

## NSCP-PTA Orientation Checklist

In preparation for the NSCP-PTA, the NSCP-PTA Assessor should orient their pharmacy colleagues to the NSCP-PTA and the pharmacy technician candidate to the assessment site. The assessor and their employer may add more topics to be addressed during the orientation. The assessor can delegate parts of the orientation to other pharmacy staff members.

### Orientation With Pharmacy Staff Before the Candidate Commences the Assessment

- ☒ Explain that the NSCP-PTA is a high stakes assessment to determine if the pharmacy technician candidate is ready to safely practise as a pharmacy technician.
- ☒ Check if any pharmacy staff members have a relationship with the pharmacy technician candidate. Reflect on whether this could potentially bias your assessment.
- ☒ Clarify the roles of the candidate and assessor.
- ☒ Outline the NSCP-PTA process and ensure staff understand that they cannot teach, provide feedback, or be involved in the final assessment.

### Orientation Between the Assessor and the Candidate

- ☒ Introduce yourselves and exchange contact information.
- ☒ Confirm the pharmacy technician candidate's identity.
- ☒ Discuss the communication process for 'what ifs' (e.g., illness, emergency, bad weather, etc.).
- ☒ Review scheduling for the orientation and assessment.

### Orientation of the Candidate to the Assessment Site

- ☒ Introduce the pharmacy technician candidate to the pharmacy staff and their roles.
- ☒ Provide a tour or map of the pharmacy.
- ☒ Describe the activities and events occurring at the assessment site that may affect the NSCP-PTA.
- ☒ Discuss assessment site policies:
  - Dress code, identification (e.g., nametag, badge)
  - Patient confidentiality and privacy
  - Medication incident reporting
  - Safety and emergency policies and procedures
  - Other relevant policies and procedures
- ☒ Review pharmacy workflow and processes:
  - Day-to-day activities
  - Documentation and billing
  - Technology including automation, phone system, computer and software