



Pharmacy Renovation Guidelines

Pursuant to Part J of the Saskatchewan College of Pharmacy Professionals (SCPP) [Regulatory Bylaws](#), Conditions of Sale for Drugs and Related Requirements for Pharmacists, Pharmacy Technicians and Pharmacies: whenever there is a proposed change/renovation(s) within the pharmacy, the SCPP pharmacy manager of record is responsible for notifying the College a minimum of 60 days **prior** to any changes and/or construction.

Summary of Requirements – detailed requirements following

Pre-inspection:

- Email the completed [Notification of Pharmacy Renovation Form](#) to info@saskpharm.ca
- Submit an online pharmacy permit application form and pay the applicable fee
- Submit legible drawing(s) of proposed renovations to your assigned field officer for review and comment
- Submit legible drawing(s) of temporary dispensary (if applicable) to an SCPP field officer for review and comment
- Wait until drawings and schematics are approved by the field officer prior to beginning any construction
- Contact the assigned field officer to book an inspection date (may be virtual or on-site inspection)

Post-inspection:

- Complete any follow-up required by SCPP within the allotted time frame
- Email photos of entire pharmacy as per field officer instruction
- Fax a copy of the signed inspection report to 306-584-9695

1. Notify SCPP and provide the following specifics:

- Notification of Renovation ([Pharmacy Notification & Details Form](#)):
 - pharmacy trade name
 - pharmacy manager name and member number
 - pharmacy location and mailing addresses
 - proposed start and completion dates
- Type of Renovation
 - renovation in the same location
 - renovation in new area
 - relocation to a new address *requires relocation application, please see [Relocation Guidelines](#)

- Indicate if amending the trade name
- Details of renovations being undertaken
- Indicate if adding a Lock & Leave enclosure (review [Lock and Leave Establishment Guidelines](#))

2. Submit the Online Pharmacy Permit Amendment Application form:

- An email with instructions and login details will be emailed to the pharmacy email address (only after receiving the completed Notification of Renovation form) and will come from info@saskpharm.ca
- A link to the application is available by logging in to the pharmacy manager portal
- On page 1 of application, select YES for Renovation; and Yes/No for other selections
- Select the applicable fee for renovations as per the [fee schedule](#) at the time of submission
- Please note: renovation applications must be submitted separately from other amendment applications (with the exception of Trade Name or Lock & Leave Installation applications)

3. Provide drawings to the SCPP field officer prior to construction

- In most cases, change(s) WILL constitute a renovation and require drawings and an application for renovation
- The pharmacy manager of SCPP record is responsible for submitting legible drawing(s) and explanations to SCPP field officer for review and comment
- Drawings can be submitted to info@saskpharm.ca after SCPP has received proper notification
- Provide sufficient time for any deficiencies in the drawings to be corrected prior to the planned construction
- Drawings **must include and be labelled with the locations of items** in the [Drawing and Schematics Checklist](#)
- Incomplete and/or illegible drawings will be returned to the pharmacy manager
- Pharmacy manager to discuss construction details with the field officer and ensure compliance with SCPP legislation
- Drawings may be computer-generated drawings or hand-drawings to scale
- A legend may be used to correspond with items to be listed, or items may be written directly in the drawing by the position of the item
- Any changes made to drawings after SCPP approval must be verified with the field officer

The following must be labelled on the drawing(s):

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
- Placement of computers, monitors, printers

Compounding Area

- Description of countertop materials (must be non-porous)
- Description of flooring materials (cannot be carpet)
- Appropriate space/storage for compounding
- Sink: operational and within the dispensary (for levels B and C must include sink exclusive to the compounding room)
- Heat source for compounding (such as microwave)
- Proximity of equipment
- Level of compounding services (A, B, or C)
- Meet the [NAPRA compounding standards](#)

Professional Services Area (PSA)

Review the reference manual document [Professional Services Area](#). 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 SCPP Administrative Bylaws
 - List shelf height, length and 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/Patient Counseling 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 we are moving to this and pharmacy managers may wish to incorporate a sink into the private services area now. The focus is more on the privacy aspect of the room. As the College enhances the 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 for Patient Care Area

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.

From the proposed PCA guidelines:

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 room to maneuver a wheelchair;
 - f) 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.

NOTE: Contact the College for clarification about the private patient care area.

Indicate Areas Designated for:

- customer waiting
- fixtures
- prescription drop off, pick up and cash register
- washrooms: staff only? NOTE: the dispensary is NOT to be accessible by public
- Professional Services Area
- Counseling room
- Compounding

Filing System

- location of **Library** within the dispensary (indicate if ELECTRONIC)
- location of filing system
- type of filing system

Refrigerator

- Refrigerator must meet the vaccine guidelines. Review the reference manual document [Vaccine Storage, Handling, & Transport Guidelines](#) and [Refrigerator and Temperature Monitoring Equipment Requirements](#).
- Provide Brand/model/type/size of fridge
- Verify that the refrigerator meets the cold chain requirements

Security Measures

- Provide security arrangements for a dispensary stocked with drugs and chemicals and related supplies adequate to provide a full prescription service
- Gates – provide description, location, type and how used
- Alarm systems
- Fire codes and safety codes must be met
- Safe
- Cameras
- Motion Sensors
- Glass Sensors

Lock & Leave Installation

- Review [Lock and Leave Establishment Guidelines](#) available at www.saskpharm.ca under Pharmacy Permit Amendments & Renewals
- 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

What Constitutes a Renovation?

- Any changes to the configuration of the pharmacy (dispensary and/or PSA)
- Pharmacy moved within a space or to another part of the premises
- Addition or removal of walls
- Alterations to the PSA (moved or configuration of fixtures changed)
- Changing or removing Lock and Leave fixture (see Regulatory Bylaws)
- Changing or adding of counter space (eg. to accommodate a computer)
- Changing size of dispensary (e.g. moving counters forward or back)
- Adding a patient care/private counseling area
- Modifying the dispensary to accommodate change of an appliance (e.g. fridge)
- Changing layout for addition of technology (e.g. automated dispensing system)
- Utilizing a temporary dispensary
- Adding or removing cabinets to accommodate shelving units

What Does Not Constitute a Renovation?

- Painting the pharmacy
- Changing an appliance (e.g., refrigerator or microwave) unless pharmacy is modified to accommodate
- Adding/changing a door (e.g., small swinging door at entrance to dispensary)
- Adding a computer terminal only **to existing counter space**
- Changing flooring (e.g., linoleum to hardwood)
- Changing cabinet doors
- Moving to a new location constitutes a relocation. Please refer to the [Pharmacy Relocation Guidelines](#)

Questions?

info@saskpharm.ca