

PTU: Technician Training Supervisor Guide

This document provides guidance to the pharmacist or technician (referred to as “training supervisor” or “preceptor”), as it pertains to the supervision of pharmacy technicians and pharmacy technician trainees (referred to as “students”), enrolled in a Pharmacy Technicians University (PTU) training program.

SUPERVISION

The training supervisor’s role is to ensure an effective and safe level of direct supervision of students. The ratio of pharmacists to pharmacy technicians and/or pharmacy technician trainees shall not exceed the limits set by the state board of pharmacy.

The training supervisor can assign tasks to students as long as the students have completed those topic areas in PTU prior to performing the task. For example, students who have completed the Prescription Preparation course will be allowed to input, count, and label prescriptions.

The training supervisor will provide assistance, direction, and feedback throughout the time the student completes the PTU curriculum and assigned tasks.

COURSEWORK PROGRESS AND SCORES

To manage program progress, there are reports available within PTU to assess program status and completion. The **Progress: All Active Students** report will identify how students are tracking to program completion within the assigned time length of the program.

The **Progress: Course Progress Per Student** report can be used to review a learner’s completion status for any PTU course.

Each course in PTU has multiple quizzes to assess comprehension of the subject and information presented. Quizzes can be taken as many times as preferred by the student to ensure adequate understanding.

There are eight Unit Exams in PTU plus a Midterm Exam and a Final Exam. Unit Exams and Midterm Exam require a score of 80% to pass and proceed to the next course section. Students have three attempts to pass these exams. The Final Exam requires a score of 75% to pass and students have three attempts. In the event an exam is not passed within the three allowed attempts, the training supervisor will remediate with the student on the failed topic(s) and document the session. It’s the training supervisor’s discretion to allow an extra attempt on the exam if the student has shown competence in the previously failed topic. Additional attempts on an exam can be added through the training supervisor’s PTU login.

WEEKLY DISCUSSIONS

It is suggested to check in with the technician each week for discussion and review of program materials presented to date. Celebrate the success and progress each student has made in the program. Looking at the **Progress: Course Progress Per User** report, select a course each student has recently completed to discuss the content, and allow them to ask questions. Use this time to compare the content they learned from PTU to specific pharmacy policies and procedures.

Example questions to ask students regarding course content:

1. What was one thing you didn't know before, that you learned in this course?
2. What areas did you find confusing or could use more explanation on?
3. Tell me one topic area you were excited about learning.
4. What questions do you have for me?
5. How can you take the information you learned in the course and apply it to this pharmacy?

PHARMACY TECHNICIAN AND TECHNICIAN TRAINEE DUTIES

Discuss the state-specific duties which may and may not be performed by pharmacy technicians and pharmacy technician trainees. Specify duties that are applicable to the pharmacy and are in accordance with your institution's policy. Allow students to describe the duties to show competence and understanding.

For a list of duties, go to the PTU course named "State Law and Regulations" and download the *Key Points Recap* document contained therein.

CONTENT

A full overview of PTU training content can be found by:

- a) Logging in with the student to review the overall program and related syllabus
- b) With the training supervisor account log in and search for any course using the "Search" tab to review a specific course and the related materials.
- c) Reach out to TRC at contactus@trchealthcare.com to request a copy of the curriculum.