



# 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 Manitoba's public college of choice, connecting learners from all backgrounds with accessible, industry-driven education that fuels career success and contributes to the province's economy, communities, and innovation ecosystem.

## Vision

To be recognized as a leader in developing and delivering inclusive, student-centred, future-focused learning that fosters personal and professional excellence, strengthens Manitoba's workforce, and contributes to a stronger, more innovative province.

## Guiding Principles

MITT's strategy is grounded in guiding principles that shape our decisions, culture, and growth. These values are embedded across all strategic priorities:

**Collaboration and Partnerships:** We build strong, reciprocal relationships with industry, government, and communities.

**Equity, Diversity, and Inclusion (EDI):** We foster an accessible, inclusive, and culturally responsive environment for all.

**Fiscal Responsibility and Organizational Resilience:** We maintain sustainable practices to ensure long-term success.

**Industry Responsiveness and Agility:** We adapt quickly to changing workforce and societal needs.

**Technology as an Enabler:** We use technology to enhance learning, operations, and organizational effectiveness.

## 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 faculty and staff, I am excited to extend a warm welcome as you start your journey here at MITT. As the Dean, Health, Hospitality, Human Services and Post-Graduate Studies, it is my privilege to welcome 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. We strive to create an environment that fosters academic excellence, personal growth, and the exploration of innovative ideas.

I hope your time at MITT is one of immense growth, memorable experiences, and the beginning of lifelong connections. 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

## 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!

## Academic Department Information

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

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 reflect 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:

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

Curtis Aab	Dean	<a href="mailto:curtis.aab@mitt.ca">curtis.aab@mitt.ca</a>
David Noorden	Program Manager	<a href="mailto:david.noorden@mitt.ca">david.noorden@mitt.ca</a>
Colleen Little	Academic Coordinator	<a href="mailto:colleen.little@mitt.ca">colleen.little@mitt.ca</a>
Jennifer Buffie	Lead Instructor	<a href="mailto:jennifer.buffie@mitt.ca">jennifer.buffie@mitt.ca</a>
Alysha Buck	Faculty	<a href="mailto:alysha.buck@mitt.ca">alysha.buck@mitt.ca</a>
Kellee Cameron	Faculty/Lab Assistant	<a href="mailto:kellee.cameron@mitt.ca">kellee.cameron@mitt.ca</a>
Emelié Gillingham	Faculty	<a href="mailto:emelie.gillingham@mitt.ca">emelie.gillingham@mitt.ca</a>
Ashley Sus	Faculty	<a href="mailto:ashley.sus@mitt.ca">ashley.sus@mitt.ca</a>
Karla Vaquerano	Faculty	<a href="mailto:karla.vaquerano@mitt.ca">karla.vaquerano@mitt.ca</a>
Ramandeep Sandhu	Lab Assistant	<a href="mailto:ramandeep.sandhu@mitt.ca">ramandeep.sandhu@mitt.ca</a>
	Work Integrated Learning Officer	

## 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, spanning 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 (CPTEA).

As graduates of a CCAPP-accredited program, students are eligible to pursue listing with the College of Pharmacists of Manitoba (CPhM). For more information, refer to the “Domestically Educated Pharmacy Technician Graduate (DEPTG)” section of the CPhM website.

**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.

## Program Delivery

This program is delivered at the Pembina campus, located at 1551 Pembina Hwy.

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

The MITT Pharmacy Technician Program Strategic Plan provides an outline of its strategic direction for the period of 2025-2030. The Mission, Vision and Values are the pillars of this plan.

### MISSION

Create innovative learning experiences that develop exceptional pharmacy technicians, defined by quality and patient centric excellence.

### VISION

Advance pharmacy technician practice standards in Manitoba.

**VALUES:**

- Innovation and Excellence
- Quality-Driven Education
- Patient-Centered Care
- Professionalism and Accountability
- Respect and Inclusivity

**STRATEGIC PRIORITIES:**

1. Innovative and Differentiated Learning Experiences
2. High-Quality Experiential Learning Experiences through Collaborative Industry Partnerships
3. Robust Quality Assurance

## Courses

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	Contact hours	Term	Mode of delivery
PT-105	Intra- and Interprofessional Learning Experiences I	None	21	As scheduled	onsite/hybrid
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-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	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	84	Spring	onsite
PT-227	Career Preparation Seminar I	PT-120, PT-175	9	As scheduled	online

Course code	Course name and description	Prerequisites	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	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-223 In addition: <ul style="list-style-type: none"> <li>Meet all <a href="#">Pre-Practicum Clearance Requirements</a></li> <li>Meet all <a href="#">Additional Training Components</a></li> </ul>	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-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-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-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-210, PT-220, PT-221, PT-223, PT-230	42	Fall	onsite/hybrid
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-223, PT-230	84	Fall	onsite/hybrid

Course code	Course name and description	Prerequisites	Contact hours	Term	Mode of delivery
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-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-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-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-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-223, PT-230, PT-370	84	Winter	onsite/hybrid
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-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-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-223, PT-230, PT-205, PT-226,	30	Spring	onsite/hybrid

Course code	Course name and description	Prerequisites	Contact hours	Term	Mode of delivery
		PT-300, PT-305, PT-320, PT-330, PT-340, PT-350, PT-360, PT-370, PT-380, PT-390			
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: <ul style="list-style-type: none"> <li>Meet all <a href="#">Pre-Practicum Clearance Requirements</a></li> <li>Meet all <a href="#">Additional Training Components</a></li> </ul>	200	Spring	onsite/hybrid
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: <ul style="list-style-type: none"> <li>Meet all <a href="#">Pre-Practicum Clearance Requirements</a></li> <li>Meet all <a href="#">Additional Training Components</a></li> </ul>	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 Compounding Validation.

MITT schedules these trainings within the program structure, coordinates student registration, and posts relevant training details in the PT-221 course shell in MyLearning. Students holding a current certificate should discuss a potential waiver with the program Lead Instructor.

## Credit Transfer

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

Admitted students must initiate 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.

## Course and Program Schedule

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 serves both Year 1 and Year 2 students; be sure to select the schedule for your corresponding year.

The student schedule provides:

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

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

Assessment dates and details are available on course outlines and in the MyLearning course shell.

### General information:

- Morning classes are from 8:30 to 11:30 a.m. and afternoon classes are from 12:30 to 3:30 p.m.
- Lunch break is from 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.
- 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 for the Pharmacy Technician program.

### **Class Cancellation**

There may be instances in which MITT or an instructor must cancel class or move a class online. MITT will communicate this information to students through the MyLearning announcement system.

### **Scheduled Examinations and Inclement Weather Closures**

MITT reserves the right to defer a scheduled exam or other assessment 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 assessment arrangements to students with as much advance notice as possible.

MITT reserves the right to reschedule an assessment in such circumstances to a date during Intersession or another break period if required.

## 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.”

### 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.

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

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

## Progression Requirements

### 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.

## Work Experience Requirements

### Work Experience

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

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

MITT manages 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 observation, and instructor evaluation.

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

### Pre-Practicum Clearance Requirements

The Pharmacy Technician Program requires the following pre-practicum clearance documentation:

- Clear Policing Vulnerable Sector Check (PVSC) or RCMP equivalent
- Clear Child Abuse Registry Check
- Clear Adult Abuse Registry Check
- Current, approved immunization record (as per Winnipeg Regional Health Authority requirements)
- A valid Co-op Work Permit (international students only)

**Important:** Students should not begin 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. Review ParaMed's privacy policy and terms of use at [Privacy - Paramed](#).

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

## Potential Pre-Practicum Clearance Issues

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

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

## Special Requirements for Sterile and Non-sterile Labs and Institutional Practicum Placements

For the sterile and non-sterile compounding courses and institutional practicum placements, students must comply with the National Association of Pharmacy Regulatory Authorities (NAPRA) requirements for conduct of personnel in such areas.

In accordance with NAPRA standards, MITT reserves the right to exclude students from sterile and non-sterile 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)
- other fresh wounds (including tattoos, microblading)

### 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, and artificial nails)

MITT expects students to schedule elective procedures with sufficient time before Year 2 sterile and non-sterile labs and institutional practicum placements to ensure their skin has completely healed prior to 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 for clarification. Students may also refer to the information on personnel requirements for sterile and non-sterile compounding in the relevant NAPRA documents.

## 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.

Practicum shifts may vary by site and can include early mornings, late afternoons, evenings, weekends, and/or split shifts. Students may be scheduled for up to:

- 35-40 hours per week for *institutional pharmacy placements*
- 40 hours per week for *community pharmacy placements*

## 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 and Accommodation

Transportation, accommodation, and associated costs for 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, abuse registry) 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 Policy (AC-2-10))

MITT may encourage re-entry students to audit select courses to refresh knowledge, enhance practicum readiness, and meet safety standards before reattempting a practicum course.

# Academic Standards

The Academic Standards Policy (AC-2-10) sets out 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

## 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; or
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 (AC-2-10) 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 student status of Required Program Withdrawal two or more times; or

- fails the same course three times, or a work-integrated learning course (work practicum) 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.
- Subject to the tuition refund schedule, based on the start date of the Academic Suspension.

## 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:

- meet a Progression Requirement; or
- fulfill Program Continuance Conditions while on Academic Probation.

A student who receives a Program Withdrawal\* is:

- Withdrawn or dropped from all their courses.
- Withdrawn from their program.
- Permitted to apply for Program Re-entry to the same program or admission to another program.
- Subject 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.

## 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.

## 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.

## Student & Academic Policies

Students are responsible for reviewing and complying with all Student and Academic Policies. MITT's policies are listed on the college website: [Policies - MITT](#)

### 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 population. 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 [Accessibility Services - MITT](#)

If a student does not have a documented disability, remember that other support services, including the Learning Support advisor, peer tutors, and clinical services are available through MITT Student Services.

### 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 employee. If unresolved, they should bring the concern to the appropriate 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 should bring 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.

### Student Conduct

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)).

Policies that relate specifically to student conduct include:

- Student Behaviour (AC-1-1)
- Student & MITT Expectations (AC-1-2)
- Drug and Alcohol (AC-1-5)

- MITT Computer and Telecommunications Usage (IT-1)
- Sexual Violence (SV-1)
- Workplace Safety, Health, and Wellness (WSH-1)

### **Program-Specific Policies**

The Pharmacy Technician program has the following program specific policy:

- Pharmacy Technician Program Student Code of Conduct

## Preparing for Academic Success

Course outlines provide essential information for academic success, including:

1. Course descriptions
2. Prerequisites
3. Learning outcomes
4. Course topics and schedule
5. Student evaluation details

Pharmacy Technician course outlines also include course mapping information to comply with CCAPP accreditation requirements.

Students are required to:

1. Read all course outlines to understand individual course requirements
2. Seek clarification from instructors at the beginning of the course if needed
3. Retain electronic copies of course outlines for future academic and professional use

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 begin the first week of the program). This upfront investment will pay dividends throughout this program. 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.

### Student Evaluation

Student evaluation measures learning within a course, aligning with course-specific learning outcomes. Assessment strategies include, but are 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 evaluation item's 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

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 for errors 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.

## Textbooks

Year 1 students **must purchase required textbooks before the program begins**. The textbook list is available on MyLearning and the University of Winnipeg Bookstore website.

MITT partners with the University of Winnipeg Bookstore for textbook sales, available both online and in-person. Students may also buy books from publishers or other retailers, as long as the International Standard Book Numbers (ISBNs) match. Both print and digital formats are generally accepted.

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

## Language Use

In this program, the language used in learning activities (e.g., lectures, group activities, class discussion, and demonstrations, etc.) and assessments (e.g., assignments, tests, etc.) is English. To support an inclusive learning environment in this program, students are expected to speak in a common language so everyone can participate equally.

## Working in Laboratory Spaces

### Safety

Students are required to always follow all safety requirements. Non-compliance may result in being required to leave the laboratory area. A student who comes to class unprepared will not be allowed to participate and will be marked absent.

## Technology 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 the MITT [Technology Resources](#) webpage. Students must have a laptop that meets the required specifications.

During their studies, students will have access to the following accounts and subscriptions (see supply list for details):

- 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
- BCE™ Pharma® QUESS™ 360
- Dalhousie University Pharmacy Technician Administration of Drugs by Injection Online Program
- 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.

## Technical Troubleshooting Support for Students

Useful Information and links for accessing technical troubleshooting supports can be found on the MITT [Technology Resources](#) webpage.

## MyLearning Program Course Hub

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

## 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.

### **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 will face disciplinary action under the MITT Academic Integrity and Student Discipline policies.

## 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 [Student Services - MITT](#).

### Career and Employment Planning Services

The MITT Career and Employment Planning Services team works with students to prepare them for meaningful careers and connects graduates with employers. The Career and Employment Services team helps current students and alumni with:

- resume and cover letter review
- interview preparation
- job search
- career exploration

To learn more, refer to Career and Employment Planning Services webpage: [Career and Employment Planning - MITT](#)

### 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 on the [Student Services - MITT](#) webpage.

### Food Services

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

**Henlow Campus:** The Bridge Café offers hot breakfast, lunch, and afternoon snacks, including grab-and-go items and hot and cold beverages.

**Pembina Campus** offers through vending machine options:

- Grab-and-go food
- Hot and cold beverages



## 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

Paid parking is in effect at all times of the day at all MITT campuses. Parking is \$25/month with Impark or \$5/day with hangTag.

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

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

To learn more, please visit Parking information on the [Campus Information - MITT](#).

## Knowledge Check

**To be successful in your program, you should be able to answer the following questions:**

1. How many courses are in my program?
2. What is a course outline? Where are course outlines posted?
3. What are the minimum grades needed to pass the courses in my program?
4. What is a course prerequisite? Which courses have prerequisites? What are those prerequisites? What happens if a student does not meet a prerequisite?
5. What is a Graduation Requirement? What happens if a student does not meet a Graduation Requirement?
6. What is a Progression Requirement? What happens if a student does not meet a Progression Requirement?
7. What can I do prior to program start to help me succeed in math and typing?
8. What are the requirements to go on the work practicum placements
9. What is Academic Probation? What causes Academic Probation?
10. What is a Program Withdrawal? What causes a Program Withdrawal?