



Failure to File Fee

Effective April 1, 2019, a fee, payable by the proprietor of the pharmacy, can be assessed for failing to file information required by the Saskatchewan College of Pharmacy Professionals (SCPP) on any proprietary pharmacy permit requirement. This includes the failure to file information that is accurate and up to date, which SCPP requires to be satisfied that the proprietor is entitled to be granted, or continue to be granted, a pharmacy permit.

In addition to a Failure to File Fee, failure to meet bylaw requirements can result in an invalid permit and closure of the pharmacy and/or disciplinary action.

The fee is being implemented to address increasing negligence in meeting bylaw requirements. For ease of reference, it is being called the “Failure to File Fee.”

Pharmacy proprietors, or corporate officials or managers on their behalf, must notify SCPP as soon as possible of any changes to the pharmacy that might impact the permit. This includes all training requirements required by the Bylaws including pharmacy manager, privacy officer, and Quality Improvement coordinator training.

Reasons for assessment of the Failure to File Fee will include, but are not limited to:

- i. pharmacy manager changes;
- ii. proprietor name changes;
- iii. ownership changes;
- iv. trade name changes;
- v. director changes;
- vi. location changes; and
- vii. training requirements.

Examples of documents required by SCPP to obtain and maintain a pharmacy permit include, but are not limited to:

- Application form not received or incomplete application form;
- Application completed by someone other than the pharmacy manager;
- Corporate documentation not received;
- Director requirements not met;
- Permit and/or COMPASS fee(s) unpaid;
- Privacy Officer and/or COMPASS QI Coordinator and/or Pharmacy Manager training not completed as per legislative requirements;
- Training certificates not uploaded to the SCPP database;

- CPhIR Data Sharing Agreement not submitted to ISMP; and
- Any other requirements pursuant to *The Pharmacy and Pharmacy Disciplines Act*, the SCPP Regulatory Bylaws, and Guidelines.

Changes made throughout the year without notification to SCPP that are discovered during permit renewal will result in the Failure to File Fee being assessed retroactively.

For example, if a pharmacy manager was changed in June, and during permit renewal time in November it is discovered that the appropriate documents were not filed with SCPP, the Failure to File Fee will be assessed and fees would be charged starting seven (7) SCPP business days after the change until the documents are submitted in full.

A permit application or renewal will only be approved upon completion of all requirements and payment of all fees including the Failure to File Fee (if required).

Section 3 of Part I of the SCPP Regulatory Bylaws states:

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).

To be compliant within the Act, Bylaws and Policies of SCPP, pharmacy managers must ensure they are familiar with their professional responsibilities as a pharmacy manager and/or proprietor.

If you have any questions regarding documents and requirements, please contact Caroline Zareba at caroline.zareba@saskpharm.ca. For additional information see the [Pharmacy Manager Responsibilities](#) document on the SCPP website.