



Pre-Opening Inspection

After submission of legislated requirements, official notification, online pharmacy permit application, corporate documentation, fees and drawings for a new pharmacy permit, the **SCPP pharmacy manager of record** must book a date and time for a pharmacy pre-opening inspection (POI) (either virtual or live) with the assigned field officer. The inspection should be arranged at least three to five weeks prior to the proposed opening date.

Pursuant to Section 6 of Part I of the SCPP Regulatory Bylaws:

Inspections

6 Where the application is for a new proprietary pharmacy permit, the applicant may, at the discretion of the Registrar, be subject to a pre-opening inspection to determine that the requirements and standards for granting the permit have been met. Where the first inspection reveals that those requirements have not been met and the Registrar determines a second or more pre-opening inspection(s) is needed, the applicant shall pay the applicable prescribed fee(s). The Registrar shall not grant the permit until such prescribed fee(s) are paid in full.

The field officer will review all requirements in the applicable Pre-Opening Inspection Checklists for compliance and will discuss the results with the pharmacist in attendance during the pre-opening inspection. Pre-Opening Inspection Reports indicating items in compliance and those requiring follow-up are generated and must be signed by the pharmacy manager.

Outstanding items must be met for approval of the pre-opening inspection, which is part of the permit application for a new pharmacy.

Functionality of the computer system is a requirement of the pre-opening inspection (POI), in order to have the permit application approved. The manager must communicate with eHealth and/or PIP regarding the integration of the pharmacy software prior to the scheduling of the POI, in order that the date of PIP integration has been determined and coincides with the opening date. During the POI, the field officer will request that a **prescription label, patient profile and receipt** be printed while on-site.

As well, the pharmacy must be in a **fully functional** state and include all requirements listed in Part J of the Regulatory Bylaws - Conditions of Sale and Related Requirements for Pharmacists, Pharmacy Technicians and Pharmacies. For example, the pharmacy needs to be stocked and ready to serve the customers as it would be when the pharmacy is officially open; have proper signage; Professional Services Area set up, etc.

If the pharmacy manager is **unable to present the pharmacy in this state** during the POI after a date has been selected, the field officer must be contacted, and the inspection re-booked. An **additional fee** may be charged for the second pre-opening inspection.

Questions? info@saskpharm.ca