

PROPRIETARY PHARMACY PERMIT RENEWAL 2017-2018

The online permit renewal application process should be open to pharmacy managers by Sept. 15, 2017. We ask that managers **do not renew until SCPP sends the email** announcing the opening of permit renewal system. For any amendments during renewal, please contact the SCPP office.

Fees 2017-2018:

Community & Dispensing Physician Pharmacies

- Permit Fee: \$1450 + GST plus COMPASS fee: \$500 + GST

Satellite Pharmacies

- Permit Fee: \$730 + GST - COMPASS fee waived for this renewal year

New for this year are the “**Continuous Quality Improvement**” Regulatory Bylaws. As part of the requirements, the pharmacy manager must assign a **Quality Improvement (QI) Coordinator**”. Please note that renewal applications may be submitted to SCPP prior to completion of the training, with the manager indicating in the application the name of the member who will be the QI Coordinator, and the date of the CPDPP training course that the member either has completed, has registered for, or will register for. **Training must be completed by Nov. 1, 2017** (the deadline for permit renewal without penalty). SCPP receives a spreadsheet from CPDPP of members with confirmed training and dates.

As well, the **Data Sharing Agreement (DSA)** must be faxed to ISMP by every manager of a pharmacy not enrolled in the COMPASS program (was not part of COMPASS pilot; or has not submitted the DSA). A printable DSA form may be accessed from a link in the Pharmacy Manager Portal. Permit renewal applications will not be approved until SCPP receives confirmation of receipt from ISMP. Further details about COMPASS and CQI are available in the [SCOPE Newsletter July 2017](#) edition.

As in previous years, the “**Privacy Officer**” requirements must also be met. For permit renewal, the assigned Privacy Officer is required to have **current** training which has an expiry date beyond Feb 1, 2018. Re-training, which is provided through CPDPP, is required every three years and should always be kept current. For permit renewal, any expired training must be re-done prior to **November 1, 2017**. Details about the current

Privacy Officer and training dates may be viewed in the Pharmacy Manager Portal.

During Permit Renewal, SCPP downloads a copy of the current Corporate Registry Profile Report from the ISC Corporate Registry to confirm the Proprietary Corporation details and director structure meet the requirements of SCPP. The pharmacy manager must be a director; and the pool of directors must be made up of a majority of SCPP members. If a Corporation is registered extra-provincially, the manager will be required to submit a copy of that province's Corporate Registry Profile Report to our College.

Questions?

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