



Privacy Officer Requirements

According to the *Regulatory Bylaws*, Part J (8), every pharmacy must have a designated privacy officer. The pharmacy manager for each pharmacy, or any other licensed pharmacist employed at that pharmacy - as may be appointed by the pharmacy manager - shall be designated as the privacy officer for that pharmacy.

When proprietary pharmacy permit applications are submitted to SCPP, the following information is required:

- name of the designated privacy officer for that pharmacy;
- any changes to the privacy officer for that pharmacy (application required); and
- the initial privacy training and re-certification training undertaken by the designated privacy officer for that pharmacy.

Privacy officers must undertake privacy training approved by the College before the expiration of the subsisting permit, or until such other time as may be approved by the Registrar, but no longer than within one year of his designation.

A practising pharmacist may be privacy officer in only **one** pharmacy and should be working mostly full-time hours.

Privacy officers must participate in **re-certification training once every three years**.

If regulatory bylaw requirements are not met, the pharmacy permit may be suspended or cancelled by the Registrar. The permit may be reinstated upon provision of satisfactory evidence that the requirements have been met.

Privacy Officer Online Training

Training is provided by Continuing Professional Development for Pharmacy Professionals (CPDPP). Online programming may be accessed at the CPDPP website **Live Events** link: <http://www.usask.ca/cpdpp/>. Contact CPDPP at cpdpp@usask.ca or 306-966-6350.

CPDPP submits records of completed training to SCPP for recording in the member and pharmacy company profiles.