

PACE Orientation Checklist

In preparation for PACE, the assessor should orient their pharmacy colleagues to PACE and the candidate to the practice site. The assessor and their employer may add more topics to be addressed during the orientation.

Orientation with Pharmacy Staff before the Candidate's Arrival

- Explain that PACE is a high stakes assessment to determine if the candidate is ready to safely practise as a pharmacist
- Check if any pharmacy staff members have a prior relationship with the assigned candidate
- Clarify the roles of the candidate and assessor
- Outline the PACE process and ensure staff understand that they cannot teach, provide feedback or be involved in the final assessment

Orientation between the Assessor and the Candidate

- Introduce yourselves and exchange contact information
- Confirm the candidate's identity through valid, government-issued photo identification
- Confirm the candidate has appropriate [insurance](#) (i.e., personal professional liability insurance, student accident insurance)
- Discuss the communication process for 'what ifs' (e.g., illness, emergency, bad weather, etc.)
- Review scheduling for orientation and assessment phases (i.e., 2 weeks full-time or 3 weeks part-time)

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 PACE
- Discuss practice site policies
 - o COVID specific policies (e.g., physical distancing, disinfecting procedures, donning PPE or non-surgical masks)
 - o Dress code, workplace identification (e.g., nametag, badge)
 - o Patient confidentiality and privacy
 - o Medication incident reporting
 - o Emergency and safety procedures
 - o Other relevant policies and procedures
- Review practice site workflow and processes
 - o Workflow
 - o Documentation forms and processes
 - o Technology including phone system, computer and pharmacy software

Orientation of the Candidate to PACE

Review [Orientation to PACE](#) online module

Review [PACE Portal](#) and resources

- o [PACE Candidate Toolkit](#)
- o [PACE Assessment Criteria](#)
- o [Legal Authority for Scope of Practice / Authorized Acts](#) chart
- o [PACE Assessor Toolkit](#)

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.