



Notification of New Pharmacy

SCPP requires a minimum of 90 days' notice

Please note: Notification MUST be received by proposed or existing Pharmacy Manager

Section One: Pharmacy Information

Proposed pharmacy name (trade name):

Proposed Pharmacy Manager name:

D#:

Pharmacy Manager contact information:

Phone:

Email:

Proprietary operating corporation name:

Corporate director(s) name(s):

Pharmacy Manager is a director:

Yes No

Majority are comprised of SCPP members:

Yes No

Corporate directors meet SCPP legislation:

Yes No

Physical address of pharmacy:

Mailing address of proposed pharmacy (if different):

Pharmacy email, phone, and fax numbers (if known):

Email (if different from above):

Phone:

Fax:

Section Two: New Pharmacy Information

Proposed new pharmacy opening date:

Are you also applying for a Lock & Leave?

Yes No

How many hours per week will this pharmacy operate?

Will you be a new pharmacy manager?

Yes No

If 'No', are you currently a pharmacy manager at another location?

Yes No

If so, please state pharmacy name:

Section Three: Guidelines and Contact Information

Please ensure you review the following documents:

- [New Pharmacy Guidelines](#)
- [Responsibilities of a Pharmacy Manager](#)
- [Directors' Duties and Responsibilities](#)
- [Drawing and Schematics Checklist](#)
- [Inspection Checklist](#)
- [Proposed Patient Care Area Guidelines](#)
- [CompEX – Compounding Excellence](#)

Please also ensure you are familiar with [The Pharmacy and Pharmacy Disciplines Act](#), particularly sections 19-20, 23, 47-9, 50-1, 59-60, and 65, as well as [The Regulatory Bylaws](#), Parts I and J.

Please email this completed form to SPP at info@saskpharm.ca, along with your schematics and the drawing and schematics checklist. After this notification has been received you will be provided further instruction.

An online Pharmacy Permit Application form will also be required.