



Pharmacy Relocation Guidelines

A “relocation” of a pharmacy occurs when the pharmacy moves from one location to another. This may mean relocation “outside of the existing location” with a new location address; or “within the premises” with no address change.

Advance Notification of 90 business days prior to the desired relocation date is required. Provide an email notification with the completed [Notification of Pharmacy Relocation Form](#) to info@saskpharm.ca along with the details requested in Step 1.

Applicable legislation and reference documents are available under “QUICKLINKS” on the [SCPP website](#).

- The Pharmacy and Pharmacy Disciplines Act (Act) (Ownership and Operation)
- Part J of the Saskatchewan College of Pharmacy Professionals (SCPP) Regulatory Bylaws

Relocation within the current premises without an address change:

- submit the online permit application indicating relocation
- submit required fee (see current [fee schedule](#) on SCPP website)
- submit detailed schematics (see step 2 below) for approval by a field officer
- communicate with field officer regarding construction and inspection date

Relocation outside of the current premises and/or changing to a new location address:

Note: Specific details on requirements are outlined below in the “STEPS”

- submit the online permit application indicating Relocation = YES
- submit required fee (see current [fee schedule](#) on SCPP website)
- submit schematics **and** [Drawing and Schematics Checklist](#) (pursuant to Part J of the SCPP Regulatory Bylaw requirements) for approval prior to construction/renovations
- arrange for e-Health Pharmaceutical Information Program (PIP) integration
- contact the Drug Plan & Extended Benefits Branch
- submit samples of proposed exterior signage, patient profile and prescription label
- communicate with field officer regarding construction and inspection date

Steps

1. Notification of Relocation

- Notify SCPP via the [Pharmacy Notification & Details Form](#):

- Contact name, address, email, phone number
- Pharmacy trade name and permit number
- Pharmacy location and mailing address
- Indicate if relocating in premises and/or to new location address
- Pharmacy manager's name and member number
- Proposed start and completion dates
- Proprietor/owner name

2. Drawings/Schematics

Schematics must be provided for the permanently relocated dispensary **and** temporary dispensary (if applicable) and **MUST** include details below or they will be returned:

- Read the Drawings/Schematics guidelines (see below for details)
- Include the completed [Drawing and Schematic Checklist](#)
- **Label** directly in the schematics the locations of items in the **Relocation Checklist** pursuant to Part J of the Regulatory Bylaws, Conditions of Sale
- **Include:** Patient Care Area, Professional Services Area, Compounding Area
- Submit completed schematics with labelled items **and** completed **checklist** to info@saskpharm.ca to the attention of the field officer

3. Location and/or Address Change

- Submit online permit application, fee, and requirements outlined above
- Arrange with eHealth for Network installation a **minimum of 30 working-days prior**
 - Contact the eHealth Service Desk: 306-337-0600
- Arrange for the eHealth PIP Integration
- Computer system must be fully operational for a successful inspection
- PIP guidelines are available [here](#).
- Arrange with the Saskatchewan Drug Plan and Extended Benefits Branch (DPEBB)
 - Require a minimum of 30 working-days prior
 - Rhonda Cowan, Saskatchewan Ministry of Health
DPEBB Financial Unit, Regina, SK
Bus: 306-787-8304 / Fax: 306-787-8679
E-mail: rhonda.cowan@health.gov.sk.ca

4. Online Permit Application

- **Pharmacy Manager** is responsible for completing and submitting the “Permit Application Form” (and declarations included in the application form)
- A link to the application is available from the **Pharmacy Manager Portal**

- Pharmacy manager will receive an email from SCPP info@saskpharm.ca, which includes the Pharmacy Manager Portal **Username**
- Select the applicable fee for renovations as per the [fee schedule](#) at the time of submission
- Fees may be paid by credit card during the process, or a cheque mailed to SCPP

5. Security Arrangements

Provide details of the security arrangements for a dispensary stocked with drugs and chemicals and related supplies adequate to provide a full prescription service

6. Lock & Leave Installation

- Review [Lock and Leave Establishment Guidelines](#)
- Contact the SCPP office about application, fee, and requirements
- Provide explanation and location of closures
- Provide proposed schematics of Lock and Leave enclosure for approval

7. Inspection Arrangements

- Request **30 business days' notice** for impending pre-opening inspections
- Contact the assigned field officer to arrange a time for inspection
- Inspection will be conducted when legislated requirements met
 - Email photos with explanation of the relocated dispensary, etc. including pharmacy hours
 - Email samples of updated prescription labels, receipt, and patient profile if address amended

8. Signage if Location has Changed

- Cover installed pharmacy signs until pharmacy has been approved
- Pharmacy signs are **not to be visible** prior to the pharmacy opening
- From previous location, **immediately remove all signs** and symbols relating to the operation either within or outside the premises

9. Third Parties

- Contact **third party insurers**, such as Non-Insured Health Benefits (NIHB), RCMP, Department of Veterans Affairs (DVA) and private third-party payors that may be used in the community

Approval of the Relocation Application

Approval of the proprietary pharmacy permit will **not be granted prior** to **all** requirements as stated in the Act and the Bylaws of the College being met. **No pharmacy services are to be offered until approval** has been confirmed.

Guidelines for Submission of Pharmacy Schematics

Any time there is a **change to the pharmacy**, the pharmacy manager is responsible for contacting the SCPP office to discuss the requirements. In most cases, the change(s) will constitute a renovation and will require submission of schematics. As well, schematics must be submitted with the completed [Drawing and Schematics Checklist](#) for new pharmacy establishment as part of the application process.

Drawings/Schematics must:

- be provided to SCPP by email, fax, or mail for review by the field officer and other staff for review and comment
- either computer-generated drawings or hand-drawings to scale
- clearly labelled with the items and defined areas indicated in Part J of the Regulatory Bylaws. A numbered legend corresponding to arrows and/or items listed right in the area including, but not limited to computers, fax machine, sink, fridge, Professional Services Area (PSA), Patient Care Area, and CLEARLY LABEL in the schematics the entire pharmacy area: dispensary, Professional Services Area, Patient Care Area, Compounding Area and show in relation to entire premises

Label on the schematic the following:

Dispensary Area:

- measurements of the size of the entire dispensary, including:
 - square footage of dispensing area; counter height, length, and width
 - compounding counter area including height, length, and width
- gates (description of type of gate and use of gate)
- fax machine: consider placement with regards to privacy
- sink: operational and within the dispensary
- computers, monitors, printers (placement)

Compounding Area:

- description of countertop materials (must be non-porous)
- appropriate space/storage for compounding, compliance packaging
- sink: operational and within the dispensary
- heat source for compounding (such as microwave)
- proximity of equipment (fridge, microwave, sink, compounding area)

Professional Services Area (PSA)

- Review the Reference Manual document: [Professional Services Area – Delineation of the Pharmacy](#)
- **"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
- Patients in PSA area must be visible to pharmacist
- Indicate how the PSA is delineated
 - Variation in floor tiles, paint, signage, shelving, etc.
 - Meet the guidelines for PSA as per the SCPP Administrative Bylaws
 - List shelf height, length, width
 - Indicate what PSA products will be on which shelving units (no non-PSA products can be in the PSA delineated area)
 - Provide picture of PSA sign / delineation

Proposed Patient Care Area

Council has approved, in principle, the recommendation to mandate a **Patient Care Area** in a pharmacy. Additionally, Council has approved, in principle, the need for a **sink** in the private services area, along with all other requirements. While it is not mandatory at this time, the intent is that the College is moving to this and pharmacies may wish to incorporate a sink into the private services area now.

The **focus is more on privacy** than the room itself. As SCPP enhances prescriptive authority and minor ailment prescribing authority, the need for a private area to conduct interviews and assessments is required. Development of necessary regulatory bylaw amendments will begin with notice given to applicants for new pharmacy permits as well as renovations and relocation applications so that planning for this requirement can begin.

Proposed Standards for Compliance

There must be a room designated as the Patient Care Area within the pharmacy Professional Services Area (PSA), to be used only for the delivery of pharmacy services.

1. The Patient Care Area shall:
 - a. ensure acoustical and visual privacy of the patient;
 - b. include a sign or other appropriate indicator to specify when the room is in use, to prevent inappropriate entry;
 - c. be adjacent to or attached to the pharmacy, and be within visual control of the dispensary;
 - d. be comfortably furnished to seat three people;
 - e. be wheelchair accessible and have sufficient room to maneuver a wheelchair;
 - f. to meet optimal hygiene standards, have an operating sink with hot and cold running water and sewage disposal, both of which comply with local building codes;
 - g. be equipped with a computer terminal, and
 - h. not be used to store or display anything other than what is required for the education session or the administration of drugs.
2. All newly constructed pharmacies and renovated pharmacies that involve the relocation of the dispensary must have a Patient Care Area, and
3. All existing pharmacies must meet the requirements for the Patient Care Area within three years after this bylaw has come into effect.

Security Measures

- **Provide Security Arrangements** for a dispensary stocked with drugs and chemicals and related supplies adequate to provide a full prescription service
- gates (description of type of gate and use of gate)
- alarm systems
- fire codes and safety codes must be met
- safe

Questions?

info@saskpharm.ca