



Dear Successful Applicant:

CONGRADULATIONS!!!

You have been successful in securing a position within the Pharmacy Technician Program here at St. Clair College.

It is imperative to your success that, before accepting this position, you are aware of the challenges involved. The course is intensely delivered over a period of two years of study. During this time, you will be required to complete two mandatory unpaid 6-week clinical placement rotations in each spring semester. These placements will provide you with both retail and hospital pharmacy experience. Please understand that the hospital rotation may be located anywhere throughout the province of Ontario.

Any and all costs incurred during these clinical placements will be the responsibility of the student and may include, but is not limited to, housing and travel expenses. In addition, the student must provide their own transportation to and from the clinical site on a daily basis.

Once again, we welcome you to the program and look forward to assisting you on the road to a rewarding career in pharmacy.

Best regards,

St. Clair College School of Health Sciences

## **Getting Started...**

### **1. Orientation**

Attending orientation is an important first step in your journey as a pharmacy technician student. It gives you the opportunity to meet your instructors and classmates, learn about program expectations, and get familiar with the tools and resources that will support your success. Attending orientation helps you start the program with confidence and sets the tone for a successful academic experience. Orientation generally takes place the week prior to classes beginning, and more information regarding orientation will be provided to you by the College.

### **2. Communication**

Continued communication throughout your time at St. Clair College is essential. Please ensure that you can access to your College provided student accounts. Checking your St. Clair College student email and the Learning Management System, Blackboard, on a regular basis will help you to stay informed and up to date with any announcements from the College or Faculty.

At the start of classes, students must use their St. Clair College email address to communicate within the College (faculty, coordinators, etc.). Emails sent from personal email addresses will not be answered.

### **3. Uniforms**

Students in the Pharmacy Technician Program at St. Clair College are required to wear the program scrubs for all labs and during the entirety of each placement rotation. The scrubs are royal blue in colour, and have embroidery on the arm identifying the program that you are in. These scrubs **MUST** be purchased through the Campus Bookstore and are required for the second week of labs. Any scrubs that have been purchased elsewhere, even if they match in colour, will not be accepted for labs or placement.

### **4. St. Clair OneCard**

The St. Clair College OneCard is essential to campus life at St. Clair College. Currently the OneCard is St. Clair College's official identification card, library card and print card. You will be required to wear your OneCard during labs, placement, and can be used as your form of identification for testing purposes. Please follow the link provided for more information regarding the St. Clair College OneCard: <https://www.stclaircollege.ca/onecard>

### **5. Textbooks**

Required textbooks will be listed on the course outline you will receive from faculty for each of your courses. Textbooks are available in or can be ordered from the Campus Bookstore. Some texts are used in multiple courses throughout the program. Faculty will help guide students with which textbooks are required, along with additional free resources for their courses. Please wait until faculty have reviewed these requirements during the 1<sup>st</sup> week of classes with students prior to purchasing any textbooks.

## 6. Placement Clearance

St. Clair College has partnered with Synergy Gateway Inc to provide you access to Verified - a platform that is used by students at other post-secondary institutions across Ontario for the purpose of digitally collecting placement requirements related to placement(s). Synergy Gateway Inc will provide support and clearance to help with your required documentation.

You will be required to complete an Electronic Requirements Verification (ERV) Review through the Verified platform to receive clearance to begin your clinical placement. You will be provided access to "Verified" via a secure username and password.

Each student will receive log-in credentials to access Verified that will be sent to your St. Clair College email account. Please check your inbox, spam and junk mail folders for an email from the "Synergy Help Desk". You will be required to create a new password upon logging in. Be sure to view the video user guides and student guidebook to learn how to use the Verified platform.

Any associated fees for Synergy Gateway Inc to complete the pre-placement requirements are the sole responsibility of the students.

It is mandatory that students complete their ERV service through Verified to be eligible for clinical placement.

Placement requirements are outlined below:

- ✓ Health Assessment Record
- ✓ CPR-Level C (valid for 1 year)
- ✓ Standard First Aid (valid for 3 years)
- ✓ Mask Fit (valid for 2 years) \*Only for 2<sup>nd</sup> year hospital placement\*
- ✓ Police Clearance (Details will be provided by faculty regarding type of clearance required for each year)
- ✓ Additional Attestations will be required through Synergy Gateway (Please refer to your Synergy communications for full details)

\*Students may be required to obtain further clearances for placement at the discretion of the placement site.\*

***These items may be completed earlier at any time; however, they MUST be completed by the dates provided to you by College Faculty once classes begin. More information will also be provided during orientation. Clinical placements begin in May. If a student fails to meet these requirements, the student will not be allowed to attend the placement site and may be significantly delayed while the conditions are being fulfilled. This could result in a delay of completion of 1<sup>st</sup> year and may impede moving forward onto the 2<sup>nd</sup> year Fall semester. It is the student's responsibility to ensure that all items listed above are kept valid for the duration of the program.***

For more information regarding placement requirements, please visit the "Placement" tab on our program webpage for more information: <https://www.stclaircollege.ca/programs/pharmacy-technician>