



Ontario College  
of Pharmacists

Putting patients first since 1871

# COACHING TOOLKIT FOR PACE:

*Pharmacy Technician Applicants*

Updated August 2024

# BEFORE YOU BEGIN



Welcome to the Coaching Toolkit for PACE: Pharmacy Technician Applicants. This toolkit provides you with information and resources you can use when supporting a candidate during their PACE development phase.

Please review the following **before** you agree to be a coaching pharmacist.

- Review the [PACE Web pages](#) on the College Website
- You are encouraged to complete this complimentary [preceptor training program](#) modules 1, 3 and 6 if coaching and training a candidate is new to you.

Please review the following **before** you begin development with a PACE candidate:

- Watch and listen to the [PACE Coaching Module](#) for pharmacy technician applicants

## REVIEW THE LEARNING ACTION PLAN



Ask your development candidate to share with you their PACE performance profile\* and the learning action plan they created in collaboration with a registration advisor. You may wish to recommend additional learning resources and/or practice activities for their learning action plan. As you discuss their plan together, it will be helpful to review the following resources:

- [Orientation Checklist–Development Phase](#)
- [PACE Assessment Criteria](#)
- [PACE Assessment Tool](#)
- [Scope of Practice](#)

*\*Optional for your candidate to share this with you*

### NOTE:

- All development candidates **must be currently registered as an intern technician**. You can verify their registration status on the [Public Register](#).
- Every intern technician must maintain their Personal Professional Liability Insurance. You may ask your development candidate to show you proof of their insurance coverage.
- If your candidate is not being paid during their development practice time with you, they should purchase [Student Accident Insurance](#) as they would not be covered under WSIB.

# IMPLEMENT THE LEARNING ACTION PLAN



Over the development phase, the candidate will engage in their [full scope of practice](#) of the profession of pharmacy under [supervision](#) and while working through their learning action plan.

You will be providing opportunities for them to improve their practice performance, knowledge and skills. You are expected to provide the candidate with feedback and guidance during development to address the areas to work on.

## PLEASE NOTE

- Each candidate's development is individualized and will depend on the relative strengths and weaknesses identified during their PACE assessment as illustrated in their Learning Action Plan.
- The candidate should direct their own development with your guidance and assistance in providing suitable practice opportunities.
- The duration of the development phase will vary for each candidate, based on their learning needs and ability to gain new knowledge and skills.



Based on your own observations, you should decide when your candidate is ready to perform the **authorized acts** independently. It is important for them to understand the implications of accepting such responsibilities. We would suggest documenting this agreement by recording the authorized act(s) which the candidate may perform independently and when that decision was made.

# DECLARATION OF DEVELOPMENT COMPLETION



Once you and your candidate believe that their learning goals have been met, your candidate will submit the Declaration of Development Completion online. You are not required to submit any documentation to the College.

*What happens when the College receives the Declaration of Development Completion?*  
Your candidate's end date for their time in development will be documented in their file and they will be able to reapply for PACE in a new site, with a new assessor.

## THE ROLE OF THE COLLEGE DURING DEVELOPMENT:

Although the College does not administer this portion of PACE, registration advisors will provide support and guidance as requested.

If you have any questions please contact a registration advisor at [regprograms@ocpinfo.com](mailto:regprograms@ocpinfo.com).

