Ontario College
of Pharmacists

Putting patients first since 1871

PHARMACY TECHNICIAN APPLICANT TOOLKIT FOR STRUCTURED PRACTICAL TRAINING (SPT)

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*
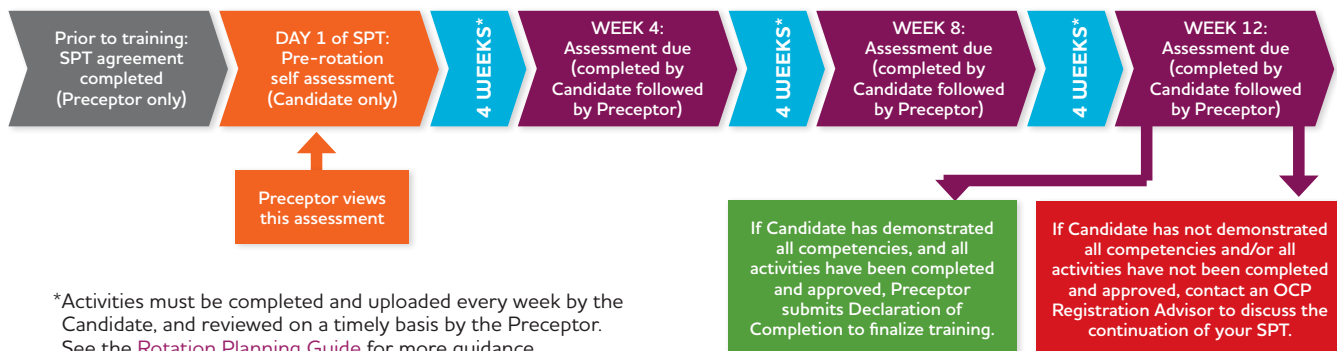
OVERVIEW OF THE SPT PROGRAM

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.

| Prior to training: SPT agreement completed (Preceptor only) | DAY 1 of SPT: Pre-rotation self assessment (Candidate only) | 4 WEEKS* | WEEK 4: Assessment due (completed by Candidate followed by Preceptor) | 4 WEEKS* | WEEK 8: Assessment due (completed by Candidate followed by Preceptor) | 4 WEEKS* | WEEK 12: Assessment due (completed by Candidate followed by Preceptor) |

Preceptor views this assessment

If Candidate has demonstrated all competencies, and all activities have been completed and approved, Preceptor submits Declaration of Completion to finalize training.

If Candidate has not demonstrated all competencies and/or all activities have not been completed and approved, contact an OCP Registration Advisor to discuss the continuation of your SPT.

*Activities must be completed and uploaded every week by the Candidate, and reviewed on a timely basis by the Preceptor. See the Rotation Planning Guide for more guidance.

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

STEP 1

STEP 2

STEP 3

STEP 1

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

STEP 2

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
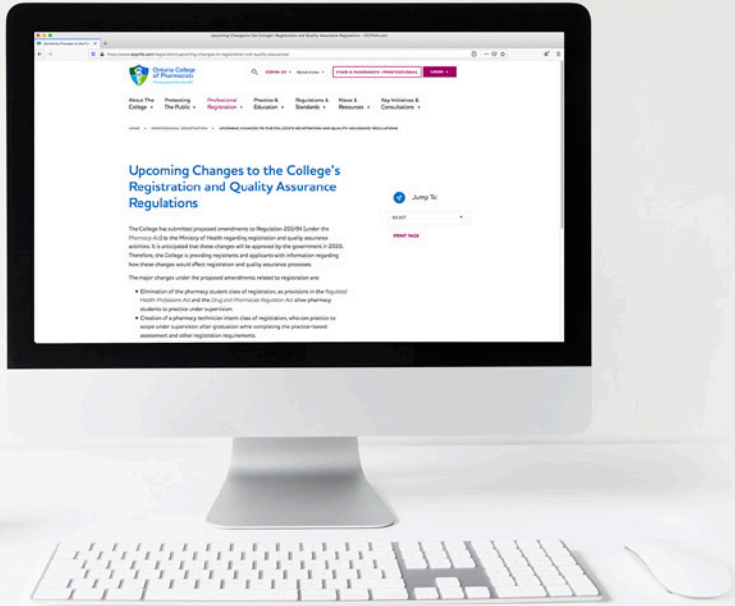
FYI – Upcoming Changes to the College's Registration and Quality Assurance Regulations

The College is waiting for the Ontario Government to approve changes to the registration and quality assurance regulations. Information about these changes is posted on the College's website.

Individuals who will be affected by the changes will be directly contacted closer to the implementation date.

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