skills. <b>Occasionally</b> able to adapt their communication skills to address varied communication situations.	With <b>minimal</b> guidance, utilizes appropriate communication skills. <b>Usually</b> able to adapt to address varied communication situations.	Demonstrates appropriate communication skills. <b>Consistently</b> able to adapt to varied communication situations.
<b>2.2 Completes Documentation†</b>	<b>Does not document</b> OR documentation is incomplete, unclear or inaccurate.	With <b>significant</b> guidance, documents clearly and accurately in an audience-appropriate format.	With <b>some</b> guidance, documents clearly and accurately in an audience-appropriate format.	With <b>minimal</b> guidance, documents clearly, accurately and concisely in an audience-appropriate format.	<b>Independently</b> documents clearly, accurately and concisely in an audience-appropriate format.

†Documentation is inclusive of both handwritten and electronic formats.

Comments

3. Professionalism	1	2	3	4	5
<b>3.1 Applies Regulations &amp; Ethical Principles in Practice</b>	Unable to detect actual situations presenting ethical issues. Does not accept responsibility and accountability for own decisions and actions. <b>Lacks understanding</b> of fundamental regulations, standards of practice, and ethical principles.	With <b>significant</b> guidance, detects actual situations presenting ethical issues and/or <b>reluctantly</b> accepts responsibility and accountability for own decisions and actions. <b>Inconsistently</b> demonstrates understanding of regulations, standards of practice, and ethical principles.	With <b>some</b> guidance, effectively detects actual situations presenting ethical issues, while accepting responsibility and accountability for own decisions and actions. <b>Occasionally</b> demonstrates understanding of regulations, standards of practice, and ethical principles.	With <b>minimal</b> guidance, effectively detects and resolves actual situations presenting ethical issues, while accepting responsibility and accountability for own decisions and actions. <b>Usually</b> demonstrates understanding of regulations, standards of practice, and ethical principles.	<b>Independently</b> detects and resolves actual and potential situations presenting ethical issues, while accepting responsibility and accountability for own decisions and actions. <b>Consistently</b> demonstrates understanding of regulations, standards of practice, and ethical principles.
<b>3.2 Demonstrates an Awareness of One's Own Practice Limitations</b>	Is not conscious of <b>gaps</b> in own knowledge or skills, practice limitations, or needs to seek assistance.	With <b>significant</b> guidance, seeks and implements strategies to practise appropriately. <b>Infrequently</b> able to identify when own knowledge and experience is insufficient to manage own practice.	With <b>some guidance</b> , seeks and implements strategies to practise appropriately. <b>Occasionally</b> able to identify when own knowledge and experience is insufficient to manage own practice.	With <b>minimal guidance</b> , seeks and implements strategies to practise appropriately. <b>Usually</b> able to identify when own knowledge and experience is insufficient to manage own practice.	Openly seeks opportunities and resources to enhance own practice. <b>Consistently</b> able to identify when own knowledge and experience is insufficient to manage own practice. <b>Consistently</b> incorporates self-reflection.
<b>3.3 Demonstrates Professional Behaviour</b>	Lacks self-management/disciplined behaviours, <b>OR</b> demonstrates unprofessional behaviour and attitude.	With <b>significant guidance</b> , demonstrates self-management/disciplined behaviours, <b>OR</b> <b>inconsistently</b> demonstrates professional behaviour and attitude.	With <b>some guidance</b> , demonstrates self-management/disciplined behaviours, <b>OR</b> <b>occasionally</b> demonstrates professional behaviour and attitude.	With <b>minimal guidance</b> , demonstrates self-management/disciplined behaviours, <b>OR</b> <b>consistently</b> demonstrates professional behaviour and attitude.	<b>Independently</b> demonstrates self-management/disciplined behaviours, <b>AND</b> <b>consistently</b> demonstrates professional behaviour and attitude.



4. Professional Collaboration	1	2	3	4	5
<b>4.1 Develops &amp; Promotes Inter-/Intra-professional Relationships</b>	<b>Unable</b> to form inter-/intra-professional relationships, <b>OR</b> demonstrates behaviours or attitudes that <b>negatively</b> impact these relationships.	With <b>significant</b> guidance, demonstrates behaviours, attitudes and skills required for inter-/intra-professional relationships.	With <b>some</b> guidance, demonstrates behaviours, attitudes and skills required for inter-/intra-professional relationships.	With <b>minimal</b> guidance, <b>consistently</b> demonstrates behaviours, attitudes and skills required for inter-/intra-professional relationships.	<b>Consistently</b> demonstrates behaviours, attitudes and skills required for inter-/intra-professional relationships.
<b>4.2 Fulfills Professional Roles &amp; Responsibilities within Healthcare Team</b>	Is <b>unclear</b> of own professional role and responsibilities, or is <b>unable</b> to perform them.	With <b>significant</b> guidance, performs professional role and fulfills professional responsibilities.	With <b>some</b> guidance, performs professional role and fulfills professional responsibilities.	With <b>minimal</b> guidance, performs professional role and fulfills professional responsibilities.	<b>Independently</b> performs professional roles and fulfills professional responsibilities.

Comments

5. Product Distribution	1	2	3	4	5
<b>5.1 Processes Prescriptions</b>	<b>Unable</b> to verify completeness of patient personal and health information, <b>OR cannot validate</b> the authenticity of a prescription, <b>OR</b> inaccurately performs calculations.	With <b>significant</b> guidance, able to verify and complete patient personal and health information, apply formulary knowledge, validate a prescription, <b>AND frequently</b> requires assistance with calculations.	With <b>some</b> guidance, able to verify and complete patient personal and health information, apply formulary knowledge, validate a prescription, <b>AND occasionally</b> requires assistance with calculations.	With <b>minimal</b> guidance, able to verify and complete patient personal and health information, apply formulary knowledge, validate a prescription, <b>AND</b> accurately perform calculations.	<b>Without assistance</b> , able to verify and complete patient personal and health information, apply formulary knowledge, validate a prescription, <b>AND</b> accurately perform calculations.
<b>5.2 Prepares Products</b>	<b>Unable</b> to select and prepare products that are appropriate, accurate, and safe for distribution, <b>OR</b> demonstrates unsafe practices.	With <b>significant</b> guidance, able to select and prepare products that are appropriate, accurate, and safe for distribution.	With <b>some</b> guidance, able to select and prepare products that are appropriate, accurate, and safe for distribution.	With <b>minimal</b> guidance, able to select and prepare products that are appropriate, accurate, and safe for distribution.	<b>Without assistance</b> , able to select and prepare products that are appropriate, accurate, and safe for distribution.
<b>5.3 Releases Final Product</b>	<b>Unable</b> to verify accuracy and completeness of final product, <b>OR</b> identify discrepancies, <b>OR</b> does not collaborate with the pharmacist.	With <b>significant</b> guidance, able to verify accuracy and completeness of final product, <b>AND infrequently</b> identifies discrepancies and collaborates with the pharmacist.	With <b>some</b> guidance, able to verify accuracy and completeness of final product, <b>AND occasionally</b> identifies discrepancies and collaborates with the pharmacist.	With <b>minimal</b> guidance, able to verify accuracy and completeness of final product, <b>AND usually</b> identifies discrepancies and collaborates with the pharmacist.	<b>Without assistance</b> , able to verify accuracy and completeness of final product, <b>AND consistently</b> identifies discrepancies and collaborates with the pharmacist.

<b>5.4 Maintains Inventory Systems</b>	<b>Unable</b> to contribute to the management of pharmacy inventory.	With <b>significant</b> guidance, contributes to the management of pharmacy inventory.	With <b>some</b> guidance, contributes to the management of pharmacy inventory.	With <b>minimal</b> guidance, contributes to the management of pharmacy inventory.	<b>Without assistance</b> , consistently contributes to the management of pharmacy inventory.
<b>5.5 Supports Practice Management and Medication Safety</b>	<b>Unable</b> to support practice management and medication safety.	With <b>significant</b> guidance, supports practice management and medication safety.	With <b>some</b> guidance, supports practice management and medication safety.	With <b>minimal</b> guidance, supports practice management and medication safety.	<b>Without assistance</b> , consistently supports practice management and medication safety.

Comments