



## New Pharmacy Opening

The Saskatchewan College of Pharmacy Professionals (SCPP) is the regulatory authority for Saskatchewan pharmacies and pharmacy professionals. SCPP requires a minimum of **90 days' notice** for the proposed establishment of a pharmacy (regardless of whether it will be located at an existing premise or newly constructed building).

PRIOR to moving forward with establishment and construction and/or renovation of the premises, the **proposed pharmacy manager of SCPP record must notify** the SCPP office:

- General Office: 306-584-2292 / [info@saskpharm.ca](mailto:info@saskpharm.ca)
  - Attention: Pat Guillemin, Pharmacy Permits & Systems Manager
- **To initiate the opening of a file with SCPP, the pharmacy manager MUST email the [New Pharmacy Notification & Details form](#) to [info@saskpharm.ca](mailto:info@saskpharm.ca).**

## Summary of Requirements to be Completed by the Pharmacy Manager

The Pharmacy Manager must meet the requirements of *The Pharmacy and Pharmacy Disciplines Act* and the SCPP Regulatory Bylaws and guidelines, which include the following:  
*\*see detailed requirements in pages following*

- Email a notification and pharmacy details to SCPP using the [New Pharmacy Notification & Details form](#) (see above)
- Submit the SCPP online Pharmacy Permit Application form and pay the prescribed pharmacy permit and COMPASS fee(s)
- Submit *ISC Corporate Registry Profile Report* of the operating corporation to SCPP
- Meet bylaw requirements for corporate directors and proprietary operating corporation
- Assign a COMPASS QI Coordinator (meet bylaw and training requirements)
- Assign a Privacy Officer (meet bylaw and training requirements)
- Submit drawing(s)/schematics that are labelled with checklist items (pursuant to Part J of the Regulatory Bylaws requirements) *\*incomplete drawings will be returned*
- Submit samples/mock-ups of prescription labels and patient profile
- Submit examples of proposed exterior and interior signage
- Contact Drug Plan and Extended Benefits Branch (DPEBB) to arrange for signing of their contract and network installation
- Fax a *Data Sharing Agreement (DSA)* form to ISMP for Community Pharmacy Incident Reporting (CPhIR)/COMPASS enrolment
- Communicate with an SCPP field officer about construction progress and opening date

- Communicate with eHealth PIP regarding JSAP
- Contact the assigned Field Officer 3-5 weeks ahead of desired inspection date

## Pharmacy Manager Responsibilities

The pharmacy manager must be a Practising pharmacist in Saskatchewan who will be responsible for the day-to-day operations of the pharmacy. Documents for review:

- [Pharmacy Manager Responsibilities](#)
- [Directors' Duties and Responsibilities](#)

Pursuant to *The Pharmacy and Pharmacy Disciplines Act*, a proprietary pharmacy permit may only be issued to the proprietor in the name of the pharmacy manager (of SCPP record) only when all legislated requirements have been met and approved.

**Federal and Provincial Legislation:** available on the SCPP website:  
<https://www.saskpharm.ca>

### LEGISLATION

- *The Pharmacy and Pharmacy Disciplines Act*
  - S. 19 - Application for Permit; S. 20 - Permits
- SCPP Regulatory Bylaws:
  - Part I – Proprietary Pharmacies
  - Part J – Conditions of Sale for Drugs and Related Requirements for Pharmacists, Pharmacy Technicians and Pharmacies

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## Detailed Guidelines

Pharmacy Manager to provide **minimum notice of 90 days** prior to opening

Complete and email the [New Pharmacy Notification & Details form](#) to [info@saskpharm.ca](mailto:info@saskpharm.ca) (includes the following):

- Proposed Opening Date
- Contact Name, Address, Email, Phone Number(s)
- Pharmacy Manager Name and Member (D) Number
- Pharmacy Name (Trade Name)
- Proprietary Operating Corporation Name
- Corporate Directors' Names and Corporate Address
- Pharmacy Location and Mailing Addresses
- Pharmacy Phone, Fax and Email Address
- **Online Pharmacy Permit Application & Fee(s)**

Once the database profile is created:

  - SCPP will email login and instructions for completion to the pharmacy manager
  - Proposed manager to login to the “pharmacy manager portal” from the SCPP website:  
<https://www.saskpharm.ca>
  - Select the Pharmacy Permit Application link (in left-hand column)

- **Drawings Including Checklist Items**

PRIOR to construction:

- Provide a clear/legible drawing (schematic) to the field officer for review and comment
- Include all required measurements drawn to scale
- Label the locations of items in the New Pharmacy Notification & Details/ Part J of the Regulatory Bylaws
- Provide extra descriptions if required

- **SIGNAGE: Interior and Exterior**

- Provide examples/mock-ups of interior and exterior signage for approval
- Provide photographs of the pharmacy hours signage
- Cover installed signs until pharmacy permit approved (see bylaws)
- Pharmacy **exterior signs MUST NOT BE VISIBLE PRIOR to the opening date**

- **Director Requirements & Proprietary Operating Corporation/Documentation**

\*Regulatory Bylaws and *The Pharmacy and Pharmacy Disciplines Act* S.19(1).

- Set up Corporation with Information Services Corporation (ISC) Corporate Registry
- Email to SPCP the **Corporate Registry Report** of the proprietary operating corporation
- Corporate Registry must be submitted to SPCP prior to the permit valid date
- Pharmacy manager must be a Director of the corporation
- Pool of corporate directors must be made up of a majority of SPCP-registered members
- Related Documents (website: [www.saskpharm.ca](http://www.saskpharm.ca) / Reference Manual)
  - [Pharmacy Manager Responsibilities](#)
  - [Directors' Duties & Responsibilities](#)

- **Online Proprietary Pharmacy Permit Application Form and Fee(s)**

- **Pharmacy manager** must complete the online permit application
- Link to Pharmacy Permit Application available in the Manager Portal
- Login information will be emailed to pharmacy manager once database profile set up
- Complete and submit online application form, declarations, required documents
  - **Submit Fees: TOTAL: \$2426.75**
  - New Proprietary Pharmacy Permit Fee: \$1835.00 + \$91.75 GST = \$1926.75
  - COMPASS Subscription Fee: \$500.00 + \$25.00 GST = \$525.00
- Meet **Corporate Director** requirements
  - Pharmacy manager must be a Director of the proprietary operating corporation
  - Of the pool of Directors of the corporation, the majority must be made up of SPCP members
  - Submit the Corporate Registry Profile Report to SPCP
- Assign a **Privacy Officer** (meet bylaw and training requirements)
  - Training available through Continuing Professional Development for Pharmacy Professionals (CPDPP) at University of Saskatchewan: 306-966-6350; or <https://www.usask.ca/cpdpp/>
  - Privacy officer must be an SPCP practising member
  - Must be privacy officer in only one pharmacy
  - Training must be redone every three years

- Assign a **COMPASS Quality Improvement Coordinator** (meet bylaw and training requirements)
  - Training available through Continuing Professional Development for Pharmacy Professionals (CPDPP) at University of Saskatchewan: 306-966-6350; or <https://www.usask.ca/cpdpp/>
  - QI Coordinator must be an SCPP practising member
- **Fax the Data Sharing Agreement (DSA) to ISMP** for COMPASS CPhIR enrolment
  - DSA form is available in “Pharmacy Manager Portal” – bottom, left-hand column under *Application Forms*
  - Pharmacy manager must read, sign and fax the form to ISMP
  - SCPP must receive notice from ISMP of the CPhIR enrolment date
- **Lock and Leave Permit and Installation**
  - Additional fee required for installation of a Lock and Leave system
  - Indicate Lock and Leave = YES on page 1 of permit application form
  - Lock and Leave Installation fee: \$450.00 + \$22.50 GST = **\$472.50**
  - Submit description of the Lock and Leave Installation
  - Review Regulatory Bylaws Part J - Lock and Leave
- **Drug Plan & Extended Benefits Branch Contract and Network Installation**
  - Minimum 30 business days’ notice
    - Rhonda Cowan**, Government of Saskatchewan  
Financial Assistant, Sask. Ministry of Health,  
DP & EBB, Financial Unit, 2nd Floor - 3475 Albert St, Regina SK S4S 6X6  
Bus: (306) 787-8304 / Fax: (306) 787-8679 /  
Email: [rhonda.cowan@health.gov.sk.ca](mailto:rhonda.cowan@health.gov.sk.ca)
- **Contact eHealth – Pharmaceutical Information Program (PIP)**
  - Minimum 30 business days’ notice
  - Sign the Joint Service Access and Policy (JSAP)
  - [eHealth Guidance Document](#)
- **Contact Express-Scripts Canada (NIHB)**
  - Minimum 30 business days’ notice
  - Express Scripts Canada Pharmacy – Central  
114-1790 Wellington Avenue, Winnipeg, Manitoba R3H 1B2  
Toll-Free: 1-855-550-MEDS (6337)
- **Contact Computer Vendor & Third Parties**
  - Contact to initiate the process regarding system connectivity, etc.
  - Remind third party payors in your community, such as Non-Insured Health Benefits (NIHB), RCMP, DVA and private third-party payors
- **Pictures of Exterior and Interior Signage**
  - Submit examples of exterior and interior pharmacy and professional services area signage
- **Pre-Opening Inspection**

- To book a pre-opening inspection, contact an SCPP field officer in the pharmacy area
  - Advance **notice of 3-5 weeks prior to opening date is required**
  - Inspection will only be conducted if ALL requirements are met according to *The Pharmacy and Pharmacy Disciplines Act* and SCPP Regulatory Bylaws
  - If pharmacy is **not fully functional** and/or stocked for the inspection, contact the field officer to re-schedule the date
  - An additional pre-opening inspection fee will be charged for subsequent inspections
  - **Prescription Labels, Patient Profiles, Exterior Signage**  
**After the Pre-Opening Inspection, provide**
    - **de-identified samples** of prescription label (with trade name, legal street address including postal code, and phone number including area code) and patient profile
    - photographs of exterior and interior signage
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## DRAWINGS

Submit drawings to the Field Officer assigned.

Indicate directly on the schematics the pharmacy opening checklist items pursuant to:

***Regulatory Bylaws, PART J - Conditions of Sale for Drugs and Related Requirements for Pharmacists, Pharmacy Technicians and Pharmacies.***

**Drawings not labelled properly will be returned.**

**Ensure the following are indicated clearly in the drawings:**

- Accurate measurements (sq. ft.) of entire dispensary: dispensing area, counter height/space, length, width, compounding area
- Compounding area location, level of compounding (consider proximity to busy areas)
- Location, proximity of compounding equipment
- Appropriate space/storage for compounding, compliance packaging
- Description of countertop materials
- Sink with hot and cold running water and sewage disposal
- Heat source for compounding (such as microwave)
- Gates, swing gates: locations, type of gate and how used, locks
- Fax machine: consider placement with regards to privacy
- Computers, monitors, printers: show placement in dispensary, counselling room
- Customer waiting area
- Refrigerator: type/model, size, location,
- Does refrigerator meet vaccine and cold chain requirements? [Refrigerator Compatibility](#)
- Fixtures
- Prescription storage shelving, safe

- Prescription drop-off and pick-up areas and cash register
  - Washrooms (staff-only?)
  - Patient Care/Private Counseling Area: [Proposed Patient Care Area Guidelines](#)
  - Professional Services Area: [Professional Services Area – Delineation of the Pharmacy](#)
  - Security Measures: security arrangements for a dispensary stocked with drugs and chemicals and related supplies adequate to provide a full prescription service including gates (description of gates and use of); alarm systems, fire codes and safety codes met, locked safe, second exit for safety (suggested).
  - Lock and Leave System: submit drawings and explanation if installing. A separate fee and application are required for installation and lock and leave permit.
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## Pharmacy Services Offered via the Internet

Provide the SCPP office with information if this pharmacy proposes to offer **pharmacy services via the Internet**. The SCPP bylaws require disclosure of international prescription services (IPS), regardless of whether or not the services are promoted over the Internet:

### Regulatory Bylaws Part I, S2 - Permit Restrictions, Terms and Conditions

2 Every proprietary pharmacy permit that is granted pursuant to the Act is granted subject to the proprietor and the pharmacy manager at all times complying with the Act and these bylaws, regulations, rules and standards made there under, as well as the following additional restrictions, terms and conditions:

- (a) the proprietor shall not, without the written approval of the College, allow, or provide for, the shipment of drugs from the pharmacy, or the shipment of drugs ordered or procured by the pharmacy, to a location outside of Canada, or to another location in Canada where the proprietor has reason to believe that the drugs are likely to be shipped outside of Canada (by mail, courier, or otherwise) in circumstances where:
  - (i) the pharmacy's services associated with such shipment are; or
  - (ii) the sale of drugs associated with such shipment is in any way, directly or indirectly, advertised or otherwise promoted via e-mail, the Internet or via any other means or method accessible outside of Saskatchewan.

**Approval of the proprietary pharmacy permit will NOT be granted prior to ALL requirements as stated in *The Pharmacy and Pharmacy Disciplines Act* and the Bylaws of the Saskatchewan College of Pharmacy Professionals being met.**

**No pharmacy services are to be offered until approval has been confirmed.**

Questions?  
Email: [info@saskpharm.ca](mailto:info@saskpharm.ca)

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