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# PRECEPTOR TOOLKIT FOR STRUCTURED PRACTICAL TRAINING (SPT)

Updated January 2023

## Welcome to the Toolkit for SPT Preceptors.

This toolkit contains a number of helpful resources including:

- How to become a preceptor for the SPT program
- An overview of the SPT program
- How a typical SPT rotation looks

# HOW TO BECOME A PRECEPTOR

## ELIGIBILITY

To be eligible to serve as a preceptor for SPT, you must meet the [SPT Preceptor Criteria](#) and practice in a setting that meets the [SPT Practice Site Criteria](#).

## TRAINING

If you have not been a SPT preceptor before or if your preceptor validity has expired, you will need to complete the online training provided on the [Information for SPT Preceptors Webpage](#) and submit the [Declaration of Preceptor Training](#). Preceptor training is valid for 3 years.

*\*\*Please note: It takes about five hours to complete the preceptor training*

## OVERVIEW OF THE SPT PROGRAM

Please review this [5 minute information video](#) explaining the SPT program, as well as the following depiction describing the steps of a typical rotation:

# STRUCTURED PRACTICAL TRAINING (SPT)

The below steps are to be completed in the SPT Portal. This depiction is based on the full-time SPT model.



Two [part-time models](#) are also available.

Some common questions regarding Structured Practical Training (SPT) are answered on our [FAQ Page](#).

**Pharmacy Technician Applicants are not allowed to administer injections during their SPT.**

# THE THREE STEPS OF SPT



*Before your candidate's training begins, you will receive an e-mail from OCP confirming the start date and providing your training portal login information. Access to the training portal will be granted on this start date.*

On the 1st Day of the training,

- Your candidate must complete the pre-rotation self-assessment in the training portal to start the clock for the training.
- You should review the following Resources in the [Skilsure Training Portal](#):
  - [Demonstration portal video for preceptors](#)
  - [Rotation planning guide](#)
  - [Orientation Checklist](#)



*Throughout the next 12 weeks (or longer for a part-time or extended training rotation).*

- Use or adapt the rotation planning guide to schedule specific activities and discussions
- Meet weekly with your candidate to discuss their activities and their progress
- Review your candidate's activity documentation on a timely basis and provide feedback
- Submit the assessments on time with written comments to support your ratings (your candidate must complete their copy of the assessment first)
- Reach out to a [registration advisor](#) by email for support as needed
- Please rate the performance for each competency element on the assessments using the the following descriptors as a guide:

RATING	Skill and/or Behaviour Rating Descriptor
POOR	Absent
FAIR	Emerging, incomplete or inconsistent
SATISFACTORY	Completely and consistently performed
GOOD	Completely and consistently performed, with occasional achievement beyond what might be expected at this point
EXCELLENT	Consistently exceeds expectations at this point
NOT OBSERVED	No opportunity or not observed. Contact a registration advisor if your candidate is unable to demonstrate this element on the final assessment.

# STEP 3



- After you have approved all of the activities in the training portal, the activity tabs will turn green.
- Once you have completed all of the assessments, and the activities have all been approved, you will have access to the online Declaration of Completion Form:

<p><b>Pre-rotation Assessment</b></p> <p><a href="#">View Assessment</a> Technician Assessment Date: 13 Jul 2020</p>	<p><b>Declaration of Completion Form</b></p> <p><a href="#">Declaration of Completion of the Technician SPT Program</a></p> <p><a href="#">Evaluations</a></p>
<p><b>Week 4</b> (Due on: Aug 10, 2020)</p> <p><a href="#">View Assessment</a> Technician Assessment Date: 09 Aug 2020 Preceptor Assessment Date: 10 Aug 2020</p>	
<p><b>Week 8</b> (Due on: Sep 07, 2020)</p> <p><a href="#">View Assessment</a> Technician Assessment Date: 07 Sep 2020 Preceptor Assessment Date: 10 Sep 2020</p>	<p><b>Incomplete Training Form</b></p> <p>This form is to be used when the training is being ended prematurely. If the individual has completed the training please complete the Declaration of Completion form.</p> <p><a href="#">Incomplete Training for Pharmacy Technician Applicants</a></p>
<p><b>Week 12</b> (Due on: Oct 05, 2020)</p> <p>Future Assessments will be made available</p>	

- If your candidate has demonstrated their entry to practice competency to your satisfaction, submit the Declaration. A registration advisor will review the overall training and update the candidate's file as having met the SPT registration requirement.
- If your candidate has not completed all of the activities to your satisfaction or has not demonstrated their entry to practice competency according to your assessment ratings, [please contact a registration advisor](#).

