



REGISTRATION & MEMBERSHIP (LICENSING) GUIDELINES Pharmacy Technician Graduates

Once you receive your Pharmacy Technician Certificate from Saskatchewan Polytechnic, your next steps towards becoming licensed are:

1. Saskatchewan Polytechnic Structured Practical Training and Assessment Program (SPTA CE_BD-3702)

- Candidates are required to find their own practice site and preceptor who are approved by Saskatchewan Polytechnic
- Must be completed within 24 weeks from date of registration
- For more information on how to register, please contact:
 - Saskatchewan Polytechnic Continuing Education Consultant 306-659-4039 or email pharm.tech@saskpolytech.ca

2. Pharmacy Examining Board of Canada (PEBC) Qualifying Exam

- Only two sittings of this exam a year with a summer sitting in September and winter sitting in April. Check www.pebc.ca for registration deadline dates. Deadline to register for September sitting is usually in June.

3. SCPP Jurisprudence Examination & Fee

Applicants must successfully complete the jurisprudence examination of the College on ethics and legislation governing the practice of pharmacy in Saskatchewan.

- Examinations are held at the College office in Regina by appointment.
- The sitting for this **online, multiple choice exam is closed book**.
- Contact the Registration Unit to book a sitting time at least two (2) weeks in advance of the exam date at scppregistration.PHARMTECH@saskpharm.ca.
- Exam Topics to be responsible for include Federal and Provincial Legislation, Reference Manual material, formulary, and privacy information, SCPP Reference documents and Legislation (Bylaws and *The Pharmacy and Pharmacy Disciplines Act*). The study guide, outlining the materials to study may be located on the SCPP website at <https://saskpharm.ca/site/registration/registration?nav=sidebar#jurisprudence>.
- **Fee of \$309.75** (\$295.00 + \$14.75 GST - subject to change April 1, 2020) for exam is payable the day of the exam by MasterCard, Visa, debit or cheque.
- Exam has a two-hour time limit and is camera-monitored for security purposes.

4. Malpractice Insurance

Ensure that acceptable **malpractice insurance** has been obtained and is in place effective from the date you register as a Pharmacy Technician (Conditional Practising or Practising member) and effective until the end of the membership year (June 30). The malpractice insurance must meet the SCPP Bylaw requirements (see below).

Malpractice insurance must be purchased separately; it is not included with the SCPP Registration and Membership. Insurance can be obtained through the Pharmacy Association of Saskatchewan (PAS) at 306-359-7277 or through any other insurance provider that meets SCPP Regulatory Bylaws. It is the applicants' responsibility to ensure the insurance purchased meets the SCPP Bylaws.

Requirements for **CONDITIONAL PRACTISING** Membership

Prior to receiving notification of successful completion of the PEBC Qualifying Examination and successfully passing the Jurisprudence Exam, a candidate may register as a Conditional Practising Member with the Saskatchewan College of Pharmacy Professionals providing they have a place of employment and will be supervised by a licensed member in Saskatchewan.

PLEASE REVIEW the Conditional Licensure Guidelines on page 4.

Step 1: Complete online Registration and Membership. Within this application, you will be:

- Applying for initial registration with the Saskatchewan College of Pharmacy Professionals
- Applying for Conditional Practising Membership
- Confirming that you have acceptable Malpractice Insurance – please submit proof to SCPP by fax or email if insurance is other than PAS
- Declaring your Canadian Citizenship Status

NOTE:

- Application must be submitted in advance of when the license is required.
- Allow minimum 3-4 working days for processing/approval
- **You may not begin to practice until the SCPP office contacts you by email to advise that your membership is approved and provides you with your SCPP membership number**

Step 2: Fees

- Available to be paid through the application by secure credit card. Cheques are also accepted.

Pharmacy Technician Graduate applying	Net	GST	TOTAL
Registration	\$ 300.00	\$15.00	\$ 315.00
Practising <u>or</u> Conditional Practising Membership	\$ 765.00	\$38.25	\$ 803.25
TOTAL	\$1,065.00	\$53.25	\$1,118.25

REMOVAL OF CONDITIONS

Upon submission of proof of holding a Certificate of Qualification from the Pharmacy Examining Board of Canada, and approval by SCPP, conditions will be removed and membership will be converted to Practising. Please provide your proof by email to info@saskpharm.ca or fax to 306-584-9695. There is no further fee required for this conversion.

SCPP requires either

1. A copy of the letter from PEBC indicating successful completion and PEBC ID numbers
OR
2. A one-page printout from the PEBC website advisory with your old and new PEBC ID numbers PLUS a copy of a PEBC receipt (with picture) to cross reference the ID#s to your name.

Requirements for PRACTISING Membership

If you have successfully completed the PEBC Qualifying Examination, a candidate may register directly as a Practising Member with the Saskatchewan College of Pharmacy Professionals.

Step 1: Complete online Registration and Membership. Within this application, you will be:

- Applying for initial Registration with the Saskatchewan College of Pharmacy Professionals
- Applying for Practising Membership
- Confirming that you have acceptable Malpractice Insurance - please submit proof to SCPP by fax or email if insurance is other than PAS
- Declaring your Canadian Citizenship Status

Step 2: Proof of Successful Completion of PEBC Qualifying Examination. Please provide by email to info@saskpharm.ca or fax to 306-584-9695.

SCPP requires either:

1. A copy of the letter from PEBC indicating successful completion and PEBC ID numbers
OR
2. A one-page print out from the PEBC website advisory with your old and new PEBC ID numbers PLUS a copy of a PEBC receipt (with picture) to cross reference the ID#s to your name.

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TIME LIMIT FOR REGISTRATION

There is a **one-year time limit** for registration from the date the Saskatchewan Polytechnic certificate is obtained.

After expiration of the time limit, the candidate is subject to different requirements (see bylaws on page 5).

- Under extenuating circumstances, the time limit may be extended by SCPP Council.
- If unsuccessful in completing PEBC Qualifying Examination within time limit, Conditional Practising Members may request, in writing, an extension by SCPP Council.

CONDITIONAL LICENSURE

Guidelines for Conditional Licensees and Supervising Pharmacy Technicians

If you have written the PEBC Qualifying Exam and have completed all other requirements for registration including successfully writing the SCPP Jurisprudence Exam, you can apply for a Conditional Practising Membership (Conditional Licence).

The Conditional Licence allows you to work under supervision in the Scope of Practice of a Pharmacy Technician until June 30th of the year following your Pharmacy Technician Certificate or until you provide evidence of holding a Certificate of Qualification from PEBC.

In this instance only, supervision can range from “immediate” where the pharmacist or pharmacy technician is present and physically observes and checks each action of the candidate, to “remote” where the pharmacist or pharmacy technician is not present, but is available for consultation, for example via telephone, when required by the candidate. The degree and nature of supervision depends upon the ability of the candidate and familiarity with the pharmacy. If the responsible pharmacist or pharmacy technician is satisfied that the candidate can manage on their own, the candidate may practise alone. A conditional practicing member practising alone is NOT practising independently because another pharmacist or pharmacy technician accepts responsibility for their actions.

Frequently Asked Questions

1) Who is responsible for the “Conditional” Licensee?

Ultimately, it is the pharmacy manager, unless the manager has expressly delegated that responsibility to other pharmacist or pharmacy technician(s) and that person(s) has agreed.

2) Can the “Conditional” Licensee practise as a pharmacy technician?

Yes, the licensee can perform all of the functions of a licensed pharmacy technician as determined by the supervising pharmacist/pharmacy technician.

3) Is the “Conditional” Licensee still an intern?

No, the licensee is a pharmacy technician and may use that title. The only difference is that a

licensed pharmacist/pharmacy technician accepts responsibility for the licensee until the licensee provides evidence of passing the PEBC. At that time, the conditions on the licence are removed and the licensee is granted all of the privileges of a licensed pharmacy technician.

4) How closely must I supervise the “Conditional” Licensee? Can the licensee practice alone?

Supervision can range from “immediate” where the supervisor is present and physically observes and checks each action of the licensee, to “remote” where the supervisor is not present, but is available for consultation, for example via telephone, when required by the licensee. The degree and nature of supervision depends upon the ability of the licensee and familiarity with the pharmacy.

If the responsible supervisor is satisfied that the licensee can manage on their own, the licensee may practise alone. A “Conditional Licensee” practising alone is **NOT** practising independently because another pharmacist/pharmacy technician accepts responsibility for their actions.

5) Does my, or my pharmacy’s liability insurance cover the “Conditional” Licensee?

That will depend upon the policy. However, the licensee is required to obtain personal malpractice insurance like any other practising and licensed member.

6) How are “Conditional” Licensees identified?

The term “Conditional” will appear on the licence.

7) When are the conditions on the licence removed and is there a fee?

They are removed when the licensee provides the SCPP office with evidence certifying successful completion of both the written and OSCE components of the PEBC. No additional fee is charged.

8) What happens if the licensee does not pass the PEBC?

The conditions on the licence remain until June 30 of the year following graduation when the annual licence expires, or as otherwise directed by Council.

SCPP REGULATORY BYLAWS – EXCERPTS – REGISTRATION, MEMBERSHIP, INSURANCE

Part D.3(b) Saskatchewan Polytechnic Pharmacy Technician Graduates

Any person who has graduated from a pharmacy technician training program accredited by the Canadian Council for the Accreditation of Pharmacy Programs, has not completed 2000 hours or more of experience in pharmacy practice within the past three years, successfully completed the Structured Practical Training and Assessment Program as approved by Council and has completed the internship requirement pursuant to sections 2 and 3 of Part B may register as a conditional practicing member, upon completing the prescribed form, paying the prescribed fee(s), providing evidence of meeting the language proficiency requirements as set by Council, and completing the jurisprudence examination required by Council, until such time as he provides evidence of holding a Certificate of Qualification from the Pharmacy Examining Board of Canada;

Part F Memberships

F.1 Practicing Member

1. Any member who wishes to practice must be registered as a practicing member. Where the person is applying for membership as a licensed pharmacy technician, he shall be granted a licence to practice. This license allows him to perform the practices authorized pursuant to subsection 23(2) of the Act and which practices may be further described by Council from time to time in policies, standards and guidelines. The said license also entitles the person to use the title "licensed pharmacy technician".

Continuing Professional Development and other Privileges

2. Practicing members:
 - (a) must meet any continuing professional development requirements that are from time to time prescribed by Council;
 - (b) may nominate, vote and hold office; and
 - (c) may participate in other programs and services offered by the College.

F.2 Conditional Practicing Member

1. Any member who wishes to practice under a conditional practicing membership is subject to the following:
 - (a) he is not eligible to be a director of a corporation holding a pharmacy permit; and
 - (b) he not eligible to nominate, vote or hold office with the College.

Length of Membership

2. A conditional practicing membership is valid to June 30th of the year following the completion of the curriculum requirements to become a licensed pharmacy technician or until such time as the member provides evidence of holding a Certificate of Qualification from the Pharmacy Examining Board of Canada.

Forms and Fees

3. A conditional practicing licence will be issued in a manner or according to the procedures specified by the Registrar including completing the required forms and paying of the prescribed fee(s).

Appeals

4. To appeal the one-year term of a conditional practicing membership the member must receive Council approval, in accordance with the terms and conditions prescribed by Council.

Supervision

5. While holding a conditional practicing licence the member must be under the supervision of a licensed pharmacist or a licensed pharmacy technician.

Notification of PEBC

6. The member holding a conditional practicing licence must notify the College when he has been granted the Certificate of Qualification from the Pharmacy Examining Board of Canada, requesting the removal of the conditional restriction on the practicing licence in a manner or according to the procedures specified by the Registrar.

F.9 Licences

Requirements

1. No licence shall be issued until the prescribed application form(s), the prescribed practicing membership fee(s), together with any applicable surcharge, and all arrears of the applicant, shall have been remitted to the office of the Registrar and the applicant shall have successfully complied with the continuing professional development requirements prescribed by Council.

Unpaid Annual Fees

2. The name of any member whose prescribed annual fee(s) or applicable surcharge is unpaid after June 30th, in any year, shall be removed from the register and he shall lose the privileges conferred upon him by the Act but he may, subject to sections 1 and 2 of Part F.8 be reinstated upon payment of the prescribed membership and prescribed reinstatement fee(s).

Written Application

3. Every applicant for a practicing membership will make this application to the Registrar in writing, giving the following information:
 - (a) whether he is an owner, staff member;
 - (b) the address to which notices are to be sent;
 - (c) the address of the pharmacy, location or site in which he will practice his profession;
 - (d) a statement showing his accomplishments in continuing professional development during the twelve month period prior to July 1st of the membership year for which a licence is required. To be eligible for practicing membership without a surcharge, subject to meeting other licensing requirements, continuing professional development requirements must be met on or before June 1st in each year; and
 - (e) any other information that the Registrar, acting in his discretion, requires to be satisfied that the applicant meets the requirements of the Act and these bylaws

MALPRACTICE INSURANCE BYLAWS

SCPP Bylaws (Part F) – October, 2015

F.9.4(1) In this section:

- (a) **“acceptable malpractice insurance”** means personal insurance that:
 - (i) insures a practicing member against liability claims relating to the performance, or alleged performance, of professional services;
 - (ii) provides a limit for each claim of a minimum of one million dollars;
 - (iii) is either:
 - (A) of an occurrence type provided through membership in the Pharmacy Association of Saskatchewan (formerly the Pharmacists’ Association of Saskatchewan or Representative Board of Saskatchewan Pharmacists) from time to time or is reasonably comparable to the insurance provided through membership in the Pharmacists’ Association of Saskatchewan (formerly the Representative Board of Saskatchewan Pharmacists); or
 - (B) of a claims made type, in which case it also provides for an extended reporting period providing liability protection for claims made within a minimum period of not less than two years after the practicing member ceases to be a practicing member; and
 - (iv) has a maximum deductible of \$5,000.00 per claim;
 - (v) includes as a term that the College will be notified by the insurer in the event of any cancellation or amendment to the coverage afforded to the insured; and
 - (vi) is underwritten by an insurer registered to do business in Saskatchewan;
- (b) **“claims made”** means the malpractice insurance policy responds if it is in place at the time in which a claim for damages or other relief is made against a member;

- (c) “**occurrence**” means that the malpractice insurance policy responds if it was in place at the time in which the incident that is the subject of the professional liability claim occurred;
- (d) “**personal**” means insurance held by the individual member or in respect to which the individual member is a named insured.

(2) Subject to the provisions of subsection 4(3) of Part F.9, every licensed pharmacy technician must hold and continuously maintain acceptable malpractice insurance.

(3) Notwithstanding subsection 4(2) of Part F.9, a licensed pharmacy technician who is a Crown servant, within the meaning of the Treasury Board Policy on the Indemnification of and Legal Assistance for Crown Servants, is not obligated to hold and continuously maintain acceptable malpractice insurance, provided that the member:

- (a) at all times restricts his practice to the scope of duties and employment as a Crown servant; and
- (b) completes a declaration in a form approved by the Registrar:
 - (i) declaring that he will limit his professional pharmacy practice to the scope of duties and employment as a Crown servant;
 - (ii) confirming the continuing applicability of the Treasury Board Policy on the Indemnification of and Legal Assistance for Crown Servants; and
 - (iii) undertaking to advise the College of any change in the scope of his practice, or the status or terms and conditions of Treasury Board Policy on the Indemnification of and Legal Assistance for Crown Servants;

(4) The Registrar shall not grant or renew a licence to practice as a pharmacy technician until he receives either:

- (a) a certificate in the form of Form 1 from the applicant for the licence that the applicant has in place acceptable malpractice insurance; or
- (b) an undertaking from the applicant in a form satisfactory to the Registrar, as well as such evidence of the compliance therewith that the Registrar may request, that satisfies the Registrar that the applicant holds and will continuously maintain acceptable malpractice insurance.

(5) If at any time a licensed pharmacy technician fails to continuously maintain acceptable malpractice insurance or otherwise ceases to be insured pursuant to a policy providing acceptable malpractice insurance the member shall immediately report that fact to the Registrar.

(6) Where a licensed pharmacy technician fails to continuously maintain acceptable malpractice insurance or otherwise ceases to be insured pursuant to a policy providing acceptable malpractice insurance as specified in this bylaw, the Registrar shall suspend the licensed pharmacy technician’s licence until such time as the Registrar receives satisfactory evidence that the member has obtained and maintains such insurance.

(7) It is professional misconduct for a licensed pharmacy technician to:

- (a) provide false or misleading information to the Registrar in connection with the matters contemplated in this bylaw;
- (b) except in the circumstances described in subsection 4(3) of Part F.9, practice, or continue to practice, pharmacy without first obtaining, and continuously maintaining, acceptable malpractice insurance;
- (c) breach an undertaking given to the Registrar pursuant to subsection 4(4) of Part F.9; or
- (d) fail to immediately notify the Registrar if for any reason the member fails to continuously maintain acceptable malpractice insurance or otherwise ceases to be insured pursuant to a policy providing acceptable malpractice insurance or indemnified pursuant to Treasury Board Policy on the Indemnification of and Legal Assistance for Crown Servants.

Please refer to the most current SCPP Bylaws and Legislation by viewing the documentation in the “Legislation” and “Reference Manual” sections on the SCPP website: <http://saskpharm.ca>

For more information, contact info@saskpharm.ca

Revised: March 2019