



## Pharmacy Technician

### Structured Practical Training Program



## Forms

Last Updated June 2019

## Pharmacy Technician Structured Practical Training Pre-Rotation Self Assessment Form

Technician Name:	Registration Number:	Date:	Self Assessment Level I      II      III
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RATING SCALE	
Needs Improvement	1 - can demonstrate, but only with support
Acceptable	2 - can demonstrate, but frequently requires support
No Opportunity	3 - can demonstrate with confidence; sometimes needs support
	4 - can demonstrate; rarely needs support
	N/O – unable to demonstrate due to no opportunity

### Competency

### Rating

#### 1.0 Legal, Ethical and Professional Responsibilities

*circle one*

- |  |   |   |   |   |     |
|--|---|---|---|---|-----|
| 1.1 Meet legal requirements  |   |   |   |   |     |
| 1.1.1 <i>Comply with legal requirements including federal and provincial legislation.</i>  | 1 | 2 | 3 | 4 | N/O |
| 1.1.2 <i>Protect patient confidentiality according to applicable federal and provincial privacy legislation.</i>                       | 1 | 2 | 3 | 4 | N/O |
| 1.2 Uphold and act on ethical principles   |   |   |   |   |     |
| <i>Demonstrate personal and professional integrity.</i>  | 1 | 2 | 3 | 4 | N/O |
| 1.3 Demonstrate professionalism  |   |   |   |   |     |
| 1.3.1 <i>Accept responsibility and accountability for own actions and decisions including the safety of patient, self, and others.</i> | 1 | 2 | 3 | 4 | N/O |
| 1.3.2 <i>Promote understanding of the pharmacy technician role and its relationship to the roles of other healthcare providers.</i>    | 1 | 2 | 3 | 4 | N/O |

#### 2.0 Professional Collaboration and Team Work

- |   |   |   |   |   |     |
|---|---|---|---|---|-----|
| 2.1 Collaborate to meet patient health care needs, goals, and outcomes  |   |   |   |   |     |
| 2.1.1 <i>Develop collaborative relationships with and show respect for all members of the inter-professional team.</i>  | 1 | 2 | 3 | 4 | N/O |
| 2.1.2 <i>Seek guidance from another pharmacy technician or pharmacist when uncertain about own knowledge, skills, abilities. Seek out appropriate information and/or resources. Refer patients to other healthcare professionals when required.</i> | 1 | 2 | 3 | 4 | N/O |

#### 3.0 Drug Distribution: Prescription and Patient Information

- |   |   |   |   |   |     |
|---|---|---|---|---|-----|
| 3.1 Receive a prescription  |   |   |   |   |     |
| 3.1.1 <i>Create and/or maintain a patient record (i.e., gather, review, and update patient demographics, health history, confirm allergies, medication use, and third party payment information).</i> | 1 | 2 | 3 | 4 | N/O |
| 3.1.2 <i>Assess prescription for clarity, completeness, authenticity, and legal requirements. Consult with the patient, pharmacist, or prescriber when required.</i>                                  | 1 | 2 | 3 | 4 | N/O |
| 3.2 Process the prescription  |   |   |   |   |     |
| 3.2.1 <i>Assess the prescription and determine processing priority.</i>   | 1 | 2 | 3 | 4 | N/O |
| 3.2.2 <i>Interpret the prescription including abbreviations, numerals, and symbols.</i>   | 1 | 2 | 3 | 4 | N/O |
| 3.2.3 <i>Perform pharmaceutical calculations.</i>   | 1 | 2 | 3 | 4 | N/O |
| 3.2.4 <i>Ensure the prescription information is recorded accurately on patient records.</i>   | 1 | 2 | 3 | 4 | N/O |
| 3.2.5 <i>Alert the pharmacist to actual and/or potential drug therapy related problems.</i>   | 1 | 2 | 3 | 4 | N/O |
| 3.3 Transfer prescription authorizations to another pharmacy provider at patients' requests   |   |   |   |   |     |
| 3.3.1 <i>Transfer prescription authorizations to another pharmacy provider at patients' requests.</i>   | 1 | 2 | 3 | 4 | N/O |

#### 4.0 Drug Distribution: Product Preparation

- |   |   |   |   |   |     |
|---|---|---|---|---|-----|
| 4.1 Select, prepare, and package products for release   |   |   |   |   |     |
| 4.1.1 <i>Select appropriate products/brands.</i>  | 1 | 2 | 3 | 4 | N/O |
| 4.1.2 <i>Prepare non-sterile and sterile products.</i>  | 1 | 2 | 3 | 4 | N/O |
| 4.1.3 <i>Package products to maintain integrity. Label according to legislative requirements.</i> | 1 | 2 | 3 | 4 | N/O |

## Pharmacy Technician Structured Practical Training Pre-Rotation Self Assessment Form

Competency	Rating				
	<i>circle one</i>				
<b>5.0 Drug Distribution: Product Release</b>					
5.1	Ensure accuracy and quality of the final product				
5.1.1	<i>Independent double check and documentation.</i>	1	2	3	4 N/O
5.2	Collaborate with the pharmacist in the release of the product				
5.2.1	<i>Confirm that the pharmacist has reviewed the prescription and the patient record.</i>	1	2	3	4 N/O
5.3	Document all aspects of drug distribution activities				
5.3.1	<i>Document all aspects of drug distribution activities.</i>	1	2	3	4 N/O
<b>6.0 Drug Distribution: System and Inventory Control</b>					
6.1	Manage the drug distribution system				
6.1.1	<i>Contribute to the implementation and maintenance of safe and effective systems of drug supply and distribution following distribution policies and procedures.</i>	1	2	3	4 N/O
6.1.2	<i>Recognize and respond to unusual patterns of drug distribution including drug misuse, and fluctuations in utilization.</i>	1	2	3	4 N/O
6.2	Manage inventory				
6.2.1	<i>Determine and maintain inventory requirements sufficient for patient safety and efficient operations using an inventory information system.</i>	1	2	3	4 N/O
6.2.2	<i>Audit inventory and report any discrepancies.</i>	1	2	3	4 N/O
6.2.3	<i>Complete all documentation pertaining to inventory management (e.g., narcotics, Special Access drugs).</i>	1	2	3	4 N/O
<b>7.0 Communication and Education</b>					
7.1	Establish and maintain effective communications.				
7.1.1	<i>Use effective communication skills in developing professional relationships with patients and healthcare professionals.</i>	1	2	3	4 N/O
7.2	Provide information and education				
7.2.1	<i>Coordinate or participate in health promotion and education for individuals and groups.</i>	1	2	3	4 N/O
7.2.2	<i>Assist patients to select and use drug administration devices, diagnostic and monitoring devices, home health aids, and other non drug measures.</i>	1	2	3	4 N/O
7.3	Document, in compliance with legislation, standards, policies, and procedures				
7.3.1	<i>Document information, procedures, and actions accurately, clearly and in a timely manner.</i>	1	2	3	4 N/O
<b>8.0 Manage Knowledge and Skills</b>					
8.1	Activities				
8.1.1	<i>Manage financial elements associated with prescription processing.</i>	1	2	3	4 N/O
8.1.2	<i>Manage operational and administrative activities occurring within the practice environment.</i>	1	2	3	4 N/O
<b>9.0 Quality Assurance</b>					
9.1	Activities				
9.1.1	<i>Participate in quality assurance processes.</i>	1	2	3	4 N/O
9.1.2	<i>Ensure the safety and integrity of pharmaceutical products.</i>	1	2	3	4 N/O
9.1.3	<i>Contribute to the creation and maintenance of a safe work environment.</i>	1	2	3	4 N/O

**Comments:**

**Areas of Strength**

**Areas for Improvement**

## Structured Practical Training Notification Form

### Provisional Pharmacy Technician Declaration

I, \_\_\_\_\_ hereby declare that I  
(Name of Provisional Pharmacy Technician – PLEASE PRINT)

will begin my level  I  II  III structured practical training (SPT) on \_\_\_\_\_ in  
(Date)

Name of Pharmacy: \_\_\_\_\_ License #: \_\_\_\_\_

Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

#### I hereby declare that I:

- am not in a close personal relationship with the preceptor named below, am not related to the preceptor, and do not reside in the same residence as the preceptor
- understand that my SPT must be served in a normal work week pattern which consists of an average work week of not less than 20 hours, but not more than 44 hours per week for all three levels
- understand that my SPT must be completed in Alberta with an ACP licensed preceptor and within an ACP licensed pharmacy or institutional (i.e.: hospital) setting
- understand that this structured practical training period is not creditable until this notification is received in the ACP office

\_\_\_\_\_  
Signature of Provisional Technician

\_\_\_\_\_  
Provisional Technician Registration Number

\_\_\_\_\_  
Date

ACP may review SPT hours anytime during your internship program and will review SPT hours at time of application for licensure as a pharmacy technician. If at any time, it is determined that:

- the maximum number of SPT hours per week have been exceeded; and/or
  - your preceptor has not been a licensed practicing pharmacist for a minimum of 2 years
- some or all of your SPT hours may be disallowed and you will be required to complete them again

### Preceptor Declaration

I, \_\_\_\_\_ am pleased to advise the ACP office that I have agreed to take primary  
(Name of Preceptor-PLEASE PRINT)  
responsibility for supervising and assessing \_\_\_\_\_ as a provisional pharmacy technician  
(Name of Provisional Pharmacy Technician)

learner and will assist him/her in becoming familiar with the practice of pharmacy as outlined in the ACP Pharmacy Technician Structured Practical Training manual.

#### I hereby declare that I:

- have been a practicing pharmacist or pharmacy technician either in Alberta or another Canadian jurisdiction for a minimum of 2 years
- am not in a close personal relationship, related to, or reside in the same residence as the above listed provisional pharmacy technician
- understand the SPT must be served in an average work week of not less than 20 hours, but not more than 44 hours
- am aware that the above provisional pharmacy technician does not have personal professional liability insurance coverage and that I am responsible and accountable for all restricted activities performed under my supervision

\_\_\_\_\_  
Signature of Preceptor

\_\_\_\_\_  
Preceptor Registration Number

\_\_\_\_\_  
Date

**Return this form to ACP via email ([registrationinfo@abpharmacy.ca](mailto:registrationinfo@abpharmacy.ca)) or fax at the beginning of each level.**

## Structured Practical Training Completion Form

### Certification By Provisional Pharmacy Technician

I hereby certify that I \_\_\_\_\_  
(Name of Provisional Pharmacy Technician-PLEASE PRINT)

have completed \_\_\_\_\_ hours of Level  I  II  III structured practical training (SPT) at

Name of Pharmacy: \_\_\_\_\_ License #: \_\_\_\_\_

Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**Date of Completion:** \_\_\_\_\_

I hereby certify that I have successfully completed all requirements as outlined in the Pharmacy Technician Structured Practical Training manual and the Pharmacy Technician Log Book, for the above noted level SPT level.

\_\_\_\_\_  
Provisional Technician Signature

\_\_\_\_\_  
Provisional Technician Registration Number

\_\_\_\_\_  
Date

### Certification By Preceptor

I hereby certify that \_\_\_\_\_  
(Name of Provisional Pharmacy Technician-PLEASE PRINT)

has, in my opinion, successfully completed the level of structured practical training identified above and has met the minimum required hours for the level identified above.

- Advancement to the next level is recommended
- Provisional Pharmacy Technician has successfully completed all requirements of the SPT program

\_\_\_\_\_  
Signature of Preceptor

\_\_\_\_\_  
Preceptors Registration Number

\_\_\_\_\_  
Date

**The completion form must be accompanied by the assessment forms below. The level will not be considered complete until both the completion and assessment forms have been received.**

**Return this form to the ACP office via email ([registrationinfo@abpharmacy.ca](mailto:registrationinfo@abpharmacy.ca)) or fax.**

## Pharmacy Technician Structured Practical Training Assessment Form

Technician Name:	Registration Number:	Level Assessed:
Signature:		I      II      III
Preceptor Name:	Registration Number:	Date:
Signature:		

RATING SCALE	
Needs Improvement	1 - can demonstrate, but only with support
Acceptable	2 - can demonstrate, but frequently requires support
No Opportunity	3 - can demonstrate with confidence; sometimes needs support
	4 - can demonstrate; rarely needs support
	N/O - unable to demonstrate due to no opportunity

### Competency

### Preceptor Rating (Circle One)

#### 1.0 Legal, Ethical and Professional Responsibilities

1.1	Meet legal requirements					
1.1.1	<i>Comply with legal requirements including federal and provincial legislation.</i>	1	2	3	4	N/O
1.1.2	<i>Protect patient confidentiality according to applicable federal and provincial privacy legislation.</i>	1	2	3	4	N/O
1.2	Uphold and act on ethical principles <i>Demonstrate personal and professional integrity.</i>	1	2	3	4	N/O
1.3	Demonstrate professionalism					
1.3.1	<i>Accept responsibility and accountability for own actions and decisions including the safety of patient, self, and others.</i>	1	2	3	4	N/O
1.3.2	<i>Promote understanding of the pharmacy technician role and its relationship to the roles of other health care providers</i>	1	2	3	4	N/O

#### 2.0 Professional Collaboration and Team Work

2.1	Collaborate to meet patient health care needs, goals, and outcomes					
2.1.1	<i>Develop collaborative relationships with and show respect for all members of the inter-professional team.</i>	1	2	3	4	N/O
2.1.2	<i>Seek guidance from another pharmacy technician or pharmacist when uncertain about own knowledge, skills, abilities. Seek out appropriate information and/or resources. Refer patients to other healthcare professionals when required.</i>	1	2	3	4	N/O

#### 3.0 Drug Distribution: Prescription and Patient Information

3.1	Receive a prescription					
3.1.1	<i>Create and/or maintain a patient record (i.e., gather, review, and update patient demographics, health history, confirm allergies, medication use, and third party payment information).</i>	1	2	3	4	N/O
3.1.2	<i>Assess prescription for clarity, completeness, authenticity, and legal requirements. Consult with the patient, pharmacist, or prescriber when required.</i>	1	2	3	4	N/O
3.2	Process the prescription					
3.2.1	<i>Assess the prescription and determine processing priority.</i>	1	2	3	4	N/O
3.2.2	<i>Interpret the prescription including abbreviations, numerals, and symbols.</i>	1	2	3	4	N/O
3.2.3	<i>Perform pharmaceutical calculations.</i>	1	2	3	4	N/O
3.2.4	<i>Ensure the prescription information is recorded accurately on patient records.</i>	1	2	3	4	N/O
3.2.5	<i>Alert the pharmacist to actual and/or potential drug therapy related problems.</i>	1	2	3	4	N/O
3.3	Transfer prescription authorizations to another pharmacy provider at patients' request					
3.3.1	<i>Transfer prescription authorizations to another pharmacy provider at patients' requests.</i>	1	2	3	4	N/O

## Pharmacy Technician Structured Practical Training Assessment Form

Competency	Preceptor Rating (Circle One)				
<b>4.0 Drug Distribution: Product Preparation</b>					
4.1 Select, prepare, and package products for release					
4.1.1 <i>Select appropriate products/brands.</i>	1	2	3	4	N/O
4.1.2 <i>Prepare non-sterile and sterile products.</i>	1	2	3	4	N/O
4.1.3 <i>Package products to maintain integrity. Label according to legislative requirements.</i>	1	2	3	4	N/O
<b>5.0 Drug Distribution: Product Release</b>					
5.1 Ensure accuracy and quality of the final product					
5.1.1 <i>Independent double check and documentation.</i>	1	2	3	4	N/O
5.2 Collaborate with the pharmacist in the release of the product					
5.2.1 <i>Confirm that the pharmacist has reviewed the prescription and the patient record.</i>	1	2	3	4	N/O
5.3 Document all aspects of drug distribution activities					
5.3.1 <i>Document all aspects of drug distribution activities.</i>	1	2	3	4	N/O
<b>6.0 Drug Distribution: System and Inventory Control</b>					
6.1 Manage the drug distribution system					
6.1.1 <i>Contribute to the implementation and maintenance of safe and effective systems of drug supply and distribution following distribution policies and procedures.</i>	1	2	3	4	N/O
6.1.2 <i>Recognize and respond to unusual patterns of drug distribution including drug misuse, and fluctuations in utilization.</i>	1	2	3	4	N/O
6.2 Manage inventory					
6.2.1 <i>Determine and maintain inventory requirements sufficient for patient safety and efficient operations using an inventory information system.</i>	1	2	3	4	N/O
6.2.2 <i>Audit inventory and report any discrepancies.</i>	1	2	3	4	N/O
6.2.3 <i>Complete all documentation pertaining to inventory management (e.g., narcotics, Special Access drugs).</i>	1	2	3	4	N/O
<b>7.0 Communication and Education</b>					
7.1 Establish and maintain effective communications.					
7.1.1 <i>Use effective communication skills in developing professional relationships with patients and healthcare professionals.</i>	1	2	3	4	N/O
7.2 Provide information and education					
7.2.1 <i>Coordinate or participate in health promotion and education for individuals and groups.</i>	1	2	3	4	N/O
7.2.2 <i>Assist patients to select and use drug administration devices, diagnostic and monitoring devices, home health aids, and other non-drug measures.</i>	1	2	3	4	N/O
7.3 Document in compliance with legislation, standards, policies, and procedures					
7.3.1 <i>Document information, procedures, and actions accurately, clearly and in a timely manner.</i>	1	2	3	4	N/O
<b>8.0 Manage Knowledge and Skills</b>					
8.1 Activities					
8.1.1 <i>Manage financial elements associated with prescription processing.</i>	1	2	3	4	N/O
8.1.2 <i>Manage operational and administrative activities occurring within the practice environment.</i>	1	2	3	4	N/O
<b>9.0 Quality Assurance</b>					
9.1 Activities					
9.1.1 <i>Participate in quality assurance processes.</i>	1	2	3	4	N/O
9.1.2 <i>Ensure the safety and integrity of pharmaceutical products.</i>	1	2	3	4	N/O
9.1.3 <i>Contribute to the creation and maintenance of a safe work environment.</i>	1	2	3	4	N/O

**Comments: (including areas of strength and areas for improvement)**

## Post Structured Practical Training Work Experience Form

### Provisional Pharmacy Technician Declaration

I, \_\_\_\_\_ hereby declare that I  
(Name of Provisional Pharmacy Technician – PLEASE PRINT)

will begin my employment on \_\_\_\_\_ and end my employment on \_\_\_\_\_ at  
(Date) (Date)

Name of Pharmacy: \_\_\_\_\_ License #: \_\_\_\_\_

Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**I hereby declare that I:**

- am not in a close personal relationship with the preceptor named below, am not related to the preceptor, and do not reside in the same residence as the preceptor
- understand that my SPT must be completed in Alberta with an ACP licensed preceptor and within an ACP licensed pharmacy or institutional (i.e.: hospital) setting

\_\_\_\_\_  
Signature of Provisional Technician

\_\_\_\_\_  
Provisional Technician Registration Number

\_\_\_\_\_  
Date

### Preceptor Declaration

I, \_\_\_\_\_ agreed to accept \_\_\_\_\_ as a  
provisional pharmacy technician for the period indicated above.

**I hereby declare that I:**

- am not in a close personal relationship, related to, or reside in the same residence as the above listed provisional pharmacy technician
- am aware that the above provisional pharmacy technician does not have personal professional liability insurance coverage and that I am responsible and accountable for all restricted activities performed under my supervision

\_\_\_\_\_  
Signature of Preceptor

\_\_\_\_\_  
Preceptor Registration Number

\_\_\_\_\_  
Date

Return this form to ACP via email ([registrationinfo@abpharmacy.ca](mailto:registrationinfo@abpharmacy.ca)) to the ACP office.



## **Instructions – Pharmacy Technician SPT Log Book**

This logbook outlines the activities that pharmacy technician learners are required to complete in order to demonstrate competencies as part of the Pharmacy Technician Structured Practical Training (SPT) Program. Learners must complete all activities in accordance with the Standards of Practice for Pharmacists and Pharmacy Technicians, the Standards for the Operation of Licensed Pharmacies, and all other applicable legislation. Learners and preceptors should familiarize themselves with the standards before beginning the program.

### **How to use the Logbook**

Use the Pharmacy Technician SPT Logbook to document completion of each activity and record approval of completion of the activity by the preceptor or the preceptor's delegate. Learners are not required to submit the completed logbook to ACP, but it must be made available to the college upon request. Therefore, learners must retain it for two years following completion of the SPT program.

ACP recommends that learners print the log book and put it into a binder with dividers for each of the nine competencies. When an activity is completed, learners should record in the logbook and have their preceptor sign off (initial). If there is not adequate room on the logbook to document or summarize the activity, learners should make a note in the log book and insert additional documentation, labelled with the activity number, into the binder in the appropriate section.

If approved by the preceptor, another pharmacist on the clinical pharmacist register or the courtesy pharmacist register or a pharmacy technician on the pharmacy technician register may sign off activities as completed on behalf of the preceptor. Only the ACP-approved preceptor can complete the Pharmacy Technician SPT Assessment Form and sign the Completion Form.

## Pharmacy Technician SPT Logbook

Competency Unit	Activity	Provisional Technician		Preceptor	
		Comments	Date Completed	Initial	
<b>1.0 Legal Ethical and Professional Responsibilities</b>					
1.1 Meet legal requirements					
1.1.1	<i>Comply with legal requirements including federal and provincial legislation.</i>	Identify corresponding Acts and regulations relevant to each of the stages of the dispensing process that you are involved with at your practice site. Stages include: <ul style="list-style-type: none"> <li>• receipt of prescription,</li> <li>• order entry,</li> <li>• drug dispensing, and</li> <li>• release of product.</li> </ul>			
1.1.2	<i>Protect patient confidentiality according to applicable federal and provincial privacy legislation.</i>	Describe two situations you encountered in your rotation that demonstrate the importance of the pharmacy technician's role in the adherence to patient confidentiality regulations. Identify corresponding parts in these regulations relevant to these two situations.  Example of situations include: routine disposal of patient labels and profiles, accessing patient records.			

## Pharmacy Technician SPT Logbook

1.2 Uphold and act on ethical principles		Provisional technician comments	Date completed	Preceptor
1.2.1	<i>Demonstrate personal and professional integrity.</i>	Review the Alberta College of Pharmacy Code of Ethics. Discuss with your preceptor various scenarios about how a pharmacy technician can contribute to upholding each principle.		
1.3 Demonstrate professionalism				
1.3.1	<i>Accept responsibility and accountability for own actions and decisions including the safety of patient, self, and others.</i>	Identify two situations, and the corresponding legislation, when technicians have the responsibility to notify ACP for the interest of the public. How should these situations be handled?		
		Examples of situations include, but are not limited to, change in preceptor or practice site, unprofessional conduct of a healthcare professional.  Discuss with your preceptor how these situations should be handled. Summarize your discussions.		
1.3.2	<i>Promote understanding of the pharmacy technician role and its relationship to the roles of other health care providers.</i>	To promote the understanding of the role of a pharmacy technician, differentiate your scope of practice from that of a pharmacist and the rest of the pharmacy team members or health care team, and discuss your findings with your preceptors.  Summarize your discussion.		

## Pharmacy Technician SPT Logbook

2.0 Professional Collaboration and Team Work					
2.1 Collaborate to meet patient health care needs, goals, and outcomes		Provisional technician comments		Date completed	Preceptor
2.1.1	<i>Develop collaborative relationships with and show respect for all members of the inter-professional team.</i>	<p>List the types of healthcare professionals that you interacted with during your rotation, and describe the nature of these interactions.</p> <p>Visit the Alberta Federation of Regulated Health Professions (AFRHP) website and determine which of these healthcare professionals (HCPs) are regulated. The AFRHP website has links to individual college websites. Find out which HCPs have prescribing authority. What types of drugs (within the scope of practice) can be prescribed by these HCPs?</p>			
2.1.2	<i>Seek guidance from another pharmacy technician or pharmacist when uncertain about own knowledge, skills, abilities. Seek out appropriate information and/or resources. Refer patients to other healthcare professionals when required.</i>	<p>Discuss with your preceptor two situations where you needed to make referrals to pharmacists at your practice site, or to other healthcare professionals. Why were referrals needed for each of these circumstances? Summarize your discussions.</p>			

## Pharmacy Technician SPT Logbook

3.0 Drug Distribution: Prescription and Patient Information					
3.1 Receive a prescription		Provisional technician comments		Date completed	Preceptor
3.1.1	<i>Create and/or maintain a patient record (i.e., gather, review, and update patient demographics, health history, confirm allergies, medication use, and third party payment information).</i>	<p><u>Community Practice Sites:</u> Practice receiving prescriptions and updating patient records under supervision. What questions should you ask patients during this process? Identify challenges encounter in creating and maintaining the record and how these are resolved.</p> <p>You are expected to perform this competency throughout the course of your SPT program.</p> <p>Summarize your findings.</p> <p><u>Hospital Practice Sites:</u> Observe how incoming orders are reviewed, and what to watch for (e.g., weight for pediatric patients). How do hospital pharmacists and pharmacy technicians contribute to the updating or maintenance of patient records?</p> <p>You are expected to perform this competency throughout the course of your SPT program.</p> <p>Summarize your findings.</p>			

## Pharmacy Technician SPT Logbook

			Provisional technician comments	Date completed	Preceptor
3.1.2	<i>Assess prescription for clarity, completeness, authenticity, and legal requirements. Consult with the patient, pharmacist, or prescriber when required.</i>	<p>During your SPT program, note situations when prescriptions do not meet legislative requirements and need further clarification. What are the issues, and how are these issues resolved? Where can you find legal prescription requirement information for each of the following: a narcotic drug, a controlled drug, a targeted substance, a prescription received via fax, a prescription written outside Alberta, and methadone?</p> <p>You are expected to perform this competence element throughout the course of your SPT program.</p> <p>Cite at least two situations when prescriptions do not meet legislative requirements and how these issues were resolved.</p>			
<b>3.2 Process the prescription</b>					
3.2.1	<i>Assess the prescription and determine processing priority.</i>	<p>Discuss with your preceptor how incoming prescriptions are prioritized. What are the various considerations? Record a summary of your discussion.</p>			

## Pharmacy Technician SPT Logbook

			Provisional technician comments	Date completed	Preceptor
3.2.2	<i>Interpret the prescription including abbreviations, numerals, and symbols.</i>	<p>Note prescriptions you've received at your practice site that you find confusing or difficult to interpret. What common factors contribute to these occurrences? How are these prescriptions handled? Where can you find a list of abbreviations, including those that should be avoided, for future reference?</p> <p>You are expected to perform this competency element throughout the course of your SPT program.</p> <p>Record your findings and give at least five examples of such prescriptions.</p>			
3.2.3	<i>Perform pharmaceutical calculations.</i>	<p>Carry out pharmaceutical calculations as part of the drug distribution process at your practice site. What types of pharmaceutical calculations are performed by technicians at your practice?</p> <p>You are expected to perform this competency element throughout the course of your SPT program.</p> <p>Perform, document and review at least three different types of calculations with your preceptor.</p>			

## Pharmacy Technician SPT Logbook

			Provisional technician comments	Date completed	Preceptor
3.2.4	<i>Ensure the prescription information is recorded accurately on patient records.</i>	Assist in the preparation of materials for medication reviews or medication reconciliations for at least three patients in community and/or hospital practice.			
		After each medication review/reconciliation, review medication profile with your preceptor (e.g., the purpose of each drug being used, situations of cascade drug to treat a side-effect from another medication) and discuss any discrepancies (e. g., chronic drugs stopped by patient).			
		Report summary of findings for each patient.			
3.2.5	<i>Alert the pharmacist to actual and/or potential drug therapy related problems.</i>	What drug therapy problems (e.g., drug interactions flagged by the dispensing software program or OTC duplicate therapy) did you notice during your rotation? What system or process is in place to alert the pharmacist of these potential problems?			
		You are expected to perform this competency element throughout the course of your SPT program.			
		Identify at least three situations and summarize your findings.			



## Pharmacy Technician SPT Logbook

3.3 Transfer prescription authorizations to another pharmacy provider at patients' requests		Provisional technician comments	Date completed	Preceptor
3.3.1	<i>Transfer prescription authorizations to another pharmacy provider at patients' requests.</i>	Under the supervision of a pharmacist at your practice site, receive two verbal or fax transfers from another pharmacy, and transfer two fax or verbal prescriptions to another pharmacy.		
		Summarize your experience with each of the four transfers.		
		How do these prescriptions comply with the required legal legislation? What issues were encountered during the process and how should they be addressed?  Summarize your findings.		

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4.0 Drug Distribution: Product Preparation					
4.1 Select, prepare, and package products for release			Provisional technician comments	Date completed	Preceptor
4.1.1	<i>Select appropriate products/brands.</i>	<p>Throughout your participation in drug distribution activities at your practice site, identify recently marketed drugs, or drugs that you are not too familiar with, and document pertinent information such as classification under NAPRA's National Drug Schedules, interchangeability status in Alberta (for community pharmacy setting), automatic substitution status (for hospital pharmacy), therapeutic class, indications, contradictions, dosage and administration (e.g., take with food), and manufacturer and non-manufacturer references used.</p> <p>Document summary for five drugs.</p>			
4.1.2	<i>Prepare non-sterile and sterile products.</i>	<p>Prepare non-sterile and/or sterile compounded products at your practice site. What are the legal labelling requirements for compounded products that you have made? What system is in place to standardize documentation for quality assurance (QA) purpose of these products? What reference sources are being used in establishing QA criteria such as expiration dates?</p> <p>You are expected to perform this competency element throughout the course of your SPT program.</p> <p>Summarize your findings, and list at least two compounds that you have prepared.</p>			

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			Provisional technician comments	Date completed	Preceptor
4.1.3	<i>Package products to maintain integrity. Label according to legislative requirements.</i>	<p>Participate in repackaging activities at your practice site. What quality assurance process is in place for the various types of repackaging that you have done? Why is it necessary to repackage medications in each of these cases? Discuss with your preceptor potential implications of missing or improper use of auxiliary labels (e.g., take with food, keep refrigerated), using specific drugs or drug classes as examples.</p> <p>You are expected to perform this competency element throughout the course of your SPT program.</p> <p>Examples of types of repackaging include: unit-dose, blister packs, IV admixture.</p> <p>Summarize your findings and list at least three items that you have repackaged.</p>			

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5.0 Drug Distribution: Product Release					
5.1 Ensure accuracy and quality of the final product			Provisional technician comments	Date completed	Preceptor
5.1.1	<i>Independent double check and documentation.</i>	<p>Complete the Demonstration of Proficiency of Product Release as per Standard 7.14 of the Standards of Practice for Pharmacists and Pharmacy Technicians.</p> <p>Information on the process approved by ACP council is available on the ACP website.</p> <p>Use the <i>Demonstration of Proficiency of Product Release Daily Tracking Log and Completion Form</i> available on the ACP website to document this activity.</p> <p>Notification of ACP is not required by individuals who are enrolled in this SPT program.</p> <p>This activity can be completed at any time during the rotation.</p>			
5.2 Collaborate with the pharmacist in the release of the product					
5.2.1	<i>Confirm that the pharmacist has reviewed the prescription and the patient record.</i>	<p>Discuss with your preceptor what processes are in place at your practice site to confirm that the pharmacist has reviewed the prescription and patient record, that pharmacist counselling is offered to those patients who need it, and that prescriptions are released to the correct customer or agent?</p> <p>Record date of discussion.</p>			

## Pharmacy Technician SPT Logbook

5.3 Document all aspects of drug distribution activities		Provisional technician comments	Date completed	Preceptor
5.3.1	<i>Document all aspects of drug distribution activities.</i>	<p>Note how documentation at your practice site is auditable and traceable for the various aspects of drug distribution (i.e. what documentation system is in place for accountability purpose)?</p> <p>You are expected to perform this competency element throughout the course of your SPT program.</p> <p>Examples of aspects of drug distribution include, but not limited to physician's office call backs, product release, etc. Summarize your findings.</p>		

## Pharmacy Technician SPT Logbook

6.0 Drug Distribution: System and Inventory Control					
6.1 Manage the drug distribution system			Provisional technician comments	Date completed	Preceptor
6.1.1	<i>Contribute to the implementation and maintenance of safe and effective systems of drug supply and distribution following distribution policies and procedures.</i>	<p>Identify specific drug distribution areas or processes at your practice site that you are less familiar with (e.g. compounding, inventory control, computerized order entry, automated dispensing machine etc.) Schedule more training time for these areas (on-site or off-site) during your SPT program, in consultation with your preceptor.</p> <p>Summarize your learning outcome.</p>			
6.1.2	<i>Recognize and respond to unusual patterns of drug distribution including drug misuse, and fluctuations in utilization.</i>	<p>Identify three drugs (excluding narcotics, controlled drugs, benzodiazepines or targeted substances) that may have potential for dependence or misuse. For each of these drugs, consider why they may be targets for misuse and reasons to suspect misuse/diversion. Discuss with your preceptor how various situations that actually (or may have potentially) occurred were detected and handled during his/her practice (such as prescription forgery in community practice, or ward/stock diversion in hospitals). Also discuss how a technician should manage the referral of these issues to the pharmacist.</p>			

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6.2 Manage inventory			Provisional technician comments	Date completed	Preceptor
6.2.1	<i>Determine and maintain inventory requirements sufficient for patient safety and efficient operations using an inventory information system.</i>	<p>Identify various situations pertaining to ordering issues at your practice site (e.g., pharmacy shortage, recalls, manufacturer back-order, raw ingredient shortage) and communicate to patients regarding these short-supply issues. How were these issues addressed? What options were offered to patients?</p> <p>You are expected to perform this competency element throughout the course of your SPT program.</p> <p>Prepare an algorithm that can be used by other pharmacy staff regarding ordering issues for different types of suppliers or different types of products.</p>			
6.2.2	<i>Audit inventory and report any discrepancies.</i>	<p>Perform inventory count for narcotics, controlled drugs, and targeted substances. Discuss with your preceptor the legislation and steps on how narcotic discrepancies should be identified, investigated and reported to the pharmacist.</p> <p>Record the date of your discussion.</p>			

## Pharmacy Technician SPT Logbook

			Provisional technician comments	Date completed	Preceptor
6.2.3	<i>Complete all documentation pertaining to inventory management (e.g., narcotics, Special Access drugs)</i>	<p>Participate in the procurement of narcotics (in community) or Special Access drugs (in hospital), including the documentation required. Record at least one issue that you encountered and how this was addressed. Where can you find information on the relevant legislations (i.e., specific sections) to assist you in regards to the procurement, storage, disposal, and record keeping of these drugs?</p> <p>You are expected to perform this competency element throughout the course of your SPT program.</p> <p>Record your summary.</p>			



## Pharmacy Technician SPT Logbook

7.0 Communication and Education					
7.1 Establish and maintain effective communications			Provisional technician comments	Date completed	Preceptor
7.1.1	<i>Use effective communication skills in developing professional relationships with patients and healthcare professionals.</i>	<p>Reflect on a positive situation that occurred during your rotation when the relationship between you and another healthcare professional (HCP) was collaborative. What effective communication skills were demonstrated? Also, reflect on a situation where the interaction was not ideal between you and a patient or a HCP. What issues do you need addressed under this circumstance, and what improvements do you need to make?</p> <p>You are expected to perform this competency element throughout the course of your SPT program.</p> <p>Record your summary.</p>			
7.2 Provide information and education					
7.2.1	<i>Coordinate or participate in health promotion and education for individuals and groups.</i>	<p>Assist in the preparation of a health promotion event (e.g., flu vaccine clinic, Pharmacy Awareness Week) or give a 5-10 minute presentation to your preceptor or staff on a health promotion topic as be determined by your preceptor (e.g., flu prevention and infection control).</p> <p>Reflect on your learning from this activity.</p>			

## Pharmacy Technician SPT Logbook

			Provisional technician comments	Date completed	Preceptor
7.2.2	<i>Assist patients to select and use drug administration devices, diagnostic and monitoring devices, home health aids, and other non-drug measures</i>	<p>Demonstrate the use of at least two devices (to be determined by your preceptor) to patients or staff. What special advice or precautions specific to each device should be mentioned during these demonstrations?</p> <p>Log a list of devices demonstrated.</p>			
7.3 Document in compliance with legislation, standards, policies, and procedures					
7.3.1	<i>Document information, procedures, and actions accurately, clearly and in a timely manner.</i>	<p>Describe two situations where your clear, accurate and timely documentation contributed to quality patient care. What information should be documented under these two circumstances? Why is accurate and timely documentation important?</p> <p>You are expected to perform this competency element throughout the course of your SPT program.</p> <p>Examples of scenarios: destruction of narcotics, shift change-over, faxing physicians for clarifications, etc.</p> <p>Record your summary.</p>			

## Pharmacy Technician SPT Logbook

8.0 Manage Knowledge and Skills					
8.1 Activities			Provisional technician comments	Date completed	Preceptor
8.1.1	<i>Manage financial elements associated with prescription processing.</i>	<p>Enter patient and/or prescription information for at least three different third party plans in the pharmacy system, under the supervision of a pharmacy staff member. What challenges did you encounter and how did you resolve them? Where can you find information on plans that are publicly funded by the Alberta government?</p> <p>You are expected to perform this competency element throughout the course of your SPT program.</p> <p>Summarize your findings.</p>			
8.1.2	<i>Manage operational and administrative activities occurring within the practice environment.</i>	<p>Describe some of the tasks or projects the pharmacy technicians perform at your practice site that you find innovative and interesting (e.g., staff scheduling, meeting with pharmaceutical representatives). What skills are necessary to be effective in these roles?</p> <p>Record your summary.</p>			

## Pharmacy Technician SPT Logbook

9.0 Quality Assurance					
9.1 Activities			Provisional technician comments	Date completed	Preceptor
9.1.1	<i>Participate in quality assurance processes.</i>	Describe two to three situations pertaining to medication errors or near-misses that you encountered at your practice site. Document these occurrences using tools available in the practice site and discuss with your preceptor how the collected information is processed for the purpose of error prevention.  Record your summary.			
9.1.2	<i>Ensure the safety and integrity of pharmaceutical products.</i>	Participate in the regular cleaning and maintenance of various dispensary supplies and equipment. Reflect on two situations where the proper maintenance of equipment or the proper storage condition contributes to product safety.  Record your summary.			

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			Provisional technician comments	Date completed	Preceptor
9.1.3	<i>Contribute to the creation and maintenance of a safe work environment.</i>	<p>Describe two to three measures and initiatives that are in place at your practice site to ensure workplace safety. Where can you find information and standards on workplace safety at your practice site and online?</p> <p>You are expected to perform this competency element throughout the course of your SPT program.</p> <p>Summarize your findings.</p>			