



Registration and Membership (Licensing) Guidelines for University of Saskatchewan Graduates (2019)

To practise pharmacy in Saskatchewan, a candidate must be registered and licensed with the Saskatchewan College of Pharmacy Professionals (SCPP).

After being conferred the **BSP degree** on June 6, 2019, graduates become eligible for registration with SCPP, the regulatory authority for pharmacists, pharmacy technicians and pharmacies in Saskatchewan. SCPP membership **is subject to approval by SCPP** and is pursuant to *The Pharmacy and Pharmacy Disciplines Act*, all guidelines and the SCPP Administrative and Regulatory Bylaws. The SCPP membership year is from **July 1 – June 30 annually**. Registration and membership occurring after April 1 yearly is valid until June 30 of the following year.

The SCPP website (www.saskpharm.ca) provides online registration and membership and acts as a service centre for members. To access your member profile, select MEMBER LOGIN on the website's homepage using the credentials provided to you by the SCPP office. **You may submit your application before June 6, 2019, but it will not be processed until you have officially been awarded your degree.**

Prior to Completing the Application

Ensure that acceptable **malpractice insurance** has been obtained and **is in place and effective on or before the first day of employment as a pharmacist** (Conditional Practising or Practising member) and effective for the balance of the 2019-2020 membership year (ending June 30, 2020). It is your responsibility to ensure that the malpractice insurance meets the SCPP bylaw requirements (review malpractice insurance requirements on page 5 & 6 below). **Malpractice insurance must be purchased separately; it is not included with SCPP registration and membership.** Insurance options include membership with the advocacy body, the Pharmacy Association of Saskatchewan (PAS) at 306-359-7277, the Canadian Society of Hospital Pharmacists (CSHP) at <http://www.cshp.ca> or any provider offering malpractice insurance that meets our bylaw requirements.

Registration/Membership Fees

Fees can be paid in the online application securely by credit card. Cheques are also an acceptable form of payment.

Registration (SK Grad) Membership:	\$ 300.00 + \$15.00 GST	=	\$ 315.00
Conditional Practising or Practising	\$1,275.00 + \$63.75 GST	=	<u>\$1,338.75</u>
(fees are subject to change April 1, 2020)			<u>\$1,653.75</u>

Within the online application, a candidate is:

- applying for initial registration with SCPP
- applying for 2019-2020 Conditional Practising or Practising Membership
- confirming acceptable malpractice insurance – if insurance is other than PAS, submit proof to SCPP by fax or email
- declaring Canadian Citizenship status
- submitting data for the Canadian Institute for Health Information (CIHI)
- submitting payment by credit card or receiving an invoice for payment for registration and membership if paying by cheque

As a new BSP graduate, there are two options for registration with SCPP within the one-year time limit for registration:

Conditional Practising Membership 2019-2020

Prior to receiving notification of successful completion of the PEBC Qualifying Examination, a candidate may register as a Conditional Practising Member with SCPP **providing** they have a place of employment in Saskatchewan and are supervised by a licensed pharmacist.

Please review the Conditional Licensure Guidelines attached.

Upon submission of proof of holding a Certificate of Qualification from PEBC (see below) and approval by SCPP, conditions will be removed and membership will be converted to Practising. There is no extra fee for this conversion. Please provide your proof by email to info@saskpharm.ca or by fax to 306-584-9695.

Practising Membership 2019-2020

If you have successfully completed the PEBC Qualifying Examination, a candidate may register directly as a Practising Member with SCPP. Please provide proof of PEBC Certification (see below) by email to info@saskpharm.ca or by fax to 306-584-9695. This proof is required before the application will be processed.

PROOF OF PEBC QUALIFICATION REQUIRED

SCPP REQUIRES EITHER:

1. A copy of the letter from the PEBC indicating successful completion along with your new PEBC Registration number;
- OR
2. A **one-page snapshot** from the 'Registration List' on the [PEBC website](#) that contains both your PEBC Identification Number and your new PEBC Registration Number **side-by-side** PLUS a copy of a PEBC receipt (with picture) to cross-reference the Identification Number to your name.

Additional Information

1. Application must be submitted in advance of when the licence is required. Allow a minimum of 3-4 business days for processing/approval.
2. **You may not begin to practise until the SCPP office contacts you by email** to advise that your membership is approved and provides you with your SCPP membership number.

Time Limit for Registration

There is a **one-year time limit** for registration from the date the BSP degree is obtained. After expiration of the time limit, the candidate is subject to different requirements (see bylaws below).

- If unsuccessful in completing PEBC Qualifying Examination within the time limit, Conditional Practising Members may request, in writing, an extension by the Registrar or SCPP Council, depending on the member's circumstances. Contact SCPP for further information on this process.

CONDITIONAL LICENSURE

Guidelines for Conditional Licensees and Supervising Pharmacists

The curriculum of the College of Pharmacy and Nutrition, University of Saskatchewan, is accredited by the Canadian Council for the Accreditation of Pharmacy Programs (CCAPP). The accreditation standards are based upon the competencies for entry to practice developed by the National Association of Pharmacy Regulatory Authorities (NAPRA). Thus, accreditation means that the program achieves educational outcomes consistent with officially recognized NAPRA competencies at entry to practice. The curriculum includes a Structured Practice Experiences Program (SPEP) that requires pharmacy students to undertake practice experience during each of the four years of study as part of the curriculum to qualify for the Bachelor of Science in Pharmacy. Because graduates of 2003 and beyond have completed this program, they have demonstrated having met those competencies that can best be assessed in a structured practice experience. This provides sufficient reason to believe that graduates from accredited programs possess these competencies, which are verified when they pass both the written and objective structured clinical examination (OSCE) formats of the PEBC. Therefore, post-graduate internship is no longer required.

The bylaws authorize that U of S pharmacy graduates be granted a “Conditional Practising” membership, so that they may practise under the supervision of a licensed Saskatchewan pharmacist prior to receiving their Certificate of Qualification from PEBC. The supervising pharmacist assumes responsibility for the licensee and determines the level of supervision required based on the licensee’s abilities and level of performance. Other conditions include that the licensee:

- is not eligible to be named as a practising member who will have the management of a pharmacy, nor can the licensee be a director of a corporation holding a pharmacy permit;
- is not eligible to nominate, vote or hold office with the Saskatchewan College of Pharmacy Professionals;
- is not eligible to have signing authority for the purchase of Narcotics, Controlled or Targeted Substances.

Frequently Asked Questions

1) Who is responsible for the “Conditional” Licensee?

Ultimately, it is the pharmacy manager, unless the manager has expressly delegated that responsibility to other pharmacist(s) and that person(s) has agreed.

2) Can the “Conditional” Licensee practise as a pharmacist?

Yes, the licensee can perform all of the functions of a licensed pharmacist as determined by the supervising pharmacist.

3) Is the “Conditional” Licensee still an intern?

No, the licensee is a pharmacist and may use that title. The only difference is that a licensed pharmacist accepts responsibility for the licensee until the licensee provides evidence of passing the PEBC. At that time, the conditions on the licence are removed and the licensee is granted all of the privileges of a licensed pharmacist.

4) How closely must I supervise the “Conditional” Licensee? Can the licensee practice alone?

Supervision can range from “immediate” where the pharmacist is present and physically observes and checks each action of the licensee, to “remote” where the pharmacist is not present, but is available for consultation, for example via telephone, when required by the licensee. The degree and nature of supervision depends upon the ability of the licensee and familiarity with the pharmacy.

If the responsible pharmacist is satisfied that the licensee can manage on their own, the licensee may practise alone. A “Conditional Licensee” practising alone is **NOT** practising independently because another pharmacist accepts responsibility for their actions.

5) Does my, or my pharmacy’s liability insurance cover the “Conditional” Licensee?

That will depend upon the policy. However, the licensee is required to obtain personal malpractice insurance like any other practising and licensed member.

6) How are “Conditional” Licensees identified?

The term “Conditional” will appear on the licence.

7) When are the conditions on the licence removed and is there a fee?

They are removed when the licensee provides the SCPP office with evidence that the candidate holds a Certificate of Qualification from the Pharmacy Examining Board of Canada (PEBC). No additional fee is charged.

8) What happens if the licensee does not pass the PEBC?

The conditions on the licence remain until June 30 of the year following convocation when the annual licence expires, or as otherwise directed by Council.

SCPP BYLAWS – EXCERPTS – REGISTRATION, MEMBERSHIP, INSURANCE

Part C.3.1 University of Saskatchewan Pharmacy Graduates

3(1) Any person having been granted the degree of Bachelor of Science in Pharmacy from the University of Saskatchewan in or after 2003 and thereafter may register as a conditional practicing member upon completing the internship requirements pursuant to sections 2 and 3 of Part B, completing the prescribed form, paying the prescribed fee(s) and providing evidence of meeting the language proficiency requirements as set by Council until such time as he provides evidence of holding a Certificate of Qualification from the Pharmacy Examining Board of Canada.

(2) Application for registration as a member must be made within one year after the applicant has obtained the degree referred to in section 3(1) of Part C, but under extenuating circumstances Council may extend this time limit according to the terms and conditions prescribed by Council.

Part E Memberships - Pharmacists

E.1 Practicing Member

1 Any member who wishes to practice must be registered as a practicing member. Where the person is applying for membership as a licensed pharmacist, he shall be granted a licence to practice and may use the title "licensed pharmacist".

Continuing Professional Development and other Privileges

2 Practicing members:

- (a) must meet any continuing professional development requirements that are from time to time prescribed by Council;
- (b) may nominate, vote and hold office; and
- (c) may participate in other programs and services offered by the College.

E.2 Conditional Practicing Member

1 Any member who wishes to practice under a conditional practicing membership is subject to the following:

- (a) he is not eligible to be named as the practicing member who will have the management of a pharmacy; nor can he be a director of a corporation holding a pharmacy permit;
- (b) he is not eligible to nominate, vote or hold office with the College; and
- (c) he is not eligible to have signing authority for the purchase of Controlled Substances.

Length of Membership

2 A conditional practicing membership is valid to June 30th of the year following the completion of the curriculum requirements to become a licensed pharmacist or until such time as the member provides evidence of holding a Certificate of Qualification from the Pharmacy Examining Board of Canada.

Forms and Fees

3 A conditional practicing licence will be issued in a manner or according to the procedures specified by the Registrar including completing the required forms and paying of the prescribed fee(s).

Appeals

4 To appeal the one-year term of a conditional practicing membership the member must receive Council approval, in accordance with the terms and conditions prescribed by Council.

Supervision

5 While holding a conditional practicing licence the member must be under the supervision of a licensed pharmacist.

Notification of PEBC

6 The member holding a conditional practicing licence must notify the College when he has been granted the Certificate of Qualification from the Pharmacy Examining Board of Canada, requesting the removal of the conditional restriction on the practicing licence in a manner or according to the procedures specified by the Registrar.

E.9 Licences

Requirements

1 No licence shall be issued until the prescribed application form(s), the prescribed practicing membership fee(s), together with any applicable surcharge, and all arrears of the applicant, shall have been remitted to the office of the Registrar and the applicant shall have successfully complied with the continuing professional development requirements prescribed by Council.

Unpaid Annual Fees

2 The name of any member whose prescribed annual fee(s) or applicable surcharge is unpaid after June 30th, in any year, shall be removed from the register and he shall lose the privileges conferred upon him by the Act but he may, subject to sections 1 and 2 of Part E.8 be reinstated upon payment of the prescribed membership and prescribed reinstatement fee(s).

Written Application

3 Every applicant for a practicing membership will make this application to the Registrar in writing, giving the following information:

- (a) whether he is an owner, pharmacy manager, staff pharmacist;
- (b) the address to which notices are to be sent;
- (c) the address of the pharmacy, location or site in which he will practice his profession;
- (d) a statement showing his accomplishments in continuing professional development during the twelve-month period prior to July 1st of the membership year for which a licence is required. To be eligible for practicing membership without a surcharge, subject to meeting other licensing requirements, continuing professional development requirements must be met on or before June 1st in each year; and
- (e) any other information that the Registrar, acting in his discretion, requires to be satisfied that the applicant meets the requirements of the Act and these bylaws

Part F.9.4 – Malpractice Insurance

F.9.4(1) In this section:

- (a) **“acceptable malpractice insurance”** means personal insurance that:
 - (i) insures a practicing member against liability claims relating to the performance, or alleged performance, of professional services;
 - (ii) provides a limit for each claim of a minimum of two million dollars;
 - (iii) is either:
 - (A) of an occurrence type provided through membership in the Pharmacy Association of Saskatchewan (formerly the Pharmacists' Association of Saskatchewan or Representative Board of Saskatchewan Pharmacists) from time to time or is reasonably comparable to the insurance provided through membership in the Pharmacists' Association of Saskatchewan (formerly the Representative Board of Saskatchewan Pharmacists); or
 - (B) of a claims made type, in which case it also provides for an extended reporting period providing liability protection for claims made within a minimum period of not less than two years after the practicing member ceases to be a practicing member; and
 - (iv) has a maximum deductible of \$5,000.00 per claim;
 - (v) includes as a term that the College will be notified by the insurer in the event of any cancellation or amendment to the coverage afforded to the insured; and
 - (vi) is underwritten by an insurer registered to do business in Saskatchewan;
- (b) **“claims made”** means the malpractice insurance policy responds if it is in place at the time in which a claim for damages or other relief is made against a member;
- (c) **“occurrence”** means that the malpractice insurance policy responds if it was in place at the time in which the incident that is the subject of the professional liability claim occurred;
- (d) **“personal”** means insurance held by the individual member or in respect to which the individual member is a named insured.

(2) Subject to the provisions of subsection 4(3) of Part E.9, every member must hold and continuously maintain acceptable malpractice insurance.

(3) Notwithstanding subsection 4(2) of Part E.9, a member who is a Crown servant, within the meaning of the Treasury Board Policy on the Indemnification of and Legal Assistance for Crown Servants, is not obligated to hold and continuously maintain acceptable malpractice insurance, provided that the member:

- (a) at all times restricts his practice to the scope of duties and employment as a Crown servant; and
- (b) completes a declaration in a form approved by the Registrar:
 - (i) declaring that he will limit his professional pharmacy practice to the scope of duties and employment as a Crown servant;
 - (ii) confirming the continuing applicability of the Treasury Board Policy on the Indemnification of and Legal Assistance for Crown Servants; and

- (iii) undertaking to advise the College of any change in the scope of his practice, or the status or terms and conditions of Treasury Board Policy on the Indemnification of and Legal Assistance for Crown Servants;
 - (4) The Registrar shall not grant or renew a licence to practice as a licensed pharmacist until he receives either:
 - (a) a certificate in the form of Form 1 from the applicant for the licence that the applicant has in place acceptable malpractice insurance; or
 - (b) an undertaking from the applicant in a form satisfactory to the Registrar, as well as such evidence of the compliance therewith that the Registrar may request, that satisfies the Registrar that the applicant holds and will continuously maintain acceptable malpractice insurance.
 - (5) If at any time a licensed pharmacist fails to continuously maintain acceptable malpractice insurance or otherwise ceases to be insured pursuant to a policy providing acceptable malpractice insurance the licensed pharmacist shall immediately report that fact to the Registrar.
 - (6) Where a licensed pharmacist fails to continuously maintain acceptable malpractice insurance or otherwise ceases to be insured pursuant to a policy providing acceptable malpractice insurance as specified in this bylaw, the Registrar shall suspend the licensed pharmacist's licence until such time as the Registrar receives satisfactory evidence that he has obtained and maintains such insurance.
 - (7) It is professional misconduct for a licensed pharmacist to:
 - (a) provide false or misleading information to the Registrar in connection with the matters contemplated in this bylaw;
 - (b) except in the circumstances described in subsection 4(3) of Part E.9, practice, or continue to practice, pharmacy without first obtaining, and continuously maintaining, acceptable malpractice insurance;
 - (c) breach an undertaking given to the Registrar pursuant to subsection 4(4) of Part E.9; or
 - (d) fail to immediately notify the Registrar if for any reason the licensed pharmacist fails to continuously maintain acceptable malpractice insurance or otherwise ceases to be insured pursuant to a policy providing acceptable malpractice insurance or indemnified pursuant to Treasury Board Policy on the Indemnification of and Legal Assistance for Crown Servants.
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Please refer to the most current SCPP bylaws and legislation by viewing the documentation in the "Legislation" and "Reference Manual" sections on the SCPP website:
www.saskpharm.ca

For further information, please contact Heather Neirinck or Audrey Solie at
info@saskpharm.ca or at 306-584-2292.