



SASKATCHEWAN
COLLEGE OF
PHARMACISTS

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SCP Registration & Licensing (Membership) Requirements Saskatchewan BSP Graduates 2010

In order to practice pharmacy in Saskatchewan, a candidate must first be registered and licensed with the Saskatchewan College of Pharmacists SCP. After being conferred the BSP degree (June 2, 2010), graduates become eligible for registration as a pharmacist with the (SCP), the regulatory authority for pharmacists and pharmacies in Saskatchewan. Issuance of an SCP membership/licence is subject to approval by SCP, and is pursuant to the SCP Bylaws & Guidelines (view at the SK homepage of the NAPRA website under "Legislation").

A member may begin practising only after being notified by SCP of their SCP Member Number and approved date of registration and membership/licence.

Guidelines and printable application forms will be available online at SK homepage of the NAPRA website: <http://napra.ca>

- Click on the SK Link at the top of the page; (or click [Saskatchewan College of Pharmacists - NAPRA](#))
- Select the Licence/Permit Link
- Applicable items (information and application forms) are under the heading:
 "SK Graduates Licensing & Registration Requirements"
 - [2010 BSP Graduates Licensing & Registration Requirements](#)
 - [SK Grad Registration and Membership Fees 2010-2011 \(to be confirmed\)](#)
 - * [Form 1 - Acceptable Malpractice Insurance](#)
 - * [Form for CIHI Data Collection](#)
 - * [Membership Application Form](#)
 - * [Registration Application Form](#)
 - * [Declaration of Canadian Status](#)
 - [CIHI Communication Document](#)
 - [Membership Renewal & Collection of Information for National Database](#)
 - [Privacy Policy](#)

FAX, MAIL, OR E-MAIL COMPLETED APPLICATION FORMS AND REQUIREMENTS TO SCP:

FAX: 306-584-9695 E-MAIL: info@saskpharm.ca

- ***DO NOT use the Online Membership Renewal link on the NAPRA website for this purpose.***
 - Complete Application packages may be submitted in advance of when the licence is required
 - Allow minimum 3-4 working days for processing/approval
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REQUIREMENTS for PRACTISING Membership (2010-11 Membership Year)

- Registration Application Form
- Membership Application Form
- Fee for Registration
- Fee for Practising Membership

- Current fees *Subject to change April 1, 2010 (2010-2011 fee to be determined)
- Membership \$714.00 + Registration \$278.25 = **\$992.25** *

- Form 1–Certificate of Acceptable Malpractice Insurance (see Bylaws – Malpractice Insurance)
- Declaration of Canadian Status form
- Data for Canadian Institute for Health Information (CIHI) form
- Proof of *Successful Completion of PEBC Qualifying Examination
Example: Copy of the letter or PEBC website confirmation indicating successful completion

REQUIREMENTS for CONDITIONAL PRACTISING Membership/Licence (2010-11 Membership Year)

Prior to successful completion of either portion of the PEBC Qualifying Examination, a candidate may register as a Conditional Practising Member.

IMPORTANT: See Conditional Licensure Guidelines Below

- Registration Application Form
- Membership Application Form
- Fee - Registration
- Fee - Practising Membership

- Current fees *Subject to change April 1, 2010 (2010-2011 fee to be determined)
- Membership \$714.00 + Registration \$278.25 = **\$992.25** *

- Form 1–Certificate of Acceptable Malpractice Insurance (see Bylaws - Malpractice Insurance)
- Declaration of Canadian Status form
- Data for Canadian Institute for Health Information (CIHI) form

IMPORTANT: Removal of Conditions:

Upon submission of proof of successfully completing the PEBC Qualifying Examination, and approval by SCP, conditions will be removed and membership will be converted to Practising.

Example: SCP requires a copy of either the letter from PEBC or the section of the PEBC website confirmation indicating successful completion (which must include your name and your new PEBC Certification Number).

“Conditions” of a Conditional Practising Membership/Licence:

- Adhere to **Guidelines for Conditional Practising Membership** (see below);
 - Refer to the **SCP Bylaws** regarding Conditional Practising Membership;
 - Practise under the supervision of a Saskatchewan licensed pharmacist;
 - Advise employer about Conditional Practising status and provide employer;
 - Review **Guidelines for Conditional Practising Membership** with employer;
 - Advise of employer/location and any change in employer/member address;
 - Comply with the stipulation that a conditional practising member is not eligible to have signing authority for the purchase of Controlled Substances, Narcotics, or Targeted Substances, and all other conditionals outlined in the Guidelines and SCP Bylaws.
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CONDITIONAL LICENSURE

Guidelines for Conditional Licensees and Supervising Pharmacists

On May 9, 2003, new bylaws became effective allowing the Saskatchewan College of Pharmacists to issue conditional licences to graduates of the College of Pharmacy and Nutrition. The purpose of these guidelines is to explain this category of membership and clarify the responsibilities of supervising pharmacists for graduates who convocate in May 2003 and thereafter.

The new curriculum of the College of Pharmacy and Nutrition, University of Saskatchewan, is accredited by the Canadian Council for the Accreditation of Pharmacy Programs (CCAPP). The accreditation standards are based upon the competencies for entry to practice developed by the National Association of Pharmacy Regulatory Authorities (NAPRA). Thus, accreditation means that the program achieves educational outcomes consistent with officially recognized NAPRA competencies at entry to practice. The curriculum includes a Structured Practice Experiences Program (SPEP) that requires pharmacy students to undertake practice experience during each of the four years of study as part of the curriculum to qualify for the Bachelor of Science in Pharmacy. Because graduates of 2003 and beyond have completed this program, they have demonstrated having met those competencies that can best be assessed in a structured practice experience. This provides sufficient reason to believe that graduates from accredited programs possess these competencies, which are verified when they pass both the written and observed structured clinical examination (OSCE) formats of the PEBC. Therefore, post-graduate internship is not justified and is no longer required.

The new bylaws authorize that U of S pharmacy graduates be granted a "Conditional Practising" membership, so that they may practise under the supervision of a licensed Saskatchewan pharmacist prior to receiving their Certificate of Qualification from PEBC. The supervising pharmacist assumes responsibility for the licensee and determines the level of supervision required based on the licensee's abilities and level of performance. Other conditions include that the licensee:

- is not eligible to be named as a practising member who will have the management of a pharmacy, nor can the licensee be a director of a corporation holding a pharmacy permit;

- is not eligible to nominate, vote or hold office with the Saskatchewan College of Pharmacists;
- is not eligible to have signing authority for the purchase of Narcotics, Controlled or Targeted Substances.

Frequently Asked Questions

1) Who is responsible for the "Conditional" Licensee?

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

2) Can the "Conditional" Licensee practise as a pharmacist?

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

3) Is the "Conditional" Licensee still an intern?

No, the licensee is a pharmacist and may use that title. The only difference is that a licensed pharmacist accepts responsibility for the licensee until the licensee provides evidence of passing the PEBC. At that time, the conditions on the licence are removed and the licensee is granted all of the privileges of a licensed pharmacist.

4) How closely must I supervise the "Conditional" Licensee? Can the licensee practise alone?

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

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

5) Does my, or my pharmacy's liability insurance cover the "Conditional" Licensee?

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

6) How are "Conditional" Licensees identified?

The term "Conditional" will appear on the licence.

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

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

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

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

TIME LIMIT FOR REGISTRATION

There is a **one-year time limit** for registration from the date the BSP degree is obtained. After expiration of the time limit, the candidate is subject to different requirements (*see bylaws below*).

- Under extenuating circumstances, time limit may be extended by SCP Council.
- If unsuccessful in completing PEBC Qualifying Examination within time limit, Conditional Practising Members may request, in writing, an extension by SCP Council (to be approved at a meeting of Council) in order to re-write the examination (see SCP Bylaws).

MALPRACTICE INSURANCE BYLAWS

For the most current Bylaws, please refer to the "Legislation" section of the SK homepage of the NAPRA website.

(4) Malpractice Insurance

(a) in this subsection:

(i) **'acceptable malpractice insurance'** means personal insurance that:

- (1) insures a practising member against liability claims relating to the performance, or alleged performance, of professional services.
- (2) provides a limit for each claim of a minimum of one million dollars;
- (3) is either:

(a) of an 'occurrence type' provided through membership in the Pharmacists' Association of Saskatchewan (formerly the Representative Board of Saskatchewan Pharmacists) from time to time or is reasonably comparable to the insurance provided through membership in the Pharmacists' Association of Saskatchewan (formerly the Representative Board of Saskatchewan Pharmacists); or

- (b) of a 'claims made type', in which case it also provides for an extended reporting period providing liability protection for claims made within a minimum period of not less than two years after the practising member ceases to be a practising member; and
 - (4) has a maximum deductible of \$5,000.00 per claim; and
 - (5) 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 practising member thereunder; and
 - (6) is underwritten by an insurer registered to do business in Saskatchewan.
 - (ii) '**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;
 - (ii) '**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;
 - (iii) '**personal**' means insurance held by the individual member or in respect to which the individual member is a named insured;
- (b) subject to the provisions of paragraph (c), every member must hold and continuously maintain acceptable malpractice insurance;
- (c) notwithstanding paragraph (b), a member who is a Crown servant, within the meaning of the Treasury Board Policy on the Indemnification of and Legal Assistance for Crown Servants, is not obligated to hold and continuously maintain acceptable malpractice insurance, provided that the member:
- (i) at all time restricts his or her practice to the scope of duties and employment as a Crown servant; and
 - (ii) completes a declaration in a form approved by the Registrar-Treasurer;
 - (1) declaring that he or she will limit his or her professional pharmacy practice to the scope of duties and employment as a Crown servant; and
 - (2) confirming the continuing applicability of the Treasury Board Policy on the Indemnification of and Legal Assistance for Crown Servants; and
 - (3) undertaking to advise the College of any change in the scope of his or her practice, or the status or terms and conditions of Treasury Board Policy on the Indemnification of and Legal Assistance for Crown Servants;
- (d) the Registrar-Treasurer shall not grant or renew a licence to practise as a pharmacist until he receives either:
- (i) a certificate in the form of Form 1 from the applicant for the licence that the applicant has in place acceptable malpractice insurance; or
 - (ii) an undertaking from the applicant in a form satisfactory to the Registrar-Treasurer, as well as such evidence of the compliance therewith that the Registrar-Treasurer may request, that satisfies the Registrar-Treasurer that the applicant holds and will continuously maintain acceptable malpractice insurance;
- (e) if at any time a member 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-Treasurer;
- (f) where a member 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-Treasurer shall suspend the member's membership and licence until such time as the Registrar-Treasurer receives satisfactory evidence that the member has obtained and maintains such insurance;
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- (g) it is professional misconduct for a member to:
- (i) provide false or misleading information to the Registrar-Treasurer in connection with the matters contemplated in this Bylaw;
 - (ii) except in the circumstances described in paragraph (c), practise, or continue to practise, pharmacy without first obtaining, and continuously maintaining, acceptable malpractice insurance;
 - (iii) breach an undertaking given to the Registrar-Treasurer pursuant to paragraph (d); or
 - (iv) fail to immediately notify the Registrar-Treasurer if for any reason the member fails to continuously maintain acceptable malpractice insurance or otherwise ceases to be insured pursuant to a policy providing acceptable malpractice insurance or indemnified pursuant to Treasury Board Policy on the Indemnification of and Legal Assistance for Crown Servants.

SCP BYLAWS – Excerpts - Registration, Membership, Internship

- (3) University of Saskatchewan Graduates
- (a) any person having been granted the degree of Bachelor of Science in Pharmacy from the University of Saskatchewan prior to January 1, 1998, may register as a member upon completing the internship requirement pursuant to subsections (2) and (3) of section 3, completing the prescribed form and paying the prescribed fees;
 - (b) any person having been granted the degree of Bachelor of Science in Pharmacy from the University of Saskatchewan in 2003 and thereafter, may register as a conditional practising member upon completing the internship requirement pursuant to subsections (2) and (3) of section 3, completing the prescribed form, paying the prescribed fees and providing evidence of meeting the language proficiency requirements as set by Council until such time as he provides evidence of holding a Certificate of Qualification from the Pharmacy Examining Board of Canada;
 - (c) application for registration as a member must be made within one year after the applicant has obtained the degree referred to in paragraphs (a) and (b), but under extenuating circumstances Council may extend this time limit according to the terms and conditions prescribed by Council;
 - (d) any person having been granted the degree of Bachelor of Science in Pharmacy from the University of Saskatchewan in 2000, 2001, or 2002 may register as a member until May 30, 2003, upon completing the internship requirement pursuant to subsection (2) and (3) of section 3, completing the prescribed form, paying the prescribed fees, providing evidence of holding a Certificate of Qualification from the Pharmacy Examining Board of Canada, and providing evidence of meeting the fluency requirements as set by Council.
- (4) A person who is, or has been, registered as a practising member, or its equivalent, with another Canadian pharmacy regulatory authority that is a signatory to the Mutual Recognition Agreement, will be accepted for registration in the College as a practising member subject to:
- (a) providing a statement, certificate or other satisfactory evidence that he is a member in good standing in the category of membership being applied for and disclosing whether or not he has been convicted of an offence against any legislation affecting the practice of pharmacy;
 - (b) providing evidence that he has participated in, and successfully met the standards set out in the continuing professional development program of that pharmacy regulatory authority;
 - (c) successfully completing the jurisprudence examination of the College on the legislation governing the practice of pharmacy in Saskatchewan;
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- (d) declaring all other jurisdictions of membership, or licensure and the category of membership or licensure in those jurisdictions;
- (e) providing a recent photograph signed by the candidate and an official from the current pharmacy regulatory authority;
- (f) meeting the language proficiency requirement as set by Council; and
- (g) completing the prescribed forms and paying the prescribed fees.

Memberships

Practising Member

- 5(1) Any member who wishes to practise must be registered as a practising member. He shall be granted a licence to practise and may use the title “**licensed pharmacist**”.
- (2) Practising members must participate in continuing professional development, may nominate, vote and hold office, participate in the programs and services offered by the College, and must maintain malpractice insurance as prescribed by Council.

Conditional Practising Member

- 6(1) Any member who wishes to practice under a “**conditional**” practising membership is subject to the following:
 - (a) is not eligible to be named as the practising member who will have the management of a pharmacy; nor can he be a director of a corporation holding a pharmacy permit;
 - (b) is not eligible to nominate, vote or hold office with the College; and
 - (c) is not eligible to have signing authority for the purchase of Controlled Substances, Narcotics, or Targeted Substances.
- (2) A “**conditional**” practising membership is valid to June 30 of the year following the completion of the curriculum leading to the degree of Bachelor of Science in Pharmacy (BSP) or until such time as the member provides evidence of holding a Certificate of Qualification from the Pharmacy Examining Board of Canada.
- (3) A conditional practising licence will be issued in a manner or according to the procedures specified by the Registrar-Treasurer including completing the required forms and paying of the prescribed fees.
- (4) To appeal the one-year term of a conditional practising membership the member must receive Council approval, in accordance with the terms and conditions prescribed by Council.
- (5) While holding a conditional practising licence the member must be under the supervision of a practising Saskatchewan pharmacist.
- (6) The member holding a conditional practising licence must notify the College when he has been granted the Certificate of Qualification from the Pharmacy Examining Board of Canada, requesting the removal of the conditional restriction on the practising licence in a manner or according to the procedures specified by the Registrar-Treasurer.

Reinstatement

- 12(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 fees and reinstatement fee, have his name re-entered in the register of members, subject to meeting the requirements in these bylaws for the membership category applied for.
- (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.

Licences

- 13(1) No licence shall be issued until the prescribed application form(s), the practising membership fee, together with any surcharge applicable thereto, and all arrears of the applicant,
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shall have been remitted to the office of the Registrar-Treasurer and the applicant shall have successfully complied with the continuing professional development requirements prescribed by Council.

(2) The name of any member whose annual fee or surcharge applicable thereto is unpaid after June 30, in any year, shall be removed from the register and he shall lose the privileges conferred upon him by the *Act* but he may, subject to subsections (1) and (2) of section 12 be reinstated upon payment of the prescribed membership and reinstatement fees.

(3) Every applicant for a practising membership will apply therefore to the Registrar-Treasurer in writing, giving the following information:

- (a) whether he is an owner or manager, or a staff pharmacist;
- (b) the address to which Notices are to be sent;
- (c) the address of the pharmacy, location or site in which he will practise his profession;
- (d) a statement showing his accomplishments in continuing professional development during the twelve-month period prior to July 1 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; and
- (e) any other information that the Registrar-Treasurer needs to be satisfied that the applicant meets the requirements of the *Act* and bylaws.

**Please refer to the most current SCP Bylaws and Legislation
by viewing the documentation in the
“Legislation” and “Reference Manual” sections on the “SK” section
of the NAPRA website**
