



**STRUCTURED PRACTICAL EVALUATION (SPE)**  
**EVALUATOR AND SITE CRITERIA FOR SPE PARTICIPANTS**

One of the requirements of registration as a pharmacy technician for those “**currently in practice**” is successful completion of the SPE component after the Management of Drug Distribution Systems Bridging Program course, under the direct supervision of an evaluator approved by the College of Pharmacists of B.C. A pharmacist or registered pharmacy technician cannot act as an evaluator until the participant has applied for the SPE component with the College and their application has been approved. An SPE participant cannot perform any of the authorized acts alone since they are not registrants of the College at this stage of the registration process.

This policy outlines who is eligible to be an evaluator, the role of the evaluator and the criteria for the SPE site.

**POLICY**

**1. Eligibility**

- a) An evaluator **must** be a full pharmacist or pharmacy technician who is registered and in good standing with the College of Pharmacists of B.C. and practising in B.C.
- b) An evaluator **must not**:
  - i. have any limits or conditions on his/her Certificate of Registration other than those applicable to all members of the class in which the evaluator holds a Certificate of Registration unless otherwise authorized by the Registration Committee;
  - ii. have been found to have committed an act of professional misconduct or unprofessional conduct, or to be incompetent by the Discipline Committee within the last six years unless otherwise authorized by the Registration Committee; or
  - iii. have been the subject of allegations of professional misconduct or unprofessional conduct, or incompetence that have been referred to, but not yet decided upon by, the Discipline Committee.
- c) The evaluator must practise in a pharmacy that meets the SPE Practice Site Criteria unless otherwise authorized by the Registration Committee.

**2. Conflict of Interest**

Evaluators must not have or be perceived by the College to have a conflict of interest or bias in respect of the SPE participant unless otherwise authorized by the Registration Committee. The existence of any factor\* which would be perceived as potentially compromising to an objective, candid and fair assessment of the participant’s competency, must be disclosed on the initial application if known at that time, or as soon as the potential conflict or bias is identified. The disclosure requirement is applicable to both the participant and the evaluator. Disclosure of the potential conflict of interest or bias will not necessarily preclude the evaluation. Failure to disclose a potential conflict of interest may result in a referral to the Registration Committee that may determine that the participant will have to redo the SPE under an evaluator acceptable to the

\*Usual examples include familial relationships (direct and indirect), financial or business connections.



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Registration Committee and could also result in the Registration Committee refusing to allow the pharmacist or registered pharmacy technician to act as an evaluator in the future.

### 3. **Supervision and Assessment**

- a) The evaluator **must** take primary responsibility for directly supervising and assessing the participant for the majority of the SPE process. The evaluator **may delegate** a portion of the direct supervision and assessment to other full pharmacists or registered pharmacy technicians as appropriate.
- b) The evaluator must ensure all required details of the participant's performance are completed on the Declaration of Completion Form within seven days of completion of the SPE.
- c) If the SPE is terminated for any reason by either party, the evaluator **must** indicate on the Declaration of Completion Form, "incomplete" within seven days of that termination.
- d) If the participant is unsuccessful after three attempts at the SPE, the evaluator must indicate on the completion form "fail" and contact the College for further information.

### **STRUCTURED PRACTICAL EVALUATION (SPE) PRACTICE SITE CRITERIA**

The practice site shall:

1. Be a licensed community or hospital pharmacy where dispensing, compounding or product preparation occurs;
2. Be your current primary workplace or a temporary workplace for the purpose of SPE e.g.; community pharmacy, hospital, long term care;
3. Have a full pharmacist or a registered pharmacy technician physically present on site;
4. Have an organizational structure (e.g., sufficient staffing and resources) that permits an appropriate degree of educational opportunities and interaction between the evaluator and SPE participant to allow for the independent double check;
5. Be a pharmacy that has not had a disciplinary finding against it in the past six years or is not currently the subject of disciplinary proceedings;
6. Be a pharmacy for which there does not exist any unsatisfied action by the College of Pharmacists of B.C.; and
7. Be a pharmacy wherein the SPE participant is not in an actual or perceived conflict of interest relationship with the pharmacy manager or any owner, director, or shareholder of the corporation holding the pharmacy license.

Note: SPE participants who wish to complete SPE in a site that does not meet all of these criteria may request an exemption from the College of Pharmacists of B.C.