

Section 2: Pharmacy Practice Experience & Self-Assessment

This section will assess the extent to which you engaged in activities that are related to the Professional Competencies for Pharmacy Technicians at Entry-to-Practice, with an emphasis on Product Distribution, as well as the others.

There is also an opportunity for you to self-assess your own confidence level in engaging in these activities so that you can establish a plan on how to further develop in these areas. **Note that your self-assessment of your confidence level in the various tasks and activities will not impact the assessment of your portfolio negatively. Please respond as objectively as**

In considering all the practice sites that you documented earlier in the *Education and Practice Portfolio*, indicate the frequency that best corresponds to how often, on average, you performed **each activity** listed below as well as your level of confidence in

Frequency		Confidence Level*	
1	Never	1	Not confident / Never performed
2	Every few months to yearly	2	Benefit from improvement
3	Every few weeks to monthly	3	Feel confident
4	Every few days to weekly	4	Particularly strong
5	Every few hours to daily		
6	Many times each hour to hourly		

Section 2: Frequency of Practice Activities	Enter your PEBC ID
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Dispense a Prescription / Order	Frequency
Determine the validity, clarity, completeness and authenticity of the prescription	
Gather information about the patient's demographics, medications, health history and physical parameters	
Interpret a prescription and complete any required dosing or compounding calculations	
Input prescription into dispensing software and select appropriate product	
Adjudicate third party insurance claims	
Fill a prescription according to prescription	
Perform technical check of accuracy of dispensed prescription	
Notify pharmacist of any relevant information / issues prior to release	
Collaborate with prescriber when required prior to release	

Educate on Drug Administration and Health Monitoring Devices	Frequency
Identify current understanding of use of device	
Provide accurate and clear instructions on device use and incorporate demonstration	
Respond to any questions related to use of device	
Refer clinical questions to pharmacist	

Manage Inventory	Frequency
Order and receive shipments into inventory	
Conduct inventory counts at specified intervals	
Reconcile narcotic and controlled drugs	
Investigate and resolve inventory discrepancies	
Manage expired and unusable products, return to supplier	
Manage drug shortages and recalls	

Conduct Best Possible Medication Histories for Medication Reconciliation	Frequency
Establish rapport with patients	

Gather information about the patient's demographics, medications, health history and physical parameters	
Reconcile information against relevant sources	
Clarify discrepancies with patient and other sources	
Document information	
Collaborate with pharmacist to address any drug therapy problems	

Compound Non-sterile Products	Frequency
Identify appropriate compounding formula for desired product	
Complete required calculations (including to adapt formula to required quantity)	
Measure required ingredients using appropriate measuring devices	
Compound product using appropriate techniques and following appropriate published guidelines (i.e., NAPRA Model Standards for Pharmacy Compounding, USP 795)	
Package product in pharmaceutically elegant manner	
Label product with appropriate expiry date and storage instructions	
Complete compounding log	
Clean compounding equipment and area to prevent contamination	

Compound Sterile Products	Frequency
Identify appropriate compounding formula for desired product	
Complete required calculations (including to adapt formula to required quantity)	
Measure required ingredients using appropriate measuring devices	
Follow hand hygiene procedures, garbing, and published guidelines (i.e., NAPRA Model Standards for Pharmacy Compounding, USP 797 guidelines)	
Maintain aseptic technique (do not touch critical points, disinfect ports)	
Select appropriate equipment and materials (i.e., use of laminar flow hood or biological safety cabinet when needed, appropriate diluent)	
Package product in pharmaceutically elegant manner	
Label product with appropriate expiry date and storage instructions	
Complete compounding log	
Clean compounding equipment and area (including ante-room and segregated compounding area) to prevent contamination	

Organize Health Promotion Activity	Frequency
Identify health promotion topic relevant to patient population	
Define resources required to facilitate activity	
Identify potential participants for activity	
Develop plan to raise awareness about activity and invite participants	
Collaborate with pharmacist, other pharmacy staff members, and health care professionals to facilitate activity	

Manage Quality and Safety	Frequency
Inform patient appropriately of errors/ incidents following best practice	
Follow up and refer medication error to pharmacist	
Respond to an adverse drug event effectively and refer to pharmacist	
Handle prescriptions for high-alert drugs appropriately	
Aware of (or involved in) quality assurance team	
Take initiative to implement process improvement measures	
Identify malfunctioning equipment and take steps to repair	
Identify and determine storage requirements for drugs (cold chain)	
Problem solve if drugs not stored properly	
Handle hazardous drugs appropriately (i.e., use of personal protective equipment)	