

I. COURSE DESCRIPTION:

The learner's pre-graduation field placement experience in a retail setting is 40hrs/week for 3 weeks (120 hours). Students will each be supervised directly by a pharmacist or their delegate and are expected to perform at a student level within the scope of practice for the Pharmacy Technician in Ontario.

This course is designed to enable students to attain competencies specified in the National Association of Pharmacy Regulatory Authorities (NAPRA) Professional Competencies for Canadian Pharmacy Technicians at Entry to Practice September 2007. (Full document available at www.napra.ca)

This course is designed to enable students to attain the educational outcomes specified in the Canadian Pharmacy Technician Educators Association (CPTEA) Educational Outcomes for Pharmacy Technician Programs in Canada.(March 2007). (Full document available at www.cptea.ca)

This course is designed to enable students to meet and maintain the standards of practice expected within the pharmacy technician's role. The standards are specified in the National Association of Pharmacy Regulatory Authorities (NAPRA) Model Standards of Practice for Canadian Pharmacy Technicians. November 2011. (Full document available at www.napra.ca)

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. meet legal, ethical and professional responsibilities.

Potential Elements of the Performance

- Comply with legal requirements, including federal and provincial legislation and standards applicable to pharmacy practice
- Maintain confidentiality of all patient and workplace information
- Demonstrate personal and professional integrity when dealing with patients and other health care workers
- Accept responsibility and accountability for his or her actions and decisions
- Understand their professional boundaries
- Respond to evaluations and constructive criticism to enhance professional development
- Be punctual, adhere to policies and procedures and maintain a professional appearance

- engage in professional collaboration and team work.

Potential Elements of the Performance

- Cooperate with and show respect for all members of the pharmacy team
- Demonstrate willingness to work with and contribute to the daily activities of the pharmacy staff
- Demonstrate professionalism when interacting with other health care providers

- perform drug distribution tasks relating to prescription and patient information.

Potential Elements of the Performance

- Accurately gather, review, update and create a patient profile
- Accurately assess a prescription for clarity, completeness, authenticity and legal requirements
- Perform pharmaceutical calculations with accuracy
- Demonstrate the knowledge to accurately enter prescription information in patient records and alert the pharmacist of potential problems with the prescription
- Understand the legal requirements surrounding prescription transfers

- perform drug distribution tasks relating to product preparation.

Potential Elements of the Performance

- Apply knowledge of brand and generic names, dosages and dosage forms in product selection
- Accurately retrieve, count, pour, weigh, measure and reconstitute commercially available products
- Prepare non sterile and sterile compounds according to established formulations, guidelines, policies and procedures
- Apply knowledge when selecting packaging for products and affixing appropriate labels

- perform drug distribution tasks relating to product release.

Potential Elements of the Performance

- Ensure accuracy of the final product, including verify the product against the prescription
- Participate in the independent double check process
- Recognize situations that require pharmacist intervention prior to product release

- perform drug distribution tasks relating to system and inventory controls.

Potential Elements of the Performance

- Follow distribution policies and procedures
- Determine and maintain inventory levels according to work place policies
- Participate in generating purchase orders for pharmaceutical products and supplies
- Participate in scheduled cleaning and checking for expired products
- Understand the legal requirements required for returning and destruction of

- pharmaceutical products
- Understand the process and legal requirements of reporting loss and expired narcotic and controlled drugs for destruction
- Participate in receiving, reconciling and appropriate storage of pharmaceutical products
- Participate in completing all documentation pertaining to inventory management, including narcotics and controlled substances

7. communicate and educate.

Potential Elements of the Performance

- Communicate effectively with all health care members and patients
- Demonstrate the knowledge to assist clients with the selection and use of diagnostic and monitoring devices, home health aids and other non-drug related products
- Utilize pharmaceutical resources
- Document information accurately, clearly and in a timely manner

8. manage workflow.

Potential Elements of the Performance

- Manage workflow by using effective prioritisation, organizational and time management skills
- Organise, file and store documents according to legal requirements
- Demonstrate an understanding of the adjudication and billing process of third party insurance plans

9. employ quality assurance practices.

Potential Elements of the Performance

- Acknowledge, identify and respond to actual or potential problems within his or her work environment
- Ensure cleanliness, functionality and integrity of equipment and work space
- Acknowledge the importance of incident reporting and its role in corrective measures
- Acknowledge the importance of patient safety

III. TOPICS:

1. Professional behaviours and responsibilities
2. Role of the pharmacy technician
3. Collaboration with other members of the pharmacy team
4. Effective communication
5. Prescription and patient information
6. Product preparation
7. Product release
8. System and inventory controls
9. Time management, organization, and workflow
10. Quality assurance
11. Confidentiality
12. Self-evaluation, reflection, and professional growth

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

1. Community Pharmacy Placement Evaluation Handbook
2. Approved Sault College scrub top to be worn during placement unless otherwise directed by the pharmacy supervisor and the College fieldwork supervisor is notified.
3. Sault College Learning Management System (D2L)

V. EVALUATION PROCESS/GRADING SYSTEM:

Upon receipt of all completed evaluations/documents, the student's performance will be evaluated by the College faculty and the appropriate grade will be assigned. All documentation must be received by the specified due date provided by the College faculty.

Pharmacy Supervisor's Evaluation	S or U
Field Placement Final Report	S or U

- Fieldwork Reports
- Fieldwork Timesheet showing the 120 hours were completed
- Final Self-Evaluation form
- Completed journals

1. To be successful in this course, students must achieve a grade of Satisfactory (S) for ALL of the above.
2. Students must have submitted all documentation related to community fieldwork placement requirements as described in the **Community Pharmacy Placement Evaluation Handbook** BEFORE participating in fieldwork. Students who have not submitted this documentation will not be permitted to complete their fieldwork and will automatically be assigned a "U" grade.
3. Students may be required to work evenings, weekends, out of town, or at multiple pharmacies as part of their scheduled field placement. In some cases, students may have to work beyond the end of a normal semester.
4. Students should make any medical, dental, or personal appointments outside the hours of fieldwork placement. Trips or vacations are not to be scheduled during placement periods.
5. Students must give advance notice to the manager for any absence or late arrival **and** notify the College fieldwork supervisor by voice mail or email. Students missing placement hours because of illness or other serious reason may be required to make up the missed hours at a later date. This may result in course extensions beyond the end of a semester and/or additional fees. Students who fail to give notice of an absence or who miss placement hours for non-legitimate reasons will not be permitted to make them up.

6. All policies and procedures as outlined in the current Student Success Guide related to submitting assignments, scholarly work/academic honesty, tests and examinations will be followed.

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%	3.00
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: 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 **most** 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.