

**SPT**

**Structured  
Practical  
Training**

**Pharmacy  
technician manual**

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# Introduction

The Alberta College of Pharmacy's (ACP) pharmacy technician Structured Practical Training (SPT) program is based on the [Professional Competencies for Canadian Pharmacy Technicians at Entry to Practice](#), developed by the National Association of Pharmacy Regulatory Authorities (NAPRA).

The competencies encompass the knowledge, skills, abilities, attitudes, and judgements required for competent performance by pharmacy technicians. The ACP pharmacy technician SPT is intended to develop and allow demonstration of these competencies by individuals enrolled in the program.

Preceptors and provisional pharmacy technicians should take time to acquaint themselves with the SPT program by reviewing this manual as well as the NAPRA Professional Competencies for Canadian Pharmacy Technicians at Entry to Practice.

# Program rules

Candidates who wish to enroll in the SPT program must be registered on ACP's provisional pharmacy technician register.

Before beginning each level of the SPT program, a provisional pharmacy technician must

- find a site and a preceptor, and
- submit a completed pharmacy technician SPT notification form to ACP.

Internationally educated pharmacy professionals must utilize an "experienced preceptor" (see page eight).

SPT hours must be completed in a normal work week pattern which is not less than 20 hours and not more than 44 hours per week.

After completing each SPT level, the completion form and assessment form must be submitted to ACP within 30 days.

Once enrolled, a provisional pharmacy technician will remain in the SPT program until they cease to be registered on the provisional pharmacy technician register.

# SPT program hours

The ACP pharmacy technician SPT program is a learning experience of a minimum of 800 hours divided into three levels as below. The hours listed are minimums. Successful completion of each level depends on demonstration of the required competencies. Individual learners may require additional time to demonstrate competencies.

## Level I – Minimum of 320 hours

- If the provisional pharmacy technician has completed [a pharmacy technician program accredited by the Canadian Council for Accreditation of Pharmacy Programs \(CCAPP\)](#) within two years of beginning the SPT program, practicum hours completed as part of the pharmacy technician program may be deemed equivalent to Level I of the SPT program. The provisional pharmacy technician would proceed directly to Level II of the SPT program.
- If the provisional pharmacy technician graduated more than two years ago from a CCAPP accredited pharmacy technician program or is internationally educated, then Level I is mandatory.
- The focus of Level I is the provision of **drug distribution**.
- In Level I, the provisional pharmacy technician is required to demonstrate competencies at an acceptable level.

## Level II – Minimum of 320 hours

- In Level II, the provisional pharmacy technician is required to demonstrate competencies proficiently. Expectations regarding the demonstration of professionalism, management knowledge, skills, and quality assurance are increased.

## Level III – minimum 160 hours

- Level III is intended to confirm proficiency in all entry-to-practice competencies. Provisional pharmacy technicians are expected to work independently acting as a pharmacy technician.
- Successful completion of Level III requires a demonstration of proficiency of product release by completing a minimum of 100 final checks in accordance with the program requirements.

## Demonstration of proficiency of product release (100 check program)

- This program is in addition to the SPT program. A separate package is available on the ACP website outlining the requirements of this program.
- The demonstration of proficiency of product release can be completed concurrently with Level III of the SPT program.

## Post-completion of the SPT program

- Provisional pharmacy technicians who have successfully completed Level III, but are not yet ready or able to register on the pharmacy technician register, will remain enrolled in the SPT program in a post-Level III status for the purposes of completing additional hours as a provisional pharmacy technician.
- Candidates who continue to complete hours in the SPT program following successful completion of Level III must submit a pharmacy technician post-SPT work experience notification form.

- Provisional pharmacy technicians who apply to register on the pharmacy technician register more than two years after completion of Level III will be required to successfully repeat Level II and Level III of the program unless they have completed a minimum of 480 hours in a post-Level III status in the year immediately prior to registration on the pharmacy technician register. A pharmacy technician SPT assessment form signed by the post-Level III preceptor and the provisional pharmacy technician must be submitted to the registrar for review.

# Training sites

Provisional pharmacy technicians must complete their SPT hours at a licensed community pharmacy or institution (hospital) pharmacy in Alberta.

Provisional pharmacy technicians may only complete SPT hours at sites that

- a) operate a minimum of 20 hours per week,
- b) have no outstanding deficiencies as a result of an ACP pharmacy assessment,
- c) have no restrictions on the pharmacy license that will impact ability to provide a good learning environment, and
- d) have no outstanding complaints that have been referred to a Hearing Tribunal.

# Preceptors

Each SPT rotation must be supervised by a pharmacy technician registered on the pharmacy technician register or a pharmacist registered on the clinical pharmacist register who

- a) has been registered on the ACP pharmacy technician register or the ACP clinical pharmacist register for a minimum of two (2) years,
- b) has no restrictions on his/her practice permit that will impact ability to provide a good learning experience,
- c) has no outstanding complaints that have been referred to a Hearing Tribunal, and
- d) is not in a close personal relationship with the provisional pharmacy technician being precepted.

In addition, if the provisional pharmacy technician is an internationally educated pharmacy professional, their preceptor for each level of SPT must either be

- a pharmacy technician, or
- a pharmacist who has precepted at least two pharmacy technician students in a CCAPP accredited pharmacy technician program within the last three years (experienced preceptor).

## **Change of preceptor/site prior to completion of SPT level**

A provisional pharmacy technician may have a maximum of two preceptors for each level of the program. A change in preceptor is only allowed after

- a) the completion of an evaluation by the first preceptor, this includes completion and assessment forms for hours complete with the initial preceptor,
- b) the completion of a pharmacy technician SPT notification form signed by the provisional pharmacy technician and the new preceptor, and
- c) all forms completed by the initial preceptor and the new preceptor are forwarded to the ACP office.

# Supervision

Direct supervision by a clinical pharmacist, courtesy pharmacist, or pharmacy technician is required for all SPT hours completed in Level I of the SPT program.

At the discretion of the supervising pharmacist or pharmacy technician, SPT hours completed as part of Level II or Level III of the SPT program may be under indirect supervision if the provisional pharmacy technician has successfully completed the ACP ethics and jurisprudence exam.

# Program activities

Demonstration of competencies is accomplished through the completion of program activities based on the following nine competency categories, which are derived from NAPRA's [Professional Competencies for Canadian Pharmacy Technicians at Entry to Practice](#).

1. Ethical, legal, and professional responsibility
2. Patient care
3. Product distribution
4. Practice setting
5. Health promotion
6. Knowledge and research application
7. Communication and education
8. Intra and inter-professional collaboration
9. Quality and safety

Program activities are outlined in ACP's **Pharmacy technician logbook**. Provisional pharmacy technicians 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.

## Assessments and level completion

### *Provisional pharmacy technician*

- The provisional pharmacy technician must complete a pre-rotation assessment form to assess their own knowledge, skills, and abilities before beginning each level of the program. This form must be shared with the preceptor and should be used as a tool, along with the logbook, to plan the SPT hours in a way that will provide the provisional pharmacy technician opportunities to develop additional knowledge, skills, and abilities to demonstrate the competencies required to successfully complete the program.

### *Preceptor*

- The preceptor is responsible for evaluating the provisional pharmacy technician using the assessment form.
- The preceptor must discuss each completed assessment form with the provisional pharmacy technician.
- The preceptor and the provisional pharmacy technician must complete and sign the assessment form and the completion form and submit to ACP within 30 days of the completion of each level and prior to the beginning of the next level of the program.

Regardless of the number of hours completed in the program, the provisional pharmacy technician must demonstrate each required competency with confidence and a limited amount of support in order to proceed to the next level of the program. If the preceptor does not feel the competencies have been demonstrated at an acceptable level, additional time and learning should be planned.

- Provisional pharmacy technicians must adequately demonstrate a majority of product distribution competencies to move from Level I to Level II of the program.
- Provisional pharmacy technicians must adequately demonstrate a majority of all competencies to move from Level II to Level III of the program.
- Provisional pharmacy technicians must adequately demonstrate all competencies to complete the program.
- A provisional pharmacy technician who disagrees with an assessment must discuss his/her concerns with the preceptor:
  - If the disagreement cannot be resolved, it must be brought to the attention of the registrar within 30 days of the assessment.
  - The registrar may appoint an arbitrator to assist in resolution of the disagreement and, if necessary, may appoint an alternate preceptor to reassess the student.

# Forms

The following outlines the forms that must be used in the pharmacy technician SPT program. Forms can be submitted to the ACP office via email to [registrationinfo@abpharmacy.ca](mailto:registrationinfo@abpharmacy.ca).

- Level I forms
  - Pre-rotation self-assessment form (do not submit to ACP)
  - Notification form
  - Completion form
  - Assessment form
- Level II forms
  - Pre-rotation self-assessment form (do not submit to ACP)
  - Notification form
  - Completion form
  - Assessment form
- Level III forms
  - Pre-rotation self-assessment form (do not submit to ACP)
  - Notification form
  - Completion form
  - Assessment form
- Demonstration of product release proficiency (100 check program)
  - Notification form
  - Completion form
- Post-SPT
  - Provisional pharmacy technician work experience notification form

## Notification form

- Completed by the provisional pharmacy technician to apply to begin each level of the SPT program or to notify ACP of a change in preceptor or site.
- Must be signed by both the provisional pharmacy technician and the preceptor.
- Must be submitted before completion of any SPT hours for each level of the program.

## Completion form

- Completed by the preceptor to indicate when the provisional pharmacy technician has successfully completed a level of the program.
- Must be signed by both the provisional pharmacy technician and the preceptor.
- Must be submitted to ACP within 30 days of the completion of the level.

## Assessment form

- Completed by the provisional pharmacy technician to assess knowledge, skills, and abilities before each level of the SPT program.
- Completed by the preceptor at the completion of each level of the program to provide the provisional pharmacy technician with information on their performance in the program, areas of strength, and areas for improvement.
- Must be signed by both the provisional pharmacy technician and the preceptor.
- Must be submitted to ACP within 30 days of the completion of the level.

## Pharmacy technician logbook

- Completed by the provisional pharmacy technician and initialed by the preceptor to record completion of program activities.
- Does not need to be submitted to ACP, but must be retained by the provisional pharmacy technician for two years following completion of the SPT program and submitted to ACP upon request.

## Demonstration of proficiency of product release

- Notification form to be completed by the provisional pharmacy technician and the preceptor.
- Completion form to be completed by the preceptor to indicate that the provisional pharmacy technician has successfully demonstrated proficiency in completing a final check for the release of products as per the process approved by ACP Council.

## *Demonstration of proficiency of product release daily tracking log*

- A new daily tracking log must be used each day to record items checked and any errors identified.
- The daily tracking logs are not submitted to ACP, but must be retained by the provisional pharmacy technician for two years following completion of the SPT program and submitted to ACP upon request.

## Provisional pharmacy technician work experience notification form

- This form should be used after all requirements for the SPT program have been successfully completed.
- This form, completed by the provisional pharmacy technician and preceptor, is for notification of intent to continue working under the SPT program until all requirements to move to the pharmacy technician register have been met.