Criminal Record Check Policy Statement and FAQs

In this document, unless the context indicates otherwise, “member(s)” includes licensed pharmacist(s) and pharmacy technician(s).

The Code of Ethics of the Saskatchewan College of Pharmacy Professionals (‘SCPP’ or ‘the College’) states that a “member shall observe the law, particularly those affecting the practice of pharmacy; uphold the dignity of the Profession; strive for its betterment; maintain a high standard of ethics; and report to the property authority, without fear or favour, any unethical or illegal conduct which may be encountered within the Profession.”

The mandate of the College is public protection. Other regulated professions, particularly health care professions, as well as the profession of pharmacy in other provinces have instituted more rigorous screening processes of their registrants as an added measure of protection for the public. This has included the implementation of criminal record checks. Effective April 1, 2020, SCPP requires a criminal record check from all existing members seeking membership renewals, interns, and medical practitioners (who are registered as Licensed Pharmacists) by the end of the 2020-2021 registration year. New applicants for licensure, including temporary licensure, will be required to submit a criminal record check with their application for membership (at the beginning of the licensing process).

SCPP will consider information obtained from the CRC in determining whether a member, or candidate for membership, is of good moral character and qualified to practise as a pharmacy professional. The existence of a criminal record will not automatically result in an application to obtain or renew a licence being denied. SCPP will consider the circumstances of any criminal record disclosed to determine whether the member or candidate for membership currently has the good character required of pharmacy professionals.

Why does SCPP require a CRC?

The reasons for requiring a CRC are as follows:

1. For the safety of the patients and other patrons of the pharmacy;
2. To maintain the public’s confidence in the Profession; and,
3. For the safety of all pharmacy personnel.

While a CRC is not a guarantee of ethical behaviour, it aids the College in assessing what risk, if any, a member poses to the public and to other pharmacy personnel and is a valuable tool in the deterrence of future unethical and illegal activity.

SCPP has determined that members shall obtain an Enhanced Police Information Check (E-PIC) CRC, which includes a search of local police data sources that will provide SCPP with information regarding outstanding charges, warrants, peace bonds and restraining orders, prohibitions, probation orders, interim release conditions, and recent convictions that are not yet
listed in the RCMP National Repository of Criminal Records in addition to those convictions that are reported in the RCMP National Repository of Criminal Records. A standard CRC is a name-based search of the RCMP National Repository of Criminal Records only.

**What happens if there are criminal convictions reported in an E-PIC?**

E-PICs that are “Not Clear” or contain a history of criminal charges or convictions will be reviewed by the Registrar and/or Deputy Registrar and/or the SCPP Registration and Licensing Policies Committee at the Registrar’s discretion. The Registrar will determine to what extent, if any, the member’s licence may be impacted due to the information contained within the E-PIC. Each file will be reviewed, and a determination made on a case-by-case basis. In the rare event that SCPP is considering denying a licence on the basis of information contained in the E-PIC, SCPP will first notify the member or candidate for membership, and provide them a further opportunity to submit information regarding the circumstances surrounding the E-PIC result, or other information regarding whether they currently have the appropriate character to be licensed as a pharmacy professional.

**Who views the E-PIC and where is it stored?**

The SCPP registrations staff will review E-PICs upon their submission as part of the registrations process. All E-PICs submitted to SCPP will be kept confidential by the SCPP staff in adherence with [SCPP Privacy Policies](#). A copy of the E-PIC will be kept securely in the member’s file.

**When and how often do members need to provide an E-PIC to SCPP?**

All new members must submit an E-PIC with their application for membership. All current members must submit an E-PIC within the designated time frame prior to the renewal of their licence for the 2021-2022 membership year. Members will be required to sign a declaration that the contents of the E-PIC have not changed each year thereafter upon the renewal of their licence.

SCPP will require 10% of the membership to submit a new E-PIC on an annual basis, with each member presenting a new E-PIC once every 10 years. Additionally, a member may be required to submit a new E-PIC should the College become aware of any of the following:

- Criminal activity or convictions as reported to the SCPP office by a member of the public or a member of the College;
- Criminal activity or convictions as reported in the media;
- Criminal activity uncovered during the course of a complaint investigation by the SCPP office;
- Behaviour witnessed and reported to the SCPP office that provides the College with sufficient evidence to support the requirement of a new E-PIC; and/or,
- Other conduct or behavior which calls into question the moral character of the member.
SCPP will not accept an E-PIC that was conducted more than six (6) months prior to the date SCPP requested it.

**How does a member obtain an E-PIC?**

Members are provided with a link in which to request an E-PIC through the prescribed service provider. More information on how to obtain an E-PIC will be provided by the registrations staff.

Members will need to provide two pieces of ID to obtain the E-PIC:

1. A photo ID that contains the member’s birthdate, such as a driver’s licence, passport, a firearms licence, etc.; and
2. Another government issued ID that contains the member’s birthdate, such as a birth certificate or a health services card (not a SIN card).

**Is there a fee for obtaining an E-PIC?**

Yes. The member is responsible for all fees associated with the procurement of the E-PIC. More information regarding fees for obtaining an E-PIC will be found in your registrations/renewal information.

**How long does it take to obtain an E-PIC?**

E-PICs obtained through the prescribed service provider may be processed by the provider within 24 hours.

On the rare occasion that a member is found to have the same name and date of birth as an individual with whom there are charges, convictions, or other notations in either the RCMP National Repository of Criminal Records or local police data sources (a “false positive”), the member would be referred to a fingerprinting service to obtain fingerprints for proof of identity.

**How does a member submit an E-PIC to SCPP?**

[Detailed instructions](#) on how to complete and submit the E-PIC will be included with your registration/renewal information.

**What if a member already has a CRC or an E-PIC?**

SCPP will only accept an E-PIC through the prescribed service provider. SCPP reserves the right to request a new E-PIC at any time if the College has reason to suspect the contents of the E-PIC may have changed.

SCPP will not accept an E-PIC that was conducted more than 6 months prior to the date SCPP requested it.
Do the U of S students (interns) and interns registered with SCPP from the class of 2020 require a CRC?

No, the University of Saskatchewan and the College have a Memorandum of Understanding (MOU) that allows the College to accept the CRC students must complete prior to enrollment at the University. This same CRC is acceptable for the class of 2020 graduated interns.

What happens if a member falsifies an E-PIC or the yearly self-declaration?

If it is discovered that a member has altered or falsified his or her E-PIC in any way, or if the SCPP Registrar is provided with reason to believe that the member may have perjured the self-declaration that the contents of the E-PIC remain unchanged, the member will be investigated by the SCPP complaints department and may face disciplinary action that could include the revocation of his or her licence to practise.

Are members required to report new charges and criminal convictions?

Yes. As soon as reasonably possible, and not more than 30 days from the date of the charge or conviction, the member or member’s representative should contact the SCPP Registrar to report the offence. The College recommends the reporting of all offences to SCPP, regardless of their nature. Failure to report a new charge or criminal conviction could result in disciplinary action that could include the revocation of a member’s licence.

While a charge is not a conviction, SCPP requests that members report to the Registrar any charges received under the Criminal Code or any federal or provincial legislation governing the sale of drugs as soon as reasonably possible.