



**I. COURSE DESCRIPTION:**

Leadership theory and skills in retail as well as institutional environments will be studied. Students will gain knowledge about the concepts of empowerment, advocacy, change; life-long learning and how to integrate them into their practice. The students will study the importance of political action from the perspective of the profession, the pharmaceutical industry and the clients. Learners will review the Standards of Practice and jurisprudence in relation to the role of the pharmacy technician, in preparation for the registration exam. Career options; resume writing; interviewing skills and transition from student to Registered Pharmacy Technician will be explored.

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

Upon successful completion of this course, the student will demonstrate the ability to:

1. Define leadership theory in retail and institutional settings

Potential Elements of the Performance:

- Define leadership as a pharmacy technician in the retail setting
- Define leadership in an institutional setting
- Demonstrate professional email etiquette
- Understand customer service in the healthcare setting

2. Show empowerment, advocacy, change, life-long learning and integration into practice

Potential Elements of the Performance:

- Understand the commitment to lifelong learning, continuing education, self-evaluation and professional development, as means to maintain and improve required knowledge base and performance skills
- Be accountable to patients and advocate on their behalf
- Understand the pharmacy technician role and its relationship to the roles of other health care providers

3. Explore political action.

Potential Elements of the Performance:

- Describe structure and role of the Council of the Ontario College of Pharmacists and how it relates to the pharmacy technician
- List the various pharmacy associations and describe their mandate and goals

- Describe the CACDS and their goals
- Describe the OPA and their goals
- State what CAPT means and state the importance of belonging to this group
- Appreciate the role that CAPT can have in promoting the professional role of pharmacy technicians

4. Prepare for the Pharmaceutical Jurisprudence Examination for Pharmacy Technicians.

Potential Elements of the Performance:

- Describe the role of the Registered Pharmacy Technician in different pharmacy settings
- Understand the Standards of Practice for the Registered Pharmacy Technician
- Understand the Scope of Practice for the Registered Pharmacy Technician
- Refer to the OCP website to determine jurisprudence exam registration requirements, study materials, exam blueprint, and minimum performance levels
- Be familiar with the material that will be provided during the jurisprudence exam
- Review Federal and Provincial Legislation to prepare for the jurisprudence exam

5. Write a resume and demonstrate interviewing skills

Potential Elements of the Performance:

- Describe the components of a resume
- List key action words to strengthen a resume
- State the common interview questions and give possible personal responses
- Describe practical tips for surviving the job interview
- Explore the purpose of writing a thank-you letter
- Write a resume, cover letter and thank-you letter

6. List career options for the Registered Pharmacy Technician.

Potential Elements of the Performance:

- Describe the community pharmacy technician and less common positions such as IV compounding technician, long term care dispensing technician, compliance packaging technician, compounding technician, etc
- Describe the institutional pharmacy technician and positions such as narcotic destruction technician, medication purchasing technician, medication reconciliation technician, IV compounding technician and chemotherapy compounding technician
- Discuss options for those who do not want to pursue registration

7. Discuss the transition from student to Registered Pharmacy Technician.

Potential Elements of the Performance:

- Understand the process of pre-registering with OCP
- Prepare for and understand the requirements for Structured Practical Training
- Describe the PEBC and Jurisprudence exams
- Understand the process of registering with OCP (final)
- List the licensing and examination fees as well as annual renewal fees
- Maintain Learning Portfolio and be aware of periodic audits by OCP

### **III. TOPICS:**

1. Leadership theory in all pharmacy settings
2. Empowerment, advocacy, change, life-long learning
3. Political Action
4. Standards of Practice and Jurisprudence exam
5. Resume writing and interviewing skills
6. Career Options
7. Transition from Student to Pharmacy Technician

### **IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**

Atlas, Marie and Faris, Audrey. *Community Pharmacy Practices For Pharmacy Technicians*, 22<sup>nd</sup> Edition. Pharmacy Tech Consultants, 2010. ISBN: 978-0-9810411-0-0

**V. EVALUATION PROCESS/GRADING SYSTEM:**

Assignments	30%
<ul style="list-style-type: none"> <li>• A Smoother Transition Assignment – 5%</li> <li>• Preceptor Assignment – 5%</li> <li>• Learning Portfolio Part 2 Assignment – 10%</li> <li>• Resume Assignment – 10%</li> </ul>	
Online Learning Modules	40%
<ul style="list-style-type: none"> <li>• 10 at 4% each</li> </ul>	
Final Exam	30%
Total	100%

The following semester grades will be assigned to students:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

***NOTE: Mid Term grades are provided in theory classes and clinical/field placement experiences. Students are notified that the midterm grade is an interim grade and is subject to change.***

**Note:** For such reasons as program certification or program articulation, certain courses require minimums of greater than 50% and/or have mandatory components to achieve a passing grade.

**A minimum of a “C” grade is required to be successful in all PTN coded courses.**

It is also important to note, that the minimum overall GPA required in order to graduate from a Sault College program remains 2.0.

#### **VI. SPECIAL NOTES:**

Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

#### **VII. COURSE OUTLINE ADDENDUM:**

The provisions contained in the addendum located on the portal form part of this course outline.