SASKATCHEWAN
COLLEGE OF PHARMACY
PROFESSIONALS

THE REGULATORY BYLAWS

of the

SASKATCHEWAN COLLEGE OF PHARMACY PROFESSIONALS

Last Updated: March 1, 2024

PART A - INTERPRETATION

Title

1 These bylaws may be referred to as The Regulatory Bylaws of the Saskatchewan College of Pharmacy Professionals or The SCPP Regulatory Bylaws.

Definitions

2 In these bylaws the following terms shall have the following meanings:

(a) "**Act**" means *The Pharmacy and Pharmacy Disciplines Act*;

(b) "**College**" means the Saskatchewan College of Pharmacy Professionals (SCPP);

(c) "**continuing professional development**" includes any continuing education, continuing professional development, lifelong learning, competency assurance requirements, or other professional requirement that Council may prescribe from time to time;

(d) **intern**" means a person who is registered as a pharmacist intern or pharmacy technician intern pursuant to the Act;

(e) "**licensed pharmacist**" means a member who is registered as a licensed pharmacist and holds a valid licence issued pursuant to the Act;

(f) "**licensed pharmacy technician**" means a member who is registered as a licensed pharmacy technician and holds a valid licence issued pursuant to the Act;

(g) "**practise**" means providing direct patient care as a member, and includes, but is not limited to dispensing, compounding or selling drugs, advising patients, or supervising the pharmacy, and "practising" has a similar meaning;

(h) "**Practitioner**" means a duly qualified medical practitioner, dentist, veterinarian or other health care professional whose profession is prescribed in *The Drug Schedules Regulations, 1997* as authorized to issue prescriptions.

Rules of Interpretation

3 In these bylaws:

(a) unless the context requires otherwise, terms used in these bylaws but not otherwise defined have the definitions provided in the Act;

(b) unless the context requires otherwise, words in one gender include all genders and the neutral and words in the singular include the plural and vice versa;

(c) wherever the words "include", "includes" or "including" are used in these bylaws they shall be deemed to be followed by the words "without limitation" and the words following "include", "includes" or "including" shall not be considered to set forth an exhaustive list;

(d) unless otherwise indicated, all references in these bylaws to any statute include the regulations thereunder and all applicable guidelines, bulletins or policies made in connection therewith and which are legally binding, in each case as amended, re-enacted, consolidated or replaced from time to time and in the case of any such

amendment, re-enactment, consolidation or replacement, reference herein to a particular provision shall be read as referring to such amended, re-enacted, consolidated or replaced provision;

(e) all references to any document or instrument mean such document or instrument as amended, supplemented, modified, varied, restated, or replaced from time to time in accordance with the terms thereof and, unless otherwise specified therein, includes all schedules and exhibits attached thereto.

PART B - INTERNSHIP

Application for Internship

1 (1) Every person who wishes to become an intern shall make an application to the Registrar on the prescribed form(s) accompanied by:

(a) certificates from two reputable citizens of the community, each of whom has known the applicant at least two years, certifying that the applicant is a person of good moral character;

(b) information establishing their character and suitability to practise, including a criminal record check or such other information from law enforcement or the applicant as may be required by the Registrar; and

(c) the prescribed fee(s).

(2) *Canadian Student Intern:* In addition to the requirements specified in subsection 1(1) of this Part B, a student enrolled in a pharmacy education program or a pharmacy technician training program in Canada, accredited by the Canadian Council for Accreditation of Pharmacy Programs (CCAPP) and approved by Council, may be registered as an intern subject to receipt by the Registrar of:

(a) verification of enrolment, the year of the program completed, and status as a student from the Council-approved pharmacy education or pharmacy technician training program; and

(b) where the student is registered as an intern, or equivalent, with another Canadian pharmacy or pharmacy technician regulatory authority, a certificate, letter or other satisfactory evidence from the pharmacy or pharmacy technician regulatory authority, confirming or disclosing:

(i) the student's registration status;

(ii) that the student is of good moral character; and

(iii) any concerns relating to the student's competency, conduct, or character.

(3) *Extended Intern:* An applicant for membership under section 3 of Part C or Part D of these bylaws, or a *Canadian Student Intern* registered pursuant to subsection 1(2) of this Part B, who has recently graduated, within the timeframes set by Council, from a pharmacy education program or a pharmacy technician training program in Canada, accredited by the Canadian Council for Accreditation of Pharmacy Programs (CCAPP) and approved by Council, may be registered as an intern or continue to be registered as an intern, respectively, for the timeframes specified in section 5 of this Part B, if the applicant or person does not meet the requirements for registration as a practising member.

(4) *Assessment Intern:* An applicant for membership under section 6 of Part C or Part D of these bylaws or section 2 of Part E.5 or Part F.5 of these bylaws, or any person who is otherwise required by Council to undergo an assessment, or both a period of appraisal

training and an assessment, may be granted registration as an intern if the applicant or person does not meet the requirements for registration as a practising member.

Internship – Student Work Experience Requirements

2 (1) After registration as an intern, pursuant to subsection 1(2) of this Part B, the student work experience requirements shall be:

for pharmacist interns:

(a) the successful completion of the Experiential Learning (EL) Program of the College of Pharmacy and Nutrition at the University of Saskatchewan, or equivalent, from an educational institution (in Canada) accredited by the Canadian Council for Accreditation of Pharmacy Programs (CCAPP) and approved by Council;

for pharmacy technician interns:

(b) the successful completion of the work experience requirements of the Saskatchewan Polytechnic pharmacy technician training program, or equivalent, from an educational institution (in Canada), accredited by the Canadian Council for Accreditation of Pharmacy Programs (CCAPP) and approved by Council.

(2) An intern registered pursuant to subsection 1(2) of this Part B shall follow the policies, procedures, and other requirements of their respective pharmacy education or pharmacy technician training program.

Conditions of Internship

3 An intern shall work a minimum of 20 hours per week.

Period of Service

4 Internship hours shall only be served:

for pharmacist interns:

(a) while under the supervision of a licensed pharmacist, in good standing, in a province or territory in Canada, a licensed physician, in good standing, in a province or territory inCanada, a licensed nurse practitioner, in good standing, in a province or territory in Canada, or supervision as otherwise approved by their educational institution;

for pharmacy technician interns:

(b) while under the supervision of a licensed pharmacist or licensed pharmacy technician, in good standing, in a province or territory in Canada, in a pharmacy where prescriptions accepted by the pharmacy for dispensing are compounded on the premises, or in the dispensary of a hospital.

Extended Internship

5 (1) A pharmacist intern registered pursuant to subsection 1(2) or subsection 1(3) of this Part B who has been granted a Doctor of Pharmacy Degree/Bachelor's Degree in Pharmacy, or equivalent, from a pharmacy education program in Canada, accredited by the Canadian Council for Accreditation of Pharmacy Programs (CCAPP) and approved by Council, may continue to be registered as an intern until the earlier of:

(a) such time as the College receives satisfactory evidence that the person has been granted a Certificate of Qualification from the Pharmacy Examining Board of Canada and has met the requirements for registration as a practising member under section 3 of Part C of these bylaws; or

(b) 12 months after the person has obtained the degree referred to in subsection 5(1) of this Part B.

(2) A pharmacy technician intern registered pursuant to subsection 1(2) or subsection 1(3) of this Part B who has graduated from a pharmacy technician training program in Canada, accredited by the Canadian Council for Accreditation of Pharmacy Programs (CCAPP) and approved by Council may continue to be registered as an intern until the earlier of:

(a) such time as the College receives satisfactory evidence that the person:

(i) has successfully completed the Saskatchewan Polytechnic Structured Practical Training and Assessment Program, or an equivalent program approved by Council; and

(ii) has been granted a Certificate of Qualification from the Pharmacy Examining Board of Canada and has met the requirements for registration as a practising member under section 3 of Part D of these bylaws; or

(b) 12 months after the person has graduated from the program referred to in subsection 5(2) of this Part B:

(3) Any person who is registered as an intern pursuant to subsection 1(4) of this Part B, who is required to complete an assessment, or both a period of appraisal training and an assessment, may continue to be registered as an intern until the completion of their requirements for practising membership, to a maximum of 24 months as an intern.

(4) Under extenuating circumstances, the Registrar may extend the time limits referred to in subsections 5(1), (2), or (3) of this Part B upon receiving a written request from the intern, according to the terms and conditions approved by Council.

(5) Notwithstanding any other provision in this Part B or any other provision in the Act or these bylaws, if in the opinion of the Registrar extraordinary circumstances exist which demonstrate that it is in the public interest to do so, the Registrar may register any person as an intern under any terms or conditions that the Registrar considers appropriate.

(6) Notwithstanding any other provision in this Part B or any other provision in the Act or these bylaws, the Registrar shall specify the terms, limitations, or restrictions/conditions on such authorization conferred pursuant to subsection 5(5) of this Part B.

Internship - Failure to Continue Course

6 A *Canadian Student Intern* registered pursuant to subsection 1(2) of this Part B who fails to continue their program and who remains out of their program for more than one academic year, shall have no status as an intern except that the Registrar may, upon satisfactory proof of extenuating circumstances, approve an extension of the internship period according to the terms and conditions approved by Council.

Registration in Other Jurisdictions

7 An intern who registers as a practising member, or equivalent, in any jurisdiction relinquishes the right to be an intern with the College.

Supervisor and Training Requirements

8 A licensed pharmacist shall be deemed eligible to train a pharmacist intern or pharmacy technician intern, or a licensed pharmacy technician shall be eligible to train a pharmacy technician intern, if, in addition to compliance with the provisions of the Act and the Standards of Practice, Council is satisfied that:

for pharmacist interns:

(a) the amount of patient care training will be sufficient to provide adequate practical experience for the pharmacist intern, and that the pharmacist intern will receive such practical experience;

for pharmacy technician interns:

(b) the amount of compounding, preparing, and dispensing of drugs is sufficient to provide adequate practical experience for the pharmacy technician intern, and that the pharmacy technician intern will receive such practical experience.

Practising Under Supervision

9 For pharmacist interns:

(a) a pharmacist intern under the immediate supervision and in the presence of a licensed pharmacist may, subject to the terms, conditions and restrictions of that person's licence and according to the procedures and timeframes specified by the Registrar and approved by Council, perform all authorized practices pursuant to subsection 23(2) of the Act, which includes the following practices:

(i) advise patients and other health care providers by providing drug and non-drug therapy knowledge respecting drug and non-drug therapy selection;

(ii) monitor responses to and outcomes of drug therapy;

(iii) compound, prepare, dispense and sell drugs;

(iv) provide non-prescription drugs, parenteral nutrition and health care aids and devices;

(v) supervise and manage drug distribution systems to maintain public safety and drug system security;

for pharmacy technician interns:

(b) a pharmacy technician intern under the immediate supervision and in the presence of a licensed pharmacist or a licensed pharmacy technician may, subject to the terms, conditions and restrictions of that person's licence and according to the procedures and timeframes specified by the Registrar and approved by Council, perform all authorized practices pursuant to subsection 23(2) of the Act, which includes the following practices:

(i) advise patients and other health care providers by providing drug and non-drug therapy knowledge respecting drug and non-drug therapy selection;

(ii) monitor responses to and outcomes of drug therapy;

(iii) compound, prepare, dispense and sell drugs;

(iv) provide non-prescription drugs, parenteral nutrition and health care aids and devices;

(v) supervise and manage drug distribution systems to maintain public safety and drug system security.

Complaints

10 The supervision of practical training of interns shall be exercised by Council, and complaints with respect to the same may be made to the Registrar.

Notification of Internship

11 Before commencing practise as an intern, that person shall notify the Registrar of:

(a) the name of their preceptor;

(b) the place of internship; and

(c) if applicable, any subsequent change of internship.

Appeals: Decision of the Registrar

12 (1) An applicant who disagrees with a registration decision of the Registrar pursuant to this Part may appeal to Council, in writing, for a review of the Registrar's decision.

(2) The applicant shall have an opportunity to make written, electronic, or oral submissions to Council in support of their appeal.

(3) At the conclusion of the appeal, Council may:

(a) direct the Registrar to approve the application for registration in a manner that the Council considers appropriate; or

(b) confirm the Registrar's decision.

PART C - MEMBERSHIP REGISTRATION – PHARMACISTS

Registration Requirements

1 (1) Every person who wishes to become a pharmacist practising member shall:

(a) meet the requirements for registration as specified in the Act and these bylaws, or otherwise as specified by Council, in a manner and according to the procedures and timeframes specified by the Registrar and approved by Council;

(b) submit to the Registrar:

(i) completed prescribed form(s); and

(ii) information establishing their character and suitability to practise, including a criminal record check or such other information from law enforcement or the applicant as may be required by the Registrar; and

(c) pay the prescribed fee(s):

(2) Once registered, the name of the member is entered into the register and remains on the register until removed due to resignation, termination of membership for non-payment of the prescribed fee(s), or a decision of the Discipline Committee.

Membership Reinstatement

2 When the name of a member has been removed from the register due to non-payment of the prescribed fee(s) and the person wishes to be reinstated as a member, the person must register with the College within one membership year of the date of termination by meeting the requirements of the Act and these bylaws, including, without limitation, section 1 of Part E.6, completing the prescribed form(s) and paying the prescribed fee(s).

Practising Member: Graduate (Canadian Educational Program) Registration Requirements

3 (1) In addition to the requirements specified in section 1 of this Part C, a person who has been granted a Doctor of Pharmacy Degree/Bachelor's Degree in Pharmacy, or equivalent, from a pharmacy education program in Canada accredited by the Canadian Council for Accreditation of Pharmacy Programs (CCAPP) and approved by Council, who has never been registered as a practising member or equivalent, with another Canadian pharmacy regulatory authority, may be registered as a practising member subject to:

(a) receipt by the Registrar of:

(i) a certificate, letter or other satisfactory evidence from the Canadian pharmacy regulatory authority where the applicant was registered as a student, intern, or equivalent, confirming or disclosing:

(A) the applicant's registration status;

(B) that the applicant is of good moral character; and

(C) any concerns relating to the applicant's competency, conduct, or character;

(ii) verification of graduation from the Council-approved pharmacy education program specified in subsection 3(1) of this Part C;

(iii) confirmation of successfully completing the internship requirements approved by Council;

(iv) verification that the applicant holds a Certificate of Qualification from the Pharmacy Examining Board of Canada;

(v) where applicable, an original valid passport or Canadian government issued photo identification, or certified true copies of the same; and

(vi) satisfactory evidence of meeting the language proficiency requirements approved by Council;

(b) successfully completing the jurisprudence examination of the College on the legislation governing the practice of pharmacy in Saskatchewan; and

(c) successfully completing the learning objectives, training requirements, educational programs, assessments, and examinations required by Council, within the timeframes approved by Council.

(2) Application for registration as a member must be made within one year after the applicant has obtained the degree referred to in subsection 3(1) of this Part C, but under extenuating circumstances the Registrar may extend this time limit according to the terms and conditions approved by Council.

Practising Member: Labour Mobility Applicant (Canadian Jurisdiction) Registration Requirements

4 In addition to the requirements specified in section 1 of this Part C, a person who is registered as a practising member, or equivalent, with another Canadian pharmacy regulatory authority may be registered as a practising member subject to:

(a) receipt by the Registrar of:

(i) a certificate, letter or other satisfactory evidence from the pharmacy regulatory authority in each of the provinces or territories in which the applicant is currently registered, confirming or disclosing:

(A) that the applicant is a practising member, or equivalent, in good standing;

(B) any practice restrictions, limitations, or conditions imposed on the applicant;

(C) any complaints, disciplinary, or criminal proceedings relating to the applicant's competency, conduct, or character; and

(D) whether the applicant has been convicted of an offence against any legislation affecting the practice of pharmacy;

(ii) an original valid passport or Canadian government issued photo identification, or certified true copies of the same;

(iii) satisfactory evidence of meeting the language proficiency requirements approved by Council, if no language proficiency requirement of the same language was imposed on, and satisfied by, the applicant as a condition of registration in any one of the provinces or territories where the applicant is currently registered; and

(iv) satisfactory evidence of otherwise demonstrating knowledge of the measures maintained applicable to the practice of pharmacy in Saskatchewan; and

(b) successfully completing the jurisprudence examination of the College on the legislation governing the practice of pharmacy in Saskatchewan.

Non-Practising Member: Labour Mobility Applicant (Canadian Jurisdiction) Registration Requirements

5 In addition to the requirements specified in section 1 of this Part C, a person who is registered as a non-practising member, or equivalent, with another Canadian pharmacy regulatory authority may be registered as a non-practising member subject to:

(a) receipt by the Registrar of:

(i) a certificate, letter or other satisfactory evidence from the pharmacy regulatory authority in each of the provinces or territories in which the applicant is currently registered, confirming or disclosing:

(A) that the applicant is a non-practising member, or equivalent, in good standing;
(B) any practice restrictions, limitations, or conditions imposed on the applicant;

(C) any complaints, disciplinary, or criminal proceedings relating to the applicant's competency, conduct, or character; and

(D) whether the applicant has been convicted of an offence against any legislation affecting the practice of pharmacy;

(ii) an original valid passport or Canadian government issued photo identification, or certified true copies of the same; and

(iii) satisfactory evidence of meeting the language proficiency requirements approved by Council, if no language proficiency requirement of the same language was imposed on, and satisfied by, the applicant as a condition of registration in any one of the provinces or territories where the applicant is currently registered.

Practising Member: Internationally-Trained Applicant Registration Requirements

6 In addition to the requirements specified in section 1 of this Part C, a person who is, or has been registered as a practising member, or its equivalent, with a pharmacy regulatory authority outside of Canada may be registered as a practising member subject to:

(a) receipt by the Registrar of:

(i) a certificate, letter or other satisfactory evidence from the pharmacy regulatory authority the applicant is or was most recently registered with, confirming or disclosing:

(A) proof of registration in a foreign jurisdiction, including without limitation, any practice restrictions, limitations, or conditions imposed on the applicant, any complaints, disciplinary, or criminal proceedings relating to the applicant's competency, conduct, or character, and whether the applicant has been convicted of an offence against any legislation affecting the practice of pharmacy;

(B) that the applicant is or was a practising member, or equivalent, in good standing;

(C) that the applicant is a competent pharmacist of good moral character;

(D) the applicant's academic qualifications including the pharmacy education program and educational institution from which the applicant was granted a Doctor of Pharmacy Degree/Bachelor's Degree in Pharmacy, or equivalent, and the year of graduation;

(E) where applicable, the internship time served with, or under the supervision of a licensed pharmacist; and

(F) the applicant's date of birth;

(ii) an original valid passport or Canadian government issued photo identification, or certified true copies of the same;

(iii) verification that the applicant holds a Certificate of Qualification from the Pharmacy Examining Board of Canada and received this Certification within the timeframes set by Council; and

(iv) satisfactory evidence of meeting the language proficiency requirements approved by Council;

(b) successfully completing a period of appraisal training under the immediate supervision of a licensed pharmacist, in good standing, in Saskatchewan. The length of training depends upon the competence of the applicant and may not be less than 800 hours or exceed 4000 hours. Upon completion of the training, the supervisor must provide a written recommendation (completion of Certification of Appraisal Training), that the training has been fulfilled; and

(c) successfully completing a 2-week (not less than 80 hours) assessment conducted by a licensed pharmacist, in good standing, in Saskatchewan, assigned by the College. Upon completion of the assessment the assessor must provide a written statement of the applicant's practice performance;

(d) successfully completing the jurisprudence examination of the College on the legislation governing the practice of pharmacy in Saskatchewan; and

(e) successfully completing the learning objectives, training requirements, educational programs, assessments, and examinations required by Council, within the timeframes approved by Council.

Appeals: Decision of the Registrar

7 (1) An applicant who disagrees with a registration decision of the Registrar pursuant to this Part may appeal to Council, in writing, for a review of the Registrar's decision.

(2) The applicant shall have an opportunity to make written, electronic, or oral submissions to Council in support of their appeal.

(3) At the conclusion of the appeal, Council may:

(a) direct the Registrar to approve the application for registration in a manner that the Council considers appropriate; or

(b) confirm the Registrar's decision.

PART D - MEMBERSHIP REGISTRATION – PHARMACY TECHNICIANS

Registration Requirements

1 (1) Every person who wishes to become a pharmacy technician practising member under this Part shall:

(a) meet the requirements for registration as specified in the Act and these bylaws, or otherwise as specified by Council, in a manner and according to the procedures and timeframes specified by the Registrar and approved by Council;

(b) submit to the Registrar:

(i) completed prescribed form(s); and

(ii) information establishing their character and suitability to practise, including a criminal record check or such other information from law enforcement or the applicant as may be required by the Registrar; and

(c) pay the prescribed fee(s).

(2) Once registered, the name of the member is entered into the register and remains on the register until removed due to resignation, termination of membership for non-payment of the prescribed fee(s), or a decision of the Discipline Committee.

Membership Reinstatement

2 When the name of a member has been removed from the register due to non-payment of the prescribed fee(s) and the person wishes to be reinstated as a member, the person must register with the College within one membership year of the date of termination by meeting the requirements of the Act and these bylaws, including, without limitation, section 1 of Part F.6, completing the prescribed form(s) and paying the prescribed fee(s).

Practising Member: Graduate (Canadian Educational Program) Registration Requirements

3 (1) In addition to the requirements specified in section 1 of this Part D, a person who has graduated from a pharmacy technician training program in Canada accredited by the Canadian Council for Accreditation of Pharmacy Programs (CCAPP) and approved by Council, who has never been registered as a practising member or equivalent, with another Canadian pharmacy technician regulatory authority, may be registered as a practising member subject to:

(a) receipt by the Registrar of:

(i) where applicable, a certificate, letter or other satisfactory evidence from the Canadian pharmacy technician regulatory authority where the applicant was registered as a student, intern, or equivalent, confirming or disclosing:

(A) the applicant's registration status;

(B) that the applicant is of good moral character; and

(C) any concerns relating to the applicant's competency, conduct, or character;

(ii) verification of graduation from the Council-approved pharmacy technician training program specified in subsection 3(1) of this Part D;

(iii) confirmation of successfully completing the Saskatchewan Polytechnic Structured Practical Training and Assessment Program, or an equivalent program approved by Council;

(iv) confirmation of successfully completing the internship requirements approved by Council;

(v) verification that the applicant holds a Certificate of Qualification from the Pharmacy Examining Board of Canada;

(vi) where applicable, an original valid passport or Canadian government issued photo identification, or certified true copies of the same; and

(vii) satisfactory evidence of meeting the language proficiency requirements approved by Council;

(b) successfully completing the jurisprudence examination of the College on the legislation governing the practice of pharmacy in Saskatchewan; and

(c) successfully completing the learning objectives, training requirements, educational programs, assessments, and examinations required by Council, within the timeframes approved by Council.

(2) Application for registration as a member must be made within one year after the applicant has graduated from the program referred to in subsection 3(1) of this Part D, but under extenuating circumstances the Registrar may extend this time limit according to the terms and conditions approved by Council.

Practising Member: Labour Mobility Applicant (Canadian Jurisdiction) Registration Requirements

4 In addition to the requirements specified in section 1 of this Part D, a person who is registered as a practising member, or equivalent, with another Canadian pharmacy technician regulatory authority may be registered as a practising member subject to:

(a) receipt by the Registrar of:

(i) a certificate, letter or other satisfactory evidence from the pharmacy technicianregulatory authority in each of the provinces or territories in which the applicant is currently registered, confirming or disclosing:

(A) that the applicant is a practising member, or equivalent, in good standing;

(B) any practice restrictions, limitations, or conditions imposed on the applicant;

(C) any complaints, disciplinary, or criminal proceedings relating to the applicant's competency, conduct or character; and

(D) whether the applicant has been convicted of an offence against any legislation affecting the practice of pharmacy;

(ii) an original valid passport or Canadian government issued photo identification, or certified true copies of the same;

(iii) satisfactory evidence of meeting the language proficiency requirements approved by Council, if no language proficiency requirement of the same language was imposed on, and satisfied by, the applicant as a condition of registration in any one of the provinces or territories where the applicant is currently registered; and

(iv) satisfactory evidence of otherwise demonstrating knowledge of the measures maintained applicable to the practice of pharmacy in Saskatchewan; and

(b) successfully completing the jurisprudence examination of the College on the legislation governing the practice of pharmacy in Saskatchewan.

Non-Practising Member: Labour Mobility Applicant (Canadian Jurisdiction) Registration Requirements

5 In addition to the requirements specified in section 1 of this Part D, a person who is registered as a non-practising member, or equivalent, with another Canadian pharmacy technician regulatory authority may be registered as a non-practising member subject to:

(a) receipt by the Registrar of:

(i) a certificate, letter or other satisfactory evidence from the pharmacy technician regulatory authority in each of the provinces or territories in which the applicant is currently registered, confirming or disclosing:

(A) that the applicant is a non-practising member, or equivalent, in good standing;

(B) any practice restrictions, limitations, or conditions imposed on the applicant;

(C) any complaints, disciplinary, or criminal proceedings relating to the applicant's competency, conduct, or character; and

(D) whether the applicant has been convicted of an offence against any legislation affecting the practice of pharmacy;

(ii) an original valid passport or Canadian government issued photo identification, or certified true copies of the same; and

(iii) satisfactory evidence of meeting the language proficiency requirements approved by Council, if no language proficiency requirement of the same language was imposed on, and satisfied by, the applicant as a condition of registration in any one of the provinces or territories where the applicant is currently registered.

Practising Member: Internationally-Trained Applicant Registration Requirements

6 In addition to the requirements specified in section 1 of this Part D, a person who is, or has been registered as a practising member, or its equivalent, with a pharmacy technician regulatory authority outside of Canada may be registered as a practising member subject to:

(a) a receipt by the Registrar of:

(i) a certificate, letter or other satisfactory evidence from the pharmacy technician regulatory authority the applicant is or was most recently registered with, confirming or disclosing:

(A) proof of registration in a foreign jurisdiction, including without limitation, any practice restrictions, limitations, or conditions imposed on the applicant, any complaints, disciplinary, or criminal proceedings relating to the applicant's competency, conduct, or character, and whether the applicant has been convicted of an offence against any legislation affecting the practice of pharmacy;

(B) that the applicant is or was a practising member, or equivalent, in good standing;

(C) that the applicant is a competent pharmacy technician of good moral character;

(D) the applicant's academic qualifications including the pharmacy technician training program and educational institution from which the applicant was granted a Pharmacy Technician Certificate, or equivalent and the year of graduation;

(E) where applicable, the internship time served with, or under the supervision of a licensed pharmacist or licensed pharmacy technician; and

(F) the applicant's date of birth;

(ii) an original valid passport or Canadian government issued photo identification, or certified true copies of the same;

(iii) verification that the applicant holds a Certificate of Qualification from the Pharmacy Examining Board of Canada; and received this Certification within the timeframes set by Council; and

(iv) satisfactory evidence of meeting the language proficiency requirements approved by Council;

(b) successfully completing a period of appraisal training under the immediate supervision of a licensed pharmacist or licensed pharmacy technician, in good standing, in Saskatchewan. The length of training depends upon the competence of the applicant and may not be less than 600 hours or exceed 4000 hours. Upon completion of the training, the supervisor must provide a written recommendation (completion of Certification of Appraisal Training), that the training has been fulfilled; and

(c) successfully completing a 2-week (not less than 80 hours) assessment conducted by a licensed pharmacist or licensed pharmacy technician, in good standing, in Saskatchewan, assigned by the College. Upon completion of the assessment the assessor must provide a written statement of the applicant's practice performance;

(d) successfully completing the jurisprudence examination of the College on the legislation governing the practice of pharmacy in Saskatchewan; and

(e) successfully completing the learning objectives, training requirements, educational programs, assessments, and examinations required by Council, within the timeframes approved by Council.

Appeals: Decision of the Registrar

7 (1) An applicant who disagrees with a registration decision of the Registrar pursuant to this Part may appeal to Council, in writing, for a review of the Registrar's decision.

(2) The applicant shall have an opportunity to make written, electronic, or oral submissions to Council in support of their appeal.

(3) At the conclusion of the appeal, Council may:

(a) direct the Registrar to approve the application for registration in a manner that the Council considers appropriate; or

(b) confirm the Registrar's decision.

PART E – MEMBERSHIPS AND LICENCES – PHARMACISTS

PART E.1 - PRACTISING MEMBER

Practising Member Conditions

1 Any member who wishes to practise must be registered as a practising member. Where the person is applying for membership as a licensed pharmacist, they shall be granted a licence to practise. This licence entitles the person to use the title ”licensed pharmacist”.

Continuing Professional Development and Other Privileges

2 Practising members:

(a) shall meet any continuing professional development requirements approved by Council in the timeframes approved by Council;

(b) may nominate and hold office;

(c) may vote in elections or annual meetings; and

(d) may participate in other programs and services offered by the College.

PART E.2 - NON-PRACTISING MEMBER

Non-Practising Member Conditions

1 Any member who has voluntarily ceased to practise may be registered as a non-practising member. The non-practising member shall not be granted a licence to practise.

Continuing Professional Development and Other Privileges

2 Non-practising members

(a) may participate in continuing professional development;
(b) may nominate and hold office;
(c) may vote in elections or annual meetings; and
(d) may participate in other programs and services offered by the College.

PART E.3 - ASSOCIATE MEMBER

Associate Member Conditions

1 To retain their name on the register with limited involvement with the College, any member who has voluntarily ceased to practise as a licensed pharmacist may be registered as an associate member. The associate member shall not be granted a licence to practise.

Continuing Professional Development and Other Privileges

2 Associate members:

(a) may not nominate or hold office;
(b) may not vote in elections or annual meetings; and
(c) may participate in other programs and services offered by the college, as determined by Council.

PART E.4 - RETIRED REGISTER

Retired Member Conditions

1 A member who has permanently ceased to practise as a licensed pharmacist may request that the Registrar place the member on the portion of the register reserved for retired members (the "retired register").

Failure to Transfer Membership

2 A member who is eligible for the retired register but fails to request a transfer to the same, shall be liable for the prevailing prescribed fee(s).

Return to Active Practise

3 A member on the retired register may only return to active practise if approved by Council.

Restrictions

4 A member on the retired register:

(a) may not nominate or hold office; and
(b) may not vote in elections or annual meetings.

Unpaid Fees

5 A member on the retired register whose prescribed fee(s) are in arrears shall be suspended from membership with the College.

PART E.5 - MIGRATION FROM ONE MEMBERSHIP CATEGORY TO ANOTHER

Member's Category

1 When renewing their membership, the member will select the membership category on the prescribed form(s) and pay the corresponding prescribed fee(s) prior to June 1st.

Non-Practising to Practising

2 A member who wishes to convert from non-practising to practising membership must provide satisfactory evidence of current practice knowledge and demonstrate that they meet the Standards of Practice by:

(a) providing satisfactory evidence of continuous participation while a non-practising member in continuing professional development; and

(b) undergoing a clinical knowledge examination and a performance review. If the member has been actively practising as a pharmacist:

(i) in Canada for a period of 2000 hours or less in the past three years, the performance review shall consist of successfully completing a period of appraisal training under the immediate supervision of a licensed pharmacist in Saskatchewan. The length of training depends upon the competence of the pharmacist and may not be less than 800 hours or exceed 4000 hours. The pharmacist must submit the prescribed form(s) and fee(s) for Appraisal Training registration. Upon completion of the training, the supervisor must provide a written recommendation (completion of Certification of Appraisal Training), that the training has been fulfilled; then the applicant must successfully complete a 2-week (not less than 80 hours) assessment conducted by a licensed pharmacist in Saskatchewan, assigned by the College. Prior to beginning the assessment, the pharmacist must submit the prescribed assessment fee(s). Upon completion of the assessment, the assessor must provide a written statement of the applicant's practice performance. Upon approval by the College of the assessment, the applicant must successfully complete the jurisprudence examination of the College on the legislation governing the practice of pharmacy in Saskatchewan; or

(ii) in Canada for a period exceeding 2000 hours in the past three years, the performance review shall consist of successfully completing a 2-week (not less than 80 hours) assessment conducted by a licensed pharmacist in Saskatchewan, assigned by the College. Prior to beginning the assessment, the pharmacist must submit the prescribed fee(s). Upon completion of the assessment, the assessor must provide a written statement of the applicant's practice performance. Upon approval by the College of the assessment, the applicant must successfully complete the jurisprudence examination of the College on the legislation governing the practice of pharmacy in Saskatchewan.

Associate to Non-Practising or Practising

3 Conversion from associate to non-practising or practising membership is only permitted upon Council approval, payment of the prescribed fee(s), and according to the terms and conditions prescribed by Council.

Practising to Non-Practising

4 Conversion from practising to non-practising membership is permitted upon the member advising the office of the Registrar by completing the prescribed form(s) and paying the prescribed fee(s).

PART E.6 - REINSTATEMENT

Conditions

1 Any person whose membership has been allowed to lapse for a period of one membership year or less and who is otherwise eligible for membership may, upon application and upon the payment of the prescribed membership fee(s) and prescribed reinstatement fee(s), have their name re-entered in the register of members, subject to meeting the requirements in these bylaws for the membership category applied for.

Council Approval

2 Any person whose membership has been allowed to lapse for a period of more than one membership year may only be reinstated as a member upon Council approval, meeting the requirements in these bylaws for the membership category applied for, and according to any other terms and conditions prescribed by Council.

PART E.7 - LICENCES

Requirements

1 No licence shall be issued until the prescribed application form(s), the prescribed practising membership fee(s), together with any applicable surcharge, and all arrears of the applicant, are remitted to the office of the Registrar and the applicant successfully complies with the continuing professional development requirements approved 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 the member shall lose the privileges conferred upon them by the Act. But the member may, subject to sections 1 and 2 of Part E.6, be reinstated upon payment of the prescribed membership and prescribed reinstatement fee(s).

Written Application

3 Every applicant for a practising membership shall apply to the Registrar in writing, giving the following information:

(a) whether the applicant is an owner, pharmacy manager, staff pharmacist;

(b) the address to which notices are to be sent;

(c) the address of the pharmacy, location, or site in which the applicant will practise their profession;

(d) a statement showing the applicant's 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 practising 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;

(e) information establishing the character and suitability to practise of the applicant, including a criminal record check or such other information from law enforcement or the applicant as may be required by the Registrar; and

(f) any other information that the Registrar, acting in the Registrar's discretion, requires to be satisfied that the applicant meets the requirements of the Act and these bylaws.

Malpractice Insurance

4 (1) In this section:

(a) "**acceptable malpractice insurance**" means personal insurance that:

(i) insures a practising 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 two million dollars;

(iii) is either:

(A) of an occurrence type provided through membership in the Pharmacy Association of Saskatchewan or is reasonably comparable to the insurance provided through membership in the Pharmacy Association of Saskatchewan; 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 practising member ceases to be a practising 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 this Part E.7, every licensed pharmacist must hold and continuously maintain acceptable malpractice insurance.

(3) Notwithstanding subsection 4(2) of this Part E.7, a licensed pharmacist who is a Crown servant, within the meaning of the Government of Canada Policy on Legal Assistance and Indemnification, is not obligated to hold and continuously maintain acceptable malpractice insurance, provided that the member:

(a) at all times restricts their 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 the member will limit their professional pharmacy practice to the scope of duties and employment as a Crown servant;

(ii) confirming the continuing applicability of the Government of Canada Policy on Legal Assistance and Indemnification; and

(iii) undertaking to advise the College of any change in the scope of their practice, or the status or terms and conditions of the Government of Canada Policy on Legal Assistance and Indemnification.

(4) The Registrar shall not grant or renew a licence to practise as a licensed pharmacist until the Registrar 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 pharmacist 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 pharmacist 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 pharmacist'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 pharmacist 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 this Part E.7, practise or continue to practise pharmacy without first obtaining, and continuously maintaining, acceptable malpractice insurance;

(c) breach an undertaking given to the Registrar pursuant to subsection 4(4) of this Part E.7; or

(d) fail to immediately notify the Registrar if for any reason the licensed pharmacist 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 the Government of Canada Policy on Legal Assistance and Indemnification.

Suspensions

5 When a licensed pharmacist is suspended, their licence to practise as a licensed pharmacist shall be suspended during the suspension period. They shall return their licence to the office of the Registrar, and any permit issued in their name shall be invalidated but may be amended upon application.

PART E.8 - CERTIFICATES

Member Certificates

1 Upon being satisfied that the requirements of the Act and these bylaws have been met, the Registrar shall issue a certificate to each person who has paid his prescribed registration fee(s), shall issue a membership card to each member who has paid his prescribed membership fee(s), and shall issue a licence to each member who pays the prescribed practising membership fee(s) and who has completed the requirements in continuing professional development as prescribed by Council. The seal of the College shall be placed upon each licence, and all said licences shall expire on the 30th day of June in each year.

Duplicate Copy of Certificates

2 Any member or intern requiring a duplicate copy of his certificate, membership card or licence, may, on the production of satisfactory evidence to the Registrar that the original thereof has been lost or stolen, obtain the same upon payment of an amount as may be set from time to time by the Registrar to cover the costs of preparing a replacement.

PART E.9 – EMERGENCY MEMBERSHIPS AND LICENCES

Retired, Associate, Non-Practising, Lapsed, and Other Canadian Members

1 (1) Notwithstanding any other provision in PART C or PART E of these bylaws, if in the opinion of the Registrar extraordinary circumstances exist which demonstrate that it is in the public interest to do so, the Registrar may register as a temporary practising member and grant a licence to practise to:

(a) any person who is registered as a retired, associate, or non-practising member with this College;

(b) any person who has been registered as a practising member with this College and has let their membership lapse; or

(c) any person who is registered as a practising member, or equivalent, in good standing with any other Canadian pharmacy regulatory authority.

(2) The Registrar shall specify the terms, limitations, or restrictions/conditions on such authorization conferred pursuant to subsection 1(1) of this PART E.9.

PART F – MEMBERSHIPS AND LICENCES – PHARMACY TECHNICIANS

PART F.1 - PRACTISING MEMBER

Practising Member Conditions

1 Any member who wishes to practise must be registered as a practising member. Where the person is applying for membership as a licensed pharmacy technician, they shall be granted a licence to practise. This licence entitles the person to use the title ”licensed pharmacy technician”.

Continuing Professional Development and Other Privileges

2 Practising members:

(a) shall meet any continuing professional development requirements approved by Council in the timeframes approved by Council;

(b) may nominate, and hold office;

(c) may vote in elections or annual meetings; and

(d) may participate in other programs and services offered by the College.

PART F.2 - NON-PRACTISING MEMBER

Non-Practising Member Conditions

1 Any member who has voluntarily ceased to practise may be registered as a non-practising member. The non-practising member shall not be granted a licence to practise.

Continuing Professional Development and Other Privileges

2 Non-practising members:

(a) may participate in continuing professional development:
(b) may nominate and hold office;
(c) may vote in elections or annual meetings; and
(d) may participate in the programs and services offered by the College.

PART F.3 - ASSOCIATE MEMBER

Associate Member Conditions

1 To retain their name on the register with limited involvement with the College, any member who has voluntarily ceased to practise as a licensed pharmacy technician may be registered as an associate member. The associate member shall not be granted a licence to practise.

Continuing Professional Development and Other Privileges

2 Associate members:

(a) may not nominate or hold office;
(b) may not vote in elections or annual meetings; and
(c) may participate in other programs and services offered by the College, as determined by Council.

PART F.4 - RETIRED REGISTER

Retired Member Conditions

1 A member who has permanently ceased to practise as a licensed pharmacy technician may request that the Registrar place the member on the portion of the register reserved for retired members (the "retired register").

Failure to Transfer to Membership

2 A member who is eligible for the retired register but fails to request a transfer to the same, shall be liable for the prevailing prescribed fee(s).

Return to Active Practise

3 A member on the retired register may only return to active practise if approved by Council.

Restrictions

4 A member on the retired register:

(a) may not nominate or hold office; and
(b) may not vote in elections or annual meetings.

Unpaid Fees

5 A member on the retired register whose prescribed fee(s) are in arrears shall be suspended from membership with the College.

PART F.5 - MIGRATION FROM ONE MEMBERSHIP CATEGORY TO ANOTHER

Member's Category

1 When renewing their membership, the member will select the membership category on the prescribed form(s) and pay the corresponding prescribed fee(s) prior to June 1st.

Non-Practising to Practising

2 A member who wishes to convert from non-practising to practising membership must provide satisfactory evidence of current practice knowledge and demonstrate that they meet the Standards of Practice by:

(a) providing satisfactory evidence of continuous participation while a non-practising member in continuing professional development; and

(b) undergoing a clinical knowledge examination and a performance review. If the member has been actively practising as a pharmacy technician:

(i) in Canada for a period of 2000 hours or less in the past three years, the performance review shall consist of successfully completing a period of appraisal training under the immediate supervision of a licensed pharmacist or licensed pharmacy technician in Saskatchewan. The length of training depends upon the competence of the pharmacy technician and may not be less than 600 hours or exceed 4000 hours. The pharmacy technician must submit the prescribed form(s) and fee(s) for Appraisal Training registration. Upon completion of the training, the supervisor must provide a written recommendation (completion of Certification of Appraisal Training), that the training has been fulfilled; then the applicant must successfully complete a 2-week (not less than 80 hours) assessment conducted by a licensed pharmacist or licensed pharmacy technician in Saskatchewan, assigned by the College. Prior to beginning the assessment, the pharmacy technician must submit the prescribed assessment fee(s). Upon completion of the assessment, the assessor must provide a written statement of the applicant's practice performance. Upon approval by the College of the assessment, the applicant must successfully complete the jurisprudence examination of the College on the legislation governing the practice of pharmacy in Saskatchewan; or

(ii) in Canada for a period exceeding 2000 hours in the past three years, the performance review shall consist of successfully completing a 2-week (not less than 80 hours) assessment conducted by a licensed pharmacist or licensed pharmacy technician in Saskatchewan, assigned by the College. Prior to beginning the assessment, the pharmacy technician must submit the prescribed fee(s). Upon completion of the assessment, the assessor must provide a written statement of the applicant's practice performance. Upon approval by the College of the assessment, the applicant must successfully complete the jurisprudence examination of the College on the legislation governing the practice of pharmacy in Saskatchewan.

Associate to Non-Practising or Practising

3 Conversion from associate to non-practising or practising membership is only permitted upon Council approval, payment of the prescribed fee(s), and according to the terms and conditions prescribed by Council.

Practising to Non-Practising

4 Conversion from practising to non-practising membership is permitted upon the member advising the office of the Registrar by completing the prescribed form(s) and paying the prescribed fee(s).

PART F.6 - REINSTATEMENT

Conditions

1 Any person whose membership has been allowed to lapse for a period of one membership year or less and who is otherwise eligible for membership may, upon application and upon the payment of the prescribed membership fee(s) and prescribed reinstatement fee(s), have their name re-entered in the register of members, subject to meeting the requirements in these bylaws for the membership category applied for.

Council Approval

2 Any person whose membership has been allowed to lapse for a period of more than one membership year may only be reinstated as a member upon Council approval, meeting the requirements in these bylaws for the membership category applied for, and according to any other terms and conditions prescribed by Council.

PART F.7 - LICENCES

Requirements

1 No licence shall be issued until the prescribed application form(s), the prescribed practising membership fee(s), together with any applicable surcharge, and all arrears of the applicant, are remitted to the office of the Registrar and the applicant successfully complies with the continuing professional development requirements approved 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 the member shall lose the privileges conferred upon them by the Act. But the member may, subject to sections 1 and 2 of Part F.6, be reinstated upon payment of the prescribed membership and prescribed reinstatement fee(s).

Written Application

3 Every applicant for a practising membership shall apply to the Registrar in writing, giving the following information:

(a) whether the applicant is an owner or staff pharmacy technician;

(b) the address to which notices are to be sent;

(c) the address of the pharmacy, location, or site in which the applicant will practise their profession;

(d) a statement showing the applicant's 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 practising 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;

(e) information establishing the character and suitability to practise of the applicant, including a criminal record check or such other information from law enforcement or the applicant as may be required by the Registrar; and

(f) any other information that the Registrar, acting in the Registrar's discretion, requires to be satisfied that the applicant meets the requirements of the Act and these bylaws.

Malpractice Insurance

4 (1) In this section

(a) "**acceptable malpractice insurance**" means personal insurance that:

(i) insures a practising 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 or is reasonably comparable to the insurance provided through membership in the Pharmacy Association of Saskatchewan; 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 practising member ceases to be a practising 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 this Part F.7, every licensed pharmacy technician must hold and continuously maintain acceptable malpractice insurance.

(3) Notwithstanding subsection 4(2) of this Part F.7, a licensed pharmacy technician who is a Crown servant, within the meaning of the Government of Canada Policy on Legal Assistance and Indemnification, is not obligated to hold and continuously maintain acceptable malpractice insurance, provided that the member:

(a) at all times restricts their 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 the member will limit their professional pharmacy practice to the scope of duties and employment as a Crown servant;

(ii) confirming the continuing applicability of the Government of Canada Policy on Legal Assistance and Indemnification; and

(iii) undertaking to advise the College of any change in the scope of their practice, or the status or terms and conditions of the Government of Canada Policy on Legal Assistance and Indemnification.

(4) The Registrar shall not grant or renew a licence to practise as a licensed pharmacy technician until the Registrar 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 this Part F.7, practise, or continue to practise, pharmacy without first obtaining, and continuously maintaining, acceptable malpractice insurance;

(c) breach an undertaking given to the Registrar pursuant to subsection 4(4) of this Part F.7; or

(d) fail to immediately notify the Registrar if for any reason the licensed pharmacy technician 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 the Government of Canada Policy on Legal Assistance and Indemnification.

Suspensions

5 When a licensed pharmacy technician is suspended, their licence to practise as a licensed pharmacy technician shall be suspended during the suspension period. They shall return their licence to the office of the Registrar, and any permit issued in their name shall be invalidated but may be amended upon application.

PART F.8 - CERTIFICATES

Member Certificates

1 Upon being satisfied that the requirements of the Act and these bylaws have been met, the Registrar shall issue a certificate to each person who has paid his prescribed registration fee(s), shall issue a membership card to each member who has paid his prescribed membership fee(s), and shall issue a licence to each member who pays the prescribed practising membership fee(s) and who has completed the requirements in continuing professional development as prescribed by Council. The seal of the College shall be placed upon each licence, and all said licences shall expire on the 30th day of June in each year.

Duplicate Copy of Certificates

2 Any member or intern requiring a duplicate copy of his certificate, membership card or licence, may, on the production of satisfactory evidence to the Registrar that the original thereof has been lost or stolen, obtain the same upon payment of an amount as may be set from time to time by the Registrar to cover the costs of preparing a replacement.

PART F.9 – EMERGENCY MEMBERSHIPS AND LICENCES

Retired, Associate, Non-Practising, Lapsed, and Other Canadian Members

1 (1) Notwithstanding any other provision in PART D or PART F of these bylaws, if in the opinion of the Registrar extraordinary circumstances exist which demonstrate that it is in the public interest to do so, the Registrar may register as a temporary practising member and grant a licence to practise to:

(a) any person who is registered as a retired, associate, or non-practising member with this College;
(b) any person who has been registered as a practising member with this College and has let their membership lapse; or
(c) any person who is registered as a practising member, or equivalent, in good standing with any other Canadian pharmacy technician regulatory authority.

(2) The Registrar shall specify the terms, limitations, or restrictions/conditions on such authorization conferred pursuant to subsection 1(1) of this PART F.9.

PART G - MEDICAL PRACTITIONERS – REGISTRATION, LICENCE AND PERMIT

Medical Practitioner Registration

1 Any medical practitioner desiring to become registered as a licensed pharmacist shall make an application in writing to the Registrar which includes:

(a) a certificate from the Registrar of the College of Physicians and Surgeons of Saskatchewan that the applicant is in good standing as a practitioner;

(b) information establishing the character and suitability to practice of the applicant, including a criminal record check or such other information from law enforcement or the applicant as may be required by the Registrar; and

(c) the prescribed fee(s).

Application Prior to Commencing Business

2 Before carrying on business as a licensed pharmacist, the applicant shall make application for, and receive the necessary proprietary pharmacy permit and licence.

Observation of Act and Bylaws

3 A medical practitioner who is registered and carrying on business as a licensed pharmacist shall be required to observe the provisions of the Act, regulations and these bylaws and shall personally be present and in charge of the pharmacy or have another licensed pharmacist present and in charge of the pharmacy whenever it is open for business.

Distance Between Businesses

4 No medical practitioner shall be granted a licence to carry on a business as a licensed pharmacist if there is a proprietary pharmacy carrying on business within 32 kilometers.

Residence in Community

5 If eligible for a proprietary pharmacy permit, the medical practitioner must live in the community for which the permit is to be granted.

Locum Tenens

6 (1) The Registrar of the College may register a medical practitioner as a member of the College and licensed pharmacist for a period not exceeding 60 days where the following conditions are met:

(a) the request is made by a medical practitioner who is duly qualified as a member of the College in good standing and holds a valid and subsisting licence;

(b) the requesting member is resident in and engaged in the active practice of his profession as a pharmacist in Saskatchewan;

(c) the requesting member certifies that he wishes to engage the services of another medical practitioner during his proposed temporary absence;

(d) the application is submitted to the Registrar which is:

(i) in a form determined by the Registrar;

(ii) accompanied by a signed undertaking of the proposed temporary member to:

(A) engage in practice only as a bona fide locum tenens for a medical practitioner duly qualified as a member of the College;

(B) complete his registration before commencing practice as a licensed pharmacist; and

(C) pay the prescribed registration fee(s);

(iii) accompanied by the prescribed application fee(s); and

(e) the proposed temporary member for the registration:

(i) has furnished proper evidence of his qualifications;

(ii) information establishing the character and suitability to practice of the applicant, including a criminal record check or such other information from law enforcement or the applicant as may be required by the Registrar; and

(iii) complies with all other requirements prescribed for admission to the College as far as same are applicable.

(2) On or before the expiry date of the period for which a temporary registration has been issued, the Registrar may extend the temporary registration for a period not exceeding 60 days where the following conditions are met:

(a) the temporary member provides the Registrar with a written extension application;

(b) the written extension application is submitted to the Registrar:

(i) in a form determined by the Registrar; and

(ii) accompanied by the prescribed renewal fee(s); and

(c) the Registrar is satisfied that:

(i) the temporary member is in good standing on the records of the College; and

(ii) under all the circumstances, it is just and expedient to renew the registration.

(3) Such registrations may be continually renewed for up to one year from the start date of the initial registration.

(4) The holder of a temporary registration and licence granted pursuant to this Part shall be subject to the jurisdiction of Council as if he were a fully registered member and licensed pharmacist.

(5) Notwithstanding that the period fixed for a temporary registration may not have expired, the Registrar may cancel the registration if the holder ceases to act as a locum tenens, and upon such cancellation all rights of the holder shall cease.

PART H - CODE OF ETHICS

Saskatchewan College of Pharmacy Professionals Code of Ethics:

1 I _____do hereby subscribe to the following Code of Ethics and do acknowledge that observance thereof is essential to the proper practice of pharmacy.

THE PRACTICE OF PHARMACY IS A PROFESSION DEDICATED TO THE SERVICE OF PUBLIC HEALTH

(1) A member shall hold the health and safety of the public to be of first consideration in the practice of their profession, rendering to each patient the full measure of their ability as an essential health care practitioner.

(2) A member shall maintain a high standard of professional competence throughout their practice, through continuation of their education and professional experience.

(3) A member shall observe the law, particularly those affecting the practice of pharmacy; uphold the dignity of the profession; strive for its betterment; maintain a high standard of ethics; and report to the proper authority, without fear or favour, any unethical or illegal conduct which may be encountered within the profession.

(4) A member shall not engage in any practice, the conditions of which might cause them to compromise acceptable standards of the profession.

(5) A member shall protect the patient's right of confidentiality.

(6) A member shall co-operate with other health care practitioners to ensure delivery of the highest level of pharmaceutical services to the public.

(7) A member shall be responsible in setting a value on services rendered.

(8) A member shall be governed in advertising practices by the highest level of professional integrity.

(9) A member shall associate with, participate in, and financially support organizations for the betterment of the profession of pharmacy.

(10) A member shall be a willing, sincere, and diligent preceptor in the training and education of future pharmacists, pharmacy technicians, and others.

Placement of Code

2 The Code of Ethics shall be displayed at all times in a conspicuous location in the member's place of practice.

PART I - PROPRIETARY PHARMACIES

Permit Requirements

1 The Registrar shall issue a permit to the proprietor for each pharmacy that has met the requirements of the Act and these bylaws. The seal of the College shall be placed upon each permit, and all the said permits shall expire on the 30th day of November in each year. No permit shall be issued until the prescribed application form(s), the annual or other applicable prescribed fee(s), together with any applicable surcharge, and all arrears of the applicant, shall have been remitted to the office of the Registrar.

Permit Restrictions, Terms and Conditions

2 Every proprietary pharmacy permit that is granted pursuant to the Act is granted subject to the proprietor and the pharmacy manager at all times complying with the Act and these bylaws, regulations, rules and standards made there under, as well as the following additional restrictions, terms and conditions:

(a) the proprietor shall not, without the written approval of the College, allow, or provide for, the shipment of drugs from the pharmacy, or the shipment of drugs ordered or procured by the pharmacy, to a location outside of Canada, or to another location in Canada where the proprietor has reason to believe that the drugs are likely to be shipped outside of Canada (by mail, courier, or otherwise) in circumstances where:

(i) the pharmacy's services associated with such shipment are; or

(ii) the sale of drugs associated with such shipment is in any way, directly or indirectly, advertised or otherwise promoted via e-mail, the Internet or via any other means or method accessible outside of Saskatchewan.

Unpaid Annual Fees

3 The name of any pharmacy whose prescribed annual fee(s) or applicable surcharge is unpaid after November 30th, in any year, shall be removed from the register and the proprietor shall lose the privileges conferred upon him by the Act to operate the pharmacy but he may, subject to the bylaws, be reinstated upon payment of the prescribed surcharge, permit and prescribed reinstatement fee(s).

Written Applications

4 Every applicant for a proprietary pharmacy permit must apply to the Registrar in writing, giving the following information:

(a) the name and address of the owner of the pharmacy;

(b) the name of the pharmacy and the address at which the pharmacy will operate;

(c) the name of the practising member who will act as the pharmacy manager;

(d) the names of all practising members employed in the pharmacy, or whom it is proposed to employ in the said pharmacy;

(e) where the proprietor is a corporation, the corporation's name and official address of the head office, and the names of all directors of the corporation; and

(f) any other information that the Registrar, acting in his discretion, requires to be satisfied that the pharmacy meets the requirements of the Act and these bylaws.

Standards

5 An applicant for a proprietary pharmacy permit must satisfy the Registrar that the pharmacy complies with the following standards:

(a) the dispensary must be accessible to the public in person and by telephone except that it must be so designed as to discourage entrance by anyone other than authorized persons;

(b) it must be well lighted; cleanliness and neatness must be maintained to a standard satisfactory to the health authorities of the community and the Registrar or his designate; and

(c) there must be suitable space for office, library and customer waiting area.

Inspections

6 Where the application is for a new proprietary pharmacy permit, the applicant may, at the discretion of the Registrar, be subject to a pre-opening inspection to determine that the requirements and standards for granting the permit have been met. Where the first inspection reveals that those requirements have not been met and the Registrar determines a second or more pre-opening inspections is needed, the applicant shall pay the applicable prescribed fee(s). The Registrar shall not grant the permit until such prescribed fee(s) are paid in full.

Duplicate Permits

7 Any proprietor requiring a duplicate copy of his permit, may, on the production of satisfactory evidence to the Registrar that the original has been lost or stolen, obtain the same upon payment of an amount as may be set from time to time to cover the costs of preparing a replacement.

Privacy Officer

8 (1) Every pharmacy must have a designated privacy officer.

(2) 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.

(3) The pharmacy manager for each pharmacy must report to the College:

(a) the name of the designated privacy officer for that pharmacy;

(b) any changes to the privacy officer for that pharmacy; and

(c) the initial privacy training and re-certification training undertaken by the designated privacy officer for that pharmacy.

(4) Every privacy officer shall undertake privacy training approved by Council 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.

(5) Every privacy officer shall participate in re-certification training once every three years.

(6) If the requirements set out in subsections 8(1), (2), (3), (4) and (5) of Part I are not met, the pharmacy permit for the applicable pharmacy may be suspended or cancelled by the Registrar. The pharmacy permit may be reinstated upon the provision of satisfactory evidence that the requirements set out in subsections 8(1), (2), (3), (4) and (5) of Part I have been met.

(7) The College shall record in the register for each pharmacy:

(a) the designated privacy officer, as identified by the pharmacy manager in accordance with subsection 8(3) of Part I; and

(b) the initial privacy training and re-certification training undertaken by the designated privacy officer.

Proprietor Responsibility

9 Every proprietor shall be held responsible for ensuring that each pharmacist and pharmacy technician in practice in his employ is registered as a practising member.

Pharmacist in Charge

10 Council may from time to time require satisfactory evidence that during all times that the pharmacy is open for business for the sale of drugs, there will be therein a licensed pharmacist in charge of the management and conduct of the business carried on therein.

Pharmacy Manager Requirements

11 (1) To qualify to become and remain a pharmacy manager, a licensed practising pharmacist must:

(a) have no conditions or restrictions on his or her licence arising from a decision of any Discipline Committee or like panel whose role is to determine professional misconduct or professional incompetence;

(b) not be disqualified or suspended from acting as a pharmacist or as a pharmacy manager;

(c) disclose whether or not he or she is the subject of or is currently engaged in any complaint or disciplinary procedure or proceeding in any jurisdiction;

(d) have been a licensed practising pharmacist in Canada for a minimum of 2000 hours within 36 consecutive months prior to application to become a pharmacy manager, or

otherwise, at the discretion of the Registrar is able to demonstrate the management competencies approved by Council, within the time frames established by Council;

(e) successfully complete the learning objectives, educational programs, assessments, and examinations required by Council, within the time frames established by Council, in order to demonstrate the management competencies approved by Council.

(2) A licensed pharmacist may be the manager of more than one pharmacy at a time, according to the policies, standards, or guidelines approved by Council.

(3) If a pharmacy manager ceases to be a pharmacy manager and there is no replacement pharmacy manager, a licensed pharmacist may be named as interim pharmacy manager for a maximum period of 180 days, or another reasonable timeframe, as approved by and at the discretion of the Registrar, providing that they meet the requirements of clauses 11(1)(a), (b), (c), and (e) of this Part.

(4) An interim pharmacy manager will not be approved if another interim pharmacy manager has been approved at the same pharmacy within the preceding 180 days, unless, as approved by and at the discretion of the Registrar, it is prudent to do so in the public interest.

(5) A pharmacy manager shall actively participate in the day-to-day practice and management of the pharmacy where he or she is designated as the pharmacy manager, as defined by Council.

(6) In the event that a person is dissatisfied with the Registrar's discretion under this Part I, they may apply to Council to review the decision of the Registrar pursuant to subsection 21(4) of the Act.

Continuous Quality Improvement

12 (1) In this section:

(a) 'Continuous Quality Improvement' means a structured process used within the pharmacy, which allows for the continual review and improvement of all aspects of the medication dispensing process, in order to ensure medication safety and a safe medication system. This includes but is not limited to utilizing specific tools for recording quality related events, proactively identifying any safety issues within the pharmacy, and documenting improvement plans to ensure medication safety within the pharmacy;

(b) 'Quality Related Event' means any preventable event that may cause or lead to inappropriate medication use or patient harm. Medication incidents may be related to professional practice, drug products, procedures, or systems, and include prescribing, order communication, product labelling/packaging/nomenclature, compounding, dispensing, distribution, administration, education, monitoring, and use, as per the Institute for Safe Medication Practices Canada Definition of Terms (2016); and

(c) 'Medication Safety Self-Assessment' means an Institute for Safe Medication Practices Canada quality improvement tool that allows pharmacy staff to assess themselves in different key areas, which encompass the characteristics of a safe medication system.

(2) Every pharmacy must have a Continuous Quality Improvement program that meets the following requirements:

(a) anonymous reporting of Quality Related Events to an independent, objective third party organization for the population of a national aggregate database approved by Council, in which learnings can be communicated across the profession;

(b) completion of a Medication Safety Self-Assessment every two years by all pharmacy staff;

(c) development and monitoring of a Continuous Quality Improvement plan;

(d) documentation of all Continuous Quality Improvements; and

(e) participation in Continuous Quality Improvement meetings as follows:

(i) the number of Continuous Quality Improvement meetings held per year will be determined by the Quality Improvement Coordinator and pharmacy manager in order to meet the requirements of clauses 12(2)(a), (b), (c), and (d) of Part I; and

(ii) there shall be no less than one Continuous Quality Improvement meeting held annually.

(3) Every pharmacy must have at least one designated Quality Improvement Coordinator.

(4) The pharmacy manager for each pharmacy shall designate a licensed pharmacist or pharmacy technician employed at that pharmacy as the Quality Improvement Coordinator for that pharmacy.

(5) The pharmacy manager for each pharmacy must report to the College:

(a) the name of the designated Quality Improvement Coordinator for that pharmacy;

(b) any changes to the Quality Improvement Coordinator for that pharmacy; and

(c) the initial approved Quality Improvement training undertaken by the designated Quality Improvement Coordinator for that pharmacy.

(6) Every Quality Improvement Coordinator shall undertake Quality Improvement training approved by Council within six months of his designation.

(7) The College shall record in the register for each pharmacy:

(a) the designated Quality Improvement Coordinator, as identified by the pharmacy manager in accordance with clauses 12(5)(a) and (b) of Part I; and

(b) the initial approved Quality Improvement training undertaken by the designed Quality Improvement Coordinator, as identified by the pharmacy manager in accordance with clause 12(5)(c) of Part I.

PART J - CONDITIONS OF SALE FOR DRUGS AND RELATED REQUIREMENTS FOR PHARMACISTS, PHARMACY TECHNICIANS AND PHARMACIES

Definitions

1 In this Part:

(a) "**cosmetic**" means as defined in *The Food and Drugs Act (Canada)*, includes any substance or mixture of substances manufactured, sold or represented for use in cleaning, improving or altering the complexion, skin, hair or teeth, and includes deodorants and perfumes;

(b) "**dispensing-only pharmacy**" means a pharmacy wherein the practice of pharmacy is limited to dispensing prescriptions and providing associated professional services and products, and which does not contain a conventional front store;

(c) "**food**" as defined in *The Food and Drugs Act (Canada)*, includes any article manufactured, sold, or represented for use as food or drink for man, chewing gum, and any ingredient that may be mixed with food for any purpose whatever;

(d) "**licensed member**" means licensed pharmacist or licensed pharmacy technician;

(e) "**pharmacy**" means the area in the premises in which the pharmacy is located, and which includes the dispensary and all shelves, displays or fixtures bearing drugs and other items for sale as permitted in this Part and which shelves, displays or fixtures are in an area in the vicinity of the dispensary so that they are under the audio and visual control of the licensed pharmacist or licensed pharmacy technician;

(f) "**prohibited drug**" means any drug designated as such in section 7 of Part J.

Inclusions and Conditions of Sale of Drugs

2 (1) Drugs, and related information or related to any health subject, must be located within the pharmacy.

(2) Schedule I and Schedule II drugs must, at all times, be kept or stored in a secure location in the pharmacy, such as the dispensary, that is not accessible to the public. While Schedule II drugs may be sold without a prescription, the licensed member must be involved in the sale of Schedule II drugs, which includes the licensed pharmacist arriving at the decision to sell the drug.

(3) Schedule III drugs may be located in the area of the pharmacy that is accessible to the public and which provides an opportunity for self-selection of the drug by the public. The licensed member must be available, accessible and approachable to assist the public with selecting the drug, in accordance with their scope of practice.

(4) Substances, other than drugs, but represented to be sold for medicinal purposes, and other health related items such as, but not limited to, vitamins, minerals, first aid supplies, sickroom supplies, surgical appliances and supplies, animal health supplies and other health care products may be included within the pharmacy.

(5) Non health-related items, such as, but not limited to, cosmetics, cards, gifts, magazines, tobacco products, paper goods, and toys, shall not be included within the pharmacy.

(6) Health foods may be included within the pharmacy at the discretion of the pharmacy manager.

(7) The area which is, or may in the future be known as the “Patient Counselling Area” or such other term as Council may from time to time approve, shall be included within the pharmacy.

Delineation of the Pharmacy

3 The pharmacy, except in dispensing-only pharmacies, shall be delineated from the remainder of the premises in the following manner:

(a) by the display, on the boundary of the pharmacy, of one or more signs:

(i) entitled “Pharmacy” or “Professional Services Area”, or such other term acceptable to the Registrar; and

(ii) which sign(s) shall be in a format acceptable to the Registrar including sufficient size, shape and colour to clearly distinguish the area of the pharmacy from the remainder of the premises;

(b) by using one or more additional methods such as variations in flooring, ceiling, decor, fixtures, and lighting, or additional signs, or physical separation:

(i) variations in flooring may be one or any of: flooring material or colour which differ from the remainder of the premises or raising or lowering the floor;

(ii) variations in ceiling may be one or any of: ceiling material or colour which differ from the remainder of the premises or raising or lowering the ceiling;

(iii) variations in decor may be one or any of: furniture, wall coverings, or painted walls which differ from the remainder of the premises;

(iv) variations in fixtures may be one or any of: size or colour of fixtures which differ from the remainder of the premises or turning the fixtures to face a different direction;

(v) variations in lighting may be one or any of: lighting fixtures which differ from the remainder of the premises or raising or lowering, the lighting fixtures or light intensity;

(vi) additional signs may be displayed within the pharmacy which describe sections and product categories therein (e.g. “Cough and Cold”, “Laxatives”, “First-Aid”); and

(vii) physical separation may be walls or barriers which are constructed from opaque or transparent materials, or combinations thereof, and which surround the pharmacy in order to physically separate the pharmacy from the remainder of the premises. Such construction must conform to local building codes.

Pharmacist Supervision

4 The pharmacy shall be under the personal attendance and supervision of a licensed pharmacist, or a licensed pharmacy technician in accordance with section 5 of Part J, unless it is capable of complete closure to the public and to non-professional staff at such times as there is no licensed pharmacist on duty, in accordance with section 9 of Part J.

Operation of a Pharmacy by a Licensed Pharmacy Technician

5 (1) A pharmacy may operate under the personal attendance and supervision of a licensed pharmacy technician, where the licensed pharmacist is temporarily absent in order to provide professional services at another location. Temporarily absent means being away for reasonable periods of time of the day during which the pharmacy is open to the public; and

(2) Where a licensed pharmacy technician is supervising a pharmacy in the absence of a licensed pharmacist, the licensed pharmacy technician may only release a prescribed drug to a patient, where the prescribed drug has previously been approved for release by the licensed pharmacist.

Dispensary

6 The dispensary must be clearly defined and must be marked by a sign of suitable size which shall read “Dispensary” or “Prescriptions”, or other such term acceptable to the Registrar. The dispensary plan must be submitted for approval by the Registrar, the actual area in which prescriptions are filled must not be less than 100 square feet. The dispensary shall be stocked with drugs and chemicals and related supplies adequate to provide a full prescription service.

Prohibited Drugs

7 No licensed member shall sell a prohibited drug, nor permit or allow the storage of a prohibited drug in a pharmacy under his management. A prohibited drug includes:

(a) all Exempted Codeine Products offered for retail sale in a solid dosage form including tablets, capsules, gel caps, and other similar dosage forms in a package size exceeding fifty (50) units, and in liquid preparations exceeding package sizes of one hundred (100) ml.

Exempted Codeine Products are defined in section 36 of *The Narcotic Control Regulations (Canada)* as those products containing codeine which the public may purchase without a prescription. Such products contain not more than 8 mg or its equivalent of codeine phosphate per solid dosage unit, or not more than 20 mg or its equivalent of codeine phosphate per 30 ml in a liquid preparation. In addition, such products must contain two or three additional medicinal ingredients other than a narcotic in therapeutic proportions. The inner and outer package must also bear the full list of all the active ingredients along with a cautionary notification that the product contains codeine, and should not be administered to children except on the advice of a physician, dentist, or nurse practitioner.

Exempted Codeine Products

8 When a person wishes to purchase an Exempted Codeine Product, only a licensed pharmacist, or pharmacist intern under the immediate supervision of a licensed pharmacist, may sell the Exempted Codeine Products. The licensed pharmacist, licensed pharmacy technician, or intern must document the sale on the patient profile. Except for quantities stated otherwise and pursuant to that authorized by a prescription, the licensed pharmacist, or pharmacist intern under the immediate supervision of a licensed pharmacist, may sell only one (1) consumer package of the Exempted Codeine Product per occasion.

Lock and Leave

9 (1) In this section:

(a) "**Lock and Leave**" means an approved physical enclosure which allows a period or periods of closure of the pharmacy from the remainder of the premises;

(b) "**Permit**" means a Lock and Leave Permit; and

(c) "**Professional Services**" means those services such as, but not limited to, dispensing prescriptions, selling drugs, and the education, consultative and counselling functions associated thereto, which may only be performed by a licensed pharmacist or a licensed pharmacy technician within their scope of practice.

(2) Where a permit holder proposes a Lock and Leave installation, he must firstly obtain approval of the Registrar by applying in writing, and which application shall specify physical layout of the closure facilities, the times which the entire premises is open to the public, the proposed times of operation of the Lock and Leave, and the proposed times when professional services will be available.

(3) The applicable prescribed fee(s) must accompany the application and shall be non-refundable after the inspection of the facilities is completed.

(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;

(b) those Lock and Leave installations which have been approved prior to January 18, 1984, under former Lock and Leave guidelines are exempt from this condition, but must comply with the conditions regarding times of operation which were specified when the "Lock and Leave" was first approved, and must comply with the other conditions specified herein;

(c) all drugs must be located within the "Lock and Leave". Substances other than drugs represented to be sold for medicinal purposes, and other health related items such as, but not limited to, vitamins, minerals, first aid supplies, sickroom supplies, surgical

appliances and supplies, animal health supplies and other health care products traditionally associated with professional services may be located within the Lock and Leave;

(d) during the periods of closure or operation of the Lock and Leave, the pharmacy shall not be accessible to the public or non-professional staff;

(e) no drugs may be sold or offered for sale and non-professional staff may not perform any professional services; and

(f) the Lock and Leave physical enclosure which separates the pharmacy from the remainder of the premises must be:

(i) a wall, composed of transparent, semitransparent or opaque materials, or any combination thereof, at least six feet high with adequate doors to permit complete security during periods of closure, and to permit full access by the public to the pharmacy when professional services are available; or

(ii) a sliding wall, in accordance with the height and material specifications under (1) above, which will completely surround and secure the pharmacy during periods of closure;

(iii) notwithstanding section 9(4)(f)(i) and (ii), Council may approve a non-permanent barrier that permits complete security during periods of closure to those products restricted to a lock and leave enclosure offered for sale on shelves outside that enclosure.

(5) Where the Registrar does not approve a Lock and Leave installation because he is not satisfied that the conditions specified herein have been met, the applicant may appeal this decision to Council for approval of the application upon majority consent.

(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.

(8) Where a permit holder proposes changes to the “Lock and Leave” installation with respect to the conditions specified herein, he shall firstly obtain the approval of the Registrar by applying in writing and which application shall specify the nature of the change.

Satellite Pharmacy

10 (1) "**Satellite Pharmacy**" means a pharmacy for which a permit has been issued to operate in rural Saskatchewan, in compliance with the guidelines as prescribed by Council.

Fixtures and Facilities

11 (1) The dispensing counter must have at least 20 square feet of working area to be utilized only for the compounding and dispensing of prescriptions.

(2) there must be adequate shelf and storage space. Temperature in this area must be such that it is suitable for the storage of drugs and chemicals.

(3) the dispensary must be equipped with a printing device, refrigerator and heat source (e.g., microwave), all in good working order.

(4) Narcotic and Controlled Drugs shall be secured in accordance with section 43 of *The Narcotic Control Regulations (Canada)*, and section GO3.012 of *The Food and Drug Regulations (Canada)*.

(5) The dispensary must contain:

(a) a sink, provided with hot and cold running water and sewage disposal, both of which comply with local building codes;

(b) a suitable container for waste disposal;

(c) a suitable prescription filing system and other provisions for record keeping approved by the Registrar or his designate;

(d) a readily accessible file in which is kept current copies of all Acts, these bylaws and Regulations, guidelines, standards and policy statements issued by Council pertaining to the practice of pharmacy.

(6) Patient profiles (either manual or electronic) must be maintained on which shall be recorded the following minimum information:

(a) name;

(b) address;

(c) birth month and year;

(d) Health Services Number;

(e) allergies and special information;

(f) date;

(g) prescription number;

(h) identification of prescriber;

(i) identification of pharmacist and pharmacy technician;

(j) name and strength of medication;

(k) quantity;

(l) directions; and

(m) repeat identification.

(7) Compounding and dispensing equipment must include a Class A prescription balance, or its equivalent metric weights 10 mg to 50 g, counter or bulk scale capable of weighing 10 g to 1 kg, at least two graduates of metric measure, at least one mortar and pestle, and one metal and one non-metal spatula, stirring rod, funnel, ointment slab and pads. There must be sufficient quantity of expendable material such as bottles, caps, dropper bottles, ointment jars, tablet vials, labels, distilled or deionized water.

Reference Library Requirements

12 Every pharmacy shall have a reference library consisting of electronic or printed versions (recommended resources are provided in the Policy Paper on Reference Library Requirements which is accessible in the Pharmacy Reference manual which is updated from time to time) of:

(a) Pharmacy Reference manual containing current pharmacy related Federal and Provincial Acts and Regulations and Schedules;

(b) a medical dictionary;

(c) a Canadian drug compendium (i.e., CPS);

(d) a drug interaction reference;

(e) a non-prescription medication/therapy guide;

(f) a drug therapy text;

(g) professional journals – (Journals can be electronic (online), on PDA or in print);

(h) a natural products reference;

(i) a pregnancy and lactation reference.

The following are not required but are supportive references based on practice environment:

(a) a pediatrics reference;

(b) a geriatric reference;

(c) websites;

(d) a patient counselling reference.

Prescription Labelling Requirements

13 The following minimum information is to appear on all prescription labels:

(a) name of patient;

(b) name of prescriber;

(c) prescription number;

(d) date on which the prescription (new or repeat) is filled;

(e) drug identification number;

(f) name of the drug in the prescription, as follows:

(i) generic name followed by the strength and name, or accepted abbreviation, of the manufacturer; or

(ii) generic name followed by the strength and trade name of the manufacturer; or

(iii) trade name of the manufacturer followed by the strength; or

(iv) in situations where the trade name uniquely identifies the strengths of more than one drug in a fixed-ratio combination product, the trade name;

(g) prescriber's directions must be clearly stated on all prescription labels so as to be clearly understood by the patient; and

(h) name, address, phone number of the pharmacy at which the prescription was dispensed.

Safety Closure Containers

14 Every licensed member who dispenses a drug shall package the drug in a safety closure container that is certified and designated by one of: the Canadian Standards Association, the European Standard, or the Code of Federal Regulations (United States), as defined in The Food and Drug Regulations (Canada) C.01.001(2) (b), except when:

(a) the prescriber, the patient, or his responsible agent directs otherwise; or

(b) in the professional judgment of the member, in the particular instance, it is advisable not to use a safety closure container; or

(c) a safety closure container is not suitable because of the physical nature of the drug; or

(d) supplies of safety closure containers are not available.

Return to Stock

15 Except as may otherwise be approved by Council, no member shall accept for return to stock or re-use any drug or preparation thereof previously dispensed, nor assume responsibility for any drug or preparation thereof which has been removed from his direct supervision for any period of time.

Non-Compliance

16 Non-compliance with all the bylaws and Regulations governing the practice of pharmacy shall be deemed an infringement and shall be subject to investigation and to disciplinary action.

Advertising

17 (1) In this section:

(a) "**professional services**" means the procedures/functions involved in the preparation of a prescription from the time the licensed member receives the prescription, until the licensed member releases the final prescription package to the patient, as defined or described in the standards of practice for Saskatchewan pharmacists and pharmacy technicians, or other standards or guidelines as approved by Council;

(b) "**purchaser**" means an individual or corporeal person who purchases professional services directly from a pharmacy;

(2) **General Prohibition**. No pharmacist, pharmacy technician, or any firm, corporation, partnership, organization, or clinic operating a pharmacy, shall publish, display, distribute, or use or cause or permit, directly or indirectly, the publication, display, distribution or use of any advertisement, announcement or information related to professional services, which:

(a) as a result of its content or method or frequency of dissemination, may be reasonably regarded as likely to demean the integrity or dignity of the profession or bring the profession into disrepute;

(b) includes information that:

(i) is false, misleading, fraudulent, deceptive, ambiguous or confusing or likely to mislead or deceive the public because, in context, it makes only partial disclosure of relevant facts;

(ii) is not relevant to the public's ability to make an informed choice, or is not verifiable by facts or can only be verified by a person's personal feelings, beliefs, opinions or interpretations;

(c) is likely to create expectations of favourable results or to appeal to the public's fears; or

(d) makes any reference to the prices, fees or services of any other member or pharmacy or which would be reasonably regarded as making such reference.

(3) **Signs**. No licensed pharmacist, licensed pharmacy technician, or any proprietor, firm, corporation, partnership, organization, or clinic operating a pharmacy shall have or display or cause to be displayed a sign or signs internal or external to the place of business advertising professional services which:

(a) are in a size and/or number not reasonably necessary to inform the public or provide the public with the ability to make an informed choice; or

(b) are flamboyant, grandiose, sensational or otherwise demeaning to the integrity of the profession and which are not reasonably necessary to inform the public or to provide the public with the ability to make an informed choice.

(4) **Fees for Professional Services**. A pharmacist, pharmacy technician, or any proprietor, firm, corporation, partnership, organization, or clinic operating a pharmacy may prominently post in or adjacent to the dispensary area a schedule of fees for professional services, on a sign provided by or approved by Council, which shall contain:

(a) all prices and fees charged for professional services;

(b) a statement as to which prices or fees are paid by the purchaser; and

(c) a statement as to which prices or fees are not paid by the purchaser, and for those prices or fees which are paid by other than the purchaser, the name of the party who pays those prices or fees. The fee for professional services may be published or displayed on the prescription label and/or prescription receipt.

(5) no pharmacist, pharmacy technician, or any proprietor, firm, corporation, partnership, organization or clinic operating a pharmacy shall supply or permit any other person to supply, to any practitioner for the purposes of advertising, prescription pads or any other matter bearing the name of a pharmacist, pharmacy technician, and/or pharmacy and/or any message or slogan calculated to identify any particular pharmacist, pharmacy technician, or pharmacy, for use by the practitioner in issuing a prescription to be dispensed by a member

PART K - PRESCRIBING OF DRUGS

Definitions

1 In this Part:

(a) **"Collaborative Practice Agreement"** means either:

(i) a voluntary written and signed agreement between one or more licensed pharmacists and one or more practitioners who have agreed to work together under protocol, in a Collaborative Practice Environment, to provide patient care and drug therapy management services and that outlines who may perform certain patient care functions under certain specified conditions or limitations authorized by the practitioner and by Council; or

(ii) a written bylaw, policy, clinical standard of a Public Health Care Institution, or agreement between one or more licensed pharmacists and a Public Health Care Institution, that outlines patient care and drug therapy management functions performed by licensed pharmacists and other health care providers employed by, or practising in the Public Health Care Institution, which includes the conditions or limitations authorized by the Public Health Care Institution and by Council;

(b) **"Collaborative Practice Environment"** means a deliberate and committed professional approach to communication, decision-making, and shared knowledge and skills that health care providers can reasonably rely upon to provide safe patient care, including the referral to practitioner(s) or other health care providers as appropriate;

(c) **"De-prescribe"** means the planned and supervised process of reducing or stopping a drug;

(d) **"Dosage amount" or "Dose" means** a specific amount or strength of drug prescribed or directed to be taken;

(e) **"Dosage form"** means the physical formulation, including release profile, in which the drug is manufactured and made available for use;

(f) **"Dosage regimen"** means the frequency in which a dose of drug should be ingested for a specified duration;

(g) **"Level I Prescribing Authority"** means the ability of a licensed pharmacist to prescribe drugs in the circumstances enumerated in sections 4, 5, 6, 7, 8, 9, 10 or 11 of this Part K;

(h) **"Level II Prescribing Authority"** means the ability of a licensed pharmacist to prescribe drugs in the circumstances enumerated in sections 12, 13, 14, 15, 16, 17 or 19 of this Part K;

(i) **"Pharmaceutical Information Program"** means Saskatchewan's centralized electronic registry of patient medication records, gathered pursuant to subsection 3.3(2) of *The Prescription Drugs Act;*

(j) **"Pharmacist Assessment Record"** means the clinical record completed, or caused to be completed, by one or more licensed pharmacists for the purpose of documenting the information described in subsection 3(2) of this Part K;

(k) **"Pharmacologic class"** is a group of drugs that share one of the three scientifically documented properties or attributes, depending on what is clinically meaningful: (1) mechanism of action, (2) physiologic effect, also known as "therapeutic effect", "therapeutic equivalence" or "clinical equivalence" and (3) chemical structure (CS);

(l) **"Practitioner"** for the purposes of this Part K, means a practitioner as defined in clause 2(i) of Part A of these bylaws, excluding a licensed pharmacist;

(m) **"Professional relationship"** means a relationship between a patient and a licensed pharmacist or practitioner in which a professional service is provided for the purpose of optimizing the patient's health or drug therapy;

(n) **"Public Health Care Institution"** means a designated facility as defined in The Facility Designation Regulations or the Saskatchewan Cancer Agency, continued pursuant to *The Cancer Agency Act*;

(o) **"Route of Administration"** means the primary routes of administration for dosage forms including parenteral, gastrointestinal, topical, mucosal and inhalation;

(p) **"Therapeutic substitution"** means substituting a prescribed drug for a drug that is within the same pharmacologic class and limited to the scientific properties defined in clause 1(k) of this Part K;

(q) All references to a section, subsection, clause, or subclause of these bylaws refers to the section, subsection, clause, or subclause in this Part K unless otherwise stated.

General Requirements for all Prescribing

2 (1) A licensed pharmacist who exercises any prescribing authority pursuant to this Part K shall do so in accordance with the following requirements:

(a) the licensed pharmacist must have successfully completed the training, competency and practice requirements for the prescribing authority being exercised as stipulated by this Part K;

(b) prescribing shall only be done for patients with whom the licensed pharmacist has developed a professional relationship;

(c) for prescribing authority other than that stipulated in subsections 5(8), 10(1), 11(1), 13(1), 14(1), 15(1) or 19(1), the licensed pharmacist reasonably believes, after making inquiries that are reasonable in the circumstances, that there exists an active professional relationship between the practitioner and the patient;

(d) the licensed pharmacist must have the appropriate information to inform the prescribing decision;

(e) the licensed pharmacist must have reasonably satisfied themself that the prescribing decision is appropriate in the circumstances based on their assessment of the patient and that the prescribing decision is proper in the judgment of the licensed pharmacist;

(f) a licensed pharmacist must have reviewed the patient's medication history in the Pharmaceutical Information Program prior to prescribing a drug, unless the licensed pharmacist is unable to access the patient's medication history in the Pharmaceutical Information Program and is unable to make a record therein because the patient is not a resident of Saskatchewan, in which case the licensed pharmacist may prescribe a drug to the patient in accordance with these bylaws upon the making of inquiries, that are reasonable in the circumstances, into the patient's medication history;

(g) the licensed pharmacist must have a system in place to ensure patients receive appropriate follow-up care;

(h) the licensed pharmacist shall take appropriate follow-up action if the therapeutic results are outside of the expected, normal or reference range, which may include one or more of, but is not limited to:

(i) discussing the results with the patient or other members of the patient's health care team;

(ii) developing and implementing a plan for ongoing monitoring or management;

(iii) revising drug therapy, if authorized pursuant to Part K of these bylaws; or

(iv) recommending changes to drug therapy by another member of the patient's health care team;

(i) the licensed pharmacist must only prescribe a drug if the licensed pharmacist reasonably believes that the prescription decision of the licensed pharmacist has been consented to by the patient, in accordance with the following:

(i) in the context of services provided within a Public Health Care Institution, the licensed pharmacist reasonably believes that the prescription decision of the licensed pharmacist has been consented to in accordance with the bylaws or policies of the Public Health Care Institution regarding consent; or

(ii) in the context of a practice outside of a Public Health Care Institution, the licensed pharmacist reasonably believes, after the making of inquiries that are reasonable in the circumstances, that the prescription decision of the licensed pharmacist has been consented to:

(A) by the patient, if the licensed pharmacist has a reasonable basis to believe that the person has the capacity to make an informed health care decision;

(B) by a person appointed as the patient's personal guardian or the patient's co-decision maker pursuant to The Adult Guardianship and Co-decision-making Act;

(C) by the patient's parent or legal guardian, if the licensed pharmacist has a reasonable basis to believe that the person does not have the capacity to make an informed health care decision by reason of the patient's infancy; or

(D) by the patient's spouse, if the patient does not have the capacity to make an informed health care decision and no person has been appointed as the patient's co-decision maker or personal guardian;

(j) a licensed pharmacist who is prescribing a drug monitored by the Prescription Review Program, or other like provincial program, must do so in accordance with its applicable policies and procedures;

(k) the licensed pharmacist must not prescribe for themselves, family members, or for any person with whom they have a close personal relationship, except in emergency circumstances or when another appropriate health care professional is not readily available.

(2) Nothing in these bylaws permits a licensed pharmacist to delegate the licensed pharmacist's prescribing authority.

(3) If, in the opinion of the Registrar, extraordinary circumstances exist which demonstrate that it is in the public interest to do so, the Registrar may, according to the terms and conditions prescribed by Council, authorize licensed pharmacists to:

(a) prescribe a supply of a drug which exceeds the amount in subsection 5(2) or subsection 5(5) without the express authority of a practitioner;

(b) prescribe a drug without complying with subsections 5(1), 5(4) or clause 5(9)(d);

(c) prescribe a drug without complying with clause 2(1)(c);

(d) prescribe a drug without complying with subsection 3(3); or

(e) make a therapeutic substitution for a drug without complying with the practice, training, and competency requirements for Level II Prescribing Authority.

(4) The Registrar shall specify the limitations or restrictions on such authorization conferred pursuant to subsection 2(3).

Pharmacist Assessment Record

3 (1) A licensed pharmacist who prescribes a drug pursuant to the authority of these bylaws must record, or cause to be recorded, a record of such prescription in a Pharmacist Assessment Record and may request a licensed pharmacy technician to assist in recording only the drug distribution information required by subsection 3(2).

(2) The Pharmacist Assessment Record for each drug prescribed under the authority of these bylaws must include:

(a) the date of the prescription;

(b) the name, address, birthdate, and provincial Health Services Number of the person for whose benefit the drug is given;

(c) the proper name, common name or brand name of the prescribed drug, and the quantity thereof;

(d) the drug's strength, where appropriate;

(e) the dosage regimen;

(f) the amount prescribed;

(g) the assessment of the licensed pharmacist, including relevant patient information, any drug-related problems, action plans, and explicit instructions for patient usage of the drug;

(h) the name of the prescribing licensed pharmacist; and

(i) the rationale of the prescribing licensed pharmacist for the prescription, including reference to the current peer-reviewed evidence-based resources or clinical practice guidelines used, when required by this Part K.

(3) Except when prescribing as provided in subsections 5(1), 5(4), section 6, 7 or 11, a licensed pharmacist who prescribes a drug under the authority of these bylaws, must provide, or cause to be provided, the Pharmacist Assessment Record associated with that prescription to the patient's primary practitioner and, where appropriate, other practitioners involved in the patient's care:

(a) immediately, if in the judgment of the licensed pharmacist, the practitioner immediately requires the record to provide safe care to the patient; or

(b) as soon as reasonably possible, in all other cases.

LEVEL I PRESCRIBING AUTHORITY

Training and Competency Requirements

4 (1) A licensed pharmacist has Level I Prescribing Authority with respect to an individual patient if the licensed pharmacist has successfully completed the Level I Prescribing Authority training, competency and practice requirements, as stipulated in subsections 4(2), 4(4) and 4(7).

(2) The Level I Prescribing Authority training and competency requirements are:

(a) *Prescribing Authority Training*: successful completion of the approved prescribing authority Level I basics course offered by the University of Saskatchewan continuing professional development for pharmacy professionals program, or an equivalent course or alternative training requirement approved by Council;

(b) *Minor Ailments, Self-Care Training*: successful completion of the following requirements, except where the licensed pharmacist practices in an environment in which the licensed pharmacist will not provide self-care services or prescribe a drug which is indicated for self-care:

(i) the approved basics course for prescribing for minor ailments and self-care, offered by the University of Saskatchewan continuing professional development for pharmacy professionals program, or an equivalent course or alternative training requirement approved by Council;

(ii) additional minor ailments and self-care implementation and guidelines courses approved by Council; and

(c) successful completion of any additional training requirements approved by Council.

(3) The Level I Prescribing Authority requirements specified in subsection 4(2) of this Part K shall be reviewed and evaluated periodically by the Registrar, at timeframes agreed to by Council, and shall be amended periodically subject to the approval of Council.

Practice Requirements

(4) A licensed pharmacist may only exercise Level I Prescribing Authority with respect to an individual patient if a Collaborative Practice Environment exists between the licensed pharmacist and a practitioner who is responsible for the care of the individual patient.

(5) For the purposes of subsection 4(4), a Collaborative Practice Environment does not exist between a licensed pharmacist and a practitioner when:

(a) the practitioner has communicated to the licensed pharmacist in writing that no Collaborative Practice Environment exists, the nature of the concerns, and the individual patient or class of patients impacted; and

(b) the practitioner confirms that the patient or class of patients have been informed of the concerns with the pharmacist's prescribing and the potential impact on patient care.

(6) A Collaborative Practice Environment is presumed to exist with a Public Health Care Institution, in any circumstance where the patient care functions or drug therapy management services performed in, or through a Public Health Care Institution, are in accordance with the Collaborative Practice Agreement.

(7) A licensed pharmacist exercising Level I Prescribing Authority must adhere to any policies approved by Council with respect to exercising Level I Prescribing Authority.

Continuing Existing Prescriptions

5 (1) A licensed pharmacist with Level I Prescribing Authority may prescribe an additional quantity of a drug previously prescribed to the patient by a practitioner if:

(a) requested to do so by the patient;

(b) the patient's medication history indicates chronic and stabilized use of the relevant drug; and

(c) the patient's remaining supply of the drug will not be sufficient for the patient to maintain the prescribed frequency and dosage amount until the date of their next appointment with a practitioner.

(2) A licensed pharmacist prescribing under subsection 5(1) is limited to a maximum of three month's duration.

(3) A licensed pharmacist prescribing under subsection 5(1) must not alter the dosage regimen or dosage amount of the prescription.

Unable to Access Supply

(4) In the event that the patient's supply of the drug is currently inaccessible to the patient due to distance or other reasons provided by the patient, a licensed pharmacist with Level I Prescribing Authority, if requested to do so by a patient, may prescribe an additional quantity of a drug previously prescribed to the patient by a practitioner if the patient's medication history indicates chronic and stabilized use of the drug.

(5) A licensed pharmacist prescribing pursuant to subsection 5(4):

(a) must limit the quantity to the amount necessary to meet the reasonable needs of the patient until such time as the patient, with the exercise of reasonable diligence, would be able to access their currently inaccessible supply; and
(b) must not alter the dosage amount or dosage regimen previously prescribed by the practitioner.

Back-to-Back Pharmacist Prescribing

(6) A licensed pharmacist is not permitted to prescribe a drug, pursuant to the authority of subsections 5(1) or 5(4), if the most previous prescription for that drug was issued by a licensed pharmacist, unless the pharmacist is prescribing as authorized by:

(a) subsection 6(1);

(b) subsection 7(1);

(c) subsection 11(1); or

(d) clause 12(1)(a), subclauses 12(1)(b)(iv) or 12(1)(b)(v) if it is prescribed in accordance with the applicable requirements in section 12, and the last prescription is indicated for the disease condition for which the authority is conferred.

Notification

(7) A licensed pharmacist who exercises prescribing authority pursuant to subsections 5(1) or 5(4) is not required to provide the Pharmacist Assessment Record to the patient's primary practitioner, pursuant to subsection 3(3), unless it is requested by a practitioner.

Emergency Situation

(8) Subject to the limitations of subsection 5(9), in an emergency situation, a licensed pharmacist with Level I Prescribing Authority may prescribe a quantity of drug sufficient to meet the reasonable needs of a patient until such time as the patient, with the exercise of reasonable diligence, would be able to consult a practitioner.

(9) A licensed pharmacist may only prescribe a drug pursuant to the authority conferred by subsection 5(8) if:

(a) the licensed pharmacist has assessed the patient's medication history, including, though not limited to, evaluating the patient's previous use of and current supply of the drug, and is satisfied that the patient is stabilized on the drug, regardless of the drug being used acutely, sporadically, or on an as-needed basis;

(b) the drug has been prescribed to the patient by a practitioner or has been properly dispensed to the patient under the authority of a prescription made by a practitioner;

(c) the licensed pharmacist has taken steps to ensure that the patient is in an emergency situation, which includes but is not limited to:

(i) a life-threatening situation; or

(ii) a situation where an interruption in drug therapy will result in serious or imminent harm to the patient's health or well-being; and

(d) the most previous prescription for the drug was not issued by a licensed pharmacist who is prescribing under the authorization of subsection 5(8).

(10) When a licensed pharmacist has Level I Prescribing Authority, their ability to prescribe drugs in emergency situations and to continue drug therapy management is not limited by:

(a) the drug being classified as a Schedule I drug;

(b) there being no recent diagnosis by a practitioner on which to base the new or continued prescription; or

(c) the patient no longer having an active professional relationship with a practitioner.

(11) If a drug is prescribed in emergency circumstances pursuant to subsection 5(8), the licensed pharmacist must provide an immediate referral of the patient to a practitioner and notify that practitioner of the drug provided.

Insufficient Information

6 (1) If a prescription lacks legally necessary information without which the drug cannot be dispensed, a licensed pharmacist with Level I Prescribing Authority may insert the missing information, if the licensed pharmacist is satisfied that the prescribing practitioner's intent is clear and that the medically necessary information was unintentionally omitted.

(2) The licensed pharmacist inserting missing information pursuant to subsection 6(1) must promptly notify the prescribing practitioner of the information which was inserted and the drug which was dispensed.

Increasing Suitability of Drug Prescribed by a Practitioner

7 (1) A licensed pharmacist with Level I Prescribing Authority may alter the dosage form of a drug which has been prescribed by a practitioner if the licensed pharmacist reasonably determines that another dosage form would be more beneficial to the patient.

(2) A licensed pharmacist altering the dosage form, as authorized pursuant to subsection 7(1), may only alter the dosage amount, dosage regimen, or quantity of a drug if it is required, as a result of the dosage form being altered, to maintain the equivalent course of treatment as intended by the original prescription.

(3) A licensed pharmacist altering the dosage form, as authorized pursuant to subsection 7(1), is only permitted to change the route of administration when the route of administration of the drug previously prescribed by the practitioner is not commercially available.

Enhancing Safety and Drug Effectiveness

8 (1) A licensed pharmacist with Level I Prescribing Authority may alter the dosage amount or dosage regimen of a drug which has been prescribed by a practitioner, in the following situations:

(a) to prevent serious or imminent harm to the patient's health or well-being;

(b) to correct an obvious error in dosage amount or dosage regimen;

(c) to align with antimicrobial stewardship; or

(d) to align with opioid stewardship.

(2) Prescribing pursuant to subsection 8(1) must be in accordance with:

(a) current peer-reviewed evidence-based resources;

(b) clinical practice guidelines; or

(c) the drug product monograph.

(3) When a licensed pharmacist is prescribing pursuant to subsection 8(1), the quantity must not exceed the amount directed by the original prescription unless it is required to align with antimicrobial stewardship resources specified in subsection 8(2).

(4) The licensed pharmacist must notify the prescribing practitioner of the alteration in dosage amount or dosage regimen of a drug which was prescribed by the licensed pharmacist pursuant to subsection 8(1).

Drug Reconciliation

9 (1) A licensed pharmacist with Level I Prescribing Authority may prescribe a drug for a patient if the patient:

(a) has been recently discharged from a hospital, licensed special-care home, or personal care home, without obtaining a continuing prescription for a drug which had been prescribed while the patient was in a hospital, licensed special-care home, or personal care home; or

(b) has been admitted to a hospital, licensed special-care home, or personal care home.

(2) A licensed pharmacist may only prescribe drugs pursuant to the authority conferred by subsection 9(1) if the pharmacist reasonably determines, after the making of inquires that are reasonable in the circumstances, that:

(a) the patient requires the drug so as not to suffer harm;

(b) there is no practitioner reasonably available to issue a prescription for the drug; and

(c) one of the following conditions is met:

(i) in the case of clause 9(1)(a), in the licensed pharmacist's judgment, the prescription for the drug was unintentionally omitted by the practitioner; or

(ii) in the case of clause 9(1)(b), subsequent to the patient being admitted to a hospital, licensed special-care home, or personal care home, it is determined by the licensed pharmacist that the patient ought to be receiving the drug.

(3) When a licensed pharmacist is prescribing pursuant to subsection 9(1), the quantity must not exceed a three months' supply of the drug.

Prescribing for Minor Ailments, Self-Care

10 (1) A licensed pharmacist with Level I Prescribing Authority who has completed the training and competency requirements specified in clause 4(2)(b) may prescribe a drug for self-care if the drug is indicated for self-care according to the protocols approved by Council.

(2) A licensed pharmacist with Level I Prescribing Authority may only prescribe a drug pursuant to the authority conferred by subsection 10(1) if the licensed pharmacist reasonably determines, after the making of inquiries that are reasonable in the circumstances, that:

(a) the patient has performed a self-assessment and the self-assessment is reasonable; and

(b) the drug requested or indicated is appropriate for the treatment of the patient's self-assessed condition.

Administrative Prescribing

11 (1) A licensed pharmacist with Level I Prescribing Authority who has completed the requirements specified in clause 4(2)(b) may prescribe a Schedule II, III or Unscheduled drug for administrative purposes in the following situations:

(a) to obtain third-party drug coverage; or
(b) to support drug formulary management initiatives of the Ministry of Health.

(2) For the purposes of subsection 11(1), a licensed pharmacist may only initiate an original prescription for a Schedule II, III or Unscheduled drug if it is within their scope of practice to identify the initial need for the drug.

(3) When a licensed pharmacist initiates a prescription as authorized pursuant to subsection 11(2), they must:

(a) follow reputable clinical tools, based on the best available evidence and expert reviews; and

(b) be in accordance with the Standards of Practice approved by Council.

(4) Section 11 does not permit a licensed pharmacist to identify the initial need for a drug or initiate the prescription for diseases that are not within the licensed pharmacist's scope of practice to identify or initiate.

LEVEL II PRESCRIBING AUTHORITY

Training and Competency Requirements

12 (1) A licensed pharmacist is authorized to prescribe under Level II Prescribing Authority with respect to an individual patient:

(a) as provided for in a Collaborative Practice Agreement, if the licensed pharmacist has successfully completed the practice, training and competency requirements as stipulated in subsections 12(2), 12(5), as required by the Collaborative Practice Agreement; or

(b) with respect to any specialty area listed below, if the licensed pharmacist has successfully completed the practice, training and competency requirements stipulated in subsections 12(2), 12(3) and 12(5):

(i) Vaccine Preventable Diseases in Canada;

(ii) Travel Health “A”;

(iii) Travel Health “B”;

(iv) Advanced Prescribing “A”;

(v) Advanced Prescribing “B”; or

(vi) Other Diseases Identified by the Minister of Health or Designate.

(2) A licensed pharmacist may not exercise Level II Prescribing Authority unless the licensed pharmacist has successfully completed the Level I Prescribing Authority requirements as described in subsections 4(1) and 4(2), and any other training requirements as determined by Council.

(3) The Level II Prescribing Authority specialty area training and competency requirements shall include, without limitation:

(a) *Vaccine Preventable Diseases in Canada*: the training and competency requirements approved by Council for prescribing authorized pursuant to section 13 including, without limitation:

(i) successful completion of Advanced Method Certification as stipulated in section 5 of Part L; and

(ii) successful completion of the vaccine preventable disease in Canada course offered by the University of Saskatchewan continuing professional development for pharmacy professionals program, or an equivalent course or alternative training requirement approved by Council;

(b) *Travel Health “A”*: the training and competency requirements approved by Council for prescribing authorized pursuant to section 14 including, without limitation:

(i) successful completion of the requirements stipulated in clause 12(3)(a);

(ii) successful completion of the travel health specialty course offered by the University of Saskatchewan continuing professional development for pharmacy professionals

program, or an equivalent course or alternative training requirement approved by Council; and

(iii) successful completion of a comprehensive travel medicine course as determined by Council;

(c) *Travel Health "B"*: the training and competency requirements approved by Council for prescribing authorized pursuant to section 15 including, without limitation:

(i) successful completion of the requirements stipulated in clause 12(3)(a);

(ii) successful completion of the travel health specialty course offered by the University of Saskatchewan continuing professional development for pharmacy professionals program, or an equivalent course or alternative training requirement approved by Council; and

(iii) successful completion of the International Society of Travel Medicine (ISTM) Certification in Travel Health, or an equivalent certification or alternative training requirement approved by Council;

(d) *Advanced Prescribing "A"*: the training and competency requirements for prescribing authorized pursuant to section 16 including, without limitation:

(i) successful completion of the prescribing authority advanced prescribing "A" course offered by the University of Saskatchewan continuing professional development for pharmacy professionals program or an equivalent course or alternative training requirement approved by Council; and

(ii) any other training and competency requirements approved by Council;

(e) *Advanced Prescribing "B"*: the training and competency requirements for prescribing authorized pursuant to section 17 including, without limitation:

(i) certification or credential from a program widely accepted by credible sources in Canada or any other equivalent training and competency requirements approved by Council;

(ii) successful completion of an accredited prescribing authority advanced "B" course offered by the University of Saskatchewan continuing professional development for pharmacy professionals program or an equivalent course or alternative training requirement approved by Council; and

(iii) any other training and competency requirements determined by Council;

(f) *Other Diseases Identified by the Minister of Health or Designate*, for prescribing authorized pursuant to section 19, the training and competency requirements shall be determined by:

(i) the Minister of Health or designate; and

(ii) the Registrar as approved by Council.

(4) The Level II Prescribing Authority requirements specified in subsections 12(2) and 12(3) shall be reviewed and evaluated periodically by the Registrar, at timeframes agreed to by Council, and shall be amended periodically subject to the approval of Council.

Practice Requirements

(5) With the exception of licensed pharmacists who are prescribing according to a Collaborative Practice Agreement in a Public Health Care Institution pursuant to clause 12(1)(a), a licensed pharmacist who exercises Level II Prescribing Authority must be competent in and use current peer-reviewed evidence-based resources or clinical practice guidelines pertaining to the condition being treated to determine appropriate drug choice.

(6) A licensed pharmacist who exercises Level II Prescribing Authority for one or more of the specialty areas listed in clause 12(1)(b) shall:

(a) ensure collaboration with the health care system as required by Council;

(b) adhere to the policies for Level II Prescribing as approved by Council; and

(c) successfully complete any additional training and meet competency standards as required by Council.

Collaborative Practice Agreements

(7) A Collaborative Practice Agreement for the purposes of clause 12(1)(a) must:

(a) be in writing and:

(i) in the case of an agreement as defined in clause 1(a)(i), be signed by each practitioner and licensed pharmacist who is a party to the Collaborative Practice Agreement; or

(ii) in the case of a bylaw or policy of a Public Health Care Institution, or agreement between one or more licensed pharmacists and a Public Health Care Institution as defined in subclause 1(a)(ii), be made or entered into by such institution in accordance with the applicable authority for making bylaws, policies or agreements, as the case may be;

(b) describe the authority of the licensed pharmacist to prescribe drugs within the scope of practice as authorized by Council, in accordance with the bylaws;

(c) confirm the existence of a Collaborative Practice Environment; and

(d) not interfere with a licensed pharmacist’s ability to practice according to these bylaws and the policies, standards, or guidelines approved by Council.

(8) For the purposes of subsection 12(7), a Collaborative Practice Agreement may stipulate:

(a) conditions, limitations, or qualifications to the authority of a licensed pharmacist to exercise Level II Prescribing Authority including, without limitation:

(i) the ability to prescribe an appropriate drug to the patient, after the practitioner has provided a diagnosis of the patient, and to adjust the dosage regimen or dosage form, as required;

(ii) the ability to make one or subsequent therapeutic substitutions of drugs, if such therapeutic substitutions are in accordance with clinical practice guidelines or resources pursuant to subsection 12(5) and are proper in the judgment of the licensed pharmacist; and

(iii) the ability to alter the dosage amount or dosage regimen of drugs prescribed by the practitioner, if such alteration is proper in the judgment of the licensed pharmacist;

(b) that the authority of a licensed pharmacist to exercise Level II Prescribing Authority is dependent upon the presence or absence of circumstances that are stipulated, defined, or described in the Collaborative Practice Agreement, which circumstances may include:

(i) the urgency of the situation;

(ii) the disease state or condition;

(iii) the applicable patient groups;

(iv) the drug that is to be prescribed;

(v) the specialized training of the licensed pharmacist; or

(vi) any other circumstances to which the parties to the Collaborative Practice Agreement may agree.

Prescribing for Vaccine Preventable Diseases in Canada

13 (1) A licensed pharmacist who has achieved the requirements specified in subclause 12(1)(b)(i) and clause 12(3)(a) may only prescribe vaccines for the prevention of the following diseases:

(a) Diphtheria;

(b) Haemophilus influenza Type B;

(c) Hepatitis A;

(d) Hepatitis B;

(e) Herpes zoster (Shingles);

(f) Human Papillomavirus (HPV);

(g) Measles;

(h) Meningococcal disease;

(i) Mumps;

(j) Pertussis;

(k) Pneumococcal disease;

(l) Polio;

(m) Rubella;

(n) Seasonal Influenza;

(o) Tetanus; and

(p) Varicella zoster (chickenpox).

(2) Where a licensed pharmacist prescribes a vaccine for a disease listed in subsection 13(1), which is indicated by the patient for travel outside of Canada, the licensed pharmacist must adhere to the requirements for the diseases listed in the Travel Health “A” category pursuant to section 14.

Prescribing for Travel Health “A”

14 (1) A licensed pharmacist who has achieved the requirements specified in subclause 12(1)(b)(ii), clauses 12(3)(a) and 12(3)(b) may only prescribe vaccines or drug products with a travel indication for the prevention of the diseases listed below:

(a) Diseases listed in subsection 13(1);

(b) Cholera (pharmacist may prescribe the oral, inactivated vaccine only); and

(c) Traveler’s diarrhea (pharmacist may prescribe prophylactic or pre-emptive treatment such as the oral, inactivated vaccine or antibiotics according to Council approved protocols).

Prescribing for Travel Health “B”

15 (1) A licensed pharmacist who has achieved the requirements specified in subclause 12(1)(b)(iii), clauses 12(3)(a) and 12(3)(c) may only prescribe vaccines or drug products with a travel indication for the prevention of the diseases listed below:

(a) Diseases listed in subsection 13(1) and 14(1);

(b) Cholera (except the oral, inactivated vaccine);

(c) European Tick-Borne Encephalitis;

(d) Japanese Encephalitis;

(e) Rabies;

(f) Typhoid;

(g) Malaria;

(h) Altitude Illness; and

(i) Yellow Fever.

Advanced Prescribing "A" Therapeutic Substitution for a Practitioner-Initiated Prescription

16 After a practitioner has provided a diagnosis and issued a prescription for the patient, a licensed pharmacist who has achieved the requirements specified in subclause 12(1)(b)(iv) and clause 12(3)(d) may make one or subsequent therapeutic substitutions of drugs within the pharmacologic class approved by Council.

Advanced Prescribing "B" Initiating Drugs when Practitioner Diagnosis is Provided

17 (1) After a practitioner has provided a diagnosis, a licensed pharmacist who has achieved the requirements specified in subclause 12(1)(b)(v) and clause 12(3)(e) may perform the following practices for chronic and other diseases approved by Council:

(a) initiate an appropriate drug and adjust the dosage amount, dosage regimen, or dosage form as required;

(b) make one or more subsequent therapeutic substitutions of drugs within the pharmacologic class approved by Council;

(c) alter the dosage amount or dosage regimen of drugs prescribed by a practitioner; or

(d) de-prescribe a drug if it is proper in the judgement of the licensed pharmacist.

Medical Records for Advanced Prescribing "B"

18 (1) In accordance with The Health Information Protection Act and other applicable privacy legislation, a licensed pharmacist who prescribes a drug pursuant to the authority conferred by section 17 must keep a record of each patient contact that meets the following requirements:

(a) the record must be personally completed by the licensed pharmacist who is prescribing under this authority;

(b) the record must be legibly written or typewritten and state:

(i) the date that the licensed pharmacist saw the patient;

(ii) a record of the diagnosis provided by the patient's practitioner;

(iii) the licensed pharmacist's assessment of the patient, which includes the history obtained and the investigations ordered (when applicable); and

(iv) a record of the disposition of the patient, including the treatment provided or prescriptions written by the licensed pharmacist, professional advice given and particulars of any referral that is made by the licensed pharmacist to a practitioner;

(c) the patient record must include every report received respecting a patient from other health professionals where appropriate;

(d) the records are to be in the English language and kept in a systematic manner;

(e) the records must be completed in a timely manner and retrievable;

(f) the records may be made and maintained in an electronic computer system, provided:

(i) the system provides a visual display of the recorded information;

(ii) the system provides a means of access to the record of each patient by the patient's name and if the person has a provincial Health Services Number, by the health number;

(iii) the system is capable of printing the recorded information promptly;

(iv) the system is capable of visually displaying the recorded information for each patient in chronological order;

(v) the system maintains an audit trail that:

(A) records the date and time of each entry of information for each patient;

(B) indicates any changes in the recorded information;

(C) preserves the original content of the recorded information when changed or updated; and

(D) is capable of being printed separately from the recorded information of each patient;

(vi) the system includes a password or otherwise provides reasonable protection against unauthorized access; and

(vii) the system backs up files and allows the recovery of backed up files or otherwise provides reasonable protection against loss of, damage to and inaccessibility of information;

(g) a licensed pharmacist shall retain the records required by subsection 18(1) for:

(i) 10 years after the date of the last entry in the record; or

(ii) patients who are considered minors, until two years past the age of majority in Saskatchewan or 10 years after the date of the last entry in the record, whichever is the later date;

(h) for the purpose of clause 18(1)(g), the "last entry in the record" means the last entry or document received by the licensed pharmacist, which relates to the care provided by the licensed pharmacist;

(i) clause 18(1)(g) applies to living and deceased patients;

(j) a licensed pharmacist who ceases to practice shall:

(i) transfer the records to a licensed pharmacist with the same address and telephone number; or

(ii) transfer the records to:

(A) another licensed pharmacist practising in the locality;

(B) a medical records department of a health care facility; or

(C) a secure storage area with a person designated to allow health professionals and patients reasonable access to the records, as appropriate;

(k) a licensed pharmacist who ceases to practice shall notify patients when the transfer of records will take place at least 90 days in advance of the transfer, or, if it is unexpected, as soon as reasonably possible by at least one of the following methods:

(i) directly through one or more channels including letter-mail, email, telephone, or in person at scheduled appointments; or

(ii) indirectly, where direct notification is not reasonably possible, through one or more channels including posted notices, notices on website, media advisories or advertisements that are publicly accessible and displayed for a minimum of 90 days.

Prescribing for Other Diseases Identified by the Minister of Health or Designate

19 (1) A licensed pharmacist who has achieved the requirements specified in subclause 12(1)(b)(vi) and clause 12(3)(f) may prescribe vaccines or drug products for the prevention or treatment of any diseases identified by the Minister of Health or designate".

PART L - PHARMACIST AUTHORITY: ADMINISTRATION OF DRUGS BY INJECTION AND OTHER ROUTES

Definitions

1 In this Part:

(a) "**Advanced method**" means any of the following methods for administering a drug: intradermal, subcutaneous, or intramuscular injection;

(b) "**Drug**" includes vaccine.

General Authorization

2 Subject to sections 3 and 4 of this Part L, only a licensed pharmacist who has completed the CPR, First-Aid, and other requirements approved by Council, according to the timeframes approved by Council, may administer a drug to a patient whose age is 5 years and over by the following means:

(a) orally, including sublingual and buccal;

(b) topically, including ophthalmic, otic and intranasal;

(c) via inhalation; and

(d) via advanced method, except as specified in section 4 of this Part L.

Authorization for Advanced Methods

3 Only a licensed pharmacist who has achieved Advanced Method Certification may administer a drug using advanced methods.

Age Authorizations - Administering Certain Drugs to Minors

4 Notwithstanding anything in this Part L, a publicly funded vaccine may be administered to a patient whose age is 5 years and over, or as may be specified by the Chief Medical Health Officer for the Province of Saskatchewan. Non-publicly funded vaccines may only be administered in accordance with the age limits under the Saskatchewan Immunization Manual, Canadian Immunization Guide and the vaccine's official product monograph.

Advanced Method Certification

5 A licensed pharmacist who completes the following requirements achieves Advanced method Certification:

(a) completion of the training and educational requirements approved by Council;

(b) application to the Registrar of the College in the form and timeframes approved by Council;

(c) completion of the CPR, First-Aid, and immunization requirements approved by Council, in the timeframes approved by Council; and

(d) payment of the prescribed fee(s).

Reporting

6 A licensed pharmacist who administers a drug to a patient must report the details of the administration (which may include personal health information as that term is defined in *The Health Information Protection Act*) as follows:

(a) report all Schedule II drug administration to the patient's primary care provider in accordance with the policies, standards, and guidelines approved by Council;

(b) report all vaccinations to the immunization reporting or record keeping system, electronic or otherwise, designated by the Minister of Health for vaccines. The report must be in the form and be provided in the timeframes that the Minister of Health requires.

Record Keeping

7 A licensed pharmacist who administers a drug to a patient must make and retain a record in the pharmacy of the following:

(a) the patient's name and address;

(b) the name of the drug and total dose administered;

(c) for an advanced method or vaccination by any method, identification of the manufacturer, lot number and expiry date of the drug;

(d) for an advanced method, the route of administration, dosage and the location on the body where the drug was administered;

(e) the name of the licensed pharmacist administering the drug;

(f) the date and the time of administration;

(g) any adverse events; and

(h) the price, if there is a charge for administration.

Administration by Supervised Licensed Pharmacist

8 A licensed pharmacist who is completing a course or program of study for certification in an advanced method may administer a drug using that method if, while doing so, the licensed pharmacist is under the direct supervision of:

(a) a licensed pharmacist who is certified in that method; or

(b) another health care professional who is legally permitted and competent to administer a drug using that method.

Drugs that may be administered by a licensed pharmacist with Advanced Method Certification

9 A licensed pharmacist with Advanced Method Certification may administer any of the following drugs:

(a) a publicly funded vaccine provided under a provincial immunization program or other government initiative, where the Ministry of Health has approved administration by licensed pharmacists;

(b) a Schedule I drug pursuant to a prescription to dispense from an authorized practitioner to a person according to the age limits in sections 2 and 4 of this Part L; and

(c) a Schedule II drug or a non-publicly funded Schedule II vaccine to a person according to the age limits in sections 2 and 4 of this Part L.

Approval and Appeal

10 The Registrar may certify a licensed pharmacist in an advanced method subject to any conditions the Registrar considers advisable. If an application for certification in an advanced method is not approved, or is approved subject to conditions, the Registrar must:

(a) give notice to the applicant in writing with reasons for the decision; and

(b) inform the applicant of their right to appeal the decision to Council.

Renewal of Advanced Method Certification

11 Advanced Method Certification must be renewed annually. A licensed pharmacist who has obtained Advanced Method Certification must apply for renewal within the timeframes approved by Council, meet the continuing competency requirements approved by Council and pay the prescribed renewal fee(s).

Exemption

12 (1) This Part L does not apply to formerly licensed pharmacists, pharmacist interns, including those whose registration has been extended pursuant to section 5 of Part B of these bylaws, or licensed pharmacy technicians, where the authority for these pharmacy professionals to administer approved COVID-19 vaccines via advanced method, in accordance with the Saskatchewan COVID-19 Immunization Delivery Plan, is governed by *The Disease Control (COVID-19) Amendment Regulations, 2021* under *The Public Health Act, 1994* and subject to any directions provided by the local authority or the Ministry of Health.

(2) This Part L does not apply to formerly licensed pharmacists, pharmacist interns, including those whose registration has been extended pursuant to section 5 of Part B of these bylaws, or licensed pharmacy technicians, where the authority for these pharmacy professionals to administer approved vaccines via advanced method is governed by provincial legislation, subject to any directions provided by the local authority or the Ministry of Health, and approved by the Chief Medical Health Officer for the Province of Saskatchewan or designate.

(3) For the purposes of subsections 12(1) and (2), in addition to any training requirements established by the local authority or the Ministry of Health, competencies and training requirements will be determined and approved by Council.

PART M - PHARMACIST AUTHORITY:
AUTHORIZED TESTS AND PRESCRIBED MEDICAL DEVICES

Definitions

1 In this part:

(a) **"Access"** refers to pharmacists "looking up" test results from medical laboratory tests or patient-administered automated tests as approved by Council criteria and subject to privacy requirements for personal health information in Saskatchewan;

(b) **"Drug therapy management"** means patient-centered care provided through collaboration with patients and their health care teams to optimize safe, effective, and appropriate drug therapy, and includes preventing, identifying, and resolving drug related problems;

(c) **"Interpret"** means understanding and explaining the meaning of references, ranges (intervals), critical values, and detection limits of each technique;

(d) **"Medical Laboratory"** *The Medical Laboratory Licensing Act*, clause 2(f), defines a "medical laboratory" as a place where a test is performed or where a specimen is taken or collected for the purpose of transporting it to another medical laboratory where it is to be tested, unless it is exempted in The Medical Laboratory Licensing Regulations;

(e) **"Order"** means issuing a laboratory requisition to an individual or medical laboratory to obtain a specified laboratory test, for the purpose of delivering pharmacy or other health related services;

(f) **"Patient-Administered Automated Test"** refers to a test that is designed for patient self-use outside of a conventional laboratory or health care facility, without the assistance or supervision of a health care provider to yield a result, and which must be approved by Health Canada for "self-testing" or for personal or home use by the general public, independent of the assistance or supervision of a health care worker;

(g) **"Perform"** means the series of steps executed to obtain a test result, which includes the collection, handling, transportation, documentation, and storage of specimens, as well as performing the analytical techniques on specimens to obtain the result. May also be referred to as "conducting" or "administering" a test, or "testing";

(h) **"Point-of-Care Testing"** refers to analytical patient testing activities performed outside the physical facilities of a clinical laboratory, by an approved health care professional, using a wide variety of test kits and medical devices approved by Health Canada for sample collection and testing in a near-patient environment;

(i) **"Prophylaxis"** refers to measures taken to maintain or preserve health or to prevent disease, especially by specified means or against a specified disease;'

(j) **"Screening"** refers to identifying the possible presence of an as-yet-undiagnosed disease in individuals without signs or symptoms, which may include individuals with pre-symptomatic or unrecognized symptomatic disease;

(k) **"Specimen Collection"** refers to the process of obtaining specimens from the body for the purpose of administering a laboratory or point-of-care test through a variety of methods, including nasal swab, throat swab, saliva sample, blood draw, nasopharyngeal and other methods;

(l) **"Test"** means the examination or analysis of a specimen taken or collected from a human body to obtain information for screening, prophylaxis, treatment, or any other health-related purpose, which includes tests requiring the collection of a specimen to be analyzed at an accredited medical laboratory by a licensed medical laboratory technologist or through point-of-care testing, to obtain a result to inform a medical intervention;

(m) **"Use"** means using or interpreting the results of a Health Canada approved testing device or medical laboratory tests to inform a clinical decision in accordance with Parts J, K, L and M of these bylaws.

General Authorization

2 A licensed pharmacist may:

(a) access one or more of the medical laboratory tests approved by Council, if the medical laboratory test is indicated to assist with the screening or prophylaxis for a condition or disease or, management of drug therapy for a patient;

(b) use or interpret the results of one or more of the medical laboratory tests approved by Council if the medical laboratory test is indicated to assist with the screening or prophylaxis for a condition or disease, or management of drug therapy for a patient;

(c) order or perform medical laboratory tests approved by Council if the medical laboratory test is indicated to assist with the screening or prophylaxis for a condition or disease, or management of drug therapy for a patient, is authorized under a medical laboratory licence issued pursuant to *The Medical Laboratory Licensing Act, 1994*, and is in accordance with the practice, training and competency requirements approved by the Minister of Health and policies approved by Council;

(d) access, use, and interpret the results of patient-administered automated tests approved by Council; and

(e) prescribe treatments and devices approved by Council, which are related to the practice of pharmacy in Saskatchewan.

Preliminary Requirements and Follow-up Care

3 Licensed pharmacists who perform any of the functions listed under section 2 of this Part M shall do so in accordance with the following requirements:

(a) medical laboratory tests shall only be accessed for patients with whom the licensed pharmacist has developed a professional relationship;

(b) if a licensed pharmacist accesses a medical laboratory test, they must have a system in place to ensure the appropriate follow-up care;

(c) a licensed pharmacist who accesses a medical laboratory test shall take appropriate follow-up action if the results of the medical laboratory test are outside of the expected, normal, or reference range. Appropriate action may include, but is not limited to:

(i) discussing the results with the patient and/or other members of the patient's health care team;

(ii) developing and implementing a plan for ongoing monitoring or management;

(iii) initiating or revising drug therapy, if authorized within a Collaborative Practice Agreement pursuant to section 12 of Part K of these bylaws, or recommending changes to drug therapy to another member of the patient's health care team;

(iv) consulting with clinical/medical laboratory staff regarding unexpected or unusual results; or

(v) initiating or revising drug therapy as authorized pursuant to sections 16, 17, or 19 of Part K of these bylaws, where applicable;

(d) in the case that a licensed pharmacist receives a request from a patient regarding a medical laboratory test:

(i) the licensed pharmacist may provide the patient with the results of the medical laboratory test if deemed appropriate in the licensed pharmacist's professional opinion and in accordance with *The Health Information Protection Act*; however

(ii) the licensed pharmacist is not permitted to provide an interpretation of the results of the medical laboratory test unless it pertains to the pharmacist service being provided by the licensed pharmacist.

Exception for Licensed Pharmacists Practising in Public Health Care Institutions

4 This Part does not apply to licensed pharmacists practising in public health care institutions as defined in clause 1(n) of Part K of these bylaws and including the Saskatchewan Cancer Agency where the authority of the licensed pharmacist to access, order, perform, interpret, and use medical laboratory tests is governed by policies of the institution within which the licensed pharmacist is practising.

Emergency Authorization

5 (1) Notwithstanding any other provision in this Part M or any other provision in the Act or these bylaws, if in the opinion of the Registrar extraordinary circumstances exist which demonstrate that it is in the public interest to do so, the Registrar may authorize:

(a) any licensed pharmacist to access, use, interpret or provide to patients the results of one or more of the medical laboratory tests approved by Council for use only in extraordinary circumstances:

(i) for purposes other than assisting with the management of drug therapy for a patient;

(ii) for purposes other than pharmacist services being provided by the licensed pharmacist; or

(iii) for patients where a professional relationship does not exist;

(b) any licensed pharmacist to perform one or more of the medical laboratory tests approved by Council for use only in extraordinary circumstances when the medical laboratory test:

(i) may not be indicated to assist with the management of drug therapy for a patient;

(ii) may be for purposes other than pharmacist services being provided by the licensed pharmacist;

(iii) is for patients where a professional relationship does not exist; and

(iv) is authorized pursuant to *The Medical Laboratory Licensing Act, 1994*, The Medical Laboratory Licensing Regulations, 1995 and other provincial legislation, under the terms and conditions as specified.

(2) The licensed pharmacist performing medical laboratory tests and accessing, using, interpreting, and providing to patients the results of these tests must meet the competency and training requirements as specified by the Registrar and/or the provincial health authority as defined in subclause 2(x)(ii) of the Act.

(3) A licensed pharmacist who accesses a test result pursuant to clause 5(1)(a) or who performs any of the tests pursuant to clause 5(1)(b) of this Part M must have a system in place to ensure appropriate follow-up care, and shall take appropriate follow-up action as required by:

(a) the Registrar and in accordance with the policies approved by Council;

(b) the provincial health authority as defined in subclause 2(x)(ii) of the Act; and

(c) any other applicable officials including, without limitation, the Chief Medical Health Officer or designate.

(4) For the purposes of clauses 5(1)(a) and (b) of this Part M:

(a) the test results accessed, used, interpreted, and provided to patients may be derived from any testing modality authorized by Health Canada, including:

(i) those performed in a licensed medical laboratory by licensed laboratory-trained personnel;

(ii) analytical patient testing activities performed at point-of-care or outside the physical facilities of a clinical laboratory by an operator who may or may not be laboratory-trained personnel; or

(iii) any other testing modality approved by Council;

(b) the tests performed may be any testing modality and must:

(i) be approved by Health Canada;

(ii) meet the requirements pursuant to *The Medical Laboratory Licensing Act, 1994* and The Medical Laboratory Licensing Regulations, 1995; and

(iii) be approved by Council for use only in extraordinary circumstances;

(c) the tests may be indicated for purposes other than to assist with the management of drug therapy for a patient.

(5) Notwithstanding any other provision in section 2 or 3 of this Part M or any other provision in the Act or these bylaws, the Registrar shall specify the terms, limitations, restrictions, or conditions on such authorization conferred pursuant to subsections 5(1), (2), (3), and (4) of this Part M.

PART N - SCHEDULE I DRUGS

Definitions

1 In this Part:

(a) "**licensed member**" means licensed pharmacist or licensed pharmacy technician.

Conditions

2 Except as provided otherwise in section 11 of this Part N and in the *Narcotic Control Regulations* or *The Food and Drug Regulations (Canada),* no licensed member shall sell a substance containing a Schedule I drug unless:

(a) the sale is made pursuant to a verbal or written prescription received by the licensed member; and

(b) where the prescription has been transferred to the licensed member under section 5 of this Part N, the requirements of section 6 of this Part N have been complied with.

Retention of Prescription

3 Where the prescription for a Schedule I drug is written, the licensed member selling the drug shall retain the prescription for at least two years from the date of filling. Where the prescription for a Schedule I drug is verbal, the licensed member to whom the prescription is communicated by the practitioner shall forthwith reduce the prescription to writing and the licensed member selling the drug shall retain that written record of the prescription for a period of at least two years from the date of filling.

Verbal Prescriptions

4 The licensed member reducing a verbal prescription to writing shall indicate on the written record of the prescription:

(a) the date and number of the prescription;

(b) the name and address of the person for whose benefit the prescription is given;

(c) the proper name, common name or brand name of the specified drug and the quantity thereof;

(d) the licensed member's name and the name of the practitioner who issued the prescription; and

(e) the directions for use given with the prescription, including whether or not the practitioner authorized the refilling of the prescription and, if the prescription is to be refilled, the number of times it may be refilled.

Transferring of Prescriptions

5 A licensed member may transfer to another licensed member a prescription for a Schedule I drug.

Prescription Transfer Conditions

6 A licensed member to whom a prescription has been transferred under section 5 of Part N shall not sell a drug pursuant thereto until:

(a) the licensed member has obtained from the licensed member transferring the prescription the patient's name and address, the number of authorized refills remaining and the date of the last refill; and

(b) the licensed member has:

(i) received a copy of the prescription as written by the practitioner or as reduced to writing as required by sections 3 and 4 of this Part N as the case may be; or

(ii) where the prescription has been transferred verbally, reduced the prescription to writing indicating therein the information specified in section 4 of this Part N.

File Retention

7 The licensed member to whom a prescription for a Schedule I drug is transferred under section 5 of this Part N shall retain in their files for a period of two years the information and documents referred to in section 6 of this Part N.

Transfer Record Keeping

8 A licensed member who transfers a prescription under section 5 of Part N:

(a) shall enter on the original of the prescription and in the patient profile, the date of transfer; and

(b) shall not make any further sales under the prescription or transfer it to another licensed pharmacist or licensed pharmacy technician.

Refills

9 No licensed member shall refill a prescription for a Schedule I drug unless the practitioner so directs and no licensed member shall refill such a prescription more times than the number of times prescribed by the practitioner.

Maintaining Records

10 The licensed member filling or refilling a prescription for a Schedule I drug shall enter on the original of the prescription or in a suitable record of prescriptions kept under the name of each patient:

(a) the date of filling;

(b) the date of each refill, if applicable;

(c) the quantity of drug dispensed at the original filling and each refill; and

(d) the licensed member's name.

Sale of Schedule I Drugs Without a Prescription

11 (1) A licensed member may sell a Schedule I drug, without having received a prescription to:

(a) a drug manufacturer;
(b) a practitioner as defined in the Act who is authorized to prescribe the drug or use the drug in the practice of their profession;
(c) a drug wholesaler;
(d) a member; or
(e) a publicly operated pharmacy upon receipt of a written order signed by a duly authorized representative and they shall retain the written order for the drug for a period of at least two years from the date of filling the order.

(2) Repealed March 16, 2018.

Advertising

12 Where a licensed member advertises to the general public a Schedule I drug, the licensed member shall not make any representation other than with respect to the brand name, proper name, common name, price and quantity of the drug.

PART O - PRESCRIPTION REVIEW PROGRAM

Definitions

1 In this Part:

(a) "**licensed member**" means licensed pharmacist or licensed pharmacy technician.

Prescription Review Program

2 The College may participate in the Prescription Review Program established in Saskatchewan.

Panel of Monitored Drugs

3 The Prescription Review Program shall apply to all dosage forms of the drugs listed in the panel of monitored drugs under the Prescription Review Program bylaw of the College of Physicians and Surgeons of Saskatchewan.

Dispensing

4 Prescriptions for drugs covered by the Prescription Review Program shall be dispensed by members according to the dispensing policies and procedures agreed to by the College of Dental Surgeons of Saskatchewan, the College of Physicians and Surgeons of Saskatchewan, the Saskatchewan Registered Nurses Association and the Saskatchewan College of Pharmacy Professionals.

Gathering and Analysis of Information

5 The office of the Registrar may gather and analyze information pertaining to the dispensing of medications to which the Prescription Review Program applies in Saskatchewan for the purpose of limiting the inappropriate dispensing and inappropriate use of such drugs. In order to fulfill that role, the office of the Registrar may, among other activities:

(a) generally, provide education to members in order to encourage appropriate dispensing practices by members;

(b) alert members to possible inappropriate use of medications to which the Prescription Review Program applies by patients to whom they have dispensed such drugs;

(c) alert members to possible inappropriate dispensing of medications to which the Prescription Review Program applies;

(d) make recommendations to a member with respect to that member's dispensing of medications to which the Prescription Review Program applies;

(e) require a member to provide explanations of his dispensing of medications to which the Prescription Review Program applies. In making requests for an explanation, the office of the Registrar may require the member to provide information about the patient, the reasons for dispensing to the patient, and any knowledge which the member may have about other narcotics or controlled drugs received by the patient;

(f) cause information, concerns or opinions of general application to the profession to be communicated to the members without identifying the particular member to whom such information relates; and

(g) provide information gathered in connection with the Prescription Review Program to another health professional regulatory body including the College of Dental Surgeons of Saskatchewan, the Saskatchewan Registered Nurses Association or the College of Physicians and Surgeons of Saskatchewan, provided the information gathered is required by that body to perform and carry out the duties of that body pursuant to the legislation that regulates that profession. Where the personal health information relates to a member of the health professional body seeking disclosure, disclosure by the office of the Registrar of that information may only be made in accordance with *The Health Information Protection Act* and, in particular, subsection 27(5) of that Act.

Responding to an Information Request

6 A licensed member shall respond to such requests for explanation, as described in clause 5(e) of Part O, from the office of the Registrar within 14 days of receipt of such a request for information.

Extension of a Deadline

7 The office of the Registrar may extend the deadline for reply at his discretion, upon receipt of a written request for extension from the licensed member.

Complying to an Information Request

8 A member who receives such a request for information shall comply, to the best of his ability, fully and accurately with such requests for information.

Who May Access, Analyze and Advise

9 The College may enter into an agreement with a person or organization to do any or all of the following:

(a) access and analyze information in the prescription review database pertaining to member dispensing;

(b) advise the College of concerns pertaining to member dispensing;

(c) advise the College of possible inappropriate use of medications to which the Prescription Review Program applies by patients to whom members have dispensed such medications;

(d) provide general education for members pertaining to dispensing of Prescription Review Program medications; and

(e) alert the College to possible inappropriate use of medications to which the Prescription Review Program applies by patients to whom a member has dispensed such medications.

PART P - DISCIPLINARY PROCESS

PART P.1 - COMPLAINTS COMMITTEE PROCEDURES

Complaints Committee

1 (1) Council shall appoint a Complaints Committee in accordance with section 27 of the Act, which may include a public appointee.

(2) The Registrar or his designate, shall be the administrative secretary to the Complaints Committee and shall provide administrative support to the Complaints Committee.

(3) A majority of the Complaints Committee members constitutes a quorum. Council may, in order to achieve a quorum, add members to the Complaints Committee.

(4) A decision of a majority of the members of the Complaints Committee is a decision of the Complaints Committee.

(5) The Complaints Committee shall, by majority vote, appoint a member from amongst themselves as Chair of the Complaints Committee, and may appoint an Acting Chair by majority vote, if the Chair of the Complaints Committee is unable to act as Chair.

(6) Unless the Act or these bylaws state to the contrary, the Complaints Committee may set its own practice and procedures.

Meetings of the Complaints Committee

2 (1) The Complaints Committee administrative secretary shall prepare minutes of the meetings of the Complaints Committee.

(2) Meetings of the Complaints Committee are not open to the public.

Investigations of Complaints by Complaints Committee

3 (1) Any person may deliver a complaint to the College against a member or proprietor.

(2) The Complaints Committee may choose to investigate anonymous complaints in special circumstances as determined to exist by the Complaints Committee.

(3) The Complaints Committee may require that a complainant reduce their complaint to writing.

(4) The administrative secretary to the Complaints Committee, or designate, shall receive all complaints on behalf of the Complaints Committee.

(5) The Chair of the Complaints Committee may initiate an investigation into a complaint prior to the next meeting of the Complaints Committee.

(6) The Complaints Committee shall review the progress of investigations into complaints during its regular scheduled meetings.

(7) The Complaints Committee Chair (directly or through the administrative secretary to the Complaints Committee, or designate) may request a comprehensive written response

from the member or proprietor to each and every allegation in the complaint, in which case the member or proprietor shall also be advised that their written response will be submitted to the Complaints Committee for review and may be provided to the complainant for comment.

(8) Upon receipt of a complaint, the Complaints Committee Chair (through the administrative secretary to the Complaints Committee, or designate) shall notify the complainant, if any, in writing, that the complaint has been received and is being dealt with by the Complaints Committee, except where such notification would impede an effective investigation into the complaint.

(9) The Complaints Committee may, in circumstances in which it considers appropriate, withhold disclosure of the identity of the complainant from the member or proprietor.

(10) The Complaints Committee may delegate an investigation to a staff investigator or member of the Complaints Committee or both, and the said staff investigator or member of the Complaints Committee shall upon conclusion of the investigation provide a written report to the Complaints Committee.

(11) At the conclusion of an investigation, the Complaints Committee Chair (directly or through the administrative secretary or his designate) shall notify the complainant, if any, as to the status of the complaint and in particular whether or not the Complaints Committee has recommended that the complaint proceed to a disciplinary hearing.

(12) The Complaints Committee may at any time during the course of an investigation, with the consent of the member or proprietor who is the subject of the complaint, refer the complaint to any form of alternative dispute resolution, including, but not limited to, mediation. Upon conclusion of such alternative dispute resolution process, if the complaint has not been resolved, the committee shall:

(a) if the investigation has not been concluded, continue with the investigation; or

(b) if the investigation has been concluded, make a written report to the Discipline Committee in accordance with subsection 28(3) of the Act.

(13) The Complaints Committee may at any time during the course of an investigation, with the consent of the member or proprietor, who is the subject of the complaint, refer the complaint to any form of alternate remedies. Upon conclusion of such alternate remedies, if the complaint has not been withdrawn, the committee shall:

(a) if the investigation has not been concluded, continue with the investigation; or

(b) if the investigation has been concluded, make a written report to the Discipline Committee in accordance with subsection 28(3) of the Act.

(14) At the conclusion of an investigation into a complaint, the Complaints Committee shall vote on a motion as to whether it should be recommended that the complaint proceed to a disciplinary hearing or no further action be taken, pursuant to subsection 28(3) of the Act.

PART P.2 - DISCIPLINE COMMITTEE PROCEDURES

Discipline Committee

1 (1) Council shall appoint a Discipline Committee in accordance with section 31 of the Act, which shall include a public appointee in accordance with subsection 8(6) of the Act.

(2) The Registrar, or designate, shall be the administrative secretary to the Discipline Committee and shall provide administrative support to the Discipline Committee.

(3) Three members of the Discipline Committee constitutes a quorum of the Discipline Committee.

(4) A decision made by such quorum of the Discipline Committee is a decision of the Discipline Committee.

(5) The Discipline Committee shall by majority vote, appoint a Chair of the Discipline Committee, and may appoint an Acting Chair in the same manner if the Chair of the Discipline Committee is unable to act as Chair.

(6) Subject to the Act and these bylaws, the Discipline Committee may set its own practice and procedures.

Meetings of the Discipline Committee

2 (1) In this section, discipline meetings do not include disciplinary hearings.

(2) The Discipline Committee administrative secretary shall prepare minutes of the meetings of the Discipline Committee.

(3) Meetings of the Discipline Committee are not open to the public.

Disciplinary Hearings

3 (1) Upon receipt of a recommendation from the Complaints Committee that the Discipline Committee hear and determine a formal complaint against a member or proprietor pursuant to section 28 of the Act, the Discipline Committee shall convene a disciplinary hearing.

(2) A disciplinary hearing shall be open to the public, unless the Discipline Committee determines otherwise pursuant to subsection 32(16) of the Act.

(3) Subject to subsection 3(4) of Part P.2, no person in attendance at a disciplinary hearing may record or photograph any portion of the disciplinary hearing.

(4) The disciplinary hearing may be recorded in a manner which enables the production of a transcript of the hearing.

(5) If one or more members of the Discipline Committee withdraw from a disciplinary hearing, or are unable to hear and determine a complaint, the hearing may continue with the remaining Discipline Committee members provided that such members constitute a quorum of the Discipline Committee.

(6) Where the Discipline Committee makes an order for the payment of a fine or costs, such order shall clearly state the time period in which the fine or costs must be paid.

Suspended Licence or Permit

4 (1) Where the Discipline Committee orders the suspension of a member's licence or a proprietor's permit, the member or proprietor shall surrender their licence or permit to the Discipline Committee administrative secretary.

(2) Where the Discipline Committee orders the suspension of a member's licence or a proprietor's permit, the College's register shall clearly indicate that the licence or permit is suspended, the effective date of the suspension, and a summary of the nature of any restrictions or conditions of the suspension.

(3) Any person who makes inquiries as to whether or not a member or proprietor's licence/permit has been suspended shall be advised of the suspension and any conditions of the suspension.

Restricted Licence or Permit

5 (1) Where the Discipline Committee orders the restriction of a member's licence or a proprietor's permit, the member or proprietor shall surrender their licence or permit to the Discipline Committee administrative secretary.

(2) Where the Discipline Committee orders the restriction of a member's licence or a proprietor's permit, the College's register shall clearly indicate that the licence or permit is restricted, the effective date of the restriction, and a summary of the nature of any conditions of the restriction.

(3) The Discipline Committee administrative secretary shall replace the previous licence or permit with a restricted licence or permit, on which is clearly indicated the restriction, the effective date of the restriction, and the nature of the restriction.

(4) Any person who makes inquiries as to whether or not a member or proprietor's licence/permit has been restricted shall be advised of the restriction and any conditions of the restriction.

Appeals of Discipline Committee Orders and Decisions

6 (1) Upon receipt of a Notice of Appeal pursuant to section 41 of the Act, Council shall convene an appeal hearing.

(2) A decision of the majority of the members of Council, who sit on an appeal pursuant to section 41 of the Act, is a decision of Council.

(3) Council members who sit on an appeal pursuant to section 41 of the Act shall by majority vote appoint a Chair from amongst themselves who shall set the practice and procedures on hearing the appeal.

(4) An appeal to Council pursuant to section 41 of the Act may, at the discretion of Council, be open to the public.

(5) Subject to subsection 3(3) of Part P.2, no person in attendance at an appeal to Council pursuant to section 41 of the Act may record or photograph any portion of the appeal hearing.

(6) The appeal to Council may be recorded in a manner which enables the production of a transcript of the hearing.

(7) If one or more members of Council withdraw from an appeal hearing pursuant to section 41 of the Act, or are unable to hear and determine the appeal, the appeal may continue with the remaining Council members provided that such members constitute a quorum.

(8) Council shall, in writing, serve a copy of their decision on the member or the proprietor who was the subject of the appeal.

(9) Council shall, in writing, notify the complainant, if any, of Council's decision following the appeal hearing.

PART P.3 - DISCIPLINARY PROCESS – RECORDS RETENTION

Permanent Records

1 The College shall maintain a permanent record of all complaints, investigations and disciplinary proceedings, which record shall include:

(a) the written report of the Complaints Committee pursuant to subsection 28(3) of the Act;

(b) any agreements or other results from alternative dispute resolution processes pursued pursuant to subsection 3(12) of Part P.1 or alternate remedies pursued pursuant to subsection 3(13) of Part P.1;

(c) the formal record of the discipline hearings conducted pursuant to section 32 of the Act, and including, without limitation, all and any reasons, judgments or orders of the Discipline Committee;

(d) such other documents or records as the Registrar considers appropriate.

Record Keeping

2 A copy of the documentation referred to in clauses 1(a), (b), or (c) of this Part P.3, shall also be filed and held on the file of the member or proprietor who was the subject matter of the complaint, investigation and disciplinary proceeding, as the case may be, as well as such other documents or records that the Registrar considers are appropriately maintained on such file.

Disposal of Records

3 The College shall not dispose of or destroy any document or other record within its possession or power relating to a complaint, investigation or discipline hearing until the later of:

(a) the expiration of the time for commencing a judicial review or an appeal from an action or decision of the Complaints Committee or Discipline Committee; or

(b) the completion of all proceedings by way of judicial review or appeal from an action or decision of the Complaints Committee or Discipline Committee.

Judicial Review – Return of Documents

4 The College may, upon the later of:

(a) the expiration of the time for commencing a judicial review or an appeal from an action or decision of the Complaints Committee or Discipline Committee; or

(b) the completion of all proceedings by way of judicial review or appeal from an action or decision of the Complaints Committee or Discipline Committee; return any original document or other record which was obtained from any third party, including the memberor proprietor whose conduct was the subject matter of the investigation or proceeding, provided always that it has maintained a copy of such documents and other records, in accordance with sections 1 and 2 of this Part P.3.

Retention of Electronic Records

5 (1) The College may, at its option, retain any records maintained by it (whether pursuant to this section or otherwise) in electronic form, provided that the following requirements are met:

(a) the applicable record must be retained in the format in which it was created, provided or received, or any format that does not materially change the record;

(b) the applicable record must be accessible so as to be useable for subsequent reference by any person who is entitled to have access to the record or who is authorized to require its production;

(c) where the applicable record was provided or received from a third party, the information (if any) that identifies the origin and destination of the record and the date and time when it was sent or received must also be retained;

(d) there must be reliable assurance as to the integrity of the applicable record from the time the record was first created, whether as a paper document or otherwise**.**

PART Q - MISCELLANEOUS

Service of Notice

1 Service of any notice or documents required by these bylaws may be affected by registered letter addressed to the last known residence or business of the person to be served as the same appears on the register.

Notice of Bylaw Changes

2 Notice of any proposed amendments, alterations, or repealing of any of these bylaws at an Annual meeting of the College shall be in writing, and delivered to the Registrar, 30 days prior to the date of the meeting. No motion of such amendment shall be considered at any meeting unless such notice has been duly given.

DRUG SCHEDULE III

SCPP SCHEDULE III – PHARMACY ONLY NON-PRESCRIPTION DRUGS

SCPP Schedule III includes those drugs listed in the National Drug Schedule III maintained by the National Association of Pharmacy Regulatory Authorities and accessible at https://napra.ca/national-drug-schedules except those drugs as follows and as may be added or amended by Council from time to time.

Drugs in SCPP Schedule III can only be sold from a pharmacy. They may be sold by a licensed pharmacist or a licensed pharmacy technician to the public without a prescription. These drugs may be located in the area of the pharmacy that is accessible to the public and which provides an opportunity for self-selection of the drug by the public.

In accordance with their respective scopes of practice the licensed pharmacist or licensed pharmacy technician must be available, accessible and approachable to assist the public with selecting the drug.

Drugs INCLUDED in SCPP Schedule III

- **Dimenhydrinate and its salts** (for oral or rectal use) [Note: Licensed pharmacists or licensed pharmacy technicians are advised that in areas where there is evidence of abuse or particular concern about abuse, dimenhydrinate products should not be located in a self-selection area of the pharmacy].
- **Ephedrine and its salts** in combination products (in preparations containing no more than 8 mg per unit dose, with a label recommending no more than 8mg/dose or 32mg/day and for use not more than 7 days and indicated for nasal congestion) [Note: Licensed pharmacists or licensed pharmacy technicians are advised that in areas where there is evidence of abuse or particular concern about abuse, ephedrine products should not be located in a self-selection area of the pharmacy].
- **Pseudoephedrine and its salts** and preparations in combination products [Note: Licensed pharmacists or licensed pharmacy technicians are advised that in areas where there is evidence of abuse or particular concern about abuse, pseudoephedrine products should not be located in a self-selection area of the pharmacy].

Drugs EXCLUDED from SCPP Schedule III

REGULATORY BYLAW AMENDMENTS

As amendments are published in The Saskatchewan Gazette, they will be noted below.

- Part K, section 9. Title change. July 15, 2016
- Part D, clause 3(d). Typo correction. Nov. 8, 2016
- Part O, clause 9(D). Missing word correction. Nov. 8, 2016
- Part P.2, subsection 6(5). Internal reference correction. Nov. 8, 2016
- Part I, subsection 12. New Continuous Quality Improvement content. Aug. 25, 2017
- Part N, section 11(2). Repealed. March 16, 2018
- Part D, section 3; 3.1(1). Revised to reflect Council-approved deadlines for pharmacy technician candidates. September 28, 2018
- Part K, section 9. Title Change. April 5, 2019
- Part K, section 9(3). New subsection added. April 5, 2019
- Part I, section 8(6). Numbering correction. June 28, 2019
- Part K, section 10. Expanded prescribing authority for pharmacists. August 30, 2019
- Part N, section 11. To correct administrative errors. November 15, 2019
- To add criminal record check. February 7, 2020
    - Part B, section 1 and section 11.
    - Part C, section 8. Newly added.
    - Part D, section 8. Newly added.
    - Part E.9, section 3.
    - Part F.9, section 3.
    - Part G, section 1, section 6.
- Part E, Part E.9, Part F, Part F.9. Title change. February 7, 2020
- Part K, section 4. Changes to Plan B. February 7, 2020
- Part J, section 7. Repealed and replaced. April 9, 2020
- PART B Internship. Repealed and replaced. April 17, 2020
- PART C, section 3, Part C. Membership Registration. Repealed and replaced. April 17, 2020
- PART E.2. Conditional Practicing Member. Repealed and replaced. April 17, 2020
- PART E.11. Emergency Memberships and Licences. New part added. April 17, 2020
- PART F.11. Emergency Memberships and Licences. New part added. April 17, 2020
- PART C, section 6. Membership Registration – Pharmacists repealed and replaced with updates to Canadian or international graduate requirements. Nov. 13, 2020
- PART D, section 6. Membership Registration – Pharmacy Technicians repealed and replaced with updates to Canadian or international graduate requirements. Nov. 13, 2020
- PART E.7 and F.7. Migration from One Membership Category to Another repealed and replaced. Nov. 13, 2020
- PART I, section 11. Repealed and replaced with new pharmacy manager requirements. Nov. 13, 2020
- PART K, section 10. Repealed and replaced with new prescriptive authority and therapeutic substitution provisions. Nov. 13, 2020

- PART L. Added a new section 12 excluding applicability of the section to formerly licensed pharmacists, interns and pharmacy technicians as they are authorized for COVID-19 vaccines per *The Disease Control (COVID-19) Amendment Regulations, 2021*. April 16, 2021
- PART M. Repealed and replaced to authorize point-of-care testing for COVID-19 under terms and conditions specified by the SCPP in cooperation with public health authorities. April 16, 2021
- PART B, section 5. Repealed and replaced. April 23, 2021
- PART C, section 2.1. Added. April 23, 2021
- PART C, section 3, 4(e), 5 (c), 6(g). Repealed and replaced. April 23, 2021
- PART D. Repealed and replaced. April 23, 2021
- PART E.2. Repealed and replaced. April 23, 2021
- PART F.2. Conditional Practising Member. Repealed and removed. April 23, 2021
- PART F3-11. Changed to PARTS F2-10. April 23, 2021
- PART C, section 3. Removed and subsequent section numbers updated. July 31, 2021
- PART E.2. Removed and subsequent part numbers updated. July 31, 2021
- PART L, section 1, 2, 3, 4, 9. Repealed and replaced for administrative updates and to authorize the minimum age for publicly funded vaccines to five (5) years old and over. Aug. 13, 2021
- Part E.4., sections 6, 7, Part E.5, Part F.4., sections 6 and 7 and Part F.5. Repealed and removed and headings adjusted. Dec. 17, 2021
- PART H. Code of Ethics repealed and replaced with gender neutral language. Jan. 28, 2022
- PART K. Repealed and replaced. July 28, 2023
- PART A. Section 2. Removed clause 2(g). February 20, 2024
- PART A. Section 2. Repealed and replaced clauses 2(h) and 2(i). February 20, 2024
- PART B. Repealed and replaced. February 20, 2024
- PART C. Repealed and replaced. February 20, 2024
- PART D. Repealed and replaced. February 20, 2024
- PART E.1. Repealed and replaced. February 20, 2024
- PART E.2. Repealed and replaced. February 20, 2024
- PART E.3. Repealed and replaced. February 20, 2024
- PART E.4. Repealed and replaced. February 20, 2024
- PART E.5. Repealed and replaced. February 20, 2024
- PART E.6. Repealed and replaced. February 20, 2024
- PART E.7. Repealed and replaced. February 20, 2024
- PART E.9. Repealed and replaced. February 20, 2024
- PART F.1. Repealed and replaced. February 20, 2024
- PART F.2. Repealed and replaced. February 20, 2024
- PART F.3. Repealed and replaced. February 20, 2024
- PART F.4. Repealed and replaced. February 20, 2024
- PART F.5. Repealed and replaced. February 20, 2024
- PART F.6. Repealed and replaced. February 20, 2024

- PART F.7. Repealed and replaced. February 20, 2024
- PART F.9. Repealed and replaced. February 20, 2024
- PART J. Section 13. Repealed and replaced. February 20, 2024
- PART L. Repealed and replaced. February 20, 2024
- PART N. Repealed and replaced. February 20, 2024
- PART P.1. Repealed and replaced. February 20, 2024
- PART P.2. Repealed and replaced. February 20, 2024
- PART P.3. Repealed and replaced. February 20, 2024