



## Appraisal Training and Assessment (ATA) Program

The ATA Program is for international pharmacy graduates (IPGs) and former members returning to practice.

This document contains interpretations of the Bylaws of the Saskatchewan College of Pharmacy Professionals. In the case of conflict between this document and the bylaws, the bylaws will preside.

- If you are an international pharmacy graduate (IPG) wishing to register with the Saskatchewan College of Pharmacy Professionals (SCPP) and **have not yet initiated** the licensure process with the Pharmacy Examining Board of Canada (PEBC) to date, please refer to the Pharmacists' Gateway Canada at <http://www.pharmacistsgatewaycanada.ca/> for information on beginning this process.
- If you had already started the registration process with PEBC **prior to August 2014** and have completed the PEBC evaluating exam, please follow the registration process in this document.

## REGISTRATION REQUIREMENTS FOR CANDIDATES **NOT** FOLLOWING THE PHARMACISTS' GATEWAY CANADA

Effective **April 1, 2019**, there will be a new "Pre-Registration Application" required for all non-members (excluding new graduates from U of S, Saskatchewan Polytechnic and those Pharmacy Technicians currently completing the bridging program) who wish to begin the process of registering with SCPP. You must complete this application as the first step in the registration process. A non-refundable fee of **\$200.00 plus GST** is required; once we received the completed application, we will open a file and await confirmation of requirements listed below.

This application form can be found on our website under [Registration/General Registration Information](#)

Applicants are to comply with requirements #1 through #6 **listed below PRIOR** to proceeding with the balance of the requirements.

### SUMMARY OF DOCUMENT REQUIREMENTS FOR APPRAISAL TRAINING

1. Pre-Registration Application declaring your intention to register with SCPP and providing your Gateway NID
2. Proof of successful PEBC Evaluating Examination
3. Language proficiency Test Report
4. a) Certificate(s) of Good Standing from all Professional Regulatory Authorities (PRA's)  
b) Photograph of applicant verified by Professional Regulatory Authorities (PRA)
5. Birth certificate\*\*
6. Valid work permit/permanent resident card/Canadian citizenship card\*\*

**\*\*Above documents MUST be either:**

- Original documents, or
- Notarized copies of the original documents (notarized by a valid notary public)

## **DETAILS OF DOCUMENT REQUIREMENTS FOR APPRAISAL TRAINING**

**1. Submit a 'Pre-Registration' Application form declaring your intention to become registered as a Saskatchewan pharmacist.** This form can be found on our website at <https://www.saskpharm.ca/site/registration/registration?nav=sidebar>

**2. PEBC Evaluating Examination/PEBC Qualifying Examination/Certification**

Request that PEBC send the **original documentation** directly to the SCPP office providing evidence of having passed the PEBC Evaluating Examination and/or PEBC Qualifying Examination.

- Evidence of passing the PEBC Evaluating Examination received from PEBC, along with meeting all of the requirements listed in items #2 through #6 above, may allow you to begin the Appraisal Training phase.
- Evidence of holding a Certificate of Qualification from PEBC. After passing the PEBC Qualifying Examination, SCPP requires a letter from PEBC stating that the candidate holds a Certificate of Qualification. This must be provided to and approved by SCPP in order for the candidate to proceed to the Assessment phase.

Please contact the PEBC office for further information at [pebcinfo@pebc.ca](mailto:pebcinfo@pebc.ca) or visit their website at <https://www.pebc.ca/>.

**3. Language Proficiency Requirements**

Applicants for registration with SCPP must meet the language proficiency requirements as set by Council. The SCPP Council has determined the fluency requirement to be proficiency in the English language as described in the NAPRA (National Association of Pharmacy Regulatory Authorities) document entitled, [Language Fluency Requirements for Licensure as a Pharmacist in Canada.](#)"

Note: Language proficiency standards are to be applied on entry to appraisal training.

Prior language proficiency test results will be accepted by SCPP as valid if completed within **two years** prior to commencement of appraisal training. The original testing report is to come to SCPP directly from the testing organization

**4. Statement of Standing from all Licensing Bodies/Professional Regulatory Authorities (PRAs)**

SCPP requires that current original certificates for all current and past jurisdictions of registration be sent directly to the SCPP office by the Regulatory Authorities. The Statement of standing **MUST** be current within one year of applying for Appraisal Training.

a) **Statement of Standing:** The documentation is to be from the Registrar or Secretary of the pharmacy regulatory authority that issued the applicant's registration, membership or licence, which states:

- the applicant's date of birth;
- the applicant's academic qualifications including the educational institution from which the applicant obtained a minimum of a Baccalaureate Degree in Pharmacy and the year of graduation;
- the internship time served with, or under the supervision of a licensed pharmacist;
- that the applicant is currently in good standing as a licensed/registered pharmacist; and
- that the applicant is a competent pharmacist of good moral character and has never been convicted of an offence against any statute relating to the practice of pharmacy.

b) **Photograph of Applicant:** SCPP requires a recent photograph of the candidate to be verified and signed by the Registrar or Secretary of the Pharmacy Regulatory Authority and signed by the candidate as well.

#### 5. **Original Birth Certificate**

SCPP requires an original birth certificate or notarized true copy of same.

#### 6. **Valid Work Permit/Permanent Resident**

Any candidate who wishes to become a member must be either a Canadian citizen, Permanent Resident, or is legally entitled to work in Canada (hold a valid Canadian work permit). Submit proof in the form of a notarized true copy of one of either:

- Canadian citizenship card
- Permanent Resident card
- Valid Canadian Work Permit

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*IMPORTANT NOTE: The candidate **must meet ALL requirements** in items #1 through #6 and obtain approval from SCPP **BEFORE** proceeding to Appraisal Training (application and fee required).*

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#### 7. **Appraisal Training and Assessment**

Having met the requirements outlined above, if the applicant has been actively practising as a pharmacist outside of Canada, or for a period of 2000 hours or less in the past three years in Canada, he/she must successfully complete a period of appraisal training and assessment under the immediate supervision of a pharmacist licensed and practising in Saskatchewan.

##### **PHASE 1 – APPRAISAL TRAINING**

Upon approval of the above six requirements, applicants may apply to complete a period of appraisal training in a pharmacy in Saskatchewan. It is up to the candidate to secure a paid appraisal training position under a licenced Pharmacist (preceptor). An application form is required to begin the process, requiring information from both the candidate and the preceptor.

The minimum required time for the training is **one month (160 hours), up to a maximum of two years**, and is dependent on the competence of the applicant.

##### **Appraisal Training Application Form**

Submit application form and fee prior to undertaking Appraisal Training. Candidate may proceed to training only after approval of application by SCPP. The form may be faxed, emailed, or mailed to SCPP with payment.

##### **Submit Appraisal Training Fee**

**\$346.50** (\$330.00 + \$16.50 GST) subject to change April 1, 2020

##### **Prescriptive Authority**

It is mandatory for all pharmacist applicants to complete Level I Prescriptive Authority training and Minor Ailment training (if practising in a self-care environment) for membership. **This training is to be done during the Appraisal Training process and must be completed before the Assessment can take place.**

For a pharmacist to be able to prescribe, two training courses must be completed:

1. Level I Training Basics; and

## 2. Minor Ailments Basics Level I

These courses are currently available **online** through the Continuing Professional Development for Pharmacy Professionals (CPDPP) at the College of Pharmacy and Nutrition, University of Saskatchewan. Contact CPDPP at [www.usask.ca/cpdpp](http://www.usask.ca/cpdpp).

The supervising preceptor pharmacist will sign and submit the document “Appraisal Training Evaluation Form” to SCPP when he/she feels the candidate meets or exceeds the competency standards.

### **PHASE 2 – ASSESSMENT**

Prior to proceeding to the Assessment Phase, evidence of holding a Certificate of Qualification from PEBC must be provided to and approved by SCPP. Request that PEBC send the original documentation directly to the SCPP office.

Upon SCPP approval of the Appraisal Training Evaluation Form, the applicant may apply for a two-week Assessment (maximum of 40 hours per week). SCPP will assign a second pharmacy/assessor who will determine whether the candidate demonstrates competence based on the competency standards. This assessment may require travel and accommodation by the candidate as there are only a select few sites available through Saskatchewan; all costs are the responsibility of the candidate.

#### **Assessment Application Form**

Submit application form and fee **prior** to undertaking the Assessment. Candidates will only be able to proceed after approval of application by SCPP. The form may be faxed, emailed, or mailed to SCPP with payment.

#### **Submit Assessment Fee**

**\$861.00** (\$820.00 + \$41.00 GST) subject to change April 1, 2020

**Submit the “Acknowledgement, Release and Waiver and Indemnity Agreement.”** The form must be signed by the assessing pharmacist, pharmacy manager, and the applicant and submitted to SCPP.

As assessment candidates are not employees (no remuneration), they are not eligible for Workers’ Compensation Board benefits should they become ill or injured during the two-week period. SCPP has an insurance policy in place for Occupational Accidental Death & Dismemberment for coverage during the two-weeks that the candidate is under the assessor’s supervision. This policy covers injuries only during the assessment phase and does not cover illness. The policy wording is available from the SCPP office upon request.

**Assessor to submit the “Assessment Evaluation Report.”** It is the role of the assessor to determine whether the candidate demonstrates competence based on the competency standards. The assessor is to submit the “Assessment Evaluation Report” to the SCPP office for review/approval.

Applicants may proceed to the Jurisprudence Exam upon approval of the successful Assessment evaluation.

## **8. Jurisprudence Examination**

Successfully pass the jurisprudence examination of the College on the legislation governing the practice of pharmacy in Saskatchewan. Examinations are held at the College office in Regina upon appointment. The sitting for this **computerized exam** is closed book. The outline of materials to study can be located on the SCPP website at <https://www.saskpharm.ca/site/registration/registration?nav=sidebar#jurisprudence>.

- Contact [scppregistration@saskpharm.ca](mailto:scppregistration@saskpharm.ca) to book a sitting time at least two weeks in advance of the exam date.
- Exam topics include: Federal and Provincial Legislation including HIPA, Reference Manual material, formulary, and privacy information. SCPP Reference documents and Legislation (*The Pharmacy and Pharmacy Disciplines Act*), as well as the Administrative and Regulatory Bylaws, are available at the SCPP website at <http://www.saskpharm.ca>.
- Exam has a two-hour time limit and is camera-monitored for security purposes
- **Jurisprudence Examination Fee:** payable the day of the exam by MasterCard, Visa, debit or cheque: **\$309.75** (\$295.00 + \$14.75 GST) subject to change April 1, 2020

## 9. Malpractice Insurance Requirements

Once a candidate has successfully passed the jurisprudence exam, and prior to submitting the online application for registration and membership, the candidate is responsible for obtaining acceptable malpractice insurance which meets the requirements of Section 9 of Part E of the SCPP Bylaws.

Malpractice insurance is not available through the SCPP, nor is the cost included with the SCPP membership/registration. Malpractice insurance is available through membership with the Pharmacy Association of Saskatchewan (PAS) (306-359-7277), the Canadian Society of Hospital Pharmacists (CSHP) at <http://www.cshp.ca>, the advocacy bodies for pharmacists in Saskatchewan or another insurance provider whose policy meets the SCPP Bylaws. It is the applicants' responsibility to ensure the insurance purchased meets the SCPP Bylaws.

## 10. Application for Registration and Membership

Upon successful completion of the Jurisprudence Exam, candidates will be supplied login information to complete the online registration with SCPP. Within this application candidates will:

- Apply for initial registration with SCPP
- Apply for a Practising Membership
- Declare Canadian citizenship status
- Confirm acceptable malpractice insurance has been obtained
- Confirm completion of the applicable Prescriptive Authority and Minor Ailments training
- Submit data for the Canadian Institute of Health Information (CIHI)

## 11. Registration/Membership Fees

### Registration Fees (subject to change April 1, 2020)

\* Membership applied for on or after April 1 applies to the 2019-2020 membership year.

	NET	GST	TOTAL
Registration	\$ 780.00	\$ 39.00	<b>\$ 819.00</b>
Practising Membership	\$ 1,275.00	\$ 63.75	<b><u>\$1,338.75</u></b>
TOTAL:	\$2,055.00	\$ 102.75	<b>\$2,157.75</b>

\* Membership fee is renewable annually, in advance. Fees are not prorated.

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