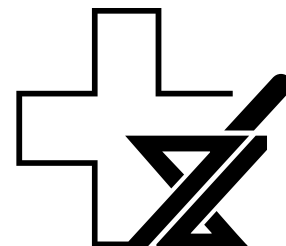


GUIDELINES FOR HOSPITAL PHARMACY TECHNICIAN TRAINING PROGRAMS



PREFACE

This is the 1994 edition of the Canadian Society of Hospital Pharmacists (CSHP) Guidelines for Hospital Pharmacy Technician Training Programs. They were developed to assist hospital pharmacists in evaluating pharmacy technician training programs and to communicate desirable training standards to institutions that provide such programs.

It is not the intent of this document to advocate separate training programs for technicians in hospital vs. community settings. The primary focus will relate to desired training standards to meet the needs of institutional pharmacy practice.

1. SCOPE

1.1

These Guidelines establish minimum training standards which are considered desirable for pharmacy technician training programs to meet the needs of hospital pharmacy practice.

1.2

These Guidelines do not outline a specific curriculum, or evaluation criteria, but rather provide general guidance as to their development.

1.3

These Guidelines do not address accreditation of technician training programs or certification of pharmacy technicians.

2. DEFINITIONS

The following definitions apply in these Guidelines:

Program director - an individual responsible for overall coordination of a pharmacy technician training program.

Preceptor - a pharmacist responsible for the practicum site training of a pharmacy technician.

3. ADMINISTRATION OF THE PROGRAM

3.1

Pharmacy technician training programs may be conducted by either hospitals or academic institutions. These institutions shall be accredited or certified by an appropriate agency (e.g., a provincial regulatory body) and shall be responsible for ensuring that the following requirements have been met:

(a) practical experience shall be obtained in a hospital pharmacy; the hospital and the pharmacy department shall meet the requirements as outlined in Section 4 and 5 below; and,

(b) the preceptor shall meet the requirements set out in Section 6.2 below.

3.2

The hospital or academic institution should provide the trainee applicant with information concerning the purpose of the training program, prospects for employment, and realistic salary expectations.

3.3

In the case of a training program conducted by an academic institution, a director for the program shall be named whose authority and responsibilities are commensurate with those of other allied health, technical, or vocational training programs offered by the institution. This individual need not be a pharmacist, provided that there is a sufficient complement of pharmacists in the faculty to meet all the instructional objectives.

3.4

An external advisory committee, comprised of a broad-based group of pharmacists, faculty and pharmacy technicians, shall be established for the purpose of ensuring that the curriculum meets the needs of the profession. This committee may also advise on practice training sites, admission criteria, and criteria for successful completion of the program.

3.5

In establishing the advisory committee, consideration should be given to inclusion of representatives of pharmacy licensing bodies, formal pharmacy organizations (e.g., CSHP and CAPT), and faculties or schools of pharmacy.

3.6

An appropriate certificate indicating successful completion of the prescribed technician training program shall be awarded to the trainee by the institution conducting the program.

4. QUALIFICATIONS OF THE TRAINING SITE

NOTE: *The following section applies to either a practicum training site or a hospital-based program.*

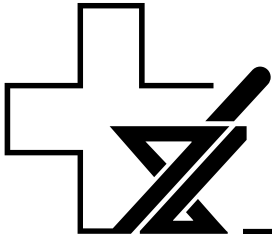
4.1

A hospital that offers, or participates in offering, a technician training program should be accredited by the Canadian Council on Health Facilities Accreditation (CCHFA).

4.2

Technician training sites shall conduct the practice component of the program in such a way as to ensure that any services the technician trainee is required to provide complement, rather than compete with, the educational and experimental objectives of the program.

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5. QUALIFICATIONS OF THE PHARMACY SERVICE

NOTE: *The following section applies to either a practicum training site or a hospital-based program.*

5.1

The pharmacy department should operate in accordance with the accepted Standards of the Canadian Society of Hospital Pharmacists. Sites which provide a broad scope of pharmacy services are most desirable.

6. QUALIFICATIONS OF THE PRECEPTOR

6.1

The preceptor, in conjunction with the Program Director, will be responsible for coordination of training at the practicum site and for the overall quality of the trainee's practical experience.

6.2

The preceptor shall be a pharmacist with sufficient knowledge and skills to provide a sound educational experience and shall be familiar with the curriculum content and objectives of the training program. Individuals designated as instructors, (i.e., pharmacists or pharmacy technicians), should also have sufficient experience to provide appropriate training.

7. QUALIFICATIONS AND SELECTION OF THE APPLICANT

7.1

The applicant shall be a high school graduate or possess a high school equivalency certificate or other equivalency as may be mandated by provincial regulatory bodies. Individual institutions may set further requirements in addition to those in this document.

8. TECHNICIAN TRAINING PROGRAM

NOTE: *The following information applies to either hospital-based or academic institution training.*

8.1

The technician training program shall include didactic, laboratory, and practice components structured to allow trainees to achieve the program objectives.

8.2

Objectives for the technician training program shall be in writing and shall be provided to each trainee at the beginning of the program.

8.3

The objectives shall relate to the technical skills required in contemporary pharmacy practice and shall describe the competencies to be achieved in the training program. Specific skills required in hospital practice shall be developed consistent with the CSHP Guidelines for the Delegation of Functions to Technicians and Other Support Personnel.

8.4

The training program shall include the following objectives:

8.4.1

The technician should demonstrate appropriate knowledge and understanding of the role of the pharmacy department within the health care setting.

8.4.2

The technician should have a thorough knowledge and understanding of the duties and responsibilities of the position, including ethics and laws governing pharmacy practice and the relationship between the pharmacist and the pharmacy technician.

8.4.3

The technician should have a working knowledge of pharmaceutical and medical terms, brand and generic drug names, abbreviations and symbols commonly used in the prescribing and dispensing of medications in the institution.

8.4.4

The technician should have a working knowledge of the general chemical and physical properties and storage requirements of drugs handled in the manufacturing and packaging operations in the pharmacy department.

8.4.5

The technician should be able to perform the mathematical calculations required for the dispensing of medications.

8.4.6

The technician should have a working knowledge of the functions relating to drug purchasing and inventory control.

8.4.7

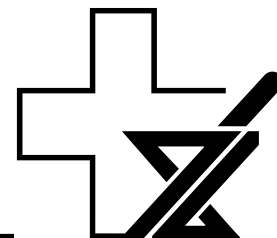
The technician should demonstrate a working knowledge of routes of administration, dosage forms, and strengths available, as well as a general awareness of usual dosages.

8.4.8

The technician should have a working knowledge of the procedures and demonstrate the ability to perform the operations relating to the manufacturing, packaging, and labeling of drug products.

8.4.9

The technician should have a working knowledge of the procedures and demonstrate the ability to perform the operations relating to aseptic compounding and parenteral admixture operations.



8.4.10

The technician should have a working knowledge of institutional drug distribution systems, including mechanical, automated, and robotic drug delivery systems.

8.4.11

The technician should effectively function with members of the health care team.

8.5

Each activity shall be scheduled in advance and shall be planned to make possible the attainment of the predetermined objectives. The number of didactic and practical training hours and the distribution of those hours shall be determined by the program director in consultation with the advisory committee.

8.6

The program director shall arrange for formalized and regularly scheduled evaluation of the technician in terms of the objectives previously established.

8.7

Records of training activities that clearly delineate the scope and period of training shall be maintained. Written, standardized evaluation criteria shall be utilized in assessment of the technician's performance. The program director shall keep these records on file.

9. BIBLIOGRAPHY

1. ASHP Accreditation Standard for Pharmacy Technician Training Programs. American Society of Hospital Pharmacists, 1993.
2. Guidelines for the Delegation of Functions to Technicians and Other Support Personnel, Canadian Society of Hospital Pharmacists, 1992.

