



Failure to File Fee

Effective April 1, 2019 a fee, payable by the proprietor of the pharmacy, can be assessed for failing to file information required by the Saskatchewan College of Pharmacy Professionals (SCPP) on any proprietary pharmacy permit renewal. This includes the failure to file information that is accurate and up to date, which SCPP requires to be satisfied that the proprietor is entitled to be granted, or continue to be granted, a pharmacy permit. Failure to meet these information requirements can result in an invalid permit and closure of the pharmacy and/or discipline. This fee is being implemented to address increasing negligence in meeting these information filing obligations. For ease of reference, it is being called the “*Failure to File Fee*”.

The Failure to File Fee will be assessed upon any pharmacy proprietor when required documents have not been provided to SCPP by the pharmacy manager. The details of how and when the Failure to File Fee will be assessed is forthcoming. In the meantime, pharmacy proprietors, or corporate officials or managers on their behalf, must notify SCPP as soon as possible of any changes to the pharmacy that might impact the permit, such as changes to the proprietor or trade name, the ownership (including shareholdings), the directors, and the location or address. SCPP staff will then confirm the filing requirements. In addition, if changes are made throughout the year and SCPP is not notified of the changes, an internal review may be conducted with the Failure to File Fee being assessed retroactively until the appropriate documents are provided to SCPP. The permit application will only be approved upon completion of all application requirements and payment of all fees including the Failure to File Fee (if required).

Section 3 of Part I of the Regulatory Bylaws states:

Unpaid Annual Fees

(3) The name of any pharmacy whose prescribed annual fee(s) or applicable surcharge is unpaid after November 30th, in any year, shall be removed from the register and the proprietor shall lose the privileges conferred upon him by the Act to operate the pharmacy but he may, subject to the bylaws, be reinstated upon payment of the prescribed surcharge, permit and prescribed reinstatement fee(s).

For example, if a pharmacy manager was changed in June, and during permit renewal time in November it is discovered that the appropriate documents were not filed with SCPP, the Failure to File Fee could be assessed and fees would be charged starting seven SCPP business days after the change until the documents were submitted in full.

SCPP has provided communication within SCOPe and on our website with respect to permits and requirements, yet last permit renewal period there were over 60 pharmacies

where there were issues with meeting the information requirements for renewing permits, plus 20 that had significant changes throughout the year without notification to SPP, leading to contraventions of the Act and excessive workload within the office. The intent of this Failure to File Fee is to increase the accountability and awareness of professional responsibilities to ensure the Act is being followed and permits are accurate.

Reasons for assessment will include (but may not be limited to) **pharmacy permit amendments and/or applications** for:

- i. pharmacy manager;
- ii. proprietor name;
- iii. ownership;
- iv. trade name;
- v. director change; and
- vi. location change.

Examples of documents required by SPP that were not provided to meet the approval of permit amendments and/or applications include, but are not limited to:

- Application form not received or incomplete application form;
- Application completed by someone other than the pharmacy manager;
- Corporate documentation not received;
- Director requirements not met;
- Permit and/or COMPASS fee(s) unpaid;
- Privacy Officer and/or COMPASS QI Coordinator training not complete, as per legislative requirements;
- CPhIR Data Sharing Agreement not submitted to ISMP; and
- Any other requirements pursuant to *The Pharmacy and Pharmacy Disciplines Act*, the *SPP Regulatory Bylaws*, and *Guidelines*.

Please ensure you are familiar with your professional responsibilities as a pharmacy manager and/or proprietor so that you are compliant within the Act, Bylaws and Guidelines of SPP. If you have any questions regarding documents and requirements, please contact Pat Guillemin at pat.guillemin@saskpharm.ca. For additional information see the [Pharmacy Manager Responsibilities](#) document on the SPP website.

Questions?
info@saskpharm.ca

Created: March 2019
Revised: March 2019