

## PTU: Technician Training Supervisor Guide

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

### SUPERVISION

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

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

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

### COURSEWORK PROGRESS AND SCORES

Each week, run the progress reports available to review the program progress of students. The reports will identify how students are tracking to program completion. The Progress: Course Progress Per Student report can also be used to review a learner’s completion status for any *PTU* course.

*PTU* quizzes require a score of at least 80% to pass. Students have three attempts to pass a quiz. In the event a quiz is not passed within the three allowed attempts, the training supervisor will remediate with the student on the failed topic and document the session. It’s the training supervisor’s discretion to allow an extra attempt on the quiz, if the student has shown competence in the previously failed topic.

### WEEKLY DISCUSSIONS

Each week, set aside at least 30 minutes to have a discussion/review session with the student or group of students. Celebrate the success and progress each student has made in the program. Looking at the Progress: Course Progress Per User report, select a course each student has recently completed to discuss the content, and allow them to ask questions. Use this time to compare the content they learned from *PTU* to specific pharmacy policies and procedures.

Example questions to ask students regarding course content:

1. What was one thing you didn’t know before, that you learned in this course?
2. What areas did you find confusing or could use more explanation on?
3. Tell me one topic area you were excited about learning.

4. What questions do you have for me?
5. How can you take the information you learned in the course and apply it to this pharmacy?

## PHARMACY TECHNICIAN AND TECHNICIAN TRAINEE DUTIES

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

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

## CONTENT

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

- a) Logging in as a student to review the overall program and related syllabus
- b) Searching for any course using the "Search" tab to review a specific course and the related materials.
- c) Reach out to TRC at [contactus@trchealthcare](mailto:contactus@trchealthcare) to request a copy.