



Newfoundland and Labrador Pharmacy Board

Interpretation Guide

Requirements for Authorization to Serve as a Preceptor

Revised August 2024

1) Introduction

When a pharmacist or pharmacy technician applies to the Newfoundland and Labrador Pharmacy Board (NLPB) to act as a preceptor, they must do so with the understanding that this position is one of great professional responsibility. The preceptor not only assumes responsibility for the activities of the student, intern or technician candidate (the candidate) during their time in the pharmacy but also commits to evaluating their performance during the practical training period. This evaluation is critical to NLPB's mandate of public protection as it helps ensure the competency of future members of the profession.

2) Criteria

The pharmacist or pharmacy technician should have suitable prior experience and expect to give the position an appropriate amount of attention. NLPB has established the following minimum requirements that must be met prior to serving as a preceptor.

2.1 First, the pharmacist or pharmacy technician must apply for authorization to serve as a preceptor by completing and submitting the application for authorization in the NLPB Registrant Portal. During this process, the applicant will:

- a) Confirm that they:
 - i) have read and understand these requirements;
 - ii) are currently registered in good standing and have no restrictions on their practice;
 - iii) have been registered and practicing for at least 12 months and have reasonable experience to provide adequate familiarity with systems and patients; and
- b) Upload proof that they have completed an acceptable preceptor education and training program within three years of application.

2.2 Applications will be reviewed, and if approved, authorization will be issued, and the registrant will be notified.

2.3 Once approved, each time the pharmacist or pharmacy technician agrees to act as a preceptor, they must complete the Preceptor Acceptance Form provided by the candidate. On this form, they will:

- a) Reconfirm that the above requirements have been met and that they have received authorization from NLPB to serve as a preceptor; and
- b) Agree that they:
 - i) have read and understand the NLPB Practical Training Requirements for Registration applicable to the candidate;
 - ii) are not currently acting as a preceptor to another candidate;
 - iii) understand that they are responsible for ensuring that adequate oversight and supervision is provided to the candidate, ideally personally spending at least 50% of their time at the site with them;
 - iv) understand that they are responsible for ensuring that the activities in the manual are completed appropriately;

- v) recognize that their appraisal of the candidate's competency to perform the duties and responsibilities of a pharmacist or pharmacy technician plays an important role in NLPB's determination of their eligibility for registration as a pharmacist or pharmacy technician; and
- vi) agree to be honest, open, candid, and unbiased with regard to the candidate's performance during the practical training period and to submit the completed evaluation form to NLPB following the completion of the practical training program.