



## Modifying Pharmacy Hours of Operations Procedures

Many pharmacies in Saskatchewan are modifying pharmacy operating hours during the COVID-19 outbreak. Pharmacy operating hours on the SCPP website are being used by health system partners and public to support emergency preparedness planning across the province. It is important that pharmacy managers notify SCPP and communicate changes in hours with the public.

### PROCEDURES FOR AMENDING DISPENSARY AND PREMISE HOURS

- Once the hours are updated, physically **POST the hours** at the main doors of the dispensary and review the document [Emergency Preparedness – Modifications to Pharmacy Operations and Hours](#). Please continue to check the [COVID-19 banner on SCPP's website](#) on a daily basis as things are changing quickly.
- Submit an **email** to [info@saskpharm.ca](mailto:info@saskpharm.ca), including the pharmacy name and the planned modifications to the operating hours.

Each pharmacy manager is responsible for updating the pharmacy hours in the SCPP in1touch database profiles **one of two ways**, depending whether or not the pharmacy has a lock and leave installation.

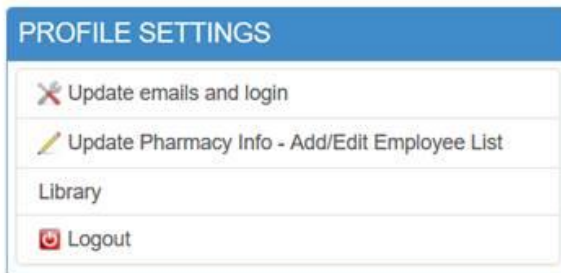
#### 1. Pharmacies WITH a Lock and Leave installation:

- Log into the Pharmacy Manager Portal using the MEMBER LOGIN at [www.saskpharm.ca](http://www.saskpharm.ca)
- Click on the Pharmacy Permit Application form LINK in the bottom left-hand column
- On Page 1: Select LOCK AND LEAVE AMENDMENT = YES; and Operated by a Corporation OR Co-operative = YES; All other items select NO
- Click NEXT PAGE – message: *“Permanent or Temporary Lock and Leave Amendment”*
- SELECT “PERMANENT” (this way the hours will show in the FIND A PHARMACY LIST at the SCPP website), select Next
- Complete the required fields and SELECT the \$0.00 Lock and Leave Amendment Fee
- Fill out the rest of the application form, declarations and signature and click NEXT, then if you get an INVOICE/Payment page, INVOICE ME.



## 2. Pharmacies WITHOUT a Lock and Leave:

- Log into Pharmacy Manager Portal through MEMBER LOGIN at [www.saskpharm.ca](http://www.saskpharm.ca)
- Select “Update Pharmacy Info – Add/Edit Employee List” LINK
- Edit the pharmacy and premises hours. SCPP will be notified of the updates



**NOTE: Once the hours return to the standard hours, SCPP will need to be notified and the hours amended in the SCPP database once again.**

If you have questions or require clarification, please contact Pat Guillemain at [pat.guillemain@saskpharm.ca](mailto:pat.guillemain@saskpharm.ca) or Caroline Zareba at [caroline.zareba@saskpharm.ca](mailto:caroline.zareba@saskpharm.ca).