



# The Pharmacy Examining Board of Canada

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## Le Bureau des examinateurs en pharmacie du Canada

### **Guidance Document for Completing the Pharmacy Technician International Evaluation Portfolio Assessment**

PEBC's Pharmacy Technician Certification Process encompasses both the Pharmacy Technician International Evaluation and the Pharmacy Technician Qualifying Examination. The International Evaluation consists of an evaluation of a candidate's credentials and completion of a Portfolio Assessment.

Please carefully review this *Guidance Document* which will provide you with important information before you begin to complete the Portfolio Assessment.

#### **Objectives**

The Portfolio Assessment has two objectives:

1. To determine whether you, as a potential candidate for the Pharmacy Technician Qualifying Examination, have completed an eligible program\* outside of Canada that is comparable to a pharmacy technician program accredited by the Canadian Council for the Accreditation of Pharmacy Programs (CCAPP); and
2. To help you to assess your readiness for the Pharmacy Technician Qualifying Examination by identifying any gaps in knowledge and skills relating to the Professional Competencies for Canadian Pharmacy Technicians at Entry to Practice which you should address before attempting the examination.

\*eligible program would include either an international pharmacy technician or a pharmacy program

Assessment of your performance within the Portfolio Assessment will determine your eligibility to take the Pharmacy Technician Qualifying Examination by identifying whether you possess the minimal competence required by having completed the appropriate pharmacy technician education and practice experiences. Those who meet the expectations of the Portfolio Assessment will receive feedback which can be used to help them prepare for the Pharmacy Technician Qualifying Examination.

#### **Getting Started**

##### **Step 1: Gather the Required Documentation**

- a. To complete the Portfolio Assessment, you will require a number of documents. While you are submitting the following documents to PEBC as part of the credential evaluation, you must also arrange to have your own copies to complete the Portfolio Assessment. PEBC will not send you copies of documentation it receives from other institutions.
  - a. Academic transcript
  - b. Program syllabus

## **Step 2: Complete the Portfolio Assessment**

- a. Using your own copy of your transcript and syllabus, complete the Portfolio Assessment following the instructions provided in the Portfolio Assessment and this document.
- b. Provide detailed responses to ensure that the assessors have a full understanding of your program and experiences.
- c. PEBC reserves the right to conduct a follow up interview(s) to verify and clarify and information provided in the Portfolio Assessment.

## **Step 3: Submit the Portfolio Assessment and Await Results**

- a. Once completed, email the Portfolio Assessment and all supporting documentation to Nadia Gad, Examination Development Coordinator ([ngad@pebc.ca](mailto:ngad@pebc.ca)).
- b. PEBC will have your submissions reviewed by independent assessors to determine your final result.
- c. You will receive your result within 12 weeks of PEBC's receipt of the complete Portfolio Assessment and all requested documentation.

## **Completing the Portfolio Assessment**

The Portfolio Assessment consists of three sections which will be utilized to determine the extent to which you have completed an acceptable program and possess adequate practice experience, which together have provided you with the foundational knowledge and skills required to demonstrate competence at entry-to-practice.

### **Section 1: *Competency Development***

In the first section, you will need to reflect on how your learning relates to the NAPRA Professional Competencies for Canadian Pharmacy Technicians at Entry-to-Practice. For each of the competencies, a list of foundational knowledge and skills (called "Topics") are identified. Your task is to specify which of the courses that you have completed covered those topics and on which page(s) of your program syllabus further information can be found about this course content.

**Note: if your syllabus does not provide sufficient details to confirm that the content was covered within the course, use the *Syllabus Addendum* provided to document details about the course, including how the content was covered and assessed within the course (i.e., didactic lectures, self-study, projects or assignments related to the content and approximately how much focus was dedicated to the topics within the course).**

PEBC is interested in knowing of any additional paths you have pursued to gain knowledge in the competency areas, such as through practice or continuing education. Please provide any such information as indicated in the Portfolio Assessment in the "Learning Experience" section.

*For practice experiences:*

Include the type of activities that you participated in and how they helped develop your knowledge and skills as they relate to the topics listed for this specific competency. If there was any training or assessment involved, provide information about how this was done.

*For continuing education / self-study:*

If you have continuing education certificates, please include a copy of this documentation with your Portfolio Assessment. If you have completed self-study, provide a detailed description of what you studied and how you reviewed this material, including, but not limited to, when you completed the study and what resources you utilized. You may be requested to provide further information or clarification.

*Evidence:*

It is important to provide supporting documentation, wherever possible, as evidence to demonstrate your learning. Examples of such documentation to attach to your Portfolio Assessment could include:

- Certificates of completion from continuing education courses / programs
- Letters of reference from supervising pharmacists / pharmacy technicians
- Record of employment from a pharmacy employer
- Documentation relating to presentations you gave or projects you developed (i.e., handouts or presentation slides, patient education materials, information brochures)
- Any other documentation you developed yourself for the purpose of practice

**Note: Ensure that any documentation you email with your Portfolio Assessment is in a pdf format and of sufficiently high quality to be read. PDFs from a camera scanner should not be submitted.**

## **Section 2: *Pharmacy Practice Experience & Self-Assessment***

The second section of the Portfolio Assessment allows you to reflect on your familiarity and level of confidence with activities that are commonly performed by pharmacy technicians practising in Canada. Indicate the frequency you engaged in these activities during your practice experiences, either internationally or in Canada, and include the extent to which you are confident in performing them.

**Note** that your confidence level will not be scored; however, it will be beneficial to you to assess your readiness for the Qualifying Examination and for practice in a Canadian practice setting.

## **Section 3: *Scope of Practice Scenarios***

You are asked to document and describe your experiences with practice scenarios that are common for pharmacy technicians within Canadian practice settings.

Your documentation should include:

- how you were actively involved in the scenario,
- your responses to the situation, as well as
- your decision-making process and rationale
- all steps considered, and all steps which were finally taken and why, keeping in mind the full scope of the pharmacy technician.

Ensure that you provide details that are relevant to the questions which are posed to you.

**Do not include any information that could identify a patient/ organization / health institution / pharmacy. You may use pseudonyms that prevent identification.**

**Note: PEBC reserves the right to conduct a follow-up interview with you to gather more information about your documented responses.**

Again, the scenarios you describe can reflect your experiences internationally or in Canada. See a sample completed scenario in the appendix.

### **References & Resources**

To support you in completing this Portfolio Assessment, you are strongly advised to familiarize yourself with the following references and resources:

- [NAPRA's Professional Competencies for Canadian Pharmacy Technicians at Entry to Practice](#)
- [NAPRA's Model Standards of Practice for Canadian Pharmacy Technicians](#)
- [The PEBC Pharmacy Technician Qualifying Examination Blueprint](#)
- [Pharmacy Technician References and Learning Resources](#)

Additionally, you should be familiar with the Code of Ethics and jurisprudence requirements of the local provincial regulatory authority (i.e., jurisdiction) you plan to become licensed to practice in.

You will find it helpful to keep these resources open so you can regularly refer to them as you work through completing the Portfolio Assessment.

If you have any questions completing the Portfolio Assessment, please email your questions to Nadia Gad ([ngad@pebc.ca](mailto:ngad@pebc.ca)), Examination Development Coordinator.