



Appraisal Phase – Responsibilities of the Candidate and Appraiser

Background

The mandate of the Saskatchewan College of Pharmacy Professionals ('SCPP' or 'the College') is the protection of the public.

All candidates for registration with SCPP must demonstrate they possess the necessary knowledge, skills, and ability to practise independently and safely. The process by which SCPP assesses the competency of internationally trained pharmacists is through the SCPP Appraisal and Assessment Program.

Upon completion of the [pre-registration phase](#), and with SCPP approval of the [Appraisal Site Application](#), the candidate may commence the [appraisal phase](#) of the Appraisal and Assessment Program.

SCPP has recently updated all forms and criteria for the appraisal phase. Please ensure you review all [SCPP Appraisal and Assessment Program information](#) on the SCPP website.

Appraisal Phase Objectives

The appraisal phase is intended to provide the candidate with a minimum of 800 hours to a maximum of 4000 hours (within a two-year period) of orientation to pharmacy practice in Saskatchewan, during which they are expected to demonstrate their knowledge, skill, and ability to practise safely and independently.

Using the [Appraisal Report](#) as a guide, the pharmacist responsible for supervising the candidate (the 'appraiser') is expected to expose the candidate to situations and scenarios that will help the candidate demonstrate and refine their skills.

By the end of the appraisal phase the candidate must be able to demonstrate they meet the National Association of Pharmacy Regulatory Authorities (NAPRA) [Professional Competencies for Canadian Pharmacists at Entry to Practice](#) and the Association of Faculties of Pharmacy of Canada (AFPC) [Educational Outcomes for First Professional Degree Programs in Pharmacy in Canada](#). The candidate should also be confident in their ability to provide appropriate, safe patient care independently and in their communication with patients, their care providers, and other health care professionals.

It is not the responsibility of the appraiser to provide fundamental pharmacy education in areas such as therapeutic drug knowledge, etc. as this educational knowledge should have been acquired during the candidate's formal pharmacy education.

The appraiser may assist the candidate with finding resources in which to obtain more education to fill knowledge gaps. Life-long learning, self-assessment and self-directed learning are all skills the candidate should be developing through the appraisal process.

The [NAPRA Pharmacy Practice Skills and Knowledge Self-Assessment Tool](#) is recommended (and may be required at the discretion of the SCPP Registrar) for all candidates seeking to identify gaps in their knowledge or skills of the NAPRA competencies.

Any fundamental gaps in core knowledge (such as with drug distribution and therapeutic drug knowledge) may be grounds to discontinue the appraisal process until the candidate receives more formal education.

Appraisal Candidate Responsibilities

The candidate is responsible for:

1. Finding an SCPP-approved appraiser and appraisal site pharmacy in which the candidate will receive paid employment (not volunteer) for the duration of the appraisal phase.
 - a. The appraiser must have the consent of the appraisal site pharmacy manager to be an appraiser.
 - b. The appraiser must have 6000 hours (three years) of pharmacist practice experience in Canada.
2. Learning and adhering to the Saskatchewan legislation ([The Pharmacy and Pharmacy Disciplines Act](#) and the SCPP [Regulatory](#) and [Administrative](#) Bylaws) and any other applicable [legislation](#) governing the practice of pharmacy in Saskatchewan in addition to the [standards, guidelines, and policies of SCPP](#).
3. Adhering to the [SCPP Code of Ethics](#) and [Ethics in Health Care](#) at all times.
4. Observing, asking questions, researching information, and undertaking a variety of tasks under the supervision of the appraisal pharmacist(s).
5. Completing the candidate's section of the Appraisal Report (the "Demonstration of competency (provide an example)" column), providing examples to the appraisal pharmacist(s) as to how they have demonstrated their ability to meet the NAPRA competencies and AFPC outcomes in addition to how they have demonstrated adequate critical thinking, problem-solving, and decision-making skills.
6. Completing the required and recommended training.
7. Engaging in regular discussion with the appraiser to identify any gaps in the candidate's knowledge, skills, and abilities, and develop plans to address any gaps.
8. Filling any gaps in knowledge, skills, and abilities to be able to practise safely and independently upon the completion of the appraisal phase.
9. Ensuring that all potential conflict(s) of interest are disclosed to SCPP before an application is made.

The appraisal candidate is responsible for ensuring they are confident in their ability to practise independently and safely before moving into the assessment phase of the Appraisal and Assessment Program.

Appraiser Responsibilities

The appraiser and/or appraisal site are responsible for:

1. Providing the candidate with paid (not volunteer) employment for the duration of the appraisal phase (with the approval of the appraisal site pharmacy manager).
2. Orientating the candidate to the pharmacy, including introducing them to other pharmacy staff members and explaining their role in the pharmacy during the process.
3. Orienting the candidate to the pharmacy workflow, software system, and any required policies and procedures of the pharmacy.
4. Ensuring the candidate understands and adheres to the Saskatchewan legislation ([The Pharmacy and Pharmacy Disciplines Act](#) and the SCPP [Regulatory](#) and [Administrative Bylaws](#)) and any other applicable [legislation](#) governing the practice of pharmacy in Saskatchewan in addition to the [standards, guidelines, and policies of SCPP](#).
5. Ensuring the candidate adheres to the [SCPP Code of Ethics](#) and [Ethics in Health Care](#) at all times.
6. Supervising the candidate while they complete their 800 hours (minimum) – 4000 hours (maximum) of practice experience within two years.
7. Observing and documenting the candidate's ability to meet the NAPRA competences and the AFPC outcomes in the appraiser's section of the Appraisal Report, the "Appraiser Comments" column and indicating the candidate's score in the third column using the score key on page 2 of the Appraisal Report. Candidates should be able to provide examples of the demonstration of all competencies listed and the use of "N/A" ("not applicable/not observed") should be avoided whenever possible.
8. Engaging in regular discussion with the candidate regarding their knowledge, skills, and abilities to practise independently and safely. A mid-point evaluation using the Appraisal Report as a guide to identify knowledge and skill gaps is recommended.
9. Ensuring that all potential conflict(s) of interest are disclosed to SCPP before an application is made.

10. Declaring on the Appraisal Report that the appraisal candidate is ready to practise independently and safely and should move onto the next phase of the Appraisal and Assessment Program OR declaring the candidate is not ready to practise independently and safely and therefore should not move onto the next phase of the Appraisal and Assessment Program.
11. Submitting the completed Appraisal Report to the SCPP office upon the candidate's completion of the appraisal phase.

The appraiser has a responsibility to the public, to the profession, and to the candidate to ensure the appraisal candidate possesses the necessary knowledge, skills, and ability to practise independently and safely before moving onto the assessment phase of the Appraisal and Assessment Program.

Appraisal Site Criteria

The site in which the appraisal phase is to be conducted should provide the candidate with adequate orientation to:

- the Canadian and Saskatchewan health care systems;
- the National Association of Pharmacy Regulatory Authorities (NAPRA) [Professional Competencies for Canadian Pharmacists at Entry to Practice](#) and the Association of Faculties of Pharmacy of Canada (AFPC) [Educational Outcomes for First Professional Degree Programs in Pharmacy in Canada](#);
- a patient population requiring a variety of health care services of adequate frequency to enable the candidate to demonstrate they have achieved the NAPRA competences and the AFPC outcomes; and
- the practice of pharmacy in Saskatchewan.

The appraisal site must be free from any potential conflict(s) of interest that could impact the candidate from receiving an unbiased appraisal. All potential conflict(s) of interest should be disclosed to SCPP before an application is made.

SCPP criteria for the appraisal site and the appraiser(s) is found in the Appraisal Site Application Form.

Appraisal Candidate Training Requirements

SCPP requires Appraisal and Assessment Program candidates to complete the following training:

- NAPRA [Pilot Program to Prepare for Practical Training \(P4T\) Diagnostic Tool and Learning Modules](#) (prior to, or during, the appraisal phase);
- CPDPP [Billing in Community Pharmacy](#) (prior to, or during, the appraisal phase);

- CPDPP [Prescribing for Minor Ailments and Self-Care Basics](#) (Minor Ailments Level 1), if practising in a self-care environment (prior to obtaining licensure);
- CPDPP [Prescriptive Authority Level 1 Basics](#) (prior to obtaining licensure); and
- CPDPP [Harm Reduction Training](#) (prior to obtaining licensure).

Should the appraisal pharmacist(s) or appraisal candidate have any concerns with training requirements, they are encouraged to contact [Continuing Professional Development for Pharmacy Professionals](#) (CPDPP) or SCPP.

Appraiser Training

Appraisers are strongly encouraged to complete the preceptor training recommended by the College of Pharmacy and Nutrition:

- [eTips](#), University of British Columbia
- [Preceptor eLearning Course](#), Dalhousie University Faculty of Health
- [Alberta Health Services \(AHS\) Preceptor Module](#), Alberta Health Services

Questions

If at any point the appraiser or the appraisal candidate wishes to discontinue the appraisal phase, or they have any other questions or concerns about the appraisal process, they are asked to contact the office via scppregistration@saskpharm.ca.