



Appraisal Site Application Form

Complete the following Saskatchewan College of Pharmacy Professionals ('SCPP') Appraisal Site Application Form for Appraisal and Assessment Program candidates prior to commencing the appraisal phase.

Applications must be approved by SCPP prior to the commencement of the appraisal phase of the Appraisal and Assessment Program.

Please Print

First Name	Middle Name(s)	Last Name/Surname		
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Address	City	Province/State	Country	Postal/Zip Code
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Email address	Phone number(s)
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Proposed appraisal phase commencement date is: _____(MM/DD/YY)

Appraisal Site Information

The appraisal site and the supervising/assessing pharmacist(s) ('appraisal pharmacist' or 'appraiser') must meet the following criteria:

- The appraiser and his/her delegates must be in good standing¹ with SCPP and not be the subject of any open SCPP complaint investigations;
- The pharmacy/proprietor must be in good standing with SCPP and not be the subject of any open complaint investigations;
- The appraiser and the appraisal site must be free from any potential conflict(s) of interest that could impact the candidate from receiving an unbiased appraisal. All potential conflict(s) of interest should be disclosed to SCPP before an application is made.

¹ "good standing" – in terms of the Appraisal Site Application, requires that the member/proprietor is not suspended or otherwise prohibited from practice/operation; is not the subject of any open complaint investigation or other investigations; and has not had a recent (within the last five years) discipline decision and order.

- The appraiser must have the consent of the pharmacy manager of the appraisal site pharmacy to be an appraiser;
- The appraisal pharmacist must have 6000 hours (3 years) of pharmacist practise experience in Canada;
- The pharmacy site must be able to provide the candidate with adequate exposure to the requirements of pharmacy practise in Saskatchewan;
- The pharmacy site has a variety of patients with acute illnesses and/or chronic conditions;
- The site offers an adequate patient population with a variety of health care service needs of adequate intensity, breadth, depth, structure, and duration to enable candidates to gain the required experience (competences) with Saskatchewan pharmacy practice;
- The site offers experiences and provides clinical services that integrate, reinforce, and advance the knowledge, skills, attitudes, and values required for contemporary pharmacy practice, including collaboration and teamwork (e.g., both inter and intra-professional collaboration);
- The site exhibits a culture of engagement and includes an adequate number of support staff collaborating in a positive working environment;
- The site has adequate space and access to appropriate technology (library resources, computer, internet, etc.)
- It is strongly recommended that the appraiser and his/her delegates have completed preceptor training, as outlined in the [Appraisal Phase Responsibilities of the Candidate and Appraiser](#). The appraisal is to occur at one site.

Provide the following details regarding the proposed appraisal site:

Candidate Declaration:

I, _____ (candidate) declare:

- that I have read and understand the applicable SCPP legislation and SCPP documents related to the SCPP Appraisal and Assessment Program;
- that I have no conflict of interest or perceived conflict of interest, including business or personal interests in the appraisal site
- that I will practise under the direct supervision of my appraiser or his/her SCPP approved delegate(s) at all times;
- that I have disclosed all potential conflict(s) of interest that could impact my ability to receive an unbiased appraisal. This may include, but is not limited to, personal/business relationships, history of employment with the proposed appraisal site, or a financial interest in the proposed appraisal site.
- that I have read and understood the [Appraisal Phase Responsibilities of the Candidate and Appraiser](#); and,
- that If I should discontinue the appraisal process, I will notify SCPP immediately.

Candidate Signature: _____ Date: _____

Name of the appraiser:	
Names of any additional pharmacists (delegates) who will assist with the appraisal:	
Name of the pharmacy:	
Location of the pharmacy (address):	
Appraiser email address:	
Appraisal pharmacist phone number:	

SCPP reserves the right to deny the application for any appraisal site if the appraiser, the appraisal site, and/or the appraisal candidate do not fit the criteria outlined and at the discretion of the SCPP Registrar.

Appraiser Declaration:

I, _____ (appraiser) accept _____ (candidate) as an appraisal candidate and declare:

- that I am currently licensed as a practicing member of SCPP
- that I have obtained the consent of the pharmacy manager of the proposed appraisal site to be an appraiser;
- that the proprietor with which I am employed has a valid permit with SCPP;
- that myself, any of my delegates, and the proprietor are in good standing and are not the subject of an open SCPP complaint investigation;
- that there is no conflict of interest or perceived conflict of interest, including business or personal interests of the candidate in the appraisal site;
- that I have disclosed all potential conflict(s) of interest that could impact my ability to provide an unbiased appraisal. This may include, but is not limited to, a personal/business relationship with the candidate, the candidate having been previously employed with the proposed appraisal site, or the candidate holding a financial interest in the proposed appraisal site.
- that the candidate will be under my or my SCPP approved delegates' direct supervision at all times; and
- that I will take responsibility for the candidate's evaluation and activities and will complete the evaluation report and any other responsibilities described in the [Appraisal Phase Responsibilities of the Candidate and Appraiser](#).

Appraiser Signature: _____ Date: _____

SCPP office use only		
Candidate appraiser is in good standing with SCPP and not the subject of any open SCPP complaint investigations.	yes	no
Named delegates(s) are in good standing with SCPP and not the subject of any open SCPP complaint investigations.	yes	no
Pharmacy/proprietor is in good standing with SCPP and not the subject of any open SCPP complaint investigation.	yes	no
Candidate appraiser has the consent of the pharmacy manager of the proposed appraisal site.	yes	no
The pharmacy site provides adequate exposure to the requirements of pharmacy practice in Saskatchewan.	yes	no
Candidate meets the requirements to begin appraisal process, per Section 5 of Part C of the SCPP THE REGULATORY BYLAWS (saskpharm.ca) .	yes	no
The candidate has declared that they have disclosed all potential conflict(s) of interest.	yes	no
The candidate is permitted to commence the appraisal phase of the Appraisal and Assessment Program at the proposed pharmacy site.	yes	no
The candidate is permitted to commence the appraisal phase of the Appraisal and Assessment Program under the supervision and assessment of the proposed appraiser and his/her delegates.	yes	no
The candidate may commence the appraisal phase of the Appraisal and Assessment Program on the proposed date of commencement.	yes	no
If answered no to any of the previous statements, please provide more information below:		

Signature of authorizing SCPP staff

Date authorized