



Annual Pharmacy Permit Renewal Guidelines for Pharmacy Managers – 2023-2024 Permit Renewal Year

Deadline for Submission of Pharmacy Permit Application, Fees and Requirements: November 1, 2023

In accordance with [The Pharmacy and Pharmacy Disciplines Act](#) (the Act), [SCPP Regulatory Bylaws](#), [policies](#) and [guidelines](#), the proprietary pharmacy permit must be renewed annually, on or before the expiration date of the current permit. The pharmacy manager is responsible for submitting the online Pharmacy Permit Application for permit renewal and all subsequent fees, documentation and/or requirements to the SCPP office by the November 1, 2023 deadline.

Your current permit expires November 30, 2023.

Please note: Permit renewal applications are reviewed on a first come, first served basis. Please ensure all requirements are completed and submitted with your application on or before November 1 to avoid the Late Renewal Payment Fee.

Any applications(s), fee(s), documentation and/or requirements completed and/or received after November 1, 2023, but prior to November 30, 2023, will be subject to a Late Renewal Payment Fee. Please note that this includes any payments, documentation and/or requirements mailed and/or couriered to the SCPP office.

The amount for the Late Payment Penalty fee can be found in the [Fee Schedule](#). A list of the requirements where the Late Renewal Payment Fee will be applicable is provided in this document.

The Late Renewal Payment Fee has increased to \$2,999.00 plus GST.

Notification Emails to Pharmacy Managers

- Initial notification of annual permit renewal will be emailed to the pharmacy manager at the pharmacy email address of record two (2) weeks prior to permit renewal applications being available on the SCPP pharmacy manager portal.
- Second email with pharmacy permit application instructions and pharmacy permit renewal guidelines will be emailed to the pharmacy manager at the pharmacy email address of record prior to permit renewal applications being available on the SCPP pharmacy manager portal.
- Reminder email will be emailed to the pharmacy manager at the pharmacy email address of record on or about October 1 (only to those pharmacy managers who have not yet submitted a pharmacy permit renewal application or have any outstanding

requirements).

- Final reminder email will be emailed to the pharmacy manager at the pharmacy email address of record on or about October 15 (only to those pharmacy managers who have not submitted pharmacy permit renewal application or have any outstanding requirements).

Pharmacy Permit Renewal Application, Fees and Requirements

Online Application for Pharmacy Permit Renewal

- Access the Pharmacy Permit Application link from Pharmacy Manager Portal
 - An email with username and instructions will be sent prior to permit renewal applications being available on the SPCP pharmacy manager portal.
 - Click the “Renew Online” application form link in the Pharmacy Manager Portal to begin the application.
- On page one, make the selections that apply and proceed to the next page.
 - *New* Permit amendments included on the same online application as the pharmacy permit renewal will be effective December 1 for the upcoming permit year and bare no additional cost.
 - Please send an email to info@saskpharm.ca prior to submitting your permit renewal application.
 - *New* Permit amendments required for a date before December 1 will require a separate permit amendment application and will carry a permit amendment fee as per the Fee Schedule
 - Please see the [Pharmacy Permit Amendments & Renewal](#) page for more information on requirements for permit amendments
- Update information on record and complete declarations.
- Pay the applicable [fee\(s\)](#) on the application form payment page (page 3 of the application)
 - Credit Card payment at the time of application submission
 - Complete the credit card information section and click “Pay Now”. A paid invoice will be emailed to the pharmacy email address on record.
 - Cheque or Credit Card payment after application submission
 - Click “Invoice Me”. An unpaid invoice will be emailed to the pharmacy email address on record. The email will contain instructions on how to pay via Credit Card and Cheque.
 - For payment for multiple applications, please send a cheque with the invoice numbers referenced or please email info@saskpharm.ca to request a Credit Card Payment Form.

- If paying by cheque, please ensure the cheque is mailed using a method that provides trackability and timely delivery. A Late Payment Penalty is applicable to any payments, including mailed/couriered cheques, that are received to the SCPP office after November 1, 2023, regardless of when they were mailed.

Application Requirements for Pharmacy Permit Renewal

- Select applicable fee(s)
 - Please see the [Fee Schedule](#) for this year's fee amounts
- Update the pharmacy information currently on record to ensure it remains up-to-date
 - Corporation/Proprietor Address is the mailing address of the proprietor as registered with the Saskatchewan (or other provincial) Corporate Registry (ISC Saskatchewan Registry Services)
- Enter corporate contact information for the individual who should be receiving proprietor-specific communication from SCPP
 - Can include, but is not limited to, the district manager, pharmacy manager, owner, director of the proprietary corporation, etc.
- Update the pharmacy employees
 - Include ALL pharmacy employees, including the pharmacy manager, pharmacists, pharmacy technicians and pharmacy assistants
 - Include any regular relief staff
 - A member number (D# or T#) will be required for any SCPP members listed
- Complete the pharmacy manager declarations
 - Declare if you are an Interim Pharmacy Manager, as defined in subsection 11(3) of Part I of the [SCPP Regulatory Bylaws](#)
 - Declare if you meet the Pharmacy Manager Requirements, as defined in subsection 11(1) of Part I of the [SCPP Regulatory Bylaws](#)
 - Declare your active participation in the pharmacy, as defined in subsection 11(5) of Part I of the [SCPP Regulatory Bylaws](#) and in subsection 4.1 of the [Pharmacy Manager Policy](#)
 - Declare your physical presence in the pharmacy, as defined in subsection 4.2 of the [Pharmacy Manager Policy](#)
 - Declare if you are the pharmacy manager of record in another pharmacy in Saskatchewan, as per subsection 47(3) of [The Pharmacy and Pharmacy Disciplines Act](#), subsection 11(2) of the [SCPP Regulatory Bylaws](#) and subsections 3.3 and 3.4 of the [Pharmacy Manager Policy](#)
 - Current pharmacy managers of more than one pharmacy approved on or before November 1, 2022 will be able to manage existing pharmacies until November 1, 2023, to allow enough time to secure a new manager who meets the requirements.

- Not applicable to interim pharmacy managers of a second pharmacy who have already been approved by the Registrar and who hold a conditional pharmacy permit, or pharmacy managers of a base pharmacy and one of its satellite pharmacies
 - New applicants to manage a second pharmacy will require a Registrar's Appeal with applicable Registrar's Appeal fee, as per the [Fee Schedule](#)
 - Please send an email to info@saskpharm.ca prior to submitting your permit renewal application
- Declare that the designated Privacy Officer has met section 8 of Part I of the [SCPP Regulatory Bylaws](#)
 - Current Privacy Officer information can be viewed in the Pharmacy Manager Portal
 - Declare the practicing pharmacist who is the Privacy Officer for the pharmacy
 - The practicing pharmacist named as the Privacy Officer should be working mostly full-time hours, as per [Privacy Officer Requirements](#)
 - Declare if the Privacy Officer is a Privacy Officer at any other pharmacy, as per [Privacy Officer Requirements](#)
 - A practicing pharmacist may only be a Privacy Officer at one pharmacy, except in the case of a base pharmacy and its one satellite
 - Declare if the Privacy Officer has up-to-date certification
 - Certification is valid for a period of three (3) years from date of completion.
 - *New* SCPP is working with CPDPP to create a new, more modernized, and updated privacy officer training course. **Privacy officer training will be unavailable for the time being until the new course is complete.**
 - Anyone whose training has expired or is new to the privacy officer role will receive additional time to complete their training.
- Declare that the designated COMPASS Quality Improvement (CQI) Coordinator has met section 12 of Part I of the [SCPP Regulatory Bylaws](#)
 - Current COMPASS Quality Improvement (CQI) Coordinator information can be viewed in the Pharmacy Manager Portal
 - Declare the member who is the COMPASS Quality Improvement (CQI) Coordinator for the pharmacy
 - Declare if the COMPASS Quality Improvement (CQI) Coordinator has up-to-date certification
 - Certification currently has no expiry date.
 - Newly appointed CQI Coordinators have 6 months from their appointment to complete the COMPASS training course.

- The COMPASS training course is available on the [CPDPP \(Continuing Professional Development for Pharmacy Professionals\) website](#).
 - Members must complete the Evaluation Survey at the end of the training and submit their responses to CPDPP.
 - CPDPP will notify SCPP of training completion within 1-3 business days.
 - SCPP will update member and pharmacy profiles with training completion within 1-3 business days of notification.
- Declare that the pharmacy has met Medication Safety Self-Assessment (MSSA) requirements, as per subsection 12(2) of Part I of the [SCPP Regulatory Bylaws](#)
 - Current Medication Safety Self-Assessment (MSSA) information can be viewed in the Pharmacy Manager Portal
 - An MSSA must be submitted to ISMP by each pharmacy at least once every two (2) years, as per subsection 12(2) of Part I of the [SCPP Regulatory Bylaws](#)
 - For information on how to submit your MSSA, please see the [MSSA Quick Start Guide](#)
 - Any pharmacy who has not completed an MSSA to date must complete their MSSA prior to November 1, 2023
 - Any MSSAs that are due on or before January 1, 2024 must be completed prior to November 1, 2024.
 - All other MSSAs are to be completed prior to their due date.
 - Questions about MSSAs may be directed to the Administrative Coordinator for Field Operations and Quality Assurance at info@saskpharm.ca
- Provide corporation information
 - ***Not applicable to co-operatives*
 - Provide owning corporation name, as registered with the Saskatchewan (or other provincial) Corporate Registry (ISC Saskatchewan Registry Services)
 - Declare any changes to the directors of the owning corporation since the last permit application
- Declare that the pharmacy meets corporate director and corporation requirements, as per subsection 19(1) of [The Pharmacy and Pharmacy Disciplines Act](#) and section 4 of Part I of the [SCPP Regulatory Bylaws](#)
 - ***Not applicable to co-operatives*
 - The pharmacy manager must be a director of the owning corporation
 - The pool of directors of the owning corporation must consist of a majority (over 50%) of SCPP members (more members than non-members)

- The directors of the owning corporation who are SCPP members must be in good standing with SCPP
- The owning corporation must be considered “Active” by the Saskatchewan (or other provincial) Corporate Registry (ISC Saskatchewan Registry Services)
- The owning corporation must remain “Active” on the Saskatchewan (or other provincial) Corporate Registry (ISC Saskatchewan Registry Services) for the full duration of the permit
- If the owning corporation is registered extra-provincially, the pharmacy manager must submit a Corporate Registry Profile Report from the home province to info@saskpharm.ca
 - SCPP will download the Corporate Registry Profile Report for all Saskatchewan-registered corporations (corporations registered with Saskatchewan Corporate Registry, also known as ISC Saskatchewan Registry Services)
- Declare the pharmacy’s participation in optional programs
 - Saskatchewan Influenza Immunization Program
 - Drug Plan Extended Benefits Branch provides a list of enrolled pharmacies to SCPP
 - Apply directly with the Drug Plan Extended Benefits Branch
- Provide information on services offered by the pharmacy
- Provide central fill and pharmacy depot information
- *New* Provide information on pharmacy security features
 - Declare whether the pharmacy has a time-delayed safe on site
 - Time-delayed safes are mandatory in pharmacies starting November 30, 2023
 - Please see [SCOPE \(August 2022\)](#) for more information
 - Questions about time-delayed safes may be directed to the Administrative Coordinator for Field Operations and Quality Assurance at info@saskpharm.ca
- Provide general information on active contracts
 - *New* Upload your Medical Laboratory License and provide the name of the Qualified Person listed as the license holder
 - ***Only applicable to pharmacies with a medical laboratory license*
- Declare compounding compliance status as per the [NAPRA Model Standards for Pharmacy Compounding](#) for your pharmacy’s current level of compounding
 - Declare current compliance status
 - Declare any planned changes to the pharmacy’s current level of compounding

- Deadline for compounding compliance was August 30, 2022
- Questions about compounding compliance standards may be directed to the Administrative Coordinator for Field Operations and Quality Assurance at info@saskpharm.ca
- Update the pharmacy and premises hours of operation information
- Complete final declarations

Proprietary Pharmacy Permit Renewal and COMPASS Fees

- All applicable fees can be found in the [Fee Schedule](#)
- **A Late Renewal Payment Fee is applicable on application(s), fee(s) and requirements that are not received in the SCPP office and/or completed by the deadline of November 1, 2023.**
 - Please note that this includes any payments, documentation and/or requirements mailed and/or couriered to the SCPP office.
 - **The Late Renewal Payment Fee has increased to \$2,999.00 plus GST**

Requirements Where the Late Renewal Payment Fee Applies

The Late Renewal Payment Fee will be applicable on the following requirements:

- Permit renewal application form not received or incomplete after November 1
- Corporate documentation for extra-provincial corporations not received by November 1 (*not applicable to Co-operatives or Saskatchewan corporations*)
- Director and/or corporation requirements not met after November 1 (*not applicable to Co-operatives*)
- Permit, COMPASS and any other applicable or outstanding fees not paid or received by November 1
- Medication Safety Self-Assessment not completed by November 1
 - Applicable if due date is prior to January 1, 2024
- COMPASS QI Coordinator training not completed by November 1
 - Applicable if due date is on or before November 30
- Appeal information and/or payment not received or incomplete after November 1
 - Applicable if an appeal is required for your permit renewal application
- Permit amendment requirements not received or completed by November 1
 - Applicable only if a permit amendment is included on your permit renewal application

- Please see the [Pharmacy Permit Amendments & Renewal](#) page for more information on requirements for permit amendments
- Any other requirements pursuant to The Pharmacy and Pharmacy Disciplines Act, the SCPP Regulatory Bylaws, Policies and Guidelines
 - May include, but is not limited to, time-delayed safes not being on site and/or non-compliance with compounding standards

Viewing Current Pharmacy Information in the Pharmacy Manager Portal

Accessing the Pharmacy Manager Portal

- Click on “Member Login” at www.saskpharm.ca
- Enter the pharmacy manager portal username and password (not the member username/password) and click Login
- To retrieve forgotten usernames or passwords, click on “Forgot Your Password” and type in the pharmacy manager portal username. A link to create a strong password will be emailed.
 - SCPP staff do not have access to member or pharmacy manager passwords

Viewing Pharmacy Manager Training, Privacy Officer, CQI Coordinator, MSSA Submission, and Compounding Information

- Pharmacy Manager Training information can be seen in the “Pharmacy Training and Assessments” section of the Pharmacy Manager Portal
 - Left-hand column, below the “Pharmacy Compounding Information” section
 - For example:
Pharmacy Manager Training Name:
D3915 Peter Highliner 08/04/2022
Pharmacy Manager Training Date:
08/04/2022
Pharmacy Manager Training Course:
Community Pharmacy Manager Course
- Privacy Officer information can be seen in the “Pharmacy Training and Assessments” section of the Pharmacy Manager Portal
 - Left-hand column, below the “Pharmacy Compounding Information” section
 - For example:
Privacy Officer:
D3915 Peter Highliner Pete 2015-09-13 2018-09-13
Privacy Officer Training Date:
09/13/2015
Privacy Officer Training Expiry Date:
09/13/2018
- CQI Coordinator information can be seen in the “Pharmacy Training and Assessments” section of the Pharmacy Manager Portal
 - Left-hand column, below the “Pharmacy Compounding Information” section
 - For example:
COMPASS QI Coordinator:

D3915 Peter Highliner Pete 11/17/2019
COMPASS QI Coordinator Training Date:
11/17/2019

- MSSA submission information can be seen in the “Pharmacy Training and Assessments” section of the Pharmacy Manager Portal
 - Left-hand column, below the “Pharmacy Compounding Information” section
 - For example:
Last MSSA Submission Date:
09/01/2020
Next MSSA Due Date:
09/01/2022

- Compounding information can be seen in the “Pharmacy Compounding Information” section of the Pharmacy Manager Portal
 - Left-hand column, below the “Pharmacy Information” section
 - For example:
Non-sterile compounding level:
A
Non-hazardous sterile compounding:
No
Hazardous sterile compounding:
No

Questions?

Please contact:

Caroline Zareba
Manager, Pharmacy Permits and Pharmacy Relations
Email: Caroline.Zareba@saskpharm.ca
Phone: 306-584-4321

Roberta Becker
Registration Administrator – Pharmacy and Member Relations
Email: Roberta.Becker@saskpharm.ca
Phone: 306-584-4366

For questions regarding MSSAs, time-delayed safes, and compounding compliance, please contact:

Emily Thompson-Golding
Administrative Coordinator for Field Operations and Quality Assurance
Email: Emily.Thompson-Golding@saskpharm.ca
Phone: 306-584-4323