



MANITOBA INSTITUTE OF
TRADES & TECHNOLOGY



Pharmacy Technician

Program Guidebook

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About MITT

MITT is a post-secondary institute offering industry-driven, student-focused education in the areas of applied business, design and manufacturing technologies, health care, human services, information and communication technology, and skilled trades. We provide affordable, timely, skills-based education for learners seeking career entry and those looking to acquire relevant, in-demand competencies at any point in life.

Mission

To be an education provider of choice in Manitoba, a catalyst of success for students and industry, and a nimble innovator, driving Manitoba's economic future.

Vision

To support Manitoba's economic, social, and technological progress through industry driven and student focused education that advances learners of all backgrounds and identities.

Values

Student Focused: Encouraging the personal and professional growth of individuals and their pathways to employment in a student-centred environment.

Academic Excellence and Innovation: Striving for excellence and high standards in technical education, and encouraging innovation, creativity, and entrepreneurship.

Respect and Inclusion: Embracing diversity by providing our students, staff, and partners with an inclusive, safe, and respectful environment.

Employee-Centred: Valuing, respecting, and investing in our faculty and employees.

Effective Management: Ensuring fiscal responsibility, accountability, and corporate social responsibility.

Partnerships: Building partnerships with families, communities, industry, business, government, and other educational institutions.

Industry Driven: Reaching out and responding to industry and the needs of the labour market with flexibility.

Land Acknowledgement

MITT is situated on Treaty 1 land and the traditional territories of the Anishinaabe, Cree, Anisininew, Dakota, and Dene peoples and the homeland of the Red River Métis.

Our water is sourced from Shoal Lake 40 First Nation in Treaty 3.

We honour the sacredness of these ancestral lands and waters and the original peoples who walked before us.

We proudly recognize the Treaties that were signed here and acknowledge and respect the history of the area.

MITT values the many relationships that make up our home, and we dedicate ourselves to a spirit of reconciliation and partnership today and in the future. MITT is dedicated to ensuring that First Nations, Métis, and Inuit knowledge, cultures, and traditions are embraced and embodied in the work that we do.

Introduction

Purpose of this Guidebook

This guidebook was designed to help you navigate your studies in the Pharmacy Technician Program and support your academic success. It includes program-specific information such as graduation requirements, progression requirements, and course-eligibility requirements.

Welcome Message from the Dean

On behalf of the faculty and staff, I am excited to extend a warm welcome to all of you as you start your journey here at MITT. As the Dean, Health, Hospitality, Human Services and Post-Graduate Studies, it is my privilege to invite you into our learning community.

As you attend our campuses, you will become part of a diverse and vibrant community of individuals that are passionate about learning, personal development, and making a positive impact in Manitoba. Here at the Manitoba Institute of Trades and Technology, we strive to create an environment that fosters academic excellence, personal growth, and the exploration of innovative ideas.

I hope your time at the Manitoba Institute of Trades and Technology will be a time of immense growth, many memorable experiences, and the beginning of lifelong connections. Welcome again and thank you for choosing the Manitoba Institute of Trades and Technology, I wish you all a successful and fulfilling academic year.

Sincerely,

Curtis Aab

Dean, Health, Hospitality, Human Services, and Post-Graduate Studies

Academic Department Information

The Pharmacy Technician Program is part of the Health, Hospitality, Human Services and Post-Graduate Studies (HHHPGS) department.

Most HHHPGS programs are located at the Pembina campus (1551 Pembina Highway). The Pembina campus offers state-of-the-art classrooms and simulation laboratories, providing students with a realistic and safe learning environment to develop relevant knowledge and skills.

Most HHHPGS programs (including Pharmacy Technician) are held at the Pembina campus, located at 1551 Pembina Highway. This campus has state-of-the-art facilities, including:

- Classrooms designed for effective learning
- Simulation labs that mimic real-world work pharmacy environments
- Pharmacy technologies and equipment to support relevant skill development

These facilities allow Pharmacy Technician students to learn in a safe setting while preparing for careers in community and institutional pharmacy practice environments.

Program Team

The Pharmacy Technician program team consists of:

Dean	Curtis Aab	curtis.aab@mitt.ca
Program Manager	David Noorden	david.noorden@mitt.ca
Academic Coordinator	Colleen Little	colleen.little@mitt.ca
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Faculty	Alysha Buck	alysha.buck@mitt.ca
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	Karla Vaquerano	karla.vaquerano@mitt.ca
Lab Assistants	Kellee Cameron	kellee.cameron@mitt.ca
	Ramandeep Sandhu	ramandeep.sandhu@mitt.ca
Work Integrated Learning Officer	Amlyn Tutor	amlyn.tutor@mitt.ca

** The program team has diverse work schedules and faculty availability may be constrained by part-time teaching schedules.*

Program Overview

MITT launched the Pharmacy Technician Program as a one-year certificate in 1987 and expanded it into a two-year diploma in 2020. The program now includes over 30 courses and spans two years.

The MITT Pharmacy Technician Program has been awarded Accreditation Status by the Canadian Council for Accreditation of Pharmacy Programs from January 1, 2023, to June 30, 2028. The program has qualified for accreditation since 2010.

The program curriculum aligns with the competencies and educational outcomes set by the National Association of Pharmacy Regulatory Authorities (NAPRA) and the Canadian Pharmacy Technician Educators Association (CPTA).

Graduates of this CCAPP-accredited program are eligible to pursue listing with the College of Pharmacists of Manitoba (CPhM). For more information, refer to the “Graduates of CCAPP Accredited Pharmacy Technician Programs” section of the CPhM website.

Program Learning Outcomes

Upon successful completion of the program, graduates will be able to:

1. Identify and implement sector-specific knowledge to day-to-day medication preparation and dispensing;
2. Apply knowledge and research-based information while collaborating in the provision of safe, effective, and high-quality patient care;
3. Communicate effectively with key stakeholders;
4. Act responsibly and professionally, and demonstrate a commitment to ongoing professional development;
5. Collaborate with pharmacists and members of intra- and interprofessional health teams in the promotion of a healthier workplace, community, and environment; and
6. Demonstrate the knowledge and skills needed to pursue registration with the Pharmacy Examining Board of Canada (PEBC) and listing with the College of Pharmacists of Manitoba (CPhM) as a pharmacy technician.

Credential

On successful completion of this program, students earn a Pharmacy Technician diploma credential.

Graduation Requirements

The Academic Standards (AC-2-10) policy defines a **Graduation Requirement** as “a program-specific academic requirements that a student must meet to graduate from a program.” See [Table 1: Graduation Requirements](#) for a complete listing.

What happens if a student does not meet a Graduation Requirement?

A student is ineligible to graduate and must repeat a course (or an authorized equivalent) if they have any unmet graduation requirements. This may result in a study gap and additional tuition costs.

Note: Students in the Pharmacy Technician Program have a maximum time limit of four years of the original program start date to complete their studies.

Progression Requirements

The Academic Standards Policy (AC-2-10) defines Progression Requirements as specific academic requirements, such as courses, that students must meet to remain enrolled in a program. If a student fails to meet a Progression Requirement, MITT will withdraw them from the program.

Table 1: Graduation Requirements

To graduate from the Pharmacy Technician program, a student must meet the following Graduation Requirements:

1. Receive a grade of P (Pass) for the Work Skills Foundations course.
2. Receive a grade of P (Pass) in the following courses:
 1. Intra- and Interprofessional Learning Experiences I (PT-105)
 2. Intra- and Interprofessional Learning Experiences II (PT-205)
 3. Health Care Training Seminar (PT-221)
 4. Keyboarding Seminar (PT-222)
 5. Practicum Preparation Seminar (PT-223)
 6. Student Success Strategies (PT-224)
 7. Pharmacy Calculations Zero Tolerance Tests (PT-226)
 8. Career Preparation Seminar I (PT-227)
 9. Career Preparation Seminar II (PT-228)
 10. Community Pharmacy Work Practicum I (PT-230)
 11. National Qualifying Examination Preparation Seminar (PT-385)
 12. Community Pharmacy Work Practicum II (PT-400)
 13. Institutional Pharmacy Work Practicum (PT-410)
 14. Drug Names Tests (PT-412)
 15. Final Product Verification Zero Tolerance Tests (PT-413)
3. Receive a minimum grade of B (85%) in the following courses:
 1. Pharmaceutical Calculations I (PT-130)
 2. Pharmaceutical Calculations II (PT-140)
4. Receive a minimum grade of B (70%) in all other courses.

Pharmacy Technician Program - Mission, Vision, Values, and Strategic Direction

The MITT Pharmacy Technician Program Strategic Plan outlines its strategic direction for the period of 2020-2024. The Mission, Vision, and Values are the pillars of this plan.

Mission

Create a high-impact learning environment, defined by industry relevant curriculum and differentiated by a quality-centric culture.

Vision

Advance pharmacy technician practice in Manitoba and empower future leaders in the pharmacy technician profession to achieve excellence.

Values

- Academic Excellence and Innovation
- Integrity, Professionalism, and Accountability
- Respect, Inclusiveness, and Dignity
- Collaborative Partnerships
- Sustainability

Strategic Direction

1. Create transformative and differentiated learning experiences
2. Embed partnership-based collaborative learning experiences
3. Foster a culture of quality and accountability
4. Advocate for practice advancements in Manitoba

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Pharmacy Technician Program Progression Map and Mode of Delivery Overview

The following Year 1 and Year 2 tables provide a comprehensive program progression map (including applicable prerequisites) and general scheduling information (which may be subject to change).

Year 1

Course code	Course name and description	Prerequisites (or Program Progression Requirements)	Contact hours	Term	Mode of delivery
PT-110	Introduction to Pharmacy Practice	None	84	Fall	onsite/hybrid
PT-115	Introduction to Microbiology	None	42	Fall	onsite/hybrid
PT-120	Communication Skills for Pharmacy Technicians	None	84	Fall	onsite/hybrid
PT-130	Pharmaceutical Calculations I	None	84	Fall	onsite/hybrid
PT-150	Human Body Systems and Disease States I	None	84	Fall	onsite/hybrid
PT-175	Computer Usage	None	24	Fall	onsite/hybrid
PT-222	Keyboarding Seminar	None	12	Fall	onsite/hybrid
PT-224	Student Success Strategies	None	12	Fall	onsite/hybrid
PT-105	Intra- and Interprofessional Learning Experiences I	None	21	As scheduled	onsite/hybrid
PT-140	Pharmaceutical Calculations II	PT-110, PT-130	84	Winter	onsite/hybrid
PT-160	Human Body Systems and Disease States II	PT-150	42	Winter	onsite/hybrid
PT-170	Culture and Diversity in Canadian Society	PT-110, PT-120	42	Winter	onsite/hybrid
PT-180	Pharmacy Law and Ethics I	PT-110	84	Winter	onsite/hybrid
PT-221	Health Care Training Seminar	None	12	As scheduled	onsite/hybrid
PT-412	Drug Names Tests	PT-110	12	Ongoing, continuous	online/onsite
PT-190	Community Pharmacy Practice I	PT-110, PT-120, PT-130, PT-140, PT-150, PT-160, PT-175, PT-180	42	Spring	onsite/hybrid
PT-200	Community Pharmacy Dispensing Laboratory I	PT-110, PT-120, PT-130, PT-140, PT-150, PT-160, PT-175, PT-180, PT-222	84	Spring	Onsite
PT-210	Institutional Pharmacy Practice	PT-110, PT-120, PT-130, PT-140, PT-150, PT-160, PT-175, PT-180	42	Spring	onsite/hybrid
PT-220	Institutional Pharmacy Dispensing Laboratory	PT-110, PT-120, PT-130, PT-140, PT-150, PT-160, PT-175, PT-180, PT-222	84	Spring	Onsite
PT-227	Career Preparation Seminar I	PT-120, PT-175	9	As scheduled	Online

Course code	Course name and description	Prerequisites (or Program Progression Requirements)	Contact hours	Term	Mode of delivery
PT-223	Practicum Preparation Seminar	PT-105, PT-110, PT-115, PT-120, PT-130, PT-140, PT-150, PT-160, PT-170, PT-175, PT-180, PT-222	6	As scheduled	onsite/hybrid
PT-230	Community Pharmacy Work Practicum I	PT-105, PT-110, PT-115, PT-120, PT-130, PT-140, PT-150, PT-160, PT-170, PT-175, PT-180, PT-190, PT-200, PT-210, PT-220, PT-221, PT-222, PT-223 In addition: - Meet all Pre-Practicum Clearance Requirements - Meet all Additional Training Components	80	Spring	offsite

Year 2

Course code	Course name and description	Prerequisites	Contact hours	Term	Mode of delivery
PT-300	Community Pharmacy Practice II	PT-105, PT-110, PT-115, PT-120, PT-130, PT-140, PT-150, PT-160, PT-170, PT-175, PT-180, PT-190, PT-200, PT-210, PT-220, PT-221, PT-222, PT-223, PT-230	42	Fall	onsite/hybrid
PT-320	Community Pharmacy Dispensing Laboratory II	PT-105, PT-110, PT-115, PT-120, PT-130, PT-140, PT-150, PT-160, PT-170, PT-175, PT-180, PT-190, PT-200, PT-210, PT-220, PT-221, PT-222, PT-223, PT-230	84	Fall	onsite/hybrid
PT-305	Pharmacy Law and Ethics II	PT-105, PT-110, PT-115, PT-120, PT-130, PT-140, PT-150, PT-160, PT-170, PT-175, PT-180, PT-190, PT-200, PT-210, PT-220, PT-221, PT-222, PT-223, PT-230	24	Fall	onsite/hybrid
PT-350	Sterile Extemporaneous Product Preparation	PT-105, PT-110, PT-115, PT-120, PT-130, PT-140, PT-150, PT-160, PT-170, PT-175, PT-180, PT-190, PT-200, PT-	42	Fall	onsite/hybrid

Course code	Course name and description	Prerequisites	Contact hours	Term	Mode of delivery
		210, PT-220, PT-221, PT-222, PT-223, PT-230			
PT-360	Sterile Extemporaneous Product Preparation Laboratory	PT-105, PT-110, PT-115, PT-120, PT-130, PT-140, PT-150, PT-160, PT-170, PT-175, PT-180, PT-190, PT-200, PT-210, PT-220, PT-221, PT-222, PT-223, PT-230	84	Fall	onsite/hybrid
PT-370	Pharmacology for Pharmacy Technicians I	PT-105, PT-110, PT-115, PT-120, PT-130, PT-140, PT-150, PT-160, PT-170, PT-175, PT-180, PT-190, PT-200, PT-210, PT-220, PT-221, PT-222, PT-223, PT-230	84	Fall	onsite/hybrid
PT-226	Pharmacy Calculations Zero Tolerance Tests	PT-105, PT-110, PT-115, PT-120, PT-130, PT-140, PT-150, PT-160, PT-170, PT-175, PT-180, PT-190, PT-200, PT-210, PT-220, PT-221, PT-222, PT-223, PT-230	6	As scheduled	onsite/hybrid
PT-330	Non-Sterile Extemporaneous Product Preparation	PT-105, PT-110, PT-115, PT-120, PT-130, PT-140, PT-150, PT-160, PT-170, PT-175, PT-180, PT-190, PT-200, PT-210, PT-220, PT-221, PT-222, PT-223, PT-230, PT-300, PT-305, PT-320, PT-370	42	Winter	onsite/hybrid
PT-340	Non-Sterile Extemporaneous Product Preparation Laboratory	PT-105, PT-110, PT-115, PT-120, PT-130, PT-140, PT-150, PT-160, PT-170, PT-175, PT-180, PT-190, PT-200, PT-210, PT-220, PT-221, PT-222, PT-223, PT-230, PT-300, PT-305, PT-320, PT-370	84	Winter	onsite/hybrid
PT-380	Pharmacology for Pharmacy Technicians II	PT-105, PT-110, PT-115, PT-120, PT-130, PT-140, PT-150, PT-160, PT-170, PT-175, PT-180, PT-190, PT-200, PT-210, PT-220, PT-221, PT-222, PT-223, PT-230, PT-370	84	Winter	onsite/hybrid

Course code	Course name and description	Prerequisites	Contact hours	Term	Mode of delivery
PT-390	Medication Safety and Risk Management	PT-105, PT-110, PT-115, PT-120, PT-130, PT-140, PT-150, PT-160, PT-170, PT-175, PT-180, PT-190, PT-200, PT-210, PT-220, PT-221, PT-222, PT-223, PT-230, PT-300, PT-305, PT-320, PT-340, PT-350, PT-360, PT-370	42	Winter	onsite/hybrid
PT-228	Career Preparation Seminar II	PT-120, PT-175	15	As scheduled	online/onsite
PT-205	Intra- and Interprofessional Learning Experiences II	PT-105	21	As scheduled	onsite/hybrid
PT-413	Final Product Verification Zero Tolerance Tests	PT-105, PT-110, PT-115, PT-120, PT-130, PT-140, PT-150, PT-160, PT-170, PT-175, PT-180, PT-190, PT-200, PT-210, PT-220, PT-221, PT-222, PT-223, PT-230, PT-300, PT-305, PT-320, PT-340, PT-350, PT-360, PT-370	6	As scheduled	onsite
PT-385	National Qualifying Examination Preparation Seminar	PT-105, PT-110, PT-115, PT-120, PT-130, PT-140, PT-150, PT-160, PT-170, PT-175, PT-180, PT-190, PT-200, PT-210, PT-220, PT-221, PT-222, PT-223, PT-230, PT-205, PT-226, PT-300, PT-305, PT-320, PT-330, PT-340, PT-350, PT-360, PT-370, PT-380, PT-390	30	Spring	onsite/hybrid
PT-400	Community Pharmacy Work Practicum II	PT-105, PT-110, PT-115, PT-120, PT-130, PT-140, PT-150, PT-160, PT-170, PT-175, PT-180, PT-190, PT-200, PT-210, PT-220, PT-221, PT-222, PT-223, PT-230, PT-205, PT-226, PT-300, PT-305, PT-320, PT-330, PT-340, PT-350, PT-360, PT-370, PT-380, PT-385, PT-390, PT-412, PT-413 In addition: - Meet all Pre-Practicum Clearance Requirements - Meet all Additional Training Components	200	Spring	onsite/hybrid

Course code	Course name and description	Prerequisites	Contact hours	Term	Mode of delivery
PT-410	Institutional Pharmacy Work Practicum	PT-105, PT-110, PT-115, PT-120, PT-130, PT-140, PT-150, PT-160, PT-170, PT-175, PT-180, PT-190, PT-200, PT-210, PT-220, PT-221, PT-222, PT-223, PT-230, PT-205, PT-226, PT-300, PT-305, PT-320, PT-330, PT-340, PT-350, PT-360, PT-370, PT-380, PT-385, PT-390, PT-412, PT-413 In addition: • Meet all Pre-Practicum Clearance Requirements • Meet all Additional Training Components	210	Spring	onsite/hybrid

Detailed Course Information

For more detailed course information, refer to the course outlines in MyLearning or the Pharmacy Technician [Course Information](#) page on the MITT website. Course Outlines are available in MyLearning approximately one week prior to the course start date.

Additional Training Components

The Health Care Training Seminar PT-221 includes the following training components, which are requirement for practicum:

- Emergency First Aid and CPR certifications
- Workplace Hazardous Materials and Information Systems (WHMIS) certification
- Violence Prevention Program (VPP) training
- Personal Health Information Act (PHIA) certification

The Program also includes Sterile Validation.

MITT schedules these trainings withing the program structure, coordinates student registration, and posts relevant training details in the PT-PC-GEN course shell in MyLearning.

Students holding a current certificate should discuss a potential waiver with the Academic Coordinator.

Credit Transfer

MITT may consider credit transfer requests for course work completed at another recognized post-secondary institution.

Admitted students must initiative the Credit Transfer Request process immediately on confirmation of admission, and no later than 30 days prior to the program start. Please refer to the Request for Credit Transfer Form for relevant information.

As per CCAPP accreditation direction, MITT cannot recognize prior learning (including credit transfer) for simulation or practice experience courses.

Work Practicum

This two-year program includes two (2) community pharmacy placements and one (1) institutional pharmacy work practicum placement.

All practicums are preceptor-led, with students working under the supervision of pharmacy technicians and/or pharmacists. This unpaid experience provides relevant work experience and develops entry-to-practice competence.

MITT handles all aspects of practicum placements, including site prospecting and finalizing placements based on student, program, and accreditation requirements. Evaluations involve self-assessment, preceptor evaluation, instructor observations, and instructor evaluation.

To ensure eligibility, MITT requires specific pre-practicum clearances (medical and non-medical) as per affiliated practicum partnership agreements.

Pre-Practicum Clearance Requirements

This program requires the following pre-practicum clearance documentation:

- Clear Police Vulnerable Sector Check or RCMP equivalent
- Clear Child Abuse Registry Check
- Clear Adult Abuse Registry Check
- Current, approved immunization record (as per the WRHA Guidelines for Health Care Workers)
- A valid Co-op Work Permit (international students only)

Important: Students should not start any clearance applications or immunizations before the program start date. They should wait for guidance on the process, obtain relevant forms, and **apply on the program specified date** to ensure their clearances do not expire before the practicum end date.

Note: MITT cannot accept Police Clearance documentation completed outside of Manitoba.

PVSC and abuse registry clearances are only deemed valid for a maximum period of six months and must cover the entire Work Practicum duration (e.g., end date). Consequently, returning Year 2 students must submit new pre-practicum clearance documentation as these are annual requirements.

Students are responsible for all costs associated with the pre-practicum clearances.

Work Practicum Documentation Validation - ParaMed Placement Pass

MITT has an agreement with ParaMed to collect and verify students' pre-practicum clearance documentation. This agreement ensures student information is protected in

accordance with privacy laws and ParaMed's terms of use provisions (see <https://www.paramed.com/privacy/>).

Students are responsible for all fees associated with a Placement Pass user account.

ParaMed and MITT hold an orientation session during the first few weeks of the program and this session walks students through the following:

- The mandatory clearance requirements
- The Pre-Placement Health Form
- The associated deadlines
- The documentation submission process

Students who miss stated ParaMed documentation deadlines risk forfeiting practicum eligibility and program continuance.

Potential Pre-Practicum Clearances Issues

MITT reserves the right to prohibit students from participating in a Work Practicum placement if one of the mandatory pre-practicum clearance documents is not cleared. This policy is in place to ensure the safety and integrity of the practicum environments and to comply with industry standards.

Students with potential clearance issues should contact the Program's Academic Coordinator before applying for admission to this program.

COVID Vaccination Requirements

Some pharmacies may require students to:

- Have up-to-date COVID-19 vaccinations.
- Participate in regular COVID-19 testing.

Special Requirements for Sterile and Nonsterile Labs and Institutional Practicum Placements

For the sterile and nonsterile compounding courses and institutional practicum placements, students must comply with the National Association of Pharmacy Regulatory Authorities (NAPRA) standards for conduct of personnel in areas reserved for the compounding of sterile preparations.

In accordance with NAPRA standards, MITT reserves the right to exclude students from sterile and nonsterile compounding activities if they do not meet the following conditions and conduct expectations:

Conditions that could affect preparation quality:

- uncontrolled weeping skin condition

- burns to the skin, including sunburns
- cold sores
- conjunctivitis
- active respiratory infection
- fresh piercings (including facial or dermal piercings and/or implants, microblading)
- other fresh wounds (including tattoos)

Conduct before entering the anteroom:

- remove jewelry (from fingers, wrists, forearms, face, tongue, ears and neck)
- remove cosmetics (including eyelash extensions and semi-permanent/temporary tattoos)
- remove nail application products (including nail polish, shellac, or artificial nails)

MITT expects students to schedule elective procedures with sufficient time before Year 2 sterile and nonsterile labs and institutional practicum placements to ensure their skin has completely healed before beginning these program activities.

To explore potential academic accommodations for non-elective procedures, students should book a meeting with the MITT Accessibility Advisor and the Academic Coordinator. Students with questions regarding this information should contact the Academic Coordinator to clarify. Students may also refer to the information on personnel requirements for sterile and nonsterile compounding in the following NAPRA documents:

[Model Standards for Pharmacy Compounding of Non-Hazardous Sterile Preparations \(2015, revised 2016\)](#)

[Guidance Document for Pharmacy Compounding of Non-Sterile Preparations \(2018\)](#)

Workers Compensation and Liability

All MITT students who participate in an unpaid work practicum are deemed to be workers of the Government of Manitoba and are entitled to Workers Compensation benefits if injured while participating in their work practicum. This provision applies even if the employer is not registered with WCB Manitoba as stipulated in Manitoba Regulation 545/88.

Practicum Hours

CCAPP and MITT require students in accredited programs to meet minimum practice experience hour requirements. Students may need to make up missed practicum time (at the instructor's determination) to fulfill these requirements.

Work practicum shifts are scheduled Monday to Friday, with the following weekly hours:

- Institutional pharmacy placements: 35 hours per week
- Community pharmacy placements: 40 hours per week

Practicum shifts may vary across sites and may include early mornings, late afternoons, evenings, weekends, and/or split shifts.

Confidentiality Agreement Form

Students may be required to sign a Confidentiality Agreement form or equivalent prior to beginning their Work Practicum placement as determined by specific sites.

Transportation

Transportation, accommodation, and travel costs associated with specific practicum sites are each student's responsibility. MITT will do its best to secure quality placement sites that are accessible by public transportation but cannot guarantee convenient placement locations.

Termination of Work Practicum

Work practicums may be terminated by the site or MITT due to:

- Patient safety concerns
- Confidentiality breaches
- Professionalism issues
- Changes in documentation status (e.g., PVSC) that impact practicum eligibility

When a work practicum is terminated for any of the above reasons, it may result in:

1. A course failure
2. Course repeat conditions (defined in the MITT Academic Standards AC-2-10 policy)

To ensure patient safety, MITT reserves the right to require mandatory course audits (see the Course Audit section of this document) for students who need to retake a practicum.

These audits verify:

- Practicum readiness
- Currency of practice knowledge
- Safe patient standards

Before allowing students to reattempt the practicum, MITT ensures they meet these essential requirements.

Program Scheduling Information

Important Academic Dates:

Refer to the [Academic Schedule](#) on the MITT website for:

- MITT Closure Dates (including statutory holidays)
- Academic Schedules and Important Program Dates

Note: MITT closure dates extend to work practicum placements; as such, students will not be scheduled for shifts on statutory holidays and other days when MITT buildings are closed.

Student Schedules

The Pharmacy Technician Program posts the student schedule on MyLearning (in the "Content" area of the PT-PC-GEN course page) approximately one week before the program start date. This program course shell serves both Year 1 and Year 2 students. Be sure to select the schedule for the correct year.

Note: Year 1 students returning for Year 2 should have access to their schedule in late August of the subsequent year.

General Program Delivery Information

The student schedule provides:

- Course-specific start and end dates
- Dates of all academic breaks

Assessment details, including dates, are available in course outlines and in the MyLearning course shell for each class.

Prior to course start date, instructors will communicate course delivery details (e.g., mode of delivery, class location, etc.) to students through MyLearning.

General information:

- Morning classes are from 8:30 to 11:30 a.m. and afternoon classes are 12:30 to 3:30 p.m.
- Lunch break is 11:30 a.m. to 12:30 p.m.
- Each term consists of two 7-week blocks, separated by a Student Success Week.
- Student Success Weeks provide time for academic recovery, preparation and remediation. Campus services remain open during Student Success Weeks.
- The program schedules include 2-week Intersessions (some exceptions apply).
- MITT offers a Year 1 intake and a Year 2 intake each academic year in the Fall term.

Preparing For a Successful Start of the Pharmacy Technician Program

In mid-August, MITT emails incoming Year 1 Pharmacy Technician students the following:

1. A letter from the Program Lead Instructor* to incoming students
2. An Academic Success Checklist for Year 1 students
3. A Student Program Schedule
4. A textbook list

*The Program Lead Instructor strongly encourages students to access and practice the provided math resources to refresh fundamental math skills. By taking the initiative to review basic math concepts, students will be better prepared for the Pharmaceutical Calculations courses (which start the first week of the program). This upfront investment will pay dividends throughout this course. Similarly, students whose typing skills are inadequate at the start of the program may find the expectations for performance challenging to meet and are encouraged to use the typing resources outlined in the letter.

Learning Technology and Technical Requirements

MITT delivers this program in a blended delivery format, which mostly consists of in-person classes with some synchronous or asynchronous online classes. MITT uses a variety of web-based technologies and tools specifically designed to support different learning activities in this program.

To ensure students have the required hardware and software for their studies, they should refer to [About Online Learning | Manitoba Institute of Trades and Technology](#). Students must have a laptop that meets the required specifications.

During their studies, students will have access to the following accounts and tools:

- MITT Student Email account
- MyLearning, a learning management software system
- Free web-based version of Microsoft 365 (including Word, Excel, Outlook, etc.)
- MITT Student Portal account
- Kroll software
- CompKeepr software
- EHR Go™ learning platform
- RxVigilance

Instructors may also use other collaboration and gamification tools to engage and challenge students. In most cases, the instructor will directly issue user accounts.

Preowned Computers and Risks of Outdated Software

Using an outdated operating system or software can disrupt online learning, especially testing. It may cause system crashes, downtime, and browser compatibility issues. With pre-owned computers, students must complete a full factory reset before downloading and installing any software. This ensures they have full administrator rights, allowing them to make changes such as installing or updating software. It is the student's responsibility to ensure their computer meets the technological requirements for this program. Keeping the system updated is crucial for a smooth learning experience.

MITT Student Email

MITT issues a student email account, which can be accessed through: <http://student.mail.mitt.ca>. This email account is the primary communication channel for all important student and academic information.

In email communications to MITT instructors and staff, students should:

- Include their first name, last name and Student ID number.
- Include the course name and course code (e.g., Computer Usage PT-175).
- Provide a brief description of the nature of the inquiry.
- Be proactive in reporting absences or making academic accommodation requests.
- Use their MITT student email for all communication.
- Check their email regularly.

Students having trouble logging into MyLearning or accessing their MITT student email should email mylearning@mitt.ca for support.

MyLearning

MyLearning is an online learning platform. This platform provides students with 24/7 web access to electronic course resources, assessment details, instructor contact information, class location details. MyLearning provides access to course outlines, assessment and grading rubrics, grades, announcements, guidance documents, etc.

Logging Into MyLearning

- Go to mylearning.mitt.ca
- Click on the “Sign in with MITT Email” button
- Log in using student email (<https://login.microsoftonline.com/>) and new password
- Click “yes” to stay signed in if using your own computer. Click “no” if using a public computer.

MyLearning Technical Support

There are **two** main ways students can access MyLearning help.

For technical issues/questions (e.g., MyLearning login or password recovery, student email access, or missing courses in MyLearning):

- Email mylearning@mitt.ca and provide a summary of the nature of the inquiry.

For support on how to use MyLearning:

- **Consult the instructor first** in case the issue is related to a course-specific tool or feature.
- **Use the Virtual Assistant** by clicking the button that appears on the MyLearning pages.
- **Use the D2L Helpdesk** if assistance beyond what the Virtual Assistant can provide is required. This is available 24-7 with how-to-use instructions, videos, and a chat box. Every student should have the D2L Brightspace Support [widget](#) at the bottom of their MyLearning homepage and within courses. [How to access.](#)
- **Refer to the FAQs and video [tutorials](#)** for navigating the Brightspace/MyLearning platform.

Students who do not have access to a course in MyLearning should advise the Academic Coordinator immediately to have this rectified.

MyLearning Course Hubs

MyLearning is a learning resource repository for all courses in the program. This includes the general Pharmacy Technician Program Course (PT-PC-GEN), which contains program information and the Student Schedule.

The Student Schedule includes the names and codes and code for each course. Search for courses in MyLearning using the name or code (e.g., Computer Usage PT-175) to access the course outline and learning resources.

To retrieve Course Outlines from MyLearning using the following steps:

- Login to MyLearning.
- Type the course name (as named in Student Program Schedule) into the search bar on the MyLearning Homepage to locate this course.
- Click on the course name in the drop-down window to open the course home page.
- Click on the Content tab to locate the Course Outline.

Check MyLearning Announcements and your MITT student email for relevant communication.

Microsoft 365

Students should check their personal email (the email included in their MITT application) for login instructions from MITT.

1. Go to student.mail.mitt.ca.

2. Log into MITT email (...@student.mitt.ca) using the default password provided.
3. Use the “Update Your Password form” to enter a new password.
4. Provide a phone number or personal email.
5. Submit the verification code provided to activate the account.
6. Go to Outlook in your Office 365 to access emails.

The Introduction to MyLearning and Online Tools step-by-step tutorial on how to log in to Microsoft Office 365 and MyLearning are found here: <https://mitt.ca/student-services/online-learning-support>.

MITT Student Portal

The Student Portal is academic administrative hub, where students can:

- update contact information
- enter social insurance number (SIN) information for the T2202 tax form
- view final grades
- print an unofficial transcript
- view tuition fee balances
- access the T2202 tax document

The official Letter of Acceptance (LOA) includes Student Portal login credentials. To log into the Student Portal, [click here](#) and access the step-by-step login instructions [here](#). Students having trouble accessing the Student Portal should [use this help form](#). Students are responsible for verifying and updating their contact information in the Student Portal to ensure MITT has current and correct information.

Work Skills Foundations (WSF)

The WSF Program helps students transition into post-secondary studies, develop learning strategies, and build time management skills. It consists of 10 self-directed modules, taking approximately 30 hours to complete at the student’s own pace outside of class. Given the academic rigour of the Pharmacy Technician Program, students are strongly advised to complete the WSF modules early in their studies to avoid a compounded workload closer to the due date.

Completion of the WSF is a graduation requirement for the Pharmacy Technician Program.

Student Orientation

Student Services hosts a New Student Orientation during the first week of the program; orientation includes representatives from the Career Services, Academic and Registrar’s Office departments.

Students will receive an electronic Guide to Orientation approximately 2 weeks before Orientation, which includes Student Services and academic information, as well as a virtual MyLearning tour.

Textbooks

This program requires textbooks, which students are responsible for purchasing prior to the Program start date. This textbook list is posted in MyLearning and on the University of Winnipeg Bookstore website.

MITT partners with the University of Winnipeg Bookstore for textbook sales. Students can purchase textbooks online or in-person through this partnership. Alternatively, textbooks can be bought from publishers or other e-commerce sites, ensuring the ISBN matches the Program Textbook List. Both hard copies and e-books are generally acceptable.

Unauthorized sharing of textbooks is prohibited and subject to MITT's policies on Fair Dealings, Academic Integrity, and Student Discipline.

Program Supplies

Students are responsible for expenses related to items outlined on the [Pharmacy Technician Supply List](#), which include:

- Lab coats
- ParaMed Placement Pass User Account
- EHR Go™ learning platform
- Compkeepr
- ParaMed Placement Pass Service Fees
- Background clearances and immunizations

Preparing for Academic Success

Course Outlines

Course Outlines provide essential information for academic success, including:

- Course descriptions
- Prerequisites and program progression implications
- Learning outcomes
- Course topics
- Student evaluation details

Pharmacy Technician Course Outlines also include course mapping information in compliance with CCAPP accreditation requirements.

Students should:

- Read all Course Outlines to understand individual course requirements
- Seek clarification from instructors at the beginning of the course if needed
- Retain electronic copies of Course Outlines for future academic and professional use

Student Evaluation

Student evaluation measures learning within a course, aligning with course-specific learning outcomes. Assessment may include, but is not limited to:

- Individual and group assignments
- Presentations
- Reflections
- Case studies
- Practice simulations
- Laboratory activities, skills demonstrations, and simulations
- Quizzes, tests, and examinations

Course Outlines identify all evaluation components, weighted grading values, and due dates. MyLearning provides additional guidance, including assessment instructions and grading rubrics.

Instructors post grades and feedback in MyLearning within 5 business days of an assessment due date. Grades are displayed as percentages in MyLearning, and final grades are displayed as letter grades on an official MITT Transcript.

Assessment Weighting and Grading

The MITT Academic Standards Policy (AC-2-10) sets guidelines for student learning evaluation and grading.

Assessment complexity affects weighted value, with higher weighting reflecting:

- Complex reasoning skills and reflective thinking
- Required effort
- Importance of learning objectives
- Industry standards (e.g., zero tolerance expectations)

Instructors use these factors to determine assessment weighting, ensuring a fair evaluation that accurately reflects the significance of each assessment.

Refer to the Student Appeal Policy (AC-2-2) for guidance on grade disputes.

Use of Artificial Intelligence (AI) Tools on Assessment

Artificial intelligence (AI) tools can be valuable learning resources when used appropriately and responsibly.

Students should exercise caution when using these tools for academic purposes and consult their instructor about intended AI use to obtain consent and clarify guidelines. Students who use unauthorized AI in ways that provide unfair academic advantages may face disciplinary action under the MITT Academic Integrity and Student Discipline policies.

Academic Standards

The Academic Standards Policy (AC-2-10) sets the academic requirements students must meet to remain enrolled in or graduate from a program.

This program guidebook includes an overview of important concepts from the policy, such as:

- Academic Probation
- Program Withdrawal
- Academic Suspension

Grade Scale

MITT uses the following grade scale.

Letter Grade	Grade Point Value	Accumulated Evaluation Percentage
A+	4.5	90 – 100%
A	4.0	80 – 89%
B+	3.5	75 – 79%
B	3.0	70 – 74%
C+	2.5	65 – 69%
C	2.0	60 – 64%
D	1.0	50 – 59%
F	0.0	0 – 49%

Maximum Time to Complete

What is the Maximum Time to Complete the Pharmacy Technician Program?

Students have a maximum of four years, starting from their original program start date, to complete the Pharmacy Technician program.

Why does a Maximum Time to Complete Exist?

This time limit balances flexibility for student challenges while ensuring skills remain current to industry standards. Students at risk of exceeding these limits should consult their Academic Coordinator to discuss academic options.

Academic Probation

What is Academic Probation?

The Academic Standards (AC-2-10) policy defines Academic Probation as “a student status that results when a student is identified as being at-risk of unsuccessful program completion.”

A student receives an Academic Probation status when:

1. They fail to achieve a grade that meets Course-Eligibility or Graduation Requirements.
2. An Academic Manager determines they are or may be at risk of not meeting Graduation Requirements.

A student who receives a status of Academic Probation may be:

1. Permitted to continue their studies.
2. Withdrawn from courses where they no longer meet Course-Eligibility Requirements (e.g., prerequisites).
3. Required to follow Conditions for Program Continuance.
4. Charged additional tuition or administrative costs resulting from the Academic Probation, including those associated with Program Continuance provisions (e.g., course repeats).

What is the Purpose of Academic Probation?

The purpose of Academic Probation is to promote program recovery by implementing a structured process to review a student's academic performance, provide referrals to on-campus and off-campus support services (where appropriate), and determine Program Continuance provisions.

Academic Suspension

What is Academic Suspension?

The Academic Standards policy defines an Academic Suspension as “a student status that results in a student being ineligible to continue in post-secondary studies for a period of eight months.

An Academic Suspension occurs when a student:

- Receives a student status of Required Program Withdrawal two or more times.
- Fails the same course three times, or a Work-integrated Learning course two times.

A student who receives an Academic Suspension is:

- Withdrawn from their program, subject to the Withdrawal and Refund Policies.
- Assigned an Academic Suspension status and barred from applying to or studying in any MITT post-secondary program for a minimum period of 8 months.
- Subjected to the tuition refund schedule, based on the start date of the Academic Suspension.

Course Audit

Returning students **can** audit a course they have previously completed. This option allows them to refresh their knowledge and address any potential content gaps.

Course audits do not carry academic credit, and students **do not participate** in any assessment activities.

Program Withdrawal

What is Program Withdrawal?

The Academic Standards (AC-2-10) policy defines a Required Program Withdrawal as an administrative action that results in a college-initiated withdrawal from a program.

An Academic Suspension occurs when a student does not:

1. Meet a Progression Requirement.
2. Fulfill Program Continuance Conditions while on Academic Probation.

A student who receives a Program Withdrawal* is:

1. Withdrawn or dropped from all their courses.
2. Withdrawn from their program.
3. Permitted to apply for Program Re-entry to the same program or admission to another program.
4. Subjected to the Tuition Refund Schedule, based on the effective date of the Required Program Withdrawal.

*In some situations, MITT may initiate a Program Withdrawal without first placing a student on Academic Probation.

Student & Academic Policies

Students are responsible for reviewing and complying with all Student and Academic Policies (which are found on <https://mitt.ca/about-mitt/mitt-policies>).

Academic Integrity

The Academic Integrity Policy (AC-1-4) outlines academic integrity standards and defines what constitutes academic misconduct. The Student Discipline Policy (AC-1-8) specifies disciplinary action and penalties MITT may impose on students found to have committed academic misconduct.

Accessibility

MITT is committed to creating a learning environment that meets the needs of its diverse student body. If a student has a disability, or thinks they may have a disability, it is strongly recommended that they meet with the Accessibility Student Advisor. More information about Accessibility Services, including contact information, can be found at www.mitt.ca/student-success/accessibility-services.

If a student does not have a documented disability, the MITT Student Services department provides other support services, including the Learning Specialist advisor and clinical support.

Student Concerns and Appeals

If a student wishes to address:

1. an **administrative concern** (e.g., admissions, facilities, or finance), they are encouraged to discuss this directly with the respective department or representative. If unresolved, they can escalate the concern to the respective department supervisor.
2. An **academic concern** (e.g., assessment or instruction), they are encouraged to discuss this directly with the respective instructor. If unresolved, they can escalate the concern to their Academic Coordinator.

Refer the [Student Appeals \(AC-2-2\)](#) policy or speak with a Student Advisor to learn more about the MITT appeals process.

Respectful Learning and Working

MITT is committed to a collegial work and learning **environment** that fosters equity, diversity and inclusion (see the Respectful Workplace, Harassment Prevention, and Non-Discrimination (CC-2))

Program-Specific Policies

The Pharmacy Technician program has the following program specific policy:

- Pharmacy Technician Program Student Code of Conduct

Technology Requirements

Online Tools

A variety of web-based technologies and tools may be used throughout this program, such as MyLearning, the Student Portal, and Microsoft 365. To be successful in their studies students will need to learn about, and become familiar with, these tools.

Information about these tools, including how-to guides on how to access them, can be found on the *About Online Learning* webpage: <https://mitt.ca/about-online-learning>

Technical Support for Students

Information on how to access technical support for various web-based technologies and tools can be found on the Student Accounts and Logins FAQ webpage: <https://mitt.ca/current-students/student-accounts-and-logins-faq>

Cameras and Recording Devices

Unless otherwise indicated, online class sessions are not recorded for later viewing. Students should ensure they have a way to take notes. To comply with MITT policies and to protect student and instructor privacy, cameras and other recording devices are not to be used by students, unless authorized by the course instructor.

Campus Safety, Health, and Wellness

Workplace Safety, Health, and Wellness

MITT is committed to providing a safe and healthy environment that focuses on wellness for those who work, study and visit MITT.

At a minimum, MITT complies with all federal or provincial legislation and regulations pertaining to Workplace, Safety and Health. MITT acknowledges its duty and responsibility to ensure that every reasonable precaution is taken to ensure a safe and healthy environment.

MITT recognizes that safety, health and wellness is a shared responsibility where everyone has a responsibility to be aware of and conduct themselves in accordance with the law and applicable MITT policies. All members of the MITT community have a role to play in creating and maintaining a safe and healthy working and learning environment.

Class Cancellation

There may be instances where MITT or a course instructor needs to cancel class or move a class online. In the event of class cancellations due to campus closures resulting from inclement weather or emergency circumstances, MITT will communicate this information to students through the MyLearning announcement systems.

Scheduled Examinations and Inclement Weather Closures

MITT reserves the right to defer a scheduled exam to an alternative date in the event of a campus closure due to inclement weather. In such circumstances, the course instructor will communicate the alternative exam arrangements to students with as much advance prior notice as possible. MITT reserves the right to reschedule an exam in such circumstances to a date during intersession or another break period if required.

Evacuation

There may be emergency situations that necessitate the evacuation of a facility. In such instances, MITT will activate a fire alarm or use its announcement system to communicate this information to occupants of the building.

If an alarm or announcement sounds, follow the steps below:

- Proceed to the designated fire exit calmly.
- Follow any instructions by the Fire Wardens or MITT security personnel.
- Move to the designated muster point and await further instructions.
- Re-enter the building after the “all clear” directive.

Lockdown

In emergency situations requiring facility lockdowns, including classrooms, MITT will use its announcement system to communicate this information. If you hear a lockdown announcement, treat the threat as real and follow the steps below.

- Lock the door.
- Barricade and secure doors to delay or prevent entry to the room.
- Turn out the lights and move out of sight.
- Remain as quiet as possible.
- Be prepared to react to an intruder should they gain access to the room as a last resort.
- Await police arrival and follow their commands once they enter the building.
- Do not open the door to anyone, wait for the door to be opened by the police.
- Walk quickly and place your arms over your head, ensuring your hands are empty.

Campus Life

Student Services

The MITT Student Services team provides academic, personal, and career support to future and current students. Students are encouraged to meet with an advisor whenever they need help or have questions about how to be successful in their MITT program.

To learn more, refer to the Student Services webpage: <https://mitt.ca/student-services>.

Career and Employment Services

The MITT Career and Employment Services team works with students to prepare them for meaningful careers and connects graduates with employers, which includes:

- Resume and cover letter review
- Interview preparation
- Job search
- Career exploration

To learn more, refer to Career and Employment Services webpage: <https://mitt.ca/career-and-employment-services>

Student Life

The MITT Student Life team of staff and volunteers deliver a wide range of on-campus and online opportunities for students to connect with employers, make friends, build their work skills, and gain professional experience while at MITT.

Student Life works year-round to facilitate student and staff-led events, activities, and student groups to learn about other cultures, build community, and to network with future colleagues and employers.

To learn more, refer to the Student Life webpage: <https://mitt.ca/student-life>

Food Services

Food services are available at the Henlow, Pembina, and Scurfield campuses:

The Pembina Campus offers:

- Grab-and-go food options
- Hot and cold beverages
- Onsite microwaves and vending machines

Public Transportation

All MITT campuses are accessible by public transportation. Route information is available on Winnipeg Transit's website: <https://winnipegtransit.com/>

Students can buy a peggo card (bus pass) directly from MITT. A valid student ID card must be shown at the time of purchase. Peggo cards are available for purchase at the Henlow and Pembina campuses.

Parking

Daily and monthly parking passes are available for the following campuses:

- 130 Henlow Bay
- 7 Fultz Boulevard
- 1551 Pembina Highway

For more information please visit: <https://mitt.ca/parking>

Good Luck

We are excited to have you begin this educational journey towards becoming a pharmacy technician. Get ready to develop expertise in medication dispensing, inventory management, patient communication, and so much more. Welcome to the first step toward making a positive impact as a pharmacy technician!