Introduction

On January 1, 2014, the new Pharmaceutical Act (The Act), along with its accompanying Pharmaceutical Regulation (Regulation), came into effect in Manitoba. This means that as of January 1, 2014, pharmacy technician is a protected title and only individuals who meet the criteria outlined in The Act and Regulation can practice as pharmacy technicians in this province.

A pharmacy technician’s scope of practice focuses on the knowledge, skills, and abilities associated with the technical aspects of prescription and patient information, and of product and drug distribution. Pharmacy technicians collaborate with pharmacists and other healthcare professionals in providing optimal care to their patients.

This guide outlines the steps you will need to take to become a pharmacy technician in Manitoba and the resources available to you.

Pharmacy Technician Regulation in Manitoba

The College of Pharmacists of Manitoba (College) fulfills its mandate to protect the public by enforcing The Act and Regulation. The current provincial legislation provides the College with the authority to make regulations that establish the qualifications, experience, and other requirements held by a pharmacy technician. The College also has the authority to maintain a public list of pharmacy technicians that meet these rigorous qualifications.

At the same time, The Act does not grant the College the authority to investigate, discipline, or audit a pharmacy technician directly. This is why the College cannot issue a licence to a pharmacy technician. Pharmacy technicians in Manitoba are considered to be regulated and/or listed, but not licensed or registered at this time.

Other provincial pharmacy regulatory bodies are able to receive complaints against technicians specifically, and then investigate and discipline them if warranted. In Manitoba, the College is regulating pharmacy technicians, just not with respect to the ability to proceed with a disciplinary action against a pharmacy technician, as in other provinces.

Pharmacy technicians in Manitoba can be assured that their qualifications align with the requirements in the other provinces in Canada. A listed pharmacy technician in Manitoba would have their qualifications recognized in other provinces where pharmacy technicians are licensed and/or registered.

The College recognizes the challenges present in the current provincial legislation for pharmacy technicians, and continues to have discussions with the provincial government on ways to extend the current legislation.

Pharmacy Technician Designation

Since the College does not currently have the authority to license and register pharmacy technicians in Manitoba, pharmacy technicians cannot use the designation ‘Registered Pharmacy Technician’ (RPhT).

Alternatively, pharmacy technicians may use the following title according to the Pharmacy Examining Board of Canada (PEBC):

Once a pharmacy technician is registered with the PEBC Board, they are entitled to use the approved official PEBC certificate designation:

- In English, “RPEBC-[PT]” (i.e., “Registrant of The Pharmacy Examining Board of Canada”)
- In French, “IBEPC [TP]” (i.e., “Inscrit au Bureau des examinateurs en pharmacie du Canada”)
There are two pathways for individuals who wish to become pharmacy technicians in Manitoba:

**Option A:** For individuals who have graduated from a Canadian Council for Accreditation of Pharmacy Programs (CCAPP) accredited pharmacy technician program.

**Option B:** For pharmacy assistants who have worked at least 2000 hours as a member of a pharmacy team within the last three years.

Please review the upcoming deadlines for each pathway listed below.

The Pharmacy Technician Pathways chart on page seven of this guide is a summary of all the steps required to become a pharmacy technician in Manitoba. All of the steps in either Option A or Option B must be completed before someone can practice and be listed as a pharmacy technician.

Please see the detailed steps outlined on pages eight through twelve for more information on what you need to do to become a pharmacy technician.

### Important Deadlines for Option A and Option B Candidates

**Option A Deadlines**

Students of a CCAPP-accredited pharmacy technician program who graduated before January 1, 2014, must be listed as pharmacy technician with the College by January 1, 2019.

Students who graduated from a CCAPP accredited pharmacy technician program after January 1, 2014, have five years immediately following their graduation to complete all the steps to being listed with the College as a pharmacy technician. Graduates of a CCAPP-accredited pharmacy technician program before January 1, 2014, were required to be listed as a pharmacy technician with the College by January 1, 2019 otherwise they are required to complete a CCAPP-accredited program a second time.

Within these time-frames, the graduate must successfully complete the:

- pharmacy technician-in-training application;
- Structured Practical Training Program;
- Jurisprudence Examination;
- PEBC Qualifying Examination Parts I and II; and
- application to be listed as a pharmacy technician with the College.

If a graduate does not complete all of the components under Option A in the time-frame provided above, they will be required to complete a CCAPP-accredited pharmacy technician program again to pursue listing as a pharmacy technician in Manitoba.

It is important that graduates review all of the information for the **Option A requirements** as there are multiple obligations and deadlines to manage.
Option B Deadlines

Across Canada, pharmacy regulatory bodies have set deadlines for pharmacy assistants to become registered as pharmacy technicians through the PEBC Evaluating Exam (last administration was October 13, 2018) and NAPRA National Pharmacy Technician Bridging Education Program (Option B pathway). At the November 27, 2017, Council meeting, College Council set a deadline for the Option B pathway of December 31, 2019, with the following motion:

THAT Council approves December 31, 2019, as the deadline for individuals currently working as a pharmacy assistant to complete and submit all requirements for listing as a pharmacy technician in Manitoba. After December 31, 2019, all applicants wishing to become pharmacy technicians would be required to have graduated from an accredited pharmacy technician education program.

This means that by the end of 2019, a pharmacy assistant in Manitoba who wants to become listed as a pharmacy technician through this transition pathway must successfully complete the:

• PEBC Evaluating Examination;  
  * The last administration of the PEBC Evaluating Exam was October 13, 2018. Pharmacy assistants who have not successfully completed the PEBC Evaluating Exam will be required to complete a CCAPP accredited pharmacy technician program (Option A pathway). Please visit the CCAPP website for more information on CCAPP accredited pharmacy technician programs.

• NAPRA National Pharmacy Technician Bridging Education Program

*Please note that the PEBC Evaluating Exam and NAPRA Bridging courses must be completed before an assistant can undertake the Structured Practical Training and Jurisprudence Exam. Therefore, the NAPRA Bridging courses should be completed in the first half of 2019 in order to provide sufficient time to complete the remaining requirements (SPT and JP exam) prior to the December 31, 2019 deadline. Bridging courses are available online through Selkirk College.

• pharmacy technician-in-training application;

• Structured Practical Training Program;

• Jurisprudence Examination;

• PEBC Qualifying Examination Parts I and II; and

• application to be listed as a pharmacy technician with the College.

It is important that Option B candidates review all of the information for the Option B requirements as there are multiple obligations and deadlines to manage.

After December 31, 2019, all applicants wishing to become pharmacy technicians will be required to have graduated from an accredited pharmacy technician program (Option A pathway).
PEBC Deadlines
The deadline for successfully completing the PEBC Pharmacy Technician Evaluating Examination was December 31, 2018. The last administration of the PEBC Pharmacy Technician Evaluating Exam was October 13, 2018.

Pharmacy assistants who did not pass the Evaluating Examination prior to December 31, 2018, will be required to complete a formal education program accredited by The Canadian Council for Accreditation of Pharmacy Programs (CCAPP) if they wish to become pharmacy technicians. Please visit the CCAPP website for more information on accredited pharmacy technician programs.

The upcoming dates for the PEBC Pharmacy Technician Qualifying Examinations are as follows:

- Saturday, September 7, 2019 (MCQ), and Sunday, September 8, 2019 (OSPE); application deadline is Friday, June 7, 2019. The examination will be available in Winnipeg. Please see PEBC's website for all examination centre options.

Applications must be received by the PEBC office no later than the application deadline. Please visit the PEBC website for information about Qualifying Exam schedules, the minimum qualifications required for admission, deadlines and locations, application procedures, examination costs, and what to expect during the exam.

NAPRA National Pharmacy Technician Bridging Education Program Deadlines
In addition to completing the PEBC Evaluating Exam, pharmacy assistants who did not graduate from a CCAPP-accredited program must also complete the NAPRA National Pharmacy Technician Bridging Education Program which allows experienced pharmacy assistants working in a pharmacy to become a listed pharmacy technician without enrolling in a full-time pharmacy technician program. Please visit the NAPRA website for more information.

A pharmacy assistant must complete all of the College of Pharmacists of Manitoba requirements to become listed as a pharmacy technician by December 31, 2019.

*Please note that the PEBC Evaluating Exam and NAPRA Bridging courses must be completed before an assistant can undertake the Structured Practical Training and Jurisprudence Exam. Therefore, the NAPRA Bridging courses should be completed in the first half of 2019 in order to provide sufficient time to complete the remaining requirements (SPT and JP exam) prior to the December 31, 2019 deadline.

Courses that fulfill the education requirement for the NAPRA Bridging Education Program are available online through Selkirk College.

Expiry of PEBC and Jurisprudence Exams
On November 27, 2017, Council established expiry dates for PEBC exams and Jurisprudence Examination results for pharmacy technicians which match those expiry dates set for pharmacists. An expiry date of three years is in place on PEBC Qualifying Examination results and a 2-year expiry date is in place for Jurisprudence Examination results.
Pharmacy Technician Pathways

**OPTION A***
For individuals who have graduated from a Canadian Council for Accreditation of Pharmacy Programs (CCAPP) accredited pharmacy technician program

- Successfully complete the PEBC Qualifying Exam Parts I and II.
- Apply to become a pharmacy technician-in-training with the College of Pharmacists of Manitoba.

**OPTION B***
For pharmacy assistants who have worked at least 2000 hours as a member of a pharmacy team within the last three years.

- Successfully complete the PEBC Evaluating Exam AND the NAPRA National Pharmacy Technician Bridging Education Program in any order you choose.
- If you have changed your name from what is on your birth certificate, you must attach a notarized copy of the applicable marriage, divorce, or name change certificate to your application.

* As of January 1, 2014, the pharmacy technician-in-training must complete the Structured Practical Training (SPT) program and become listed with the College within five years of graduation from a CCAPP accredited pharmacy technician program. Graduates of a CCAPP-accredited pharmacy technician program before January 1, 2014, were required to be listed as a pharmacy technician with the College by January 1, 2019 otherwise they are required to complete a CCAPP-accredited program a second time.

- Successfully complete the Structured Practical Training (SPT) Program and the Jurisprudence Examination.
- You must complete the Jurisprudence Examination before starting Part II of the SPT Program.

* The deadline for OPTION B candidates to successfully pass the PEBC Pharmacy Technician Evaluating Examination is December 31, 2018. The last administration of the exam was October 13, 2018.

The deadline for Option B candidates to complete all requirements for listing as a pharmacy technician in Manitoba is December 31, 2019.

- Successfully complete the Structured Practical Training (SPT) Program and become listed with the College of Pharmacists of Manitoba.

* The deadline for OPTION B candidates to successfully pass the PEBC Pharmacy Technician Evaluating Examination is December 31, 2018. The last administration of the exam was October 13, 2018.

The deadline for Option B candidates to complete all requirements for listing as a pharmacy technician in Manitoba is December 31, 2019.

- Apply to be listed as a pharmacy technician with the College of Pharmacists of Manitoba.

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**STEP 01**
Successfully complete the PEBC Evaluating Exam AND the NAPRA National Pharmacy Technician Bridging Education Program in any order you choose.

**STEP 02**
Apply to become a pharmacy technician-in-training with the College of Pharmacists of Manitoba.

**STEP 03**
Successfully complete the Structured Practical Training (SPT) Program and the Jurisprudence Examination.

**STEP 04**
Successfully complete the PEBC Qualifying Exam Parts I and II.

**STEP 05**
Apply to be listed as a pharmacy technician with the College of Pharmacists of Manitoba.
Option A Pathway

The Option A pathway to becoming a pharmacy technician is for graduates of accredited Canadian Council for Accreditation of Pharmacy Programs (CCAPP) pharmacy technician programs. Please follow the steps below to become listed as a pharmacy technician with the College.

As of January 1, 2014, the pharmacy technician-in-training must complete the Structured Practical Training (SPT) program (see Step 2) and become listed with the College within five years of graduation from a CCAPP accredited pharmacy technician program. Graduates of a CCAPP-accredited pharmacy technician program before January 1, 2014, were required to be listed as a pharmacy technician with the College by January 1, 2019 otherwise they are required to complete a CCAPP-accredited program a second time.

**Apply to become a pharmacy technician-in-training with the College of Pharmacists of Manitoba.**

Once you have graduated from a CCAPP accredited pharmacy technician program, you can apply to become a pharmacy technician-in-training with the College. You must submit an Application for Pharmacy Technician-in-Training to the College. Make sure you include all of the documentation and the fee payment listed on the Pharmacy Technician-in-Training application form and submit it to the College in-person or by regular mail.

**PLEASE NOTE:** If you have changed your name from what is on your birth certificate, you must attach a notarized copy of the applicable marriage, divorce, or name change certificate to your application.

This step must be completed before you can move on to Step 2.

**Successfully complete the Structured Practical Training (SPT) Program and the Jurisprudence Exam.**

**Structured Practical Training**

All pharmacy technician applicants in Manitoba must successfully complete all parts of the Structured Practical Training (SPT) program. The SPT program is based on the National Association of Pharmacy Regulatory Authorities (NAPRA) Professional Competencies for Canadian Pharmacy Technicians at Entry-to-Practice. Through observation, participation, and demonstration in a patient-care setting, pharmacy technicians-in-training develop the competencies they need to practice in Manitoba.

To begin the SPT program, you must

- find a practice site and supervisor;
- complete and submit the Pharmacy Technician Structured Practical Training Notification Form to the College; and
- receive approval from the College to begin an SPT program.

Please review the Pharmacy Technician SPT Manual for detailed information about program requirements.

You must complete the Jurisprudence Exam before starting Part II of the SPT Program.
Jurisprudence Examination

All applicants must pass the College Pharmacy Technician Jurisprudence Examination (JP Exam) before they begin Part II of the SPT program. You must review the confirmation letter you receive from the College by email with your supervisor before you begin Part II of the SPT program.

Preparing for the JP Exam is critical. To prepare for the exam, you should be knowledgeable about, and understand the application of, all legislation, practice standards, guidelines and joint statements relevant to the practice of pharmacy in the province of Manitoba. Please use the College Jurisprudence Exam Study Material to help prepare for your exam.

You will have up to three hours to complete the exam and the exam will consist of multiple choice, true and false, long-answer questions, and/or fill-in-the-blanks. You must achieve a minimum grade of 70 percent to pass.

To book an appointment to write a JP Exam, please contact Brittany Delaquis, Administrative Assistant, by email at b delaquis@cphm.ca.

Once you successfully pass the JP Exam, you have two-years to become listed with the College; after two years time, your JP Exam result will expire if you have not become listed with the College and you will be required to re-take the exam if you still wish to become a pharmacy technician.

Once you successfully pass the JP Exam, you can claim your study time as accredited learning towards your professional development requirement. Study time for the JP Exam is accredited for a maximum of 10 CEU (one hour of study time equals 1 CEU). To claim your CEU, record them in your professional development log and fill out a Statement of Participation for your records.

PLEASE NOTE: There is no need to submit the Statement of Participation to the College office; however, at least once every two years, your pharmacy manager or delegate is required to confirm that you have met the annual professional development requirement.

STEP 03 Successfully complete the PEBC Qualifying Exam Parts I and II.

The Pharmacy Examining Board of Canada (PEBC) Qualifying Examination (Qualifying Exam) ensures that pharmacy technicians-in-training possess the necessary skills and knowledge to practice as pharmacy technicians at entry-to-practice. You must successfully pass Parts I and II of the exam before you can proceed to Step 4 and apply to practice as a pharmacy technician in Manitoba. PEBC’s website outlines information about the Qualifying Exam including minimum requirements to write, scheduling and location, application procedures, and cost.

PLEASE NOTE: You can complete Step 3 (PEBC Qualifying Exams) before Step Two, but all of the steps must be completed regardless of the order. You should carefully review PEBC’s website and understand their policies and procedures well in advance of applying to write the Qualifying Exam.

STEP 04 Apply to be listed as a pharmacy technician with the College of Pharmacists of Manitoba.

Once you have successfully completed Steps 1-3, you are eligible to apply to be listed as a pharmacy technician by the College. You must fill out an Application for Listing as a Pharmacy Technician and submit it to the College, along with the documentation listed on the application form, in-person or by regular mail.
Option B Pathway

The Option B pathway to becoming a pharmacy technician is for pharmacy assistants who have worked at least 2000 hours as a member of a pharmacy team and/or as a teacher in the field of pharmacy within the last three years. Please follow the steps below to become listed as a pharmacy technician with the College.

The deadline for OPTION B candidates to successfully pass the PEBC Pharmacy Technician Evaluating Examination is December 31, 2018. The last administration of the PEBC Evaluation Exam was October 13, 2018.

As of November 27, 2017, the College Council has set a deadline for the Option B pathway of December 31, 2019. Individuals pursuing Option B must complete and submit all requirements for listing as a pharmacy technician in Manitoba by December 31, 2019. After December 31, 2019, all applicants wishing to become pharmacy technicians will be required to have graduated from an accredited pharmacy technician education program.

**STEP 01**

Successfully complete the PEBC Evaluating Examination AND the NAPRA National Pharmacy Technician Bridging Education Program.

**PEBC Pharmacy Technician Evaluating Examination**

The Pharmacy Examining Board of Canada (PEBC) Pharmacy Technician Evaluating Examination (Evaluating Exam) determines if a pharmacy assistant has knowledge and skills that are comparable to graduates of programs accredited by the Canadian Council for Accreditation of Pharmacy Programs (CCAPP). The deadline for OPTION B candidates to successfully pass the Evaluating Exam was December 31, 2018.

The last administration of the PEBC Evaluating Exam was October 13, 2018. Pharmacy assistants who have not successfully completed the PEBC Evaluating Exam will be required to complete a CCAPP accredited pharmacy technician program (Option A pathway). Please visit the CCAPP website for more information on CCAP accredited pharmacy technician programs.

**NAPRA National Pharmacy Technician Bridging Education Program**

The National Association of Pharmacy Regulatory Authorities (NAPRA) National Pharmacy Technician Bridging Education Program (Bridging Program) allows experienced pharmacy assistants who are working in a pharmacy to upgrade their skills without enrolling in a full-time pharmacy technician program.

Please Note: The PEBC Evaluating Exam and NAPRA Bridging courses must be completed before an assistant can undertake the Structured Practical Training and Jurisprudence Exam. Therefore, the NAPRA Bridging courses should be completed in the first half of 2019 in order to provide sufficient time to complete the remaining requirements (SPT and JP exam) prior to the December 31, 2019 deadline. Bridging courses are available online through Selkirk College.

**STEP 02**

Apply to become a pharmacy technician-in-training with the College of Pharmacists of Manitoba.

Once you have completed the PEBC Evaluating Exam and the NAPRA Bridging Program, you can apply to become a pharmacy technician-in-training with the College. You must submit an Application for Pharmacy Technician-in-Training to the College. Make sure you include all of the documentation and the fee payment listed on the Pharmacy Technician-in-Training application form and submit it to the College in-person or by regular mail.

PLEASE NOTE: If you have changed your name from what is on your birth certificate, you must attach a notarized copy of the applicable marriage, divorce, or name change certificate to your application.

This step must be completed before you can move on to Step 3.
Structured Practical Training

All pharmacy technician applicants in Manitoba must successfully complete all parts of the Structured Practical Training (SPT) program. The SPT program is based on the National Association of Pharmacy Regulatory Authorities (NAPRA) Professional Competencies for Canadian Pharmacy Technicians at Entry-to-Practice. Through observation, participation, and demonstration in a patient-care setting, pharmacy technicians-in-training develop the competencies they need to practice in Manitoba.

To begin the SPT program, you must

- find a practice site and supervisor
- complete and submit the Pharmacy Technician Structured Practical Training Notification Form to the College
- receive approval from the College to begin an SPT program.

Please review the Pharmacy Technician SPT Manual for detailed information about program requirements.

You must complete the Jurisprudence Exam before starting Part II of the SPT Program.

Jurisprudence Examination

All applicants must pass the College Pharmacy Technician Jurisprudence Examination (JP Exam) before they begin Part II of the SPT program. You must review the confirmation letter you receive from the College by email with your supervisor before you begin Part II of the SPT program.

Preparing for the JP Exam is critical. To prepare for the exam, you should be knowledgeable about, and understand the application of, all legislation, practice standards, guidelines and joint statements relevant to the practice of pharmacy in the province of Manitoba. Please use the College Jurisprudence Exam Study Material to help prepare for your exam.

You will have up to three hours to complete the exam and the exam will consist of multiple choice, true and false, long-answer questions, and/or fill-in-the-blanks. You must achieve a minimum grade of 70 percent to pass.

To book an appointment to write a JP Exam, please contact Brittany Delaquis, Administrative Assistant, by email at bdelaquis@cphm.ca.

Once you successfully pass the JP Exam, you have two-years to become listed with the College; after two years time, your JP Exam result will expire if you have not become listed with the College and you will be required to re-take the exam if you still wish to become a pharmacy technician.

Once you successfully pass the JP Exam, you can claim your study time as accredited learning towards your professional development requirement. Study time for the JP Exam is accredited for a maximum of 10 CEU (one hour of study time equals 1 CEU). To claim your CEU, record them in your professional development log and fill out a Statement of Participation for your records.

PLEASE NOTE: There is no need to submit the Statement of Participation to the College office; however, at least once every two years, your pharmacy manager or delegate is required to confirm that you have met the annual professional development requirement.
The Pharmacy Examining Board of Canada (PEBC) Qualifying Examination (Qualifying Exam) ensures that pharmacy technicians-in-training possess the necessary skills and knowledge to practice as pharmacy technicians at entry-to-practice. You must successfully pass Parts I and II of the exam before you can proceed to Step 4 and apply to practice as a pharmacy technician in Manitoba. PEBC’s website outlines information about the Qualifying Exam including minimum requirements to write, scheduling and location, application procedures, and cost.

PLEASE NOTE: You can complete Step 4 (PEBC Qualifying Exams) before Step Three, but all of the steps must be completed regardless of the order. You should carefully review PEBC’s website and understand their policies and procedures well in advance of applying to write the Qualifying Exam.

Once you have successfully completed Steps 1 - 4, you are eligible to apply to be listed as a pharmacy technician by the College. You must fill out an Application for Listing as a Pharmacy Technician and submit it to the College, along with the documentation listed on the application form, in-person or by regular mail.

Structured Practical Training Timeline
The Structured Practical Training (SPT) Program is an opportunity for pharmacy technicians-in-training to develop their professional competencies in a patient care setting. Over a minimum of 240 hours (six weeks), a pharmacy technician-in-training is expected to fulfill all of tasks outlined in the following timeline.

- Submit a Pharmacy Technician-in-Training Application to the College with all your supporting documents and fee payment.
- Find a practice site and supervisor that meet College requirements.
- Submit a Pharmacy Technician SPT Notification Form to the College and await College approval to begin your SPT.
- Complete the Learner Pre-Rotation Self-Assessment and keep it for your records and reference.
Pathway to Competency: Structured Practical Training

The pharmacy technician Structured Practical Training (SPT) program ensures that pharmacy technician applicants meet the competencies and standards of practice outlined in the National Association of Pharmacy Regulatory Authorities (NAPRA) Professional Competencies of Canadian Pharmacy Technicians at Entry-to-Practice. Competencies are the significant job-related knowledge, skills, abilities, attitudes, and judgments needed by a member of a profession to effectively practice in their career field.

The pharmacy technician SPT program allows applicants to apply and enhance their competencies under the supervision of an approved supervisor. The program is completed by the pharmacy technician-in-training over a minimum of 240 hours (six weeks) of work in a patient-care setting. During this time, the pharmacy technician-in-training demonstrates their competencies and receives a detailed evaluation from their supervisor after 120 hours of work (Part I) and again after 240 hours of work (Part II). The SPT Program is a mandatory part of becoming a pharmacy technician in Manitoba and must be approved by the College before you begin.

The Structured Practical Training Program Manual, Logbook, and Submission Forms Package are available on the College website and will provide you with a complete guide to SPT. The FAQ on pages 14 and 15 provides answers some of the most common questions the College receives about SPT.
Structured Practical Training Program

Frequently Asked Questions:

1. When do I begin the SPT Program?

The following requirements must be met before you can begin your SPT:

- You have completed the education and training requirements outlined on the Pharmacy Technician page of the College website

- You have submitted a Pharmacy Technician-in-Training Application form and received approval from the College

- You have found a qualified SPT supervisor and practice site

- You have submitted a Pharmacy Technician Structured Practical Training Notification Form and received approval from the College

2. How long will my SPT program take to complete?

The SPT program is completed by the pharmacy technician-in-training over a minimum of 240 hours (six weeks) of work in a patient-care setting; however, it can be extended to a maximum of six months.

3. What requirements does my SPT program site need to meet?

The practice site must be a licensed community pharmacy or hospital pharmacy where staff are engaged in patient care and where all requirements of the SPT program can be effectively completed. Activities and services conducted at the practice site must include dispensing, compounding, and product preparation. Your primary supervisor or pharmacist delegate must be present at the SPT site during all of your SPT program activities.

4. What requirements does my SPT supervisor need to meet?

An SPT supervisor can be either a listed pharmacy technician or a licensed pharmacist with the College who meets appropriate qualifications.

Pharmacy technician supervisors must meet ONE of the following qualifications:

- Pharmacy technicians who graduated from a Canadian Council for Accreditation of Pharmacy Programs (CCAPP) accredited course and has been listed with the College for at least two years; OR

- Pharmacy technicians who completed their accreditation through the National Pharmacy Technician Bridging Program and Pharmacy Examining Board of Canada (PEBC) evaluations and has been with the College for at least one year; OR

- Be approved by the College Registrar

Supervisors must meet ALL of the following qualifications:

- Possession of a licence (pharmacist) or listing (pharmacy technician) free from practice conditions;

- Capability to review the pharmacy technician-in-training’s assignments for accuracy and completeness; AND

- Be free from conflict of interest with regard to the pharmacy technician-in-training.
5. **What is a conflict of interest?**

A conflict of interest is any real or perceived relationship that jeopardizes fairness or objectivity. Relationships with family members, close friends, or business partners can be cause for a conflict of interest. Your SPT supervisor and practice site must be free from these relationships, or such a relationship needs to be declared to the College Registrar and considered for approval. Conflict of interest considerations extend to ALL staff at an SPT practice site.

6. **I am currently employed as a pharmacy assistant. Can I do my SPT with my current employer?**

You can complete your SPT with your current employer as long as no conflict of interest exists that could compromise an objective assessment of your competency. Conflict of interest considerations extend to ALL staff at an SPT practice site. If you have questions about a possible conflict of interest at your present workplace, please contact the College office at 204-233-1411.

7. **How will my SPT be evaluated?**

During your SPT, you must demonstrate all competencies outlined in the SPT Manual and the SPT evaluation forms contained in the SPT Submission Forms package. Formally, you will receive two evaluations from your supervisor: the Part I Evaluation at the half-way point of your SPT (120 hours) and the Part II Evaluation at the end of your SPT (240 hours). After you review each of these documents with your supervisor, you must submit them to the College within seven days of completing that portion of your SPT.

8. **When do I need to take the College Jurisprudence Exam?**

You must successfully complete the College of Pharmacists of Manitoba Pharmacy Technician Jurisprudence Examination (JP Exam) prior to the completion of the first 120 hour block of the SPT Program. As a pharmacy technician-in-training, you cannot complete any of the remaining 120 hours of the SPT program until you have successfully passed the JP Exam. Your supervisor must see evidence that you have successfully completed the JP Exam by reviewing the confirmation letter emailed to you by the College.

9. **Can I work more than 40 hours per week to complete my SPT more quickly?**

A pharmacy technician-in-training cannot work more than 40 hours per week at their supervising pharmacy.

10. **What is the Demonstration of Product Release Proficiency?**

Demonstration of Product Release Proficiency (DPRP) is a pharmacy technician-in-training demonstration of 200 consecutive technical checks of product preparation or prescription fills with one hundred per cent accuracy. The items that you check must be done using an independent double check. An independent double check means that a second qualified individual verifies the product preparation or prescription fill.

You can start your DPRP at any time during your SPT, but your supervisor must be confident in your ability to perform the checks. You can complete a maximum of 50 checks per day. If you make an error, you must begin the process again regardless of how many checks you performed before making the error. For example, if you make a mistake on your 199th check, you must begin again.
Pharmacy Technician is a title restricted to individuals who meet the educational work experience and professional qualifications approved by College Council.

The Regulation to The Pharmaceutical Act describes the tasks and responsibilities that are considered within the scope of practice of a pharmacy technician.

In a pharmacy, a pharmacy technician may perform the following tasks under the supervision of a licensed pharmacist:

a) review the information in a prescription for compliance with federal and provincial law;

b) before a drug is dispensed, perform a final check when the process of preparing the drug for dispensing was performed by another pharmacy technician, student, intern or another pharmacy staff person such as a pharmacy assistant, but only if the pharmacy manager has applied to Council for approval of the drug packaging preparation processes used in the pharmacy and Council has approved these processes;

c) dispense a drug, if a licensed pharmacist has approved filling the prescription and the standards of practice related to a pharmacist's responsibility to counsel the patient are met;

d) identify drug-related problems that require referral to a pharmacist;

e) give instructions to a person about how to operate a medical device, but not an explanation involving the interpretation of the results or value of the device;

f) ask a practitioner and receive his or her instructions as to whether an existing prescription can be refilled as previously prescribed and without any change to the prescription; and,

g) perform necessary tasks at an external dispensing site.

It is important to note that while pharmacy technicians are recognized under the Regulation to The Pharmaceutical Act with an enhanced scope of practice, pharmacy managers and supervising pharmacists remain responsible and accountable for all tasks completed by pharmacy technicians in Manitoba.

The Scope of Practice comparison chart on page 12 serves as a helpful tool to easily identify the additional tasks that may be performed by a pharmacy technician in a pharmacy.
<table>
<thead>
<tr>
<th>Scope of Practice</th>
<th>Pharmacy Assistant/Other Employee</th>
<th>Pharmacy Technician</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare and pre-package drugs for dispensing</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Select an appropriate container</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Replenish drug storage containers and dispensing machines</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Attach the prescription label to a container</td>
<td>✔</td>
<td>✔</td>
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<tr>
<td>Record and retrieve data about a patient or prescription</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Compound, if a pharmacist has approved the formulation and process</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Enter prescription information into a database</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Collect information from a patient for a patient profile</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Manage drug inventory</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Identify drug-related problems that require a referral to a pharmacist</td>
<td>✗</td>
<td>✔</td>
</tr>
<tr>
<td>Review the information in a prescription for compliance with federal and provincial law</td>
<td>✗</td>
<td>✔</td>
</tr>
<tr>
<td>Perform a final check when a medication was prepared for dispensing by another technician, student, intern, or pharmacy assistant, but only if the pharmacy manager has received approval from College Council for the drug packaging and preparation process</td>
<td>✗</td>
<td>✔</td>
</tr>
<tr>
<td>Dispense a drug if the supervising pharmacist has approved filling the prescription and the supervising pharmacist counsels the patient</td>
<td>✗</td>
<td>✔</td>
</tr>
<tr>
<td>Instruct a patient on how to operate a medical device, but not provide an explanation involving the interpretation of the results of the device</td>
<td>✗</td>
<td>✔</td>
</tr>
<tr>
<td>Ask for, and receive, a refill authorization from a practitioner on an existing prescription without any changes to the prescription as originally prescribed</td>
<td>✗</td>
<td>✔</td>
</tr>
<tr>
<td>Perform necessary tasks at an external dispensing site</td>
<td>✗</td>
<td>✔</td>
</tr>
</tbody>
</table>
The Collaborative and Complimentary Roles of the Pharmacist and the Pharmacy Technician

Pharmacists and pharmacy technicians fulfill complementary roles in providing patient care. Pharmacy technicians perform many pharmacy tasks, but must also know when to involve a pharmacist. For example, pharmacy technicians can

- review prescriptions to ensure they meet legal requirements, but must refer drug-related problems they discover during medication checks or conversations with patients to a pharmacist

- give instructions to a patient about how to operate a medical device, but must leave any explanation involving the interpretation of results to a pharmacist

- accept an authorization for a prescription if it is unchanged by the prescriber, but must refer new or altered verbal prescriptions from the prescriber to a pharmacist.

The pharmacist remains responsible for reviewing all prescriptions, new and refilled, to determine whether the prescription is therapeutically appropriate and safe for the patient, and conduct medication counselling or provide drug information to all patients.

Once the prescription has been approved by the pharmacist, a pharmacy technician can perform the final check of the medication dispensed by another pharmacy technician or pharmacy assistant providing the College has approved the technician final check process in place at the pharmacy. Please see page 18 for more information about the Pharmacy Technician Final Check Application process.

Pharmacy technicians and pharmacists each functioning to a full scope of practice can result in improved patient care and safety by:

- Improving work-flow in the pharmacy
- Providing additional time for pharmacists to be involved in drug therapy management activities and patient interactions.

Alternate Verification Program Deadline

In 2014, pharmacy technician became a protected title in Manitoba, changing the legislated scope of practice for pharmacy assistants and pharmacy technicians. The College developed a temporary measure called the Alternate Verification Program (AVP) to minimize the disruption to hospital pharmacy practice under the new legislation. The AVP and an accompanying Practice Direction, Alternative Verification Program: Drug Packaging and Drug Compounding, provided a transition period in which specially trained pharmacy assistants could continue to perform duties newly reserved for pharmacy technicians. Some hospitals have used AVP in the areas of drug repackaging, sterile and non-sterile compounding, unit dose systems, and automated dispensing programs.

Moreover, AVP also gave pharmacy assistants the time to upgrade their training to become pharmacy technicians.

As of October 31, 2019, AVP will be replaced by the Pharmacy Technician Final Check Application process, under which only pharmacy technicians and pharmacists can perform final medication checks. All current AVP sites must submit a Pharmacy Technician Final Check Application to the College if their pharmacy technicians are going to continue performing final medication checks.
The Pharmacy Technician Final Check Application was developed by the College for use in both community and hospital pharmacy. The application process requires pharmacy managers and staff to assess current dispensing processes to determine the changes required for a pharmacy technician to perform the final check safely. Pharmacy managers and staff should consider all aspects of the final check procedure including:

- Pharmacy work-flow
- Types of drug preparations involved (cytotoxic/high alert medications, compounds, sterile products, etc.)
- Types of prescriptions (new, refill)

A checking policy and procedure specific to the pharmacy must outline the checks to be performed by the pharmacy technician and the specific procedures to be followed for different types of drug products. All pharmacy technician checking policies must outline:

- Procedures for monitoring and addressing medication errors
- Procedures for documenting pharmacy technician checks

The pharmacy technician checking policy and procedure for the pharmacy should be available to all staff and included in your existing pharmacy policy and procedure manual.

The pharmacy manager is responsible to determine and review the competency of the pharmacy technician to perform the final check, including the process for

- new employee technicians
- existing technicians and
- technicians returning to practice.

The Pharmacy Technician Final Check Application is submitted to the College for approval. This process helps pharmacy teams understand their roles and responsibilities leading to a safer, more efficient workplace.
Annual Listing Renewal

Pharmacy technicians must renew their listing each year to ensure the requirements set out in *The Pharmaceutical Act* and Regulations are met. The annual pharmacy technician renewal deadline is June 1st of each calendar year. This means your listing as a pharmacy technician will expire on May 31st if you do not renew.

The pharmacy technician listing renewal application includes declarations that outline the applicant’s successful completion, or anticipated completion, of

- performance review requirements;
- practice hour requirements; and
- professional development (PD) requirements.

The pharmacy technician listing renewal application can be found [here](#).

**Performance Review Requirement**

Pharmacy technicians must participate in a performance review with their pharmacy manager, or delegate, at the practice site at a minimum of every two years. This review must include documentation of

- the total number of hours the pharmacy technician has worked (please be reminded, hours worked as a pharmacy assistant are not eligible under this requirement);
- an assessment of the pharmacy technician’s job performance in terms of quality of patient care, administrative skills and the ability to work consistently within the rules governing the pharmacy and pharmacy practice; and
- the completion of the PD requirement.

**Practice Hour Requirement**

Pharmacy technicians are required to work a minimum of 600 practice hours in the preceding three-year period, starting three years after they were first listed, to maintain their listing as a pharmacy technician with the College. For example, if a pharmacy technician was first listed with the College in October 2015, they must work at least 600 hours as a pharmacy technician by October 2018. These practice hours should be documented by the pharmacy manager as part of the pharmacy technician’s performance review. This practice hour requirement is similar to that for pharmacists in Manitoba.

The 600 practice hour minimum must go beyond the duties of a pharmacy assistant to encompass the pharmacy technician scope of practice.

**These practice hours do not need to include performing a final check of a prescription.**

If pharmacy technicians have undertaken the other technician tasks within their scope of practice, those practice hours would qualify.

**Professional Development Requirement**

The PD requirement for pharmacy technicians is a minimum of 15 hours of learning activities completed between June 1 and May 31 of each year. Of these 15 hours, a minimum of five hours must be from accredited learning activities and the remaining 10 hours can be fulfilled by either accredited or non-accredited learning activities.

Pharmacy technicians can complete learning activities accredited for pharmacists and claim it as accredited learning, but must always stay within their scope of practice while performing their duties at a pharmacy.

For convenience in maintaining professional development records, the College has provided a [Professional Development Log for Pharmacy Technicians template](#) (in Word form) that pharmacy technicians may use.

For additional information on the PD requirements for pharmacy technicians, visit the [Pharmacy Technician page](#) of the College website.

For a selection of PD options for pharmacy technicians, please visit the [Pharmacy Technician PD Programs page](#) of the College website.
Provisional Renewal Requirements
At the May 11, 2018, Council Meeting, a new policy was approved regarding the re-listing requirements for pharmacy technicians with insufficient practice hours or pharmacy technicians returning to work after an absence from practice.

The provisional renewal requirements outline the steps a pharmacy technician must complete if they do not meet the 600 hour practice requirement, but still wish to maintain their designation:

A pharmacy technician applicant that does not meet the 600 practice hour requirement may be listed with the condition they must practice under the direct supervision of a pharmacist, until the 600 hour practice requirement is met.

If a pharmacy technician upon renewal has not met the 600 hour practice requirement in the preceding three-year period, starting three years from being first listed, the technician’s listing would be on condition until he/she meets the practice hour requirement by working under the direct supervision of a pharmacist. The technician must provide the College with a letter signed by the technician and the pharmacy manager stating a reasonable timeline for completion of the outstanding practice hours. Once the hours have been completed, the technician must submit another letter signed by the pharmacy manager and the pharmacy technician stating the 600 hour practice requirement has been completed, along with a completed renewal application to be listed as a pharmacy technician.

Council has also outlined the qualifying requirements for a pharmacy technician who does not renew their listing but later decides to return to practice. The requirements vary depending on the length of time the applicant has been absent from practice.

When a pharmacy technician has been unlisted 3-6 years:
A pharmacy technician applicant that has not been listed in the previous three years and not more than six years, prior to the year of application, must:

- Successfully complete 240 hours of structured practical training under the direct supervision of a pharmacist;
- Successfully complete a jurisprudence examination and attain a passing grade of 70 per cent or more; and
- Complete three times the amount of professional development as required by Council.

When a pharmacy technician has been unlisted for more than six years:
A pharmacy technician applicant that has not been listed for more than six years, prior to the year of application must:

- Successfully complete the Pharmacy Examining Board of Canada OSCE Part II portion of the Qualifying Exam;
- Successfully complete 240 hours of structured practical training under the direct supervision of a pharmacist; and
- Successfully complete a jurisprudence examination and attain a passing grade of 70 per cent or more.

When a pharmacy technician has been unlisted for less than three years:
A pharmacy technician applicant that has not been listed in less than the previous three years, prior to the year of application, must practice under the direct supervision of a pharmacist until the 600 hour practice requirement is met.
Contacts and Resources

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Pharmacy Examining Board of Canada

www.pebc.ca
717 Church Street
Toronto ON Canada M4W 2M4
pebcinfo@pebc.ca
416-979-2431

Canadian Council on Continuing Education in Pharmacy

www.cccep.ca
Suite 210, 2002 Quebec Avenue
Saskatoon, SK  S7K 1W4
cccep@cccep.ca
306-652-7790

National Association of Pharmacy Regulatory Authorities

www.napra.ca
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613-569-9658

Canadian Council for Accreditation of Pharmacy Programs

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