



Pharmacy Manager Change Guidelines

The **pharmacy manager** is the licensed practicing pharmacist who has been designated by the proprietor of a proprietary pharmacy to have authority over and be responsible for the operation of the pharmacy and who is named on the permit issued for the pharmacy, as per section 19 of [The Pharmacy and Pharmacy Disciplines Act](#) and Part I, section 4 of the [SCPP Regulatory Bylaws](#).

A pharmacy manager change occurs when:

- the current pharmacy manager of record (the practicing pharmacist whose name is on the pharmacy permit) will no longer be or is no longer an employee of the pharmacy and/or proprietor,
or
- the current pharmacy manager of record (the practicing pharmacist whose name is on the pharmacy permit) either resigns from the role or is terminated,
or
- the current pharmacy manager of record (the practicing pharmacist whose name is on the pharmacy permit) is no longer able and/or willing to fulfill the duties of the role of pharmacy manager as outlined in the Pharmacy Manager Policy and legislation.

When there will be a change in the pharmacy manager of SCPP record (the practicing pharmacist whose name is on the pharmacy permit), the Proprietary Pharmacy Permit must be amended.

It is important to note that the **current (outgoing) pharmacy manager of SCPP records remains as the pharmacy manager of record** on the permit and remains responsible for the operations of the pharmacy until such a time as the application has been reviewed and approved by SCPP.

If you haven't already, please see the [Pharmacy Manager Change](#) page of the SCPP website.

When to Start the Process

The pharmacy manager change process should be started with the College **no later than 5-10 business days prior** to the effective date of the change.

Please note that it can take 7-10 business days for SCPP to review and approve the pharmacy manager change application once all requirements have been completed/received.

Requirements

If a licensed practicing pharmacist ceases to be engaged as a pharmacy manager, the proprietor (and/or outgoing pharmacy manager) must **notify the SCPP office in writing no later than 5 to 10 business days prior to the proposed change**. The **incoming** pharmacy manager must also contact the SCPP office no later than 5 to 10 business days prior to the change.

If an emergency change in pharmacy manager is required, such as a termination or emergent health leave, **the proprietor must notify the SCPP office in writing as soon as the situation presents itself**.

Requirements are pursuant to [The Pharmacy and Pharmacy Disciplines Act](#), the [SCPP Regulatory Bylaws](#), and SCPP Polices, which can be found in the [Legislation](#) and [Reference Manual](#) pages of the SCPP website.

Requirements where the [Permit Failure to File Fee](#) is applicable have been marked with a red asterisk () in this document.*

Step 1 – Notification Requirements*

To begin the application process, the outgoing pharmacy manager and incoming pharmacy manager must submit official notifications to info@saskpharm.ca, **no later than 5 to 10 business days prior** to the proposed date of the change.

The outgoing pharmacy manager will submit the [Outgoing Pharmacy Manager Notification Form](#) and the incoming pharmacy manager will submit the [Incoming Pharmacy Manager Notification Form](#).

Please do not submit an online pharmacy permit application through the pharmacy manager portal until instructed to do so. Submitting a premature online pharmacy permit application will result in delays to the pharmacy manager change application process as well as cancellation and refund of the submitted online pharmacy permit application.

Step 2 – Pre-requisite Requirements to Apply to Become a Pharmacy Manager

Once the College receives the official notifications from the outgoing and incoming pharmacy managers, a Pharmacy Relations team member will email the incoming pharmacy manager additional requirements that must be met prior to applying. Once a licensed practicing pharmacist has completed the pre-requisite requirements, they are then considered the incoming pharmacy manager.

The following requirements must be met before a licensed practicing pharmacist can apply to become a pharmacy manager:

- Satisfy the conditions outlined in Part I, section 11(1) of the [SCPP Regulatory Bylaws](#)
- Complete the [Community Pharmacy Manager Course](#) through CPDPP and upload the certificate of completion to their Member Portal*

- Declare whether managing more than one pharmacy (please see section 3 of the [Pharmacy Manager Policy](#) for more information)

The incoming pharmacy manager will need to complete and return an [Incoming Pharmacy Manager Declaration Form](#)* (sent to them by a Pharmacy Relations team member) to declare their eligibility for the role of pharmacy manager and to satisfy the conditions outlined in Part I, section 11(1) of the SCPP Regulatory Bylaws.

All new incoming pharmacy managers are also required to complete [Community Pharmacy Manager Course](#) through CPDPP prior to applying to become a pharmacy manager. The Community Pharmacy Manager Course can be found on the [CPDPP website](#). The record of completion must be uploaded through your SCPP Member Portal.

Applying to Manage a Second Pharmacy

If a licensed practicing pharmacist is currently named as Pharmacy Manager on a permit for another pharmacy in Saskatchewan, the licensed pharmacist must also complete the requirements for a Registrar's Appeal:

- Complete and submit the [Registrar's Review and Decision to Manage Two Pharmacies form](#)* (sent to them by a Pharmacy Relations team member) to info@saskpharm.ca
- Pay the Registrar's Review and Decision Fee*, as per the [Fee Schedule](#) at the time of submission (an invoice and payment instructions will be emailed)
- Submit any additional pertinent appeal information* (if applicable)

Please note that a Registrar's Review and Decision can take 10 to 15 business days for review once all requirements are submitted. During the review process, the pharmacy manager change application will be on hold pending the appeal decision.

Please see section 3 (*Managing More Than One Pharmacy*) of the [Pharmacy Manager Policy](#) for more information and to ensure the obligations of the [Pharmacy Manager Policy](#) will be met.

Step 3 – Application Requirements

Once the College receives the completed [Incoming Pharmacy Manager Declaration Form](#) and proof of completion of the Community Pharmacy Manager Course from the incoming pharmacy manager, the incoming pharmacy manager must:

- Submit one of the following* (*not applicable for Co-operatives*):
 - a copy of the [ISC \(Saskatchewan Corporate Registry\)](#) Notice of Change of Directors and Officers form adding the incoming pharmacy manager as a director of the corporation **and** a copy of the current ISC Corporate Registry Profile Report for the owning corporation
 - please note: the incoming pharmacy manager will also be required to submit a copy of the **updated** ISC Corporate Profile Registry Report within 6 weeks of approval showing the incoming pharmacy manager as a director of the owning corporation

- a copy of the updated [ISC \(Saskatchewan Corporate Registry\)](#) Corporate Registry Profile Report listing the incoming pharmacy manager as a director of the owning corporation
- Submit an online Pharmacy Permit Application* (an email will be sent to the incoming pharmacy manager with login information and instructions)
- Pay the Permit Amendment fee*, as per the [Fee Schedule](#) at the time of submission

Within the online pharmacy permit application, the incoming pharmacy manager will need to:

- Assign a Privacy Officer that meets legislation* (as per the [Privacy Officer Requirements](#) document and Part I, section 8 of the [SCPP Regulatory Bylaws](#))
- Assign a COMPASS Quality Improvement (QI) Coordinator who meets the legislation* (as per Part I, section 12 of the [SCPP Regulatory Bylaws](#))
- Declare whether managing more than one pharmacy* (as per section 3 of the [Pharmacy Manager Policy](#))
- Declare whether actively participating in the day-to-day practice and management of the pharmacy* (as per section 4.1 of the [Pharmacy Manager Policy](#))
- Declare the physical presence of the pharmacy manager within the pharmacy* (as per section 4.2 of the [Pharmacy Manager Policy](#))

Step 4 – Review and Approval Process

Once all requirements have been completed/submitted, a member of the Pharmacy Relations team will review the application and requirements to ensure compliance with the guidelines, policies and legislation.

Once that review is complete without issues, the application is then reviewed by the Deputy Registrar for final approval.

This review process can take up to 7 to 10 business days to complete. Approval is only granted to applications that meet guidelines, policies and legislation.

Delays in submitting the requirements may result in delays to the effective date of the amended pharmacy permit. Proprietary pharmacy permits cannot be backdated.

The outgoing and incoming pharmacy managers will be notified by a Pharmacy Relations team member once the pharmacy manager change application has been approved. The notification will include the effective date of the new amended permit, any outstanding requirements, and their applicable deadlines.

Step 5 – Post-Approval Requirements

Once the pharmacy manager change application has been reviewed and approved, the new (incoming) pharmacy manager must:

- Email an updated Data Sharing Agreement (DSA), available from a link in the Pharmacy Manager Portal, to ISMP Canada at CPhIR@ismpcanada.ca (Attention: CPhIR Coordinator)
- Submit an MSSA (Medication Safety Self-Assessment) at least once every 2 years (the date of the last MSSA submission will be provided to the incoming pharmacy manager in the approval email)
- Ensure the Privacy Officer completes the Privacy Officer Certification/Recertification training by the deadline* (if applicable)
- Ensure the COMPASS QI Coordinator complete the COMPASS QI Coordinator training by the deadline* (if applicable)
- Submit a copy of the **updated** ISC Corporate Profile Registry Report within 6 weeks of approval showing the incoming pharmacy manager as a director of the owning corporation* (if applicable)
- Ensure continued compliance with all policies, bylaws, and legislation

Permit Failure to File Fee

The [Permit Failure to File Fee](#) applies to pharmacy manager change applications where there are outstanding requirements that have not been submitted and/or completed 7 business days after the proposed effective date of the change.

The [Permit Failure to File Fee](#) also applies to any requirements that may need to be completed after the approval of the pharmacy manager change application. In this case, the Permit Failure to File Fee begins 7 business days after the deadline for completion of the specified requirement.

Please note: any applicable requirements to be completed after the approval of the pharmacy manager change application will be outlined in the approval email to the incoming pharmacy manager, along with the deadlines for completion.

Requirements where the Permit Failure to File Fee is applicable have been marked with a red asterisk (*) in this document.

Please see the [Fee Schedule](#) for the Permit Failure to File Fee amount. The Permit Failure to File Fee accumulates for every business day that the requirements are outstanding and stops accumulating on the day all the outstanding requirements have been submitted. Weekends (Saturday and Sunday) and statutory holidays are not included in the accumulation.

Pharmacy Manager Responsibilities

A licensed practicing pharmacist assumes significant responsibilities when designated as the manager of a pharmacy and is critical to ensuring that appropriate policies and practices are established and implemented by the pharmacy for the optimal care and safety of its patients.

It is critical that the incoming pharmacy manager understand the responsibilities that come with being a Pharmacy Manager, so we urge them to review the Reference Manual documents, [Pharmacy Manager Policy](#), [Pharmacy Manager Responsibilities](#) and [Directors' Duties and Responsibilities](#).

Director of the Owning Corporation

Not applicable for Co-operatives.

When a licensed practicing pharmacist assumes the designation as pharmacy manager, that pharmacist must also assume the duties and responsibilities of being a Director of the owning Corporation as specified in clause 19(1)(b) of *The Pharmacy and Pharmacy Disciplines Act*.

Please see the [Directors' Duties and Responsibilities](#) Reference Manual document for more information.

Pharmacy Manager Change During Permit Renewal

A pharmacy manager change that is included on the same online application as pharmacy permit renewal will be effective December 1 for the upcoming permit year and the pharmacy manager change application will not have an additional cost above and beyond the permit fee, as per the [Fee Schedule](#).

If a different effective date (before or after December 1) is required for the pharmacy manager change, the pharmacy manager change online application must be submitted separately from the permit renewal application and a permit amendment fee will be applicable in addition to the permit fee, as per the [Fee Schedule](#).

Additional Resources

- [Pharmacy Manager Change](#) section of the SCPP website
- [Outgoing Pharmacy Manager Notification Form](#)
- [Incoming Pharmacy Manager Notification Form](#)
- [Incoming Pharmacy Manager Declaration Form](#)
- [Pharmacy Manager Policy](#)
- [Pharmacy Manager Responsibilities](#)
- [Suggested List of Reference Manual Documents for Pharmacy Managers](#)
- [Directors' Duties and Responsibilities](#)
- [Privacy Officer Requirements](#)

- [Permit Failure to File Fee](#)
- [SCPP Regulatory Bylaws](#)
- [*The Pharmacy and Pharmacy Disciplines Act*](#)

Questions?

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