

# PRECEPTOR REQUIREMENTS

## Interpretation Guide

Last Revised March 2025

When considering whether to act as a preceptor for a pharmacy intern or pharmacy technician intern, pharmacists and pharmacy technicians must understand that this position is one of great professional responsibility. The preceptor not only assumes responsibility for the activities of the intern during their time in the pharmacy but also commits to evaluating their performance during the practical training period. This evaluation is critical to CPNL's mandate of public protection as it helps ensure the competence of future members of the profession.

A preceptor should have suitable prior experience and expect to give the position an appropriate amount of attention. CPNL has established the following minimum requirements that must be met prior to acting as a preceptor.

When a pharmacy intern or pharmacy technician intern applies to complete practical training, they must include a preceptor acceptance form signed by the proposed preceptor identifying the name of a proposed preceptor and proposed practice site. On this form, the preceptor must agree that they meet the requirements of this guide, including that they:

- are currently registered and have no restrictions on their practice;
- are not the respondent in an outstanding complaint that has been referred to the disciplinary panel;
- have been registered and practicing in Newfoundland and Labrador for at least 12 months;
- have reasonable experience at the proposed practice site to adequately familiarize the intern with systems and patients;
- have gained and/or maintained competence in acting as a preceptor, by completing appropriate professional development focused on acting as a preceptor, such as:
  - [Dalhousie University – Preceptor Education Program](#)
  - [University of Alberta Preceptor Training](#)
  - [University of British Columbia – E-Tips for Practice Education Course](#)
  - [University of Western Ontario – Preceptor Education Program](#)
- have read and understand the CPNL [Practical Training Requirements for Registration as a Pharmacist](#) or [Practical Training Requirements for Registration as a Pharmacy Technician](#), whichever is applicable to the intern;

- understand that they are responsible for ensuring that adequate oversight and supervision is provided to the intern, personally supervising the intern at least 50% of the intern's time at the practice site;
- understand that they are responsible for ensuring that the activities in the Practical Training Manual are completed and documented appropriately;
- recognize that their appraisal of the intern's competency to perform the duties and responsibilities of a pharmacist or pharmacy technician plays an important role in CPNL's determination of their eligibility for registration as a pharmacist or pharmacy technician;
- agree to be honest, open, candid, and unbiased regarding the intern's performance during the practical training period and to submit the completed evaluation form to CPNL following the completion of the practical training program; and
- agree to advise CPNL should any of the information included in these declarations change during the practical training period.

#### PLEASE NOTE:

Applications for practical training, including approval of a proposed preceptor and practice site are assessed on a case-by-case basis. CPNL may not approve a proposed preceptor or proposed practice site if there are concerns with the site or the preceptor's ability to fulfill the associated duties for any reason.