Alberta College of Pharmacists

Pharmacy Technician
Structured Practical Training
Assessment Form

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

RATING SCALE	
Needs Improvement	1 - can demonstrate, but only with support
	2 - can demonstrate, but frequently requires support
Acceptable	3 - can demonstrate with confidence; sometimes needs support
	4 - can demonstrate; rarely needs support
No Opportunity	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	*Comply with legal requirements including federal and provincial legislation.*	1	2	3	4	N/O
	1.1.2	*Protect patient confidentiality according to applicable federal and provincial privacy legislation.*	1	2	3	4	N/O
1.2	Uphold and act on ethical principles						
		Demonstrate personal and professional integrity.	1	2	3	4	N/O
1.3	Demonstrate professionalism						
	1.3.1	*Accept responsibility and accountability for own actions and decisions including the safety of patient, self, and others.*	1	2	3	4	N/O
	1.3.2	*Promote understanding of the pharmacy technician role and its relationship to the roles of other health care providers*	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	*Develop collaborative relationships with and show respect for all members of the inter-professional team.*	1	2	3	4	N/O
	2.1.2	*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.*	1	2	3	4	N/O
3.0 Drug Distribution: Prescription and Patient Information							
3.1	Receive a prescription						
	3.1.1	*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).*	1	2	3	4	N/O
	3.1.2	*Assess prescription for clarity, completeness, authenticity, and legal requirements. Consult with the patient, pharmacist, or prescriber when required.*	1	2	3	4	N/O
3.2	Process the prescription						
	3.2.1	*Assess the prescription and determine processing priority.*	1	2	3	4	N/O
	3.2.2	*Interpret the prescription including abbreviations, numerals, and symbols.*	1	2	3	4	N/O
	3.2.3	*Perform pharmaceutical calculations.*	1	2	3	4	N/O
	3.2.4	*Ensure the prescription information is recorded accurately on patient records.*	1	2	3	4	N/O
	3.2.5	*Alert the pharmacist to actual and/or potential drug therapy related problems.*	1	2	3	4	N/O
3.3	Transfer prescription authorizations to another pharmacy provider at patients' request						
	3.3.1	*Transfer prescription authorizations to another pharmacy provider at patients' requests.*	1	2	3	4	N/O

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

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