



Ontario College  
of Pharmacists

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# PHARMACY TECHNICIAN APPLICANT TOOLKIT FOR STRUCTURED PRACTICAL TRAINING (SPT)

September 3, 2024 is the last day for pharmacy technician applicants to apply for SPT as the program is being replaced with PACE.

**Welcome to the Toolkit for  
SPT pharmacy technician applicants.**  
This toolkit contains a number of helpful  
resources including:

- An overview of the SPT program
- How a typical SPT rotation looks

# OVERVIEW OF THE SPT PROGRAM



## FINDING A PRECEPTOR

You are required to find a preceptor who meets the [SPT Preceptor Criteria](#) and practices in a setting that meets the [SPT Practice Site Criteria](#). A potential preceptor can review the [preceptor toolkit](#).

## HOW A TYPICAL SPT ROTATION LOOKS

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](#).  
**You are not allowed to administer injections during your SPT.**

# THE THREE STEPS OF SPT



*Before your 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:

- You 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 pharmacy technician applicants](#)
  - [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 preceptor to discuss your activities and your progress
- Upload your activity documentation on a timely basis and apply your preceptor's feedback where required
- Submit the assessments on time with written comments to support your ratings (you must complete your copy of the assessment before your preceptor will have access to it)
- 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 you are unable to demonstrate this element on the final assessment.

# STEP 3

- After your activities have been demonstrated and approved by your preceptor, the activity tabs will turn green.
- Once you have completed all of the assessments, and the activities have all been approved, your preceptor will have access to the declaration of completion form, to finalize your training.
- If you have demonstrated your entry to practice competency to your preceptor's satisfaction, your preceptor will submit the Declaration of Completion form in the Skilsure training portal. A registration advisor will review the overall training and update your file as having met the SPT registration requirement.
- If you have not completed all of the activities to your preceptor's satisfaction or have not demonstrated your entry to practice competency according to your assessment ratings, you may contact a registration advisor to request an extension



## UPCOMING CHANGES: *PACE replacing SPT for Pharmacy Technician Applicants*

In fall 2024, the College's Structured Practical Training Program (SPT) will be replaced by the College's Practice Assessment of Competence at Entry (PACE). PACE will become the practice-based registration requirement for pharmacy technician applicants who are not already licensed in another Canadian jurisdiction. More information is available on the College's website.

