



Lock and Leave Permit Amendment Guidelines

Under the authority of *The Pharmacy and Pharmacy Disciplines Act* and Regulatory Bylaws, when a permit holder proposes changes to the conditions of the “Lock and Leave” installation, prior approval must be obtained by submitting an application form (currently no fee required).

The pharmacy manager is required to:

- Email to info@saskpharm.ca a **notification** of the proposed amendment of pharmacy or premises hours if the pharmacy has a lock and leave permit.
- Complete the SCPP online **Permit Amendment Application Form**, which is available through a link in the “Pharmacy Manager Portal”. The login information for accessing the link will be emailed to the pharmacy manager.

Once the application is processed and approved, a lock and leave permit will be issued and emailed to the pharmacy manager. The permit must be posted and the legislation complied with according to Part J, section 9 of the SCPP Regulatory Bylaws.

Section 9 of Part J of the SCPP Regulatory Bylaws - Lock and Leave (excerpts)

(4) The Registrar may approve a “Lock and Leave” installation where he is satisfied that the applicant complies with the following conditions:

(a) the times of operation of the “Lock and Leave” and the times when professional services are available shall be regular and consistent during the times when the remainder of the premises is open to the public. Professional services must be available for at least 50% of the time that the remainder of the premises is open to the public, or some lesser amount of time where the Registrar is satisfied that sufficient professional services will be provided in order to meet the needs of the public;

....

(6) Where an application for Lock and Leave is approved by the Registrar, or upon the majority consent of Council, the Registrar shall issue a permit in duplicate to the applicant, and which permit shall specify approval to operate the “Lock and Leave”, and shall specify the times during which professional services will be provided.

(7) The applicant shall post one copy of the permit issued under section 9 of Part J in a conspicuous area of the premises so that it is visible from the exterior of the premises, and the duplicate copy of the permit in a conspicuous area in the vicinity of the pharmacy.