



Pre-Opening Inspection

After submission of legislated requirements, online pharmacy permit application, fees, and drawings for a new pharmacy permit, the **SCPP pharmacy manager of record** must book a date and time for a pharmacy pre-opening inspection (POI) (either virtual or live) with one of the SCPP Field Officers/Assistant Registrars. The inspection should be arranged at least 4-5 weeks prior to the proposed opening date.

Contact a Field Officer at the SCPP office by email at info@saskpharm.ca or by phone at 306-584-2292 to book a mutually satisfactory date and time.

Pursuant to **Section 6 of Part J of the SCPP Regulatory Bylaws**

Inspections

6 Where the application is for a new proprietary pharmacy permit, the applicant may, at the discretion of the Registrar, be subject to a pre-opening inspection to determine that the requirements and standards for granting the permit have been met. Where the first inspection reveals that those requirements have not been met and the Registrar determines a second or more pre-opening inspection(s) is needed, the applicant shall pay the applicable prescribed fee(s). The Registrar shall not grant the permit until such prescribed fee(s) are paid in full.

The Field Officer will review all requirements outlined in the Pre-Opening Inspection Checklist for compliance and will discuss the results with the pharmacist in attendance during the pre-opening inspection. A Pre-Opening Inspection Report indicating items in compliance and those requiring follow-up is generated and must be signed by the pharmacy manager. Outstanding items must be met for approval of the pre-opening inspection, which is part of the permit application for a new pharmacy.

Functionality of the computer system is a requirement of the pre-opening inspection (POI), in order to have the permit application approved. The manager must communicate with eHealth and/or PIP regarding the integration of the software. During the POI, the field officer will request that a **prescription label, patient profile and receipt** be printed off while there.

As well, the pharmacy must be in a **fully functional** state and include all requirements listed in Part J of the *Regulatory Bylaws - Conditions of Sale* and related requirements for pharmacists, pharmacy technicians and pharmacies. For example, the pharmacy needs to be stocked and ready to serve the customers as it would be when the pharmacy is officially open; have proper signage; Professional Services Area setup, etc.

If the pharmacy manager is unable to present the pharmacy in this state during the POI after a date has been selected, the field officer must be contacted and the inspection rebooked. An **additional fee** may be charged for the second pre-opening inspection.