



Appraisal Training and Assessment (ATA) Program

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

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

REGISTRATION REQUIREMENTS FOR CANDIDATES 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 the 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](#)

As part of your registration with SCPP, applicants must complete the "Apply to PRA" section through their profile with Pharmacists' Gateway Canada. This will allow SCPP to view the applicants' profile, information, results and documents scanned in by the Pharmacy Examining Board of Canada (PEBC). Applicants should ensure the information in their profile is accurate.

In addition to the required documents provided by the Pharmacists' Gateway, SCPP requires additional documents prior to approval for Appraisal Training. Applicants are to comply with requirements #1 through #4 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. Valid Work Permit/Permanent Resident Card/Canadian Citizenship Card**
3. Statement of Standing from all licensing bodies/Professional Regulatory Authorities
4. Language Proficiency Test Report

**Above document #2 MUST be either:

- original document, or
- notarized copy of the original document (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. **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

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

SCPP requires that current original certificates for all current and past jurisdictions of licensure be sent directly to the SCPP office by the licensing authority(ies). 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 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/licensing body and signed by the candidate as well.

4. **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

IMPORTANT NOTE: *The candidate must meet ALL requirements in items #1 through #4 and obtain approval from S CPP BEFORE proceeding to Appraisal Training (application and fee required).*

5. 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 four requirements, the applicant may apply for 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 S CPP. The form may be faxed, emailed, or mailed to S CPP 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.

The supervising preceptor pharmacist will sign and submit the document “Appraisal Training Evaluation Form” to S CPP 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 the PEBC must be provided to and approved by the S CPP. Request that PEBC send the

original documentation directly to the SCPP office **if this information cannot be accessed through your Gateway profile.**

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

Applicants may proceed to the Jurisprudence Exam upon the approval of the successfully completed Assessment Evaluation.

6. 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 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.

7. 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.

8. 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)

9. 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	\$ 819.00
Practising Membership	\$ 1,275.00	\$ 63.75	<u>\$1,338.75</u>
TOTAL:	\$2,055.00	\$ 102.75	\$2,157.75

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

Revised: March 2019