Pharmacy Licensure Guide
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**Introduction**

The College of Pharmacists of British Columbia protects public health by licensing and regulating pharmacists and pharmacy technicians and the pharmacies where they practice. It receives its authority from - and is responsible for administering - provincial pharmacy legislation in BC. The College is responsible for making sure every pharmacist and pharmacy technician in BC is fully qualified and able to provide the public with safe and ethical pharmacy care.

As the licensing body for all pharmacies in the province, the College regulates the ownership and operation of BC pharmacies in accordance with the *Pharmacy Operations and Drug Scheduling Act* (PODSA or “the Act”), the *Health Professions Act* (HPA), and the bylaws of the College under these Acts.

This licensure guide is intended to help you understand the process and requirements associated with applying for a new pharmacy licence, renewing an existing pharmacy licence, making changes to a pharmacy’s licensure information, and closing a licensed pharmacy. The information included in the guide is intended to generally apply to all licence types and ownership structures. Pharmacies will need apply the guidance provided based on their individual licence type and ownership structure.

*The information in the licensure guide is not intended, and should not be construed, as legal or professional advice or opinion.*

Those with questions pertaining to ownership structure are advised to seek legal or professional advice based on their particular circumstances. The College does not provide legal advice or opinions.
The Licensure Department

The Licensure Department is responsible for processing all pharmacy-related applications, including those for new pharmacy licences, pharmacy licence renewal/reinstatement, changes to licensure information and closing a pharmacy. The Licensure Department is also responsible for processing the Proof of Eligibility submissions/results from owners and managers for pharmacy licensure purposes. Contact the Licensure Department for any questions related to pharmacy licensure.

Office Address: 200-1765 West 8th Avenue, Vancouver BC, V6J 5C6

Office Hours: Monday to Friday 830am to 430pm (except Statutory holiday)
Note that the College office is closed in the last week of December.

Office Tel Number: 604-733-2440 or 800-663-1940
Leave a message in the licensure voice mail box. Due to high volumes of calls on a daily basis, your call will be returned in the order it was received. All calls will be returned within 3 business days.

Your application will be processed in accordance with the processing time stated in this document. You will be contacted if further documents are required or when your application is complete/can be moved to the next phase.

Office Fax Number: 604-733-2493 or 800-377-8129

Licensure Email*: licensure@bcpharmacists.org

*preferred method of communication and receiving applications/documents, especially when it contains personal or sensitive information.

Other Departments

For pharmacist- or pharmacy technician- related applications including renewals, contact the Registration Department at registration@bcpharmacists.org.

For questions related to day-to-day pharmacy practice, contact the Practice Support Department at practicesupport@bcpharmacists.org.

For all other departments, refer to this webpage for more information: http://www.bcpharmacists.org/contact-us
Types of Pharmacy Licences

A pharmacy is defined as the area of a premises licensed under PODSA where drugs or devices may be stored, or dispensed or sold to the public.

The College issues four types of pharmacy licences, each of which has different criteria and serves different needs.

- **A Community Pharmacy Licence** is issued to a pharmacy that is licensed to sell or dispense drugs to the public. In addition to the PODSA and HPA bylaws, this type of pharmacy and the registrants at this practice setting are subject to the Standards of Practice: HPA Bylaw Schedule F Part 1 – Community Pharmacy Standards of Practice and, if applicable, HPA Bylaw Schedule F Part 3 – Residential Care Facilities and Homes Standards of Practice.

- **A Hospital Pharmacy Licence** is issued to a pharmacy that is licensed to operate in or for a hospital, providing pharmacy services to patients who are admitted to the hospital. This type of pharmacy may also provide pharmacy services to outpatients in addition to inpatients. In addition to the PODSA and HPA bylaws, this type of pharmacy and the registrants at this practice setting are subject to the Standards of Practice: HPA Bylaw Schedule F Part 2 – Hospital Pharmacy Standards of Practice and, if applicable, HPA Bylaw Schedule F Part 3 – Residential Care Facilities and Homes Standards of Practice.

- **A Pharmacy Education Site Licence** is issued to a pharmacy that is licensed for the purpose of pharmacy education and where pharmacy services are not provided to any person. The site may only store Schedule I, II and III drugs, but not controlled drug substances.

- **A Telepharmacy Licence** is issued to a telepharmacy located in a rural and remote community and staffed with at least one pharmacy technician during all hours of telepharmacy operation and is under the direct supervision of a pharmacist at the central pharmacy using real-time audio-video conferencing technology. There are additional requirements for a telepharmacy location. See section 31 and 31.1 of the PODSA Bylaws for more information. In addition to the PODSA and HPA bylaws, this type of pharmacy and the registrants at/servicing this practice are subject to the Standards of Practice: HPA Bylaw Schedule F Part 1 – Community Pharmacy Standards of Practice and HPA Bylaw Schedule F Part 6 – Telepharmacy Standards of Practice.

In addition to the above licence types, the College also issues authorizations to hospitals that have an area operating as a pharmacy satellite where the provision of pharmacy services is dependent upon support and administrative services from a licensed hospital pharmacy.
Licensure Fees and Payment Methods

All licensure fees can be found in the PODSA Bylaw Schedule A – Fee Schedule.

The only accepted methods of payment are Visa, Mastercard or corporate cheque. Personal cheques are not accepted.

A pharmacy licensure application is not complete until payment is received by the College.

If payment is received in the form of a cheque, the application will not be considered complete until the College has processed the cheque. Note that $125 + GST will be charged for a NSF cheque.

All College fees are non-refundable.
Ownership of a Pharmacy

Anyone with an ownership interest in a pharmacy is considered an owner. Other than pharmacists, anyone authorized by an enactment to prescribe drugs is not allowed to own a pharmacy.

Types of Pharmacy Ownership

Your pharmacy’s ownership structure determines what information is required as part of the pharmacy licensing process. It is important for owners to be able to identify their ownership type to ensure they meet the necessary requirements for opening a new pharmacy, renewing their pharmacy licence, reporting changes to licensure information, or closing a pharmacy.

The Act defines the types of pharmacy ownership allowed in BC, and distinguishes between direct owners and indirect owners. Direct owners are the holders of the pharmacy licence. They can be individuals or legal entities:

<table>
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<tr>
<th>Individuals</th>
<th>Entities</th>
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<tr>
<td>• A pharmacist (i.e. sole proprietor); or</td>
<td>• a corporation incorporated under the Company Act or the Business Corporations Act in which the majority of the directors in the corporation are pharmacists;</td>
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<tr>
<td>• A partnership of pharmacists.</td>
<td>• a partnership of corporations in which each corporation is incorporated under the Company Act or the Business Corporations Act and a majority of the directors in each corporation are pharmacists;</td>
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<tr>
<td></td>
<td>• a hospital as defined in the Hospital Act;</td>
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<td></td>
<td>• an association incorporated under the Cooperative Association Act;</td>
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<td>• a society as defined in the Societies Act;</td>
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<td></td>
<td>• a university as defined in the University Act;</td>
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<td></td>
<td>• the Thompson Rivers University;</td>
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<td></td>
<td>• the City of Vancouver or a municipality;</td>
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<td></td>
<td>• the government.</td>
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Figure 1. Types of Pharmacy Ownership

Sole Proprietorship as a Direct Owner
In a sole proprietorship, one person owns and operates the business. Under PODSA, this person must be a registered pharmacist and is considered the "direct owner" of the pharmacy.

Partnership as a Direct Owner
In a partnership, the business is owned by two or more partners, who can be individuals or corporations. There are several types of partnerships, including the following:

- **General Partnership** – When partners manage the business and assume responsibility for the partnership’s debts and other obligations.

- **Limited partnership** – When the business has both general and limited partners. The general partners own and operate the business and assume liability for the partnership, while the limited partners serve only as investors with no control over the business and who are not subject to the same liability as the general partners. Like sole proprietors, general partners are personally liable for the partnership’s debts and obligations.

Under PODSA, all partners (if they are all individuals), regardless of type, must be pharmacists and each partner is the “direct owner” of the pharmacy.

For partnership of corporations, see the next section on corporations.
Corporation(s) as a Direct Owner

While there are different types of ownership, the majority of pharmacies fall under “corporation.” A corporation is an independent legal entity. Corporations that are direct owners must be incorporated in British Columbia (with a BC Incorporation Number issued by BC Registry Services). Corporations that are registered in BC (and have been issued a BC Registration Number), but are incorporated federally or extraprovincially cannot be direct owners.

A corporation’s structure consists of 3 main groups: directors, officers and shareholders. In PODSA, these groups are defined as “Indirect Owners” depending on the type of corporations.

Directors

A director refers to an elected or appointed member of the Board of Directors of a corporation, and they manage or supervise the management of the business and affairs of the company. A member of the organization with the job title containing the word “Director,” (e.g. Director of Operations or District Operations Manager) is not necessarily considered a Director under PODSA.

Directors can be found in the Notice of Articles or BC Company Summary issued by BC Registry Services. If there are changes to the directors of the corporation, the new directors would be listed in the Notice of Change of Directors or the most recent BC Company Summary.

The Act requires that the majority of the directors of a corporation that is a direct owner of a pharmacy, be either full or non-practising pharmacists registered with the College. “Majority” in this case refers to the number of pharmacists, not the number of shares owned by individual directors. For example, if a corporation has 3 directors on its Board, two of them must be registered pharmacists in BC, even if the non-pharmacist director has a 51% share. If a corporation has 2 directors, both of them must be registered pharmacists in BC because 50% does not constitute a majority.

Officers

Officers are appointed by directors and hold a particular office in the corporation to oversee the day-to-day operations of the business. Officer positions may include: CEO, COO, CFO, Treasurer, Secretary, etc. The officers of a corporation are listed in the Notice of Articles or the most recent BC Company Summary issued by BC Registry Services.

Shareholders

Shareholders have an ownership interest in the corporation by virtue of a monetary investment, and they normally do not have any involvement in the management of the corporation as the right to manage flows from the director or officer roles.

Shareholders of a non-publicly traded company incorporated in BC are considered indirect owners, regardless of class or voting rights.
Shareholders are identified in the *Central Securities Register* of the corporation. Every corporation is required by the *BC Business Corporations Act* to maintain a complete and current shareholder register with the following information:

- All shares issued by a company
- Name and last known address of each shareholder and;
- Number, class and any series of any shares owned by that shareholder

Shareholders can be individuals or corporations.

A corporation that is a shareholder of another corporation is often called a “parent company” or “holding company”. If a parent company is a non-publicly traded company incorporated in BC, their directors, officers and shareholders are also classified as *indirect owners*. Directors, officers and shareholders of a parent company that is *publicly traded* are not considered *indirect owners*.

Non-publicly traded companies that are *incorporated federally* or *extraprovinically* are exempted from the requirements as an *indirect owner*; however, the College may request for additional information if needed.

A *trust* is a relationship where one or more persons (the trustee(s)) hold property in trust for the benefit of certain persons (the beneficiaries). A trust is *NOT* a separate legal entity like a corporation so a trust itself cannot be a shareholder.

The *trustee* of a trust can be an individual, an incorporated entity (a corporation or a society), or a public trustee. If the shares of a corporation that is a direct or indirect owner of a pharmacy are held in a trust, the trustee of the trust is the shareholder with respect to those shares. If the trustee is an individual, he/she is considered *indirect owner* under *PODSA*. If the trustee is a non-publicly traded company incorporated in BC, their directors, officers and shareholders are classified as *indirect owners*.

**FAQ: HOW CAN I TELL WHETHER MY CORPORATION (DIRECT AND INDIRECT) IS PUBLICLY TRADED OR NOT?**

A publicly traded corporation is a company that is listed on a stock exchange anywhere in the world. A Canadian publicly traded corporation has the following key features:

- A large number of shareholders;
- Is registered with BC Securities Commission or other provincial securities regulator;
- Files public securities documents and information on the System for Electronic Document Analysis and Retrieval (SEDAR).
FAQ: HOW CAN I TELL WHETHER MY SHAREHOLDER, A CORPORATION, IS BC INCORPORATED OR NOT?

All BC corporations have a BC incorporation number that can be found in their ownership documents (i.e. BC Certificate of Incorporation and Notice of Articles) as well as their BC Annual Report (or the BC Company Summary – click here for a sample from BC Registry Services). These documents are required to be filed with the BC Corporate Registry each year. A corporation that files a BC Annual Report with the BC Corporate Registry but does not have a BC incorporation number, is not considered a BC Corporation. Note that a BC incorporation number is not the same as a BC registration number.

FAQ: WHAT IS THE DIFFERENCE BETWEEN A PARENT COMPANY AND A SUBSIDIARY CORPORATION?

A corporation that is a shareholder of another corporation is often called a “parent company” or “holding company”, whereas a subsidiary corporation is a corporation that is controlled by another corporation by holding shares in the subsidiary.

If a direct owner of the pharmacy has a shareholder that is a corporation, the direct owner is the subsidiary corporation, whereas the parent company is a corporation that is the shareholder of the direct owner.

FAQ: HOW ARE TRUSTEES IDENTIFIED IN THE OWNERSHIP DOCUMENTS OF A CORPORATION?

When the shares are held in a trust, the central securities register should list the registered owner of those shares as the trustee of the trust. In addition, the central securities register should indicate that the trustee is holding those shares in their capacity as trustee. For example, the shareholder may appear as follows:

(a) John Smith, as trustee of the John Smith Family Trust;
(b) John Smith, trustee of the John Smith Family Trust;
(c) John Smith, in trust for the John Smith Family Trust;
(d) John Smith, in trust.

The shareholder should not be listed as the trust (e.g., “The John Smith Family Trust”).
Additional Requirements for a Direct/Indirect Owner
All direct and indirect owners must meet the eligibility criteria in order to hold a pharmacy licence. Submitting a Proof of Eligibility in the form of an annual attestation and Criminal Record History once every 5 years is required when applying for a new pharmacy licence; renewing or reinstating a pharmacy licence; applying for a change of direct owner or a change of indirect owner. See the Proof of Eligibility section for details and the Amendments to PODSA and the Transition Period section for background information.

Responsibilities of a Direct and Indirect Owner
The direct owner of a pharmacy is responsible for tasks related to pharmacy licensure, including:

- Applying for a new pharmacy licence;
- Renewing or reinstating a pharmacy licence; and/or
- Notifying the College of changes to previously submitted licensure information.

The authorized representative(s) of the direct owner will be responsible for performing these activities. Refer to the section in this licensure guide that applies to your application, licence and/or ownership type for information and/or document(s) required for submission by the direct owner.

Regardless of ownership type, all pharmacy owners must comply with all applicable duties under the most current Pharmacy Operations and Drug Scheduling Act and Health Professions Act, their regulations, and College bylaws and policies pursuant to these Acts. Specific responsibilities of a direct and indirect owner are set out in section 18 of the PODSA Bylaws.

Authorized Representatives (AR)
Authorized representatives are classified based on their roles in relation to the direct owner.

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<thead>
<tr>
<th>Type of Direct Owner</th>
<th>Authorized Representative(s)</th>
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<tbody>
<tr>
<td>Sole Proprietor</td>
<td>Sole proprietor (pharmacist)</td>
</tr>
<tr>
<td>Partnership of Pharmacists</td>
<td>Any partners (pharmacist) in the partnership</td>
</tr>
<tr>
<td>Corporation</td>
<td>Any director(s)</td>
</tr>
<tr>
<td>Partnership of Corporations</td>
<td>Any director(s) of each corporation in the partnership</td>
</tr>
<tr>
<td>Others (e.g. Hospital, University, Society, Association)</td>
<td>Assigned authorized representative(s)</td>
</tr>
</tbody>
</table>

Should a sole authorized representative be on leave temporarily, he/she may authorize an individual in writing, generally through Power of Attorney, to represent or act on the direct owner’s behalf in private affairs, business, or other legal matters. This individual will have the same permissions as the authorized representative for submitting licensure requirements and applications upon receipt of Power of Attorney by the College.
The authorized representative(s) of your pharmacy(ies) can be found on the Profile Page of your pharmacy under the Pharmacy Portal on eServices.

All **authorized representatives** of a pharmacy must always keep their contact information on eServices up-to-date. They must not unsubscribe from the College’s email list as it is the College’s primary method of communication.

For direct owners that are corporations, when a Director is added to or is leaving the Direct Owner, their role of authorized representative for the pharmacy will be added or removed automatically when the Change of Indirect Owner application is complete, respectively.

For direct owners that are legal entities that are *not* corporations, notify the College of the change of authorized representative as soon as possible. Otherwise, the departing AR will continue to receive communications regarding the pharmacy and no current members of the direct owner will receive communication from the College (such as renewal notices). Refer to the Change of Authorized Representative section for details.

**Figure 2. Who are the Direct Owners, Indirect Owners and Authorized Representatives of a Pharmacy?**

(Download “Who are the Direct Owners, Indirect Owners and Authorized Representatives of a Pharmacy” Diagram)
Management of a Pharmacy

The Act defines a “manager” as “a pharmacist who is designated in a pharmacy licence as manager of a pharmacy”.

The manager must be registered as a Full Pharmacist with the College. If a pharmacy manager does not renew his/her registration as a Full Pharmacist before the registration expiry date, he/she will become a former registrant, resulting in the cancellation of the pharmacy licence of the pharmacy where he/she is appointed as the manager. The pharmacy must close and remain closed until the College confirms reinstatement of his/her registration and the pharmacy licence, or when another full pharmacist has been appointed and meets the eligibility criteria.

A manager must meet all the eligibility criteria provided in the Act. Proof of Eligibility in the form of an annual attestation for each pharmacy annually, and a Criminal Record History once every 5 years is required when applying for a new pharmacy licence; renewing or reinstating a pharmacy licence; or applying to be a manager. See the Proof of Eligibility section for details and the Amendments to PODSA and the Transition Period section for background information.

Responsibilities of a Manager

The pharmacy manager is responsible for the actual management and operation of the pharmacy. Managers are required to supervise pharmacy staff to ensure that practice is in compliance with practice standards. They have the statutory obligation to develop, implement and maintain policies and procedures to comply with the legislative requirements of operating a licensed pharmacy. They are also required to report changes to the pharmacy’s operational information, such as hours of operations, pharmacy staff roster and types of pharmacy services provided.

The manager must comply with all applicable duties under the most current Pharmacy Operations and Drug Scheduling Act and Health Professions Act, their regulations, and the College bylaws and policies pursuant to these Acts. Specific responsibilities of a manager are set out in sections 18 and 24 and/or 29 of the PODSA Bylaws. It is the manager’s responsibility to read, understand, and be familiar with federal and provincial legislation governing pharmacy practice before beginning their role, as well as during the time they hold the position as a pharmacy manager.

Managers appointed to a community pharmacy must complete the pharmacy manager training program approved by the Board as soon as practicable and no later than one year after appointment, as well as every 3 years thereafter as per Professional Practice Policy- 69. Declaration must be submitted to the College through their personal account on eServices immediately upon completion of the program. Declaration can be submitted by logging onto eServices and select “My Profile” > “My Declaration” > “Community Pharmacy Manager Education”. Individuals who complete their manager training prior to registering as a Full Pharmacist, may submit their declaration on eServices when their Full Pharmacist registration has been granted.
Proof of Eligibility (POE)

Direct owners, indirect owners and managers must meet specific eligibility criteria provided in addition to requirements under the College’s bylaws in order to hold a pharmacy licence.

Proof of eligibility is required from the direct owners, indirect owners and manager of a pharmacy who are 19 years or older when:
- Applying for a new pharmacy licence;
- Renewing/reinstating a pharmacy licence; or
- There is a change of direct owner, indirect owner or manager.¹

Proof of Eligibility is to be submitted online through eServices or a paper application, depending on the type of pharmacy licence application. Instructions will be provided by the College at specific stages in the licensure process. Note that deadline is applicable to certain types of pharmacy licensure applications. Please refer to the section in this licensure guide that applies to your application, licence and/or ownership type for how and when Proof of Eligibility is to be submitted.

Indirect owners who are under 19 years old are exempted from completing the Proof of Eligibility. The authorized representative must complete and submit the “Proof of Eligibility Exemption” declaration form to the Licensure Department prior to submitting PODSA Form 7: Indirect Owner – Email Contacts either when renewing their pharmacy licence during the transition period, or when applying for a new pharmacy licence or change of direct owner.

Proof of Eligibility is provided through:
- An attestation, and
- A Criminal Record History (CRH) submission.

Figure 3. Proof of Eligibility Components

¹ For a change of manager or owner, only the new direct/indirect owner(s) or manager will have to submit their Proof of Eligibility before the effective date of change.
Eligibility Criteria
Pursuant to section 3 of the Act, a direct owner may not be eligible to hold a pharmacy licence, or may require that conditions be imposed on the pharmacy licence if any of the following has occurred:

- A direct owner, indirect owner or manager is subject to a limitation imposed by the discipline committee that precludes him or her from being a direct owner, an indirect owner or a manager;
- A direct owner, indirect owner or manager is or has been the subject of an order or a conviction for an information or billing contravention;
- A direct owner, indirect owner or manager has, within the previous 6 years, been convicted of an offence prescribed under the *Pharmaceutical Services Act* for the purposes of section 45 (1) (a) (ii) of that Act;
- A direct owner, indirect owner or manager has, within the previous 6 years, been convicted of an offence under the *Criminal Code (Canada)*, other than an offence to which the above paragraph applies;
- A direct owner, indirect owner or manager has, within the previous 6 years, had a judgment entered against him or her in a court proceeding related to commercial or business activities that occurred in relation to the provision of (i) drugs or devices, or (ii) substances or related services within the meaning of the *Pharmaceutical Services Act*;
- A direct owner, indirect owner or manager has, within the previous 6 years, had his or her registration with one of the following bodies suspended or cancelled:
  - the College of Pharmacists of British Columbia;
  - a body, in another province or in a foreign jurisdiction, that regulates the practice of pharmacy in that other province or foreign jurisdiction;
- A direct owner, indirect owner or manager has, within the previous 6 years, had limits or conditions imposed on his or her practice of pharmacy as a result of disciplinary action taken by a body referred to in the above paragraph.

If a direct owner, indirect owner or manager does not meet any of the above eligibility criteria, the pharmacy application will be referred to the Application Committee for review. Refer to the Application Committee section for more information.
Who Needs to Submit Proof of Eligibility

The individuals required to submit their Proof of Eligibility is dependent on the ownership structure of the pharmacy.

<table>
<thead>
<tr>
<th>OWNERSHIP STRUCTURE (DIRECT OWNER)</th>
<th>INDIVIDUALS REQUIRED TO SUBMIT POE *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sole Proprietorship</td>
<td>Manager</td>
</tr>
<tr>
<td></td>
<td>Sole pharmacist owner of business (sole proprietor)</td>
</tr>
<tr>
<td>Partnership</td>
<td>Manager</td>
</tr>
<tr>
<td></td>
<td>Each pharmacist (partner) in the partnership</td>
</tr>
<tr>
<td>Corporations (Publicly Traded)</td>
<td>Manager</td>
</tr>
<tr>
<td></td>
<td>Each director</td>
</tr>
<tr>
<td></td>
<td>Each officer</td>
</tr>
<tr>
<td>Corporations (Non-Publicly Traded)</td>
<td>Manager</td>
</tr>
<tr>
<td></td>
<td>Each director</td>
</tr>
<tr>
<td></td>
<td>Each officer</td>
</tr>
<tr>
<td></td>
<td>Each shareholder</td>
</tr>
<tr>
<td></td>
<td>• If the shareholder is a BC incorporated, non-publicly traded corporation rather than a person, Proof of Eligibility will also be required from each of their director, officer and shareholder.</td>
</tr>
<tr>
<td>Hospital/Health Authority</td>
<td>Manager</td>
</tr>
<tr>
<td>University</td>
<td>Manager</td>
</tr>
<tr>
<td>Association</td>
<td>Manager</td>
</tr>
<tr>
<td>Society</td>
<td>Manager</td>
</tr>
<tr>
<td>Government</td>
<td>Manager</td>
</tr>
</tbody>
</table>

*If an individual has more than one role in a given pharmacy (e.g. indirect owner as well as the manager of the pharmacy), they will only need to submit their Proof of Eligibility once for that pharmacy.

If a corporation owns more than one pharmacy, the applicable individuals will only need to submit Proof of Eligibility once for any pharmacies with renewal dates in the same month; or for changes that apply to multiple pharmacies. However, corporations that own multiple pharmacies with renewal dates in different months, are required to complete their Proof of Eligibility once for each pharmacy at the time their renewal is due.

Note that the directors, officers and shareholders of a parent company (i.e. shareholders of the direct owner or an indirect owner) that is publicly traded are not considered indirect owners under PODSA. Directors, officers and shareholders in a non-publicly traded company that is incorporated either federally or extraprovincially are currently exempted from the
requirements of an indirect owner. As such, these individuals are not required to submit their **Proof of Eligibility**.

**Figure 4 Who Needs to Submit Proof of Eligibility?**

(Download Who Needs to Submit Proof of Eligibility Diagram)

**FAQ: WHAT HAPPENS IF I REFUSE TO COMPLETE, OR DO NOT SUBMIT MY ATTESTATION AND/OR CRH?**

Your pharmacy application (new/renewal/reinstatement, whichever applies) will be considered incomplete and your pharmacy licence will not be issued/renewed/reinstated and will be referred to the Application Committee for review.
Attestation
Attestation must be submitted by:
- All applicable individuals when applying for a new pharmacy licence or a change of direct owner;
- All applicable individuals when applying for their subsequent pharmacy licence renewal every year;
- All applicable individuals when applying for pharmacy licence reinstatement; and
- Each new indirect owner or new manager when a change of indirect owner or manager occurs.

Attestation can be completed using the electronic form on eServices or the paper version of PODSA Form 5: Manager/Direct Owner/Indirect Owner – Proof of Eligibility, depending on the type of pharmacy licence application (refer to the section in this licensure guide that applies to your application and/or ownership type for more information).

If attestation is to be completed electronically, you will receive an email with instructions from the College notifying you that the ownership information submitted by the direct owner has been received and validated, and that you may now start completing your Proof of Eligibility through your personal eServices account on the College website. If you are not listed with the College, you will also receive a separate email with your login information.

If you are an indirect owner who is not listed with the College, you will also need to provide your contact information, including your mailing address, phone number and fax number, if applicable and you will need to provide the ID number associated with one of the following government issued ID’s to confirm your identity (you do not need to upload a copy of the document):

1. Canadian citizenship card/certificate,
2. Passport (include the country if issued outside Canada),
3. Canadian driver’s licence (include province if outside BC), or
4. BC identification card.

If you are a pharmacist or pharmacy technician registered outside BC (i.e. another province or foreign jurisdiction), you will be required to provide the name of the province/jurisdiction in which you are registered, and your licence/registration/certificate number. See section 2 and section 3 of PODSA Form 5: Manager/Direct Owner/Indirect Owner – Proof of Eligibility for more information.
Attestation details can be found in sections 3, 4 and 5 of *PODSA Form 5: Manager/Direct Owner/Indirect Owner – Proof of Eligibility*. All direct owners, indirect owners, and managers must attest to the following statements:

- That they are not authorized by an enactment to prescribe drugs*see FAQ on next page*;
- That they have never been subject to a limitation imposed by the College’s discipline committee that precludes them from being a direct owner, an indirect owner, or a manager;
- That they have never been the subject of an order or a conviction for an information or billing contravention*see FAQ on next page*;
- That they have not, within the past 6 years, been convicted of an offence prescribed under section 45 (1) (a) (ii) of the *Pharmaceutical Services Act*;
- That they have not, within the past 6 years, been convicted of an offence under the *Criminal Code (Canada)*;
- That they have not, within the past 6 years, had a judgment entered against them in a court proceeding related to commercial or business activities that occurred in relation to the provision of drugs or devices, or substances or related services (within the meaning of the *Pharmaceutical Services Act*).

In addition, managers, direct owners and indirect owners that are also registered pharmacists or pharmacy technicians must make the following attestations:

- That they have not, within the past 6 years, been suspended or had their registration cancelled by the College, or by a body in another province or foreign jurisdiction, that regulates the practice of pharmacy in that other province or foreign jurisdiction.
- That no limits or conditions have been imposed, within the past 6 years, on their practice of pharmacy as a result of disciplinary action taken by the College, or by a body, in another province or in a foreign jurisdiction, that regulates the practice of pharmacy in that other province or foreign jurisdiction.

Failure to attest to any of the above will result in a review of the application by the Application Committee.

If you are not able to attest to all of the above statements, you must complete and submit *PODSA Form 6: Manager/Direct Owner/Indirect Owner – Notice of Ineligibility* which will be disclosed to the Application Committee for review. Please note that your eligibility to own a pharmacy will not automatically be declined upon submission of this form. Refer to the Reporting Ineligibility and the Application Committee sections for more information.
FAQ: I AM A PHARMACIST AND I AM NOT ANY OTHER TYPE OF HEALTH PROFESSIONAL WHO CAN PRESCRIBE DRUGS. DO I CHECK OFF THE STATEMENT “I AM NOT AUTHORIZED BY AN ENACTMENT TO PRESCRIBE DRUGS” IN MY ATTESTATION?

Under the *Pharmacy Operations General Regulation* made pursuant to the *Pharmacy Operations and Drug Scheduling Act*, pharmacists are classified as practitioners for the purpose of prescribing specific drugs for emergency contraception. However, under section 3 of the regulation, although a pharmacist is authorized to “prescribe”, they can be a direct owner or an indirect owner. Therefore, if you are a pharmacist and not any other type of health professional who can prescribe drugs, you should check off the statement. However, if you are a pharmacist and are also registered as any of the following, you must **NOT** check off the statement: physicians or surgeons; dentists; podiatrists; veterinarians; midwives; nurses practicing nursing as nurse practitioners, registered nurses or registered psychiatric nurses; optometrists; or naturopathic physicians.

FAQ: WHAT IS AN ORDER OR CONVICTION OF AN “INFORMATION OR BILLING CONTRAVENTION”? DOES THIS INCLUDE BILLING OR PAPERWORK ERRORS?

The amendments to the *Pharmacy Operations and Drug Scheduling Act* states that an “information or billing contravention” has the same meaning as it does under the *Pharmaceutical Services Act*. This legislation is a responsibility of the Minister of Health and is established under PharmaCare. If you are unclear about whether you have been the subject of an order or a conviction for an information or billing contravention under Pharmacare and the *Pharmaceutical Services Act*, contact PharmaCare directly to confirm.

Criminal Record History (CRH)

A Criminal Record History involves a search for criminal record history information in the databases of the Royal Canadian Mounted Police and local police stations. The CRH search for pharmacy owners will be conducted by the Board-approved external vendor, Sterling Talent Solutions, a professional private criminal record check provider that partners with local police stations to provide results.

Criminal Record Histories are to be submitted by:
- All applicable individuals when applying for a new pharmacy licence or a change of direct owner if they have never previously submitted one to the College, or if it has been 5 years since one was last submitted;
- All applicable individuals when applying for their subsequent pharmacy licence renewal if they have never previously submitted one to the College (during the transition period), or it has been 5 years since one was last submitted;
• All applicable individuals when applying for their pharmacy licence reinstatement if they have never previously submitted one to the College (during the transition period), or it has been 5 years since one was last submitted; and
• Each new indirect owner or new manager when a change of indirect owner or manager occurs if they have never previously submitted one to the College (during the transition period), or it has been over 5 years since one was last submitted.

As part of your Proof of Eligibility, you will be required to submit your Criminal Record History online through Sterling Talent Solutions' website. This can be done by following the instructions on eServices when completing your Proof of Eligibility, or the instructions in the email sent by the College upon validation of your ownership information. How you receive the instructions will depend on the type of pharmacy licence application (see the section in this licensure guide that applies to your application and/or ownership type for details).

Your Criminal Record History is to be submitted on or after the date you receive the instructions and before the applicable deadline.

Registrants and non-registrants must submit their CRH through the designated link provided by the College on eServices, regardless of whether they have a pre-existing account with Sterling Talent Solutions. This ensures that the CRH is being conducted for College purposes only. If you do not use the designated link provided by the College, the College will NOT receive your result from Sterling automatically, which may delay processing your pharmacy application.

The College does not accept a shared result that was done for another organization as it may be outdated or a different type of check.

The fee for conducting the Criminal Record History is paid directly to Sterling Talent Solutions. Once submitted, a Criminal Record History is valid for 5 years after which time a new one must be completed.

By submitting your Criminal Record History through Sterling Talent Solutions, you consent to release of the results to the College of Pharmacists of BC for the purpose of processing the pharmacy application and other of the College’s activities as disclosed to you in your form of consent on the Sterling website. The College is authorized to collect, use and disclose this personal information under the Pharmacy Operations and Drug Scheduling Act, Health Professions Act and the College’s bylaws. For any questions about the collection of information, contact the College’s Privacy Officer at 604-733-2440 or 1-800-663-1940 or privacy@bcpharmacists.org.

If you have any questions during the process with completing your Criminal Record History through Sterling Talent Solutions, please contact their support team by email or by phone between the hours of 9am to 8pm EST:
• Phone: 1-877-455-6730
• Email: support@mybackcheck.com
Criminal Record History Results
The Act requires that “no direct owner, indirect owner or manager has, within the previous 6 years, been convicted of an offence under the Criminal Code (Canada)”.  

There are four possible results in a Criminal Record History:

1. **Clear** - This result indicates that no criminal conviction history was identified.
2. **Not Clear, No Disclosure Provided** - This result indicates that, based on the applicant’s name, date of birth and place of birth, the Royal Canadian Mounted Police (RCMP) has located a criminal record that does not match the information provided by the applicant which indicated that they had no criminal record.
3. **Not Clear, Disclosure Confirmed** - This result indicates that, based on the applicant’s name, date of birth and place of birth, the RCMP has located a criminal record that matches the information provided by the applicant. The “Confirmed” result means that the offence(s), date(s) of conviction and location(s) disclosed by the applicant are representative of what the RCMP found.
4. **Not Clear, Not Confirmed Disclosure** - This result indicates that, based on the applicant’s name, date of birth and place of birth, the RCMP has located a criminal record that matches this information provided by the applicant. The “Not Confirmed” result means that the offence(s), date(s) of conviction and location(s) disclosed by the applicant does not match what the RCMP found.

Under the federal Privacy Act, the RCMP is unable to disclose details of an individual’s criminal record to third parties – only individuals to whom the record belongs may access and disclose this information. As a result, the College is unable to provide details on the discrepancies between the disclosure provided by the applicant and the details found through the Criminal Record History search.

For results categorized as “**Not Clear, No Disclosure Provided**” and “**Not Clear, Not Confirmed Disclosure**”, applicants are given the option to “Zero-In” on their record for an additional cost. This option gives the applicant a chance to correct, or provide additional details about, their CRH and then conduct a second CRH through Sterling Talent Solutions. Once the revised declaration is deemed accurate, the applicant will receive an amended result of “**Not Clear – Disclosure Confirmed.**”

If a “**not cleared**” result from a charge or conviction under any Criminal Code (Canada) within the previous 6 years is received, you must complete and submit **PODSA Form 6: Manager/Direct Owner/Indirect Owner – Notice of Ineligibility**, which will then be disclosed to the Application Committee for review. Your eligibility to own a pharmacy will not automatically be declined upon submission of this form. Refer to the Application Committee section for more information.

It is very important to note that **even if your conviction was over 6 years ago, you will still have to disclose this correctly to avoid the need to zero-in and a delay in the process.**
However, only convictions within the last 6 years will be forwarded to the Application Committee for review.

If your CRH result also comes back with a "defer" status, regardless of whether you have a “clear” or “not cleared” result, you will be asked to obtain a vulnerable sector Police Information Check (PIC-VS) from your local police department and provide it to the College before the assigned deadline. This check has additional information in the Local Police Information database that Sterling does not have access to.

FAQ: WHAT OFFENCES UNDER THE CRIMINAL CODE WILL BE REVIEWED BY THE APPLICATION COMMITTEE? FOR EXAMPLE, WOULD A SPEEDING TICKET IN THE LAST 6 YEARS BE COUNTED?

Any offence, listed under the Criminal Code (Canada), that occurred within the last 6 years will be reviewed by the Application Committee.

If a manager or a direct/indirect owner is not sure about whether he/she has been convicted of an offence, he/she should review the Criminal Code of Canada or speak with legal counsel. He/she may also complete a private Criminal Record History at a police station in advance. This private record however, cannot be used for the purpose of pharmacy licensure. The official CRH must be submitted through the designated link provided by the College on eServices, regardless of whether they have a pre-existing account with the College’s approved vendor. This ensures that the CRH is being conducted for College purposes only.

FAQ: WHAT RESULTS WILL BE RECEIVED BY THE COLLEGE AFTER I HAVE SUBMITTED MY CRH?

The College will receive a “cleared” or “not cleared” result from the approved vendor. This status will be recorded on the person’s profile at the College. Should the result be “not cleared”, the College will further determine which of the three subtypes of “not cleared” applies.

If your conviction was 6 years ago, the information will not be recorded in the College’s records.

FAQ: WHAT HAPPENS IF I FAIL TO REPORT A CONVICTION WHEN I COMPLETE MY CRH?

When the results from your CRH are “Not cleared, No Disclosure Provided” or “Not cleared, Not Confirmed Disclosure”, you will receive an email notification requiring a zero-in (additional fee will be required and pharmacy application may be delayed). When the second “not cleared, conviction found” result returns to the College, the College will look at the time that the charge or conviction occurred. If it occurred within the past 6 years, your pharmacy application will be referred to the
Application Committee for review; however, if it occurred over 6 years ago, the pharmacy application will not be referred to the Application Committee for review.

**Criminal Record History (CRH) Versus Criminal Record Check (CRC)**

All registered pharmacists and pharmacy technicians currently undergo a Criminal Record Check (CRC) through the Criminal Records Review Program (CRRP) under the Criminal Records Review Act (CRRA), as required under Section 20(3) of the Health Professions Act, at the time of initial registration and at least once every 5 years thereafter at the time of registration renewal. However, this check does not provide the same level of comprehensive Criminal Record History that is required under the Pharmacy Operations and Drug Scheduling Act. Additionally, the Criminal Records Review Program is specific to registrants and does not provide a means to conduct Criminal Record Histories of non-registrants.

As a result, the College cannot use Criminal Record Check results from the Criminal Records Review Program for the pharmacy licensing process because they do not meet the Criminal Record History requirements included in the Pharmacy Operations and Drug Scheduling Act. As such, all direct and indirect owners and managers must submit a Criminal Record History as part of the licensure process; all owners who are registered pharmacists as well as managers must also continue to undergo the separate Criminal Record Check process to maintain their registration with the College.

<table>
<thead>
<tr>
<th>Legislative requirement of</th>
<th>Criminal Record Check (CRC)</th>
<th>Criminal Record History (CRH)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Legislative requirement of</strong></td>
<td>Health Professions Act</td>
<td>Pharmacy Operations and Drug Scheduling Act</td>
</tr>
<tr>
<td><strong>Purpose</strong></td>
<td>Registration as a regulated health professional</td>
<td>Holding a pharmacy licence</td>
</tr>
<tr>
<td><strong>Eligibility Criteria</strong></td>
<td>The registrant does not present a risk of physical or sexual abuse to children or a risk of physical, sexual or financial abuse to vulnerable adults</td>
<td>No direct owner, indirect owner or manager has, within the previous 6 years, been convicted of an offence under the Criminal Code (Canada)…</td>
</tr>
<tr>
<td><strong>Applicable individuals</strong></td>
<td>Pharmacists and Pharmacy Technicians</td>
<td>Direct Owners, Indirect Owners and Manager (Note: direct and indirect owners can be registrants or non-registrants)</td>
</tr>
</tbody>
</table>

More information about the Criminal Record Check (CRC) for registrants can be found on the College’s website: [http://www.bcpharmacists.org/criminal-record-check](http://www.bcpharmacists.org/criminal-record-check).
Reporting Ineligibility
You must submit PODSA Form 6: Manager/Direct Owner/Indirect Owner – Notice of Ineligibility to the Licensure Department for any of the following:

- If you are unable to attest to all statement in the attestation (PODSA Form 5: Manager/Direct Owner/Indirect Owner – Proof of Eligibility);
- If you receive a “not cleared” Criminal Record History result from a conviction within the previous 6 years;
- If you no longer meet the eligibility criteria under section 3 of the Act; or
- If you are aware of a direct owner, indirect owner or manager that no longer meets the eligibility criteria under section 3 of the Act.

Due to the nature of the information contained in PODSA Form 6: Manager/Direct Owner/Indirect Owner – Notice of Ineligibility, it is recommended that you email the completed form directly to the Licensure Department at licensure@bcpharmacists.org instead of faxing to the College’s general fax line.

Your eligibility to own a pharmacy will not automatically be declined upon submission of this form. The Application Committee will review the information provided in making a decision on your pharmacy licence. Refer to the Application Committee section for more information.

Privacy Considerations
The College collects, uses and discloses personal information in accordance with our province’s Health Professions Act (HPA), Pharmacy Operations and Drug Scheduling Act (PODSA), Freedom of Information and Protection of Privacy Act (FIPPA) and other applicable legislation.

The College will be using the information collected through Proof of Eligibility submissions only for the purposes of licensing pharmacies and regulating registrants and pharmacy owners. The College has measures in place to safeguard the information and set appropriate retention and disposal periods that are in accordance with privacy legislation.

Refer to our Privacy Policy at: http://www.bcpharmacists.org/privacy. Questions or concerns about privacy and confidentiality can be directed to the College’s Privacy Officer at privacy@bcpharmacists.org.
Application Committee

The Application Committee (AC) is a legislative committee established under the Act to review any pharmacy licence applications that do not meet specific requirements such as those that do not meet the prescribed timeline or eligibility criteria, or those that are incomplete or containing false or misleading information.

The AC must consist of at least 6 full pharmacists or pharmacy technicians appointed by the Board. Additionally, at least one-third of the Committee’s membership must consist of public representatives, at least one of which is a current Board member. For information on the membership of the committee and its terms of reference, refer to the Committees section under About Us on the College website.

The AC has the authority to review any pharmacy licence applications that do not meet the eligibility criteria in section 4(2)(3)(4) of the Act or the requirements in the College's bylaws. If an individual cannot attest to all statement in the attestation or has received a “not cleared” Criminal Record History result within the previous 6 years, they will have to complete PODSA Form 6: Manager/Direct Owner/Indirect Owner – Notice of Ineligibility. The AC will review the information provided and may request additional information before making the following decision(s):

1. Whether or not the conviction under the Criminal Code (Canada) within the previous 6 years was for an offence that is relevant to the provision of drugs or devices, or to the operation of a pharmacy; or
2. Whether or not the circumstances resulting in the judgment referred to in section 3 (g) of the Act; the suspension or cancellation referred to in section 3 (h) of the Act; or the disciplinary action referred to in section 3 (i) of the Act are such that there is minimal risk to the public if the pharmacy licence is issued, renewed or reinstated.

Upon reviewing all available information, the Application Committee will make one of the following determinations:

1. Issue, renew or reinstate the pharmacy licence;
2. Issue, renew or reinstate the pharmacy licence with conditions; or
3. Refuse to issue, renew, or reinstate the pharmacy licence.

Because there is no appeal provision in the Act, if you are not satisfied with the decision of the Application Committee, you will have to seek judicial review. Please consult your legal counsel for advice.

If your pharmacy application has been referral to the AC, the authorized representative of the pharmacy (and the person who does not meet the eligibility criteria) will be notified of the referral, which includes the reason(s) for referral and the date of the AC meeting (if confirmed). You may submit additional information that you wish the AC to consider. You will be notified of the decision from the AC within a week from the meeting date.
**Opening a Pharmacy**

Before a pharmacy in B.C. can open to the public, it must be licensed by the College. To be licensed, the direct owner (including the indirect owner, if applicable, and the manager) and the new pharmacy must meet all of the requirements in the *Pharmacy Operations and Drug Scheduling Act* and the *Health Professions Act*, their regulations, and the College bylaws and policies pursuant to these Acts.

**Application Process Overview**

The application process for different pharmacy licence types is similar with a few minor differences. For details, refer to the pharmacy licence type you are applying in each step below.

*Figure 5. New Pharmacy Licence Application Process Overview*

**Download “New Pharmacy Licence Application Process Overview” Diagram**
Processing times
Your pharmacy licence application will only be processed upon receipt of all the required documents/requirements. It is important to know what documents/requirements you must submit and when you have to submit them depending on the type of ownership of the pharmacy. If the direct owner of your pharmacy is a corporation, use the Ownership Requirements (Corporation as Direct Owner) Checklist as a guide to understand and collect all ownership requirements.

Processing times for new pharmacy applications will vary depending on the length of time it takes for applicant(s) to satisfy the following criteria:

- All required documents are submitted at the time of application;
- All required documents are submitted on time;
- All submitted documentation contains complete and accurate information;
- The pharmacy diagram includes all the requirements;
- Pharmacy is built in accordance with the approved pharmacy diagram;
- No instances of non-compliance are identified during the pre-opening inspection;
- No referral to the Application Committee is required.

The submission of an incomplete or unsatisfactory application will result in additional processing time (up to 14 days).

On average, it takes approximately 6 to 12 months to open a new pharmacy (including construction time).

Licensure Date
Some licensure documents ask you to provide an expected licensure date; or a date by which you expect to receive your pharmacy licence. It is important that you understand the requirements, timeline and possible delays for each phase when determining your expected licensure date. We recommend that you allow yourself leeway when determining your expected licensure date in order to account for possible delays.

Notify the Licensure Department should there be a change to the expected licensure date originally indicated in your pharmacy licence application.

Note that your licensure date will not necessarily be the same as your opening date. There are often other parties outside the College that you will have to make separate arrangements with and whose timelines can affect your opening date. Please refer to the Other Considerations (Non-College Related) section for more information.
Submission of Application and Required Documents
You may submit your pharmacy licence application and required documentation to the College’s Licensure Department in one of the following ways:

- Email: licensure@bcpharmacists.org *(preferred method)*
- Fax: 604-733-2493 or 1-800-377-8129
- Mail: 200-1765 West 8th Avenue, Vancouver BC, V6J 5C6
- In-person at the College’s office

Phase 1: New Pharmacy Licence Application + Pharmacy Diagram + Ownership Requirements
Phase 1 involves submitting:
1. New pharmacy licence application form and applicable fee(s);
2. Pharmacy diagram;
3. All required ownership documents *(if applicable)*; and
4. Proof of Eligibility from each applicable direct owner or indirect owner.

Items #1, #2, #3 and the first part\(^2\) of #4 will take up to 14 days for the College to process upon receipt of all documents. When processing is complete, the manager and all applicable direct/indirect owners will receive instructions via email to complete their Criminal Record Histories if one has not been completed with the College in the previous 5 years.

When all the requirements for Phase 1 are met, Health Insurance BC (HIBC) of the Ministry of Health will be notified. You will also receive a notification via email and may start building your pharmacy according to the approved pharmacy diagram.

Note that if any information you submitted in Phase 1 is changed, you must notify the Licensure Department as soon as possible to avoid a delay in the licensure process.

A new pharmacy licence application is valid for 3 years. You will need to reapply if your new pharmacy is not open within 3 years from the date you submitted the application. If your pharmacy does not open within 1 year from the date you submitted the application, all applicable direct/indirect owners, as well as the manager will have to resubmit their attestation using PODSA Form 5: Manager/Direct Owner/Indirect Owner – Proof of Eligibility before the new proposed licensure date.

\(^2\) Proof of Eligibility consists of an attestation and a Criminal Record History.
New Pharmacy Licence Application Form

The **authorized representative** of the direct owner of a pharmacy is to complete and submit the new pharmacy licence application form along with the **applicable fee(s)** based on the **type of pharmacy licence** you wish to apply for:

- Community Pharmacy Licence
- Hospital Pharmacy Licence
- Pharmacy Education Site Licence
- Telepharmacy (Community) Licence

Submit this form if you wish to apply for the **authorization to operate a hospital pharmacy satellite**.

Note that your application will **not** be considered complete until payment is received by the College.

A new pharmacy licence application is valid for 3 years. You will need to reapply by submitting all requirements again if your new pharmacy is not open within 3 years from the date you submitted the application. The College does not retain documents that were submitted for an expired application.
Pharmacy Diagram
The “pharmacy diagram” is also known as the floor plan of the pharmacy. It is a drawing, to scale, of the spatial relationships between rooms, spaces and other physical features. Dimensions are usually drawn between the walls to specify room sizes and wall lengths.

The pharmacy diagram required for licensure must be professionally drawn (i.e. digitally created, not hand drawn) to a scale of ¼ inch equals 1 foot. It must include measurements, details of fixtures such as sinks, and entrance(s) to the pharmacy. The diagram must demonstrate compliance with the physical requirements outlined in the bylaws and applicable policies. A summary of all requirements to be shown in a diagram as well as digital evidence (for Phase 2) can be found in the Appendix B.

Physical requirements specific to the pharmacy diagram can also be found in the checklists below:

- Community Pharmacy/Telepharmacy Diagram Checklist
- Hospital Pharmacy/Hospital Pharmacy Satellite Diagram Checklist

Note: Pharmacy diagrams are not required for Pharmacy Education Sites.

Notify the Licensure Department should there be any changes made to the original pharmacy diagram approved in Phase 1. Compliance with the requirements will be confirmed at the pre-opening inspection stage in Phase 2.

The pharmacy diagram will be attached to the pharmacy’s record at the College and be used for inspection purposes by the College inspectors.

Ownership Information
The documents and information required for ownership will depend on the business structure of the direct owner of the pharmacy, regardless of the type of pharmacy licence being applied for.

Sole Proprietorship
If the direct owner is a sole proprietorship, submit:
- A copy of the Statement of Registration of General Partnership or Sole Proprietorship

Partnership of Pharmacists
If the direct owner is a partnership of pharmacists, submit:
- A copy of the Statement of Registration of General Partnership or Sole Proprietorship
Corporations

If the direct owner is a corporation (BC), submit:

1. Corporation document (note that the corporation must be in good standing with the BC government)
   - If the corporation was incorporated over 1 year ago (i.e. at least one Annual Report has been filed with the BC government), submit:
     i. The most current copy issued within the last year of the British Columbia Company Summary. Note the date beside “Last Annual Report Filed:”. (click the link above for a sample from BC Registry Services).
     ii. Note: Annual Report is not acceptable.
   - If the corporation was incorporated within one year (i.e. before the first Annual Report is filed with the BC government), submit:
     i. A copy of the Certificate of Incorporation and
     ii. A copy of the Notice of Articles.

2. A copy of page 1 of PODSA Form 7: Indirect Owner – Email Contacts:
   - If the direct owner is a publicly traded corporation, include the contact information of each director and officer.
   - If the direct owner is a non-publicly traded corporation, include the contact information of each director, officer and shareholder.

If the direct owner is a non-publicly traded corporation (BC), also submit:

3. A certified true copy of the Central Securities Register;
4. If a shareholder is a non-publicly traded BC corporation (i.e. the “parent company”), also submit #1, #2 (but page 2 instead) and #3. Repeat again if a shareholder of the parent company is a non-publicly traded BC corporation until there is no more.

It is important that:
- The information is current, correct and legible;
- The legal name of each indirect owner provided in Form 7 is accurate as it will be used to create the record for the indirect owner at the College (if the indirect owner is not already known to the College) and to match with the request and result of the Criminal Record History.
- Use the Ownership Requirements (Corporation as Direct Owner) Checklist as a guide to understand and collect all required ownership documents.

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3 Equivalent documents include: Certificate of Amalgamation or Certificate of Continuation
4 “Certified true copy” means that it is a true copy of the original document. “Certified copy of a copy of a document” is not acceptable. Use only a notary public or lawyer to certify your Central Securities Register. Other professionals will not be accepted.
**Hospital**
If the direct owner is a hospital, select “Other” (if applying for a community pharmacy licence) in the Direct Owner Information section on the application form and provide the
- Name of hospital where the pharmacy is located; and
- Name of Health Authority.

No additional ownership documents are required.

**Association**
If the direct owner is an association, select “Other” in the Direct Owner Information section on the application form and provide the following information:
- Name of the entity; and
- BC Incorporation Number

No additional ownership documents are required unless otherwise requested.

**Society**
If the direct owner is a society, select “Other” in the Direct Owner Information section on the application form and provide the following information:
- Name of the entity; and
- BC Incorporation Number

No additional ownership documents are required unless otherwise requested.

**University**
If the direct owner is a university, select “Other” in the Direct Owner Information section on the application form and provide the name of the university.

No additional ownership documents are required unless otherwise requested.

**Others**
For all other type of direct owners, please contact the [Licensure Department](#) for more information.
Proof of Eligibility from Direct/Indirect Owners

Proof of Eligibility has two components: Attestation and Criminal Record History.

Attestation
Submit a signed copy of the attestation using PODSA Form 5: Manager/Direct Owner/Indirect Owner – Proof of Eligibility from each applicable direct owner or indirect owner.

If your pharmacy does not open within 1 year from the date you submitted the application, all applicable direct/indirect owners, as well as the manager will have to resubmit their attestation using PODSA Form 5: Manager/Direct Owner/Indirect Owner – Proof of Eligibility before the new proposed licensure date.

Criminal Record History
Each direct owner or applicable indirect owner will receive instructions via email to complete their Criminal Record History through the approved external vendor upon confirmation of ownership information and receipt of all attestation forms.

Please do not complete a Criminal Record History before receiving the email from the College.

It will take up to 7 days to process a Criminal Record History result.

Phase 1 or 2: Pharmacy’s Business Licence & Proof of Eligibility from Manager
The following requirements can be submitted either with Phase 1 or Phase 2 requirements as sometimes they may not be available until later on in the process:

- **Business Licence** (applicable to Community Pharmacy and Telepharmacy only)
- **Proof of Eligibility from the Manager**

Business Licence (Community Pharmacy/Telepharmacy)
Submit the business licence issued by the jurisdiction (e.g. municipality, town or village) where your new pharmacy is located. You may submit it either in Phase 1 or Phase 2 of the licensure process. A valid business licence must be received by the College before a community pharmacy/telepharmacy licence will be issued. If the pharmacy is located in a jurisdiction that does not issue business licences, contact the College’s Licensure Department.

A valid business licence must include:

1. Name of the person or entity (e.g. partnership or corporation) that owns the pharmacy
   - The “owner’s name” on the business licence must be consistent with the name of the pharmacy owner. If the pharmacy is owned by a corporation, the “owner’s name” on the business licence must be the same as the one used in the incorporation documents.
2. Operating name of the pharmacy
   • The “business’s name” on the business licence must be consistent with the name used in the pharmacy licence application and accompanying documents, prescription labels and signage, etc.

3. Address of the pharmacy

4. Validity period of the business licence

The following format should be used if the business licence does not show the “owner’s name” and “business’s name” separately: “[Corporation name] DBA [Pharmacy name]”

DBA = “Doing Business As”

Allow up to 5 business days for processing if this is not submitted at the same time with all the documents in Phase 1 or Phase 2.

Note that any changes to the above information (i.e. direct owner’s name, pharmacy name and address) will require the submission of an updated business licence to the College along with the appropriate change application. See the section titled Making Changes to a Licensed Pharmacy for more information.

See Appendix A for a sample of the pharmacy’s business licence and some common reasons for rejecting a business licence for a pharmacy licence application.

**Proof of Eligibility from Manager**

Proof of Eligibility has two components: Attestation and Criminal Record History.

Notify the Licensure Department should there be any changes made to the original manager named in the application submitted in Phase 1. The “new” manager will have to submit his/her Proof of Eligibility before the pharmacy licence can be issued regardless of whether all other documents are complete.

**Attestation**

Submit a signed copy of the attestation using PODSA Form 5: Manager/Direct Owner/Indirect Owner – Proof of Eligibility from the manager.

Allow up to 5 business days for processing if this is not submitted at the same time with all the documents in Phase 1 or Phase 2. Note that when applying for a new telepharmacy licence or new hospital pharmacy satellite, the manager of the central pharmacy must submit his/her attestation in Phase 1.

**Criminal Record History**

He/she will then receive instructions via email to complete their Criminal Record History through the approved external vendor. It will take up to 7 days for processing a Criminal Record History result.
If your pharmacy does not open within 1 year from the date you submitted the application, all applicable direct/indirect owners, as well as the manager will have to resubmit their attestation using [PODSA Form 5: Manager/Direct Owner/Indirect Owner – Proof of Eligibility](#) before the new proposed licensure date.

**Acknowledgement of Completion of Confidentiality Procedures**

If your pharmacy requires a PharmaNet connection, submit a signed copy of the [Acknowledgement of Completion of Confidentiality Procedures Form](#) to the Licensure Department no later than **14 days** before your proposed licensure date. This form will be faxed to HIBC of the Ministry of Health upon issuance of your pharmacy licence for activation of your PharmaNet connection.

**Phase 2: Pre-Opening Inspection + Initial Licence Fee**

In addition to paying for the initial licence fee, Phase 2 involves 2 steps, if required (see table below):

1. Submit/complete the [Pre-Opening Inspection Report](#) with supporting digital evidence by the manager or the direct/indirect owner; and/or
2. Conduct an [on-site pre-opening inspection](#) by a College Inspector.

<table>
<thead>
<tr>
<th>Licence Type</th>
<th>Pre-Opening Inspection Report with Supporting Digital Evidence</th>
<th>On-site Pre-Opening Inspection (Scheduled)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Pharmacy</td>
<td><strong>Required</strong>: Submit at least 45 days before the proposed licensure date</td>
<td>If required, will be notified in advance and scheduled within 30 days before the proposed licensure date</td>
</tr>
<tr>
<td>Hospital Pharmacy</td>
<td>Use the Pharmacy Pre-Opening Inspection Report to prepare for the inspection. Required to submit only if instructed upon completion of phase 1</td>
<td><strong>Required</strong>: will be scheduled at least 45 days before proposed licensure date</td>
</tr>
<tr>
<td>Pharmacy Education Site</td>
<td>Not required</td>
<td>If required, will be notified in advance and scheduled at least 30 days before proposed licensure date</td>
</tr>
<tr>
<td>Telepharmacy (Community)</td>
<td><strong>Required</strong>: Submit at least 45 days before the proposed licensure date</td>
<td><strong>Required</strong> (at both Telepharmacy and Central Pharmacy): will be scheduled at least 30 days before proposed licensure date</td>
</tr>
</tbody>
</table>
Pre-Opening Inspection Report and Digital Evidence

Pre-Opening Inspection Report
Submit a completed copy of the Pre-Opening Inspection Report for your pharmacy licence type with supporting digital evidence to confirm compliance at least 45 days before the proposed licensure date:

- Pharmacy Pre-Opening Inspection Report – Community Pharmacy
- Pharmacy Pre-Opening Inspection Report – Hospital Pharmacy
- Pharmacy Pre-Opening Inspection Report – Telepharmacy (Community)

Ensure that you have read and understand the requirement(s) for each item in the Pharmacy Pre-opening Inspection Report before producing digital evidence. The digital evidence for each item must demonstrate that the item meets the legislative requirements. See Appendix B for details (Community Pharmacy and Telepharmacy Only).

If you are applying for a new pharmacy licence or Change of Location, complete the entire report and submit supporting digital evidence for each item in the report. If you are applying for a Change in Layout, follow the instructions in your letter from the College for which section(s) to complete.

Supporting Digital Evidence
Photographs and videos are acceptable formats to use as digital evidence for this purpose.

A summary of all physical items required to be shown in digital evidence can be found in the Appendix B.

To avoid delays in processing your pharmacy application, your digital evidence must provide sufficient context for the College to determine whether the requirements are met. Consider the recommendations in Appendix B when producing digital evidence.
Use one of the following 3 options below to help the College identify the appropriate digital evidence for each item (Option #1 is recommended):

1. Insert photos, videos and/or the URLs in one of the PowerPoint documents below based on your licence type and submit the complete document along with the Pharmacy Pre-Opening Inspection Report.
   - Digital Evidence Submission Form – Community Pharmacy
   - Digital Evidence Submission Form – Hospital Pharmacy
   - Digital Evidence Submission Form – Telepharmacy (Community)

2. Enter the original filename and/or the URL in the comment field for each physical requirement on the Pharmacy Pre-opening Inspection Report. Submit the photos/videos as separate attachments along with the Pharmacy Pre-opening Inspection Report. See example below:

3. Rename the filename of each photo/video to include the item number and item name as found in the Pharmacy Pre-opening Inspection Report before submitting them as separate attachments along with the Pharmacy Pre-opening Inspection Report (i.e. you do not need to enter file name in the Pharmacy Pre-opening Inspection Report). See example below:

Pre-Opening Inspection by College Inspector
The authorized representative named in the application will receive an email from the Licensure Department with advance notice that their pharmacy is scheduled for an on-site inspection, if required, upon successful completion of Phase 1 of the new pharmacy licensure process or upon processing the Pre-opening Inspection Report in Phase 2.

The on-site inspection will be scheduled based on the availabilities of the authorized representative(s), the manager and the College Inspector. A confirmation email will be sent to both the authorized representative(s) and the manager at least one week prior to the on-site inspection.
The College Inspector will use the same *Pre-Opening Inspection Report* to confirm compliance for each physical requirement. An on-site inspection generally takes up to 4 hours.

If any instances of non-compliance are identified during the inspection, the authorized representative(s) and the manager will be required to complete all action items and submit any supporting documents before the deadline provided by the College Inspector so that the pharmacy licence can be issued on the proposed licensure date.

**Initial Licence Fee**

The initial licence fee must be paid before a new pharmacy or telepharmacy licence will be issued when all requirements are met. The payment form can be found:

- **Community Pharmacy Licence** – on the last page of the *Pharmacy Pre-Opening Inspection Report – Community Pharmacy*
- **Hospital Pharmacy Licence** – *Payment Form – New Pharmacy Licence (Hospital)*
- **Pharmacy Education Site** – Included in the application form
- **Telepharmacy (Community) Licence** – on the last page of the *Pharmacy Pre-Opening Inspection Report – Telepharmacy (Community)*

**Issuance of a Pharmacy Licence**

A pharmacy or telepharmacy licence will be issued once the pharmacy has met all the requirements. The authorized representative named in the application will receive a confirmation letter via email when your pharmacy or telepharmacy is licensed.

*Your pharmacy or telepharmacy licence will be available in the Pharmacy Portal on eServices on the next business day. Print the licence when it is available and then place it within the pharmacy where it is conspicuous to the public as required under the Act.*

Note that any changes to the information on the pharmacy licence will require a re-issuance or amendment to the pharmacy licence upon completion of the change application. See the section in this licensure guide that applies to your licence and/or ownership type for more information.

A pharmacy licence (community/hospital/pharmacy education site) is valid for 12 months. The first telepharmacy licence will be valid until the expiry date of its central pharmacy’s licence (and pro-rated). The subsequent telepharmacy licence will be valid for 12 months and be renewed at the same time as its central pharmacy’s licence.

The pharmacy/telepharmacy licence must be renewed through eServices annually, **no later than 30 days** before the expiry date. An email notification will be sent to all the authorized representatives of the pharmacy approximately **75 days** (i.e. 2 ½ months) before the pharmacy licence expires. All authorized representatives of a pharmacy must keep their contact information on eServices up-to-date. You must not unsubscribe from the College’s email list as this is the primary communication tool used by the College. Refer to the **Pharmacy Licence Renewal** section for more information.
Other Considerations (Non-College Related)

Obtaining a pharmacy licence is only one of many critical steps required to open your pharmacy. In order to operate fully in the provision of pharmacy services, you must also contact and coordinate with other parties outside the College who usually have their own requirements, processes and timelines to follow.

Inspection by Municipality

Many municipalities require an on-site inspection before a business licence can be issued to a new business. Some municipalities also require an on-site inspection for a change of ownership before a new business licence can be issued. Contact the city hall of the municipality where the pharmacy is located for more information.

PharmaNet Connection

PharmaNet is a secure computer network that links all British Columbia community pharmacies and other authorized sites to a central set of databases. PharmaNet maintains various types of information to help pharmacists identify and alert patients about potentially harmful medication interactions, unintended duplications, and risks from the misuse of prescription drugs. It also uses the information to “adjudicate” claims according to current PharmaCare policies. All community pharmacies must connect to PharmaNet even if they are not enrolled as PharmaCare providers because all prescriptions dispensed must be transmitted to PharmaNet using an approved, compliance-tested software vendor.

Health Insurance BC (HIBC) of the Ministry of Health is responsible for coordinating PharmaNet installation and connection for your pharmacy. All requests for a new pharmacy to have access to PharmaNet must be approved by both the Ministry and the College of Pharmacists of BC.

The College notifies HIBC of your new pharmacy licence application upon completion of Phase 1 of your application when all the ownership requirements are met and the pharmacy diagram is approved. HIBC will then contact you and coordinate the installation of telecommunications equipment (lines, modem and router) enabling you to connect to PharmaNet.

The installation and activation of a PharmaNet connection from the Ministry may take up to 50 business days, which may affect your expected opening date even if the pharmacy licence has already been issued.

Contact HIBC directly at informationsupport@hibc.gov.bc.ca if you have any questions pertaining to PharmaNet installation, telecommunications requirements or connection. To learn more about PharmaNet or for specific connection requirements, refer to the PharmaCare Policy Manual.

PharmaCare Provider Enrollment

PharmaCare is the provincial public insurance plan for drugs administered by the Ministry of Health. B.C. residents with Medical Services Plan of B.C. (MSP) coverage are eligible for coverage for drugs and medical supplies under various PharmaCare plans.
To apply for billing privileges with PharmaCare, refer to the PharmaCare Provider Enrollment Guide for more information.

**Other Third Party Payers**
Many patients may have private drug insurance coverage through their employer. In order to be a pharmacy provider for a particular third party payer, contact them directly.
Renewing a Pharmacy Licence

All pharmacy licences must be renewed on an annual basis. The licence expiry date can be found on the pharmacy licence, which can be downloaded from the Pharmacy Portal on eServices. A pharmacy licence must be renewed before the licence expiry date; otherwise it will be in contravention of the Pharmacy Operations and Drug Scheduling Act which will result in immediate closure of the pharmacy.

An email notification will be sent to all of the authorized representatives of the pharmacy approximately 75 days (i.e. 2 ½ months) before the pharmacy licence expires. All requirements must be completed no later than 30 days before the pharmacy licence expiry date. Otherwise, it will be subject to a late fee and referral to the Application Committee for review. All authorized representatives of a pharmacy must always keep their contact information on eServices up-to-date. You must not unsubscribe from the College’s email list as it is the College’s primary method of communication.

Figure 8. Pharmacy Licence Renewal Process (Transition Period)
Renewals are completed online through eServices by following these steps:

1. **Apply for Pharmacy Licence Renewal**
   An authorized representative of the direct owner must submit the following as soon as possible upon receipt of the renewal notice. The second part of the process is dependent upon this critical step during the transition period:
   - Application for Pharmacy Licence Renewal and fee
   - Ownership information \(^5\)
   - Business licence \(^6\) of each pharmacy due for renewal

   To learn how to submit these requirements on eServices, refer to the eServices Tutorial for Pharmacy Licensure section.

   Allow up to 14 days for processing.

2. **Submit Proof of Eligibility**
   The manager and all existing \(^7\) validated direct/indirect owners (individuals) in the College’s records will receive instructions via email (at the same time the renewal notice is sent) to submit their Proof of Eligibility through their eServices account under the My Profile tab.

   *TRANSITION PERIOD (Corporations Only):*
   Upon validation of the ownership information submitted by the direct owner in Step 1, each officer and shareholder will receive instructions via email to complete their Proof of Eligibility through their eServices account under the My Profile tab. For any indirect owners not previously known to the College, they will also receive a separate email with their eServices login information.

   **Proof of Eligibility** from **all applicable individuals** must be submitted **no later than 30 days** before the licence expiry date. **Please do not complete a Criminal Record History before receiving instructions in the email from the College. It will take up to 7 days to process a Criminal Record History result.**

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\(^5\) See section titled Ownership Information for more information. Note that pharmacies going through the transition period for their licence renewals will have to submit Form 7 at the time of renewal. Form 7 is only needed once for the first renewal during the transition period; it is not required for subsequent renewals.

\(^6\) If the authorized representative of the direct owner of an existing pharmacy does not have the business licence of the pharmacy readily available when completing the Pharmacy Licence Renewal application, he/she may delegate the upload of the business licence to the manager. The authorized representative of the direct owner will be responsible for communicating this delegation to the manager and ensuring the business licence of the pharmacy is uploaded by the manager on eServices no later than 30 days before the pharmacy licence expires.

\(^7\) Existing indirect owners include all directors of a corporation that is a direct owner.
All **authorized representatives** of a pharmacy will receive a confirmation letter via email upon completion of the Pharmacy Licence Renewal application.

A new pharmacy licence will be issued to the direct owner upon completion of the Pharmacy Licence Renewal application. The new pharmacy licence can be found on the Pharmacy Portal on eServices once all requirements have been met, even if it occurs before the effective date.

**Amendments to PODSA and the Transition Period**

In May 2016, the Provincial Government approved amendments to PODSA (Bill 6)\(^8\). The amendments include significant changes regarding pharmacy ownership provisions. These changes permit the College to know the identity of all pharmacy owners (registrant and non-registrant), determine their suitability for pharmacy ownership, and hold them accountable for providing safe and effective care by ensuring their pharmacies are compliant with legislative requirements for pharmacies in BC.

These amendments came into force on April 1, 2018. A transition provision has been included to help ensure that existing pharmacies meet the new requirements. During the transition period, pharmacy renewals will require more comprehensive information (e.g. evidence of eligibility) from applicants. This process aligns with the regular annual pharmacy licence renewal process.

The first pharmacies to complete their pharmacy licence renewals under the new requirements will be those whose licence expires on June 30, 2018. These pharmacies will be able to begin the pharmacy licence renewal process under the new requirements on April 15, 2018 (75 days before their renewal date) and must complete the application process by May 31, 2018 (30 days before their licence expiry date). All other pharmacy licence renewals during the transition period will follow the same timeline, starting 75 days before the licence expiry date and being required to complete the application process 30 days before the licence expiry date.

*Pharmacies with licences that expire before June 1, 2018 will not be required to complete the new ownership requirements until their 2019 renewal date.*

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\(^8\) [https://www.leg.bc.ca/parliamentary-business/legislation-debates-proceedings/40th-parliament/5th-session/bills/amended/gov06-2](https://www.leg.bc.ca/parliamentary-business/legislation-debates-proceedings/40th-parliament/5th-session/bills/amended/gov06-2)
Reinstating a Pharmacy Licence

If a pharmacy licence is not renewed by the licence expiry date, the pharmacy is no longer licensed and the pharmacy will be required to cease operations and close. It is a contravention of the Pharmacy Operations and Drug Scheduling Act to operate an unlicensed pharmacy.

If you wish to re-open, you will have up to 90 days after the licence expiry date to complete the reinstatement process on eServices. This means that all requirements must be submitted and completed, and Proof of Eligibility must be received from all applicable individuals within 90 days after the licence has expired.

The reinstatement process allows you to follow the standard renewal process to obtain your pharmacy licence once all requirements are met. You do not have to submit a New Pharmacy Licence application.

*Note the full licence fee applies for reinstatement.*

To be eligible to reinstate your pharmacy, ownership information or pharmacy information must not have changed. If the pharmacy has a new direct owner during the 90 day reinstatement period, it is not eligible for reinstatement. They must apply as a new pharmacy and complete all requirements before it can open.
Making Changes to a Licensed Pharmacy

Any changes made to the information provided during your initial licensure must be reported to the College. The authorized representatives of the direct owner of a pharmacy will be responsible for submitting licensure applications for any of the following changes to licensure information:

1. **Change of direct owner** (i.e. When you are selling your pharmacy to another party)
2. **Change of indirect owner** (i.e. When a director, officer or shareholder, if applicable, is being appointed or resigns from the corporation that directly or indirectly owns the pharmacy).
3. **Change of manager**
4. **Change of corporation name** (i.e. for pharmacies that are owned by corporation; it applies to the name of the direct owner as well as the indirect owner that is a corporation)
5. **Change of operating name** (a.k.a. change of pharmacy name)
6. **Change of location** (i.e. changing the physical address of where your pharmacy is located)
7. **Change of layout** (i.e. renovation resulting in changes to the measurements or location of a physical requirement(s) in the original pharmacy diagram)

Any changes to the following information first submitted in the pre-opening inspection report in Phase 2 of the new pharmacy licence process can be submitted by the manager through the Pharmacy Portal on eServices:

1. **Change in pharmacy hours** (or Lock-and-leave hours)
2. **Change in pharmacy staff roster** (i.e. new hires and resignations)
3. **Change in types of pharmacy services provided** (e.g. compounding, OAT and injection services)

If your pharmacy is changing its **phone number** or **fax number**, email the Licensure Department to update the information.

Multiple Changes

Note that each change application is specific to one individual change. If multiple changes occur at the same time, you will have to submit multiple change application forms. For example, if you are changing the pharmacy name and the layout of the pharmacy (but ownership and manager information remains the same), you will have to submit an application for a **Change of Operating Name** and a separate application for a **Change of Layout** along with other requirements for each type of change.
Same Change that Applies to Multiple Pharmacies
If a change applies to multiple pharmacies (e.g. change of direct owner which owns more than one pharmacy), you have two options to complete the change application for all applicable pharmacies:

1. Submit a change application for each pharmacy affected by the same change; OR
2. Submit a change application for one pharmacy and use the form named Form 9: Pharmacy Licensure – Multiple Pharmacies to list all other pharmacies impacted by the same change.

Application Process Overview
Below is an overview of the change application process. The process for a specific change mirrors the relevant piece (Phase 1 or Phase 2) in the new pharmacy licence application process.

Refer to the section in this licensure guide that applies to your application and/or ownership type for their specific requirements and process. Contact the Licensure Department if you have any questions.

Notification Period
You must notify the College as soon as you become aware of upcoming changes to ensure there is sufficient time to complete the change application. Many changes require additional steps to be completed between the time you have submitted the application form and the effective date of change. To notify the College of the change, complete your change application form (you may submit the other requirements after if they are not readily available).

It is important that changes to previously submitted licensure information be reported to the College in accordance with the prescribed time periods stipulated in the Act, its regulation and the College bylaws. Failure to do so may result in your pharmacy licence application being referred to the Application Committee, which may delay the issuance of your pharmacy licence, or result in the referral of the indirect owners and/or the manager to the Inquiry Committee.
**Processing Times**
Your change application will **only be** processed upon receipt of **all** required documents. It is important that you understand what documents you must submit, and when you have to submit them according to the type of change.

Refer to the section in this licensure guide that applies to your change application and/or ownership type for the actual processing time and requirements for each type of change. Additional processing time (up to 14 days) may be incurred if a document or requirement is missing, incomplete, non-compliant, or requires a referral to the Application Committee. Application completion time is also dependent on the time it takes for owners/managers to complete certain required actions (e.g. submitting a Criminal Record History), or the time it takes to build (for relocations) or renovate your pharmacy.

**Pharmacy Licence**
The authorized representative named in the application will receive a confirmation letter via email upon completion of the change application. Certain types of changes may result in the issuance of a new pharmacy licence or an amendment to the current pharmacy licence once all requirements are met.

Your new/amended pharmacy or telepharmacy licence will be available in the Pharmacy Portal on eServices **the next business day either after the effective date or when the application has been approved (if requirements are missing by the effective date)**. Print the new/amended pharmacy licence and place it within the pharmacy where it is conspicuous to the public as required under the Act. Refer to the Downloading a Pharmacy Licence section for steps on downloading a pharmacy licence.

Note that any changes to the information on the pharmacy licence will require a re-issuance or amendment to the pharmacy licence upon completion of the change application. See the section in this licensure guide that applies to your change application for more information.
Figure 9. Summary of Notification Deadlines, Processing Times and Impact on Pharmacy Licence Based on Type of Pharmacy Licensure Changes

<table>
<thead>
<tr>
<th>Type of Change</th>
<th>Notification Deadline</th>
<th>Processing Time</th>
<th>Pharmacy Licence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Owner</td>
<td>No later than 30 days before effective date</td>
<td>Up to 14 days then another 7 days for processing CRH results*</td>
<td>New one issued on the next business day after the effective date</td>
</tr>
<tr>
<td>Indirect Owner</td>
<td>No later than 7 days before effective date</td>
<td>Up to 7 days then another 7 days for processing CRH result from the new indirect owner(s)*</td>
<td>No change</td>
</tr>
<tr>
<td>Manager</td>
<td>No later than 7 days before effective date</td>
<td>Up to 7 days for processing CRH result from the new manager*</td>
<td>New one issued when approved</td>
</tr>
<tr>
<td>Corporation Name</td>
<td>No later than 7 days before effective date</td>
<td>Up to 7 days</td>
<td>Amended one available on the next business day after the effective date**</td>
</tr>
<tr>
<td>Operating Name</td>
<td>No later than 7 days before effective date</td>
<td>Up to 7 days</td>
<td>Amended one available on the next business day after the effective date</td>
</tr>
<tr>
<td>Location (Relocation)</td>
<td>No later than 30 days before opening date at the new location</td>
<td>7 days for reviewing pharmacy diagram; 14 days for reviewing pre-opening inspection report &amp; digital evidence</td>
<td>New one issued on the next business day after the effective date</td>
</tr>
<tr>
<td>Layout (Renovation)</td>
<td>No later than 30 days before renovation occurs</td>
<td>7 days for reviewing pharmacy diagram; 7 days for reviewing pre-opening inspection report &amp; digital evidence</td>
<td>No change</td>
</tr>
</tbody>
</table>

*Subject to when the applicable individual completes their Criminal Record History
**If name change applies to the direct owner
Submission of Application and Required Documents

Other than a Change of Manager or Change of Indirect Owner application which is to be submitted on eServices, the preferred method of submitting your pharmacy licence application and required documents is via email to the Licensure Department at licensure@bcpharmacists.org, especially when the application package contains any personal or sensitive information. You may also submit your application and/or required documents by fax or in-person at the College office.

The requirements for each type of change are set out in section 16 or 17 of the PODSA bylaws. Refer to the section in this licensure guide that applies to your change application for more information. Below is a table summarizing the requirements for each type of change in addition to the application form:

<table>
<thead>
<tr>
<th>Type of Change</th>
<th>Updated Ownership Information</th>
<th>Proof of Eligibility from New Individuals</th>
<th>Updated Pharmacy Diagram</th>
<th>Pre-Opening Inspection Report</th>
<th>New Business Licence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Owner</td>
<td>✓</td>
<td>(also the manager)</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Indirect Owner</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manager</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corporation Name</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td>(If name change applies to direct owner)</td>
</tr>
<tr>
<td>Operating Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Location (Relocation)</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Layout (Renovation)</td>
<td>✓</td>
<td>(simplified)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Change of Direct Owner

A change of direct owner usually occurs in anticipation of the sale of a licensed pharmacy from another legal entity. It may also occur during a merger, acquisition, or amalgamation.

The direct owner holds the pharmacy licence and the name of the direct owner is a legislative requirement for a pharmacy licence. Pursuant to section 6(1)(c) of the Act, a pharmacy licence is cancelled when the direct owner of the pharmacy changes. A change of direct owner essentially requires a new pharmacy licence application.

The information of the direct owner of a pharmacy is provided in Phase 1 of the new pharmacy licence application process. If the direct owner is a sole proprietorship or partnership of pharmacists, these direct owners must demonstrate that they meet the ownership requirements in the Act before a pharmacy licence can be issued. The same requirements also apply to the indirect owners when the direct owner is a corporation. As such, any changes to the information of the direct owner must be reported to the College for licensure purposes.

The process and processing time for a Change of Direct Owner application follows the same process as in Phase 1 of the New Pharmacy Licence application (except that a pharmacy diagram is not required). Refer to Figure 6 for the timeline involved. It takes approximately 21 days to complete the process, subject to all applicable direct/indirect owners submitting their Criminal Record History as part of Proof of Eligibility.

1. **Apply for a Change of Direct Owner**

   The authorized representative of the new direct owner must submit the following no later than 30 days before the effective date of change pursuant to section 4(c) of the Pharmacy Operations General Regulation:

   - **PODSA Form 8A: Application for Change of Direct Owner**;
   - A copy of the pharmacy’s business licence issued to the new direct owner*;
   - Ownership information of the new direct owner*;
   - Signed copy of the attestation using PODSA Form 5: Manager/Direct Owner/Indirect Owner – Proof of Eligibility from the manager of the pharmacy at the time when the change occurs; and
   - Signed copy of the attestation using PODSA Form 5: Manager/Direct Owner/Indirect Owner – Proof of Eligibility from each applicable direct/indirect owner of the new direct owner.

   *if available when the change application is submitted. Otherwise, it must be submitted before the effective date of change. Complete the “Deferred Submission of a Required Document(s) for Change Application” declaration form and contact the Licensure Department if you have issues obtaining your business licence, or ownership information due to an amalgamation of corporations before the effective date.
2. **Allow up to 14 days for processing. Submit Criminal Record History (CRH) to Complete Proof of Eligibility**

Upon validation of the ownership information submitted by the new direct owner, each applicable direct/indirect owner and the manager will receive instructions to complete their Criminal Record History if one has not been done with the College in the previous 5 years.

The CRH must be submitted by all applicable individuals **no later than 7 days** before the effective date of change.

*Please do not complete a Criminal Record History before receiving the email from the College.*

It will take up to 7 days to process a Criminal Record History result.

The **authorized representative** named in the application will receive a confirmation letter via email upon completion of the change application. The College will also notify Health Insurance BC (HIBC) of the Ministry of Health of this change.

A new pharmacy licence will be issued to the **new direct owner** upon completion of the Change of Direct Owner application. The new pharmacy licence can be found on the Pharmacy Portal on eServices on the next business day after the effective date. Should any requirements be missing on this date, the effective date stated on the pharmacy licence will then reflect the date of the College’s approval.

Note that this change process and its requirements are specific to change of direct owner only. Should other changes accompany this change (e.g. change in manager*/operating name/layout), a separate application for that particular change will also be required. See the **Multiple Changes** section for more information.

*If you are changing the manager with the same effective date as the change of direct owner, please also submit: PODSA Form 8C: Application for Change of Manager.*

Should this change apply to other pharmacies at the same time, please submit a separate PODSA Form 8A: Application for Change of Direct Owner for each pharmacy impacted by the same change, or use Form 9 - Pharmacy Licensure – Multiple Pharmacies for the additional pharmacies. See the “Same Change Applies to Multiple Pharmacies” section for more information.

A **pharmacy diagram** is not required for a change of direct owner; therefore, it is the responsibility of the direct owner to confirm the layout of the pharmacy has not changed since the pharmacy licence was first issued or since a Change of Layout application was made.
FAQ FOR CORPORATIONS: WHAT IS THE DIFFERENCE BETWEEN A “CHANGE OF DIRECT OWNER” AND A “CHANGE OF CORPORATION NAME”?

Both types of changes result in a different name. However, it does not mean that the entity changes. A change of direct owner occurs when ownership of the corporation changes hands, whereas a change of corporation name occurs when the corporation changes its name only (i.e. the same entity).

One way to distinguish the difference is that if both corporations have the same BC Incorporation Number, it is a “Change of Corporation Name”, whereas if the two corporations have a different BC Incorporation Number, it is a “Change of Direct Owner”.

FAQ FOR CORPORATIONS: IS AN AMALGAMATION A “CHANGE OF DIRECT OWNER” AND A “CHANGE OF CORPORATION NAME”?

Amalgamation is the process where two or more corporations, the "amalgamating corporations," merge and carry on as one corporation, the "amalgamated corporation". The “amalgamated corporation” is a new legal entity, whereas the “amalgamating corporations” no longer remain as a legal entity after amalgamation, regardless of whether the “amalgamated corporation” has the same name or people as any of the “amalgamating corporations”. An amalgamation is considered a “Change of Direct Owner” because the “amalgamated corporation” is a new legal entity and it has a different BC Incorporation Number.

A NEW DIRECT OWNER WILL TAKE OVER MY PHARMACY ON THE NEXT DAY AFTER THE CURRENT PHARMACY LICENCE EXPIRES. WHAT SHOULD I OR THE NEW DIRECT OWNER BE AWARE OF?

A Change of Direct Owner application is only eligible for a licensed pharmacy. To maintain a pharmacy licence, either the new direct owner must complete the Change of Direct Owner application and its requirements before the existing pharmacy licence expires, or the current direct owner must renew the pharmacy licence before it expires. If you are not confident that the Change of Direct Owner application will be completed before the pharmacy licence expires, the current direct owner should renewal the pharmacy licence first and then the new direct owner can submit the Change of Direct Owner application when the sale is confirmed. If the Change of Direct Owner application is not completed before the pharmacy licence expires and the current direct owner did not renewal the pharmacy licence before it expires, the pharmacy must remain closed and the new Direct Owner will have to apply for a New Pharmacy Licence by following the New Pharmacy Licence process outlined in the Opening a Pharmacy section in this guide.
Change of Indirect Owner

Indirect owners for a direct owner that is a non-publicly traded corporation include the directors, officers, and shareholders. If a shareholder is a non-publicly traded corporation incorporated in BC, its directors, officers and shareholders will also be considered indirect owners. See the Corporation as an Owner section for more information.

Indirect owners for a direct owner that is a publicly-traded corporation include the directors and officer.

A change of indirect owner may involve the addition of a new indirect owner, or the removal of an existing one. The new indirect owner must demonstrate that he/she meets the eligibility criteria in order for the direct owner to hold the pharmacy licence.

1. Apply for a Change of Indirect Owner

An authorized representative of the direct owner of the pharmacy must submit the change application electronically through the Ownership Portal on eServices no later than 7 days before the effective date of change pursuant to section 4(d) of the Pharmacy Operations General Regulation. Refer to this section for a step-by-step guide on eServices.

You will also need to provide the following document(s) online based on the type of change:

- Change of Director: Notice of Change of Directors filed with the BC Registry Services*
- Change of Shareholder: Updated certified true copy of the Central Securities Register*

*Complete the “Deferred Submission of a Required Document(s) for Change Application” declaration form if you are not able to provide the document at the time of notification.

Allow up to 7 days for processing.

The new indirect owner will then receive an email from the College to complete his/her Proof of Eligibility online.

NOTE: CHANGE OF DIRECTOR BEFORE PHARMACY RENEWAL IS DUE DURING TRANSITION PERIOD

You will not have access to the Ownership Portal for submitting a change of indirect owner if your pharmacy licence renewal is not yet due during the transition period. In this case, a change of director needs to be reported to the College by submitting the following via email to the Licensure Department:
• *PODSA Form 8B: Application for Change of Indirect Owner(s)*;
• *Notice of Change of Directors* filed with the BC Registry Services*
• Signed copy of the attestation using *PODSA Form 5: Manager/Direct Owner/Indirect Owner – Proof of Eligibility* from the NEW director(s) if adding one

If the new or departing director belongs to a corporation that is a direct owner of more than one pharmacy, also complete *Form 9 - Pharmacy Licensure – Multiple Pharmacies*.

*Complete the “Deferred Submission of a Required Document(s) for Change Application” declaration form if you are not able to provide the document at the time of notification. The new director will receive an email to complete his/her Criminal Record History as described in step 2 below.*

2. **Submit Proof of Eligibility (New Indirect Owner Only)**

The new indirect owner will receive an email to complete his/her *Proof of Eligibility* (POE) through his/her eServices account under the *My Profile* tab. This should be completed as soon as possible.

*Criminal Record History* is required if one has not been done with the College in the previous 5 years. *Please do not complete a Criminal Record History before receiving the email from the College to complete your Proof of Eligibility.*

The Criminal Record History must be submitted by the new director no later than 7 days before the effective date of change.

It will take up to 7 days for processing a *Criminal Record History* result.

The authorized representative who submitted the application online will receive a confirmation letter via email upon completion of the change application. The College will also notify Health Insurance BC (HIBC) of the Ministry of Health of this change.

No changes to the pharmacy licence will be made for this type of change.
**Change of Manager**

Pursuant to section 6(1)(a) of the Act, a pharmacy licence is cancelled when the manager of the pharmacy changes. A pharmacy must have a manager, and the new manager must meet the eligibility criteria for a pharmacy licence set out in the Act before a pharmacy licence is issued.

1. **Apply for a Change of Pharmacy Manager**

   An authorized representative of the direct owner of the pharmacy must submit the change application electronically through the Pharmacy Portal on eServices no later than 7 days before the effective date of change pursuant to section 4(a) of the Pharmacy Operations General Regulation. Refer to the Submitting a Change of Manager Application Online section for a step-by-step guide on eServices.

   *Note that the current pharmacy manager will be notified of the change application.*

2. **Submit Proof of Eligibility (Proposed Manager)**

   The proposed manager will receive an email to complete his/her Proof of Eligibility (POE) through his/her eServices account under the My Profile tab. This should be completed as soon as possible.

   **Criminal Record History** is required if one has not been done with the College in the previous 5 years. *Please do not complete a Criminal Record History before receiving the email from the College to complete your Proof of Eligibility.*

   It will take up to 7 days for processing a Criminal Record History result.

   The authorized representative named in the application, as well as the previous and new managers, will receive a confirmation via email upon completion of the change application. The College will also notify Health Insurance BC (HIBC) of the Ministry of Health of this change.

   A new pharmacy licence will be issued with the new manager’s name upon completion of the Change of Manager application. The new pharmacy licence can be found on the Pharmacy Portal on eServices once all the requirements are met, even if it occurs before the effective date.

   Note that for a direct owner that is NOT a sole proprietor, partnership of pharmacists or corporation(s), if the departing manager is also the authorized representative (AR) of the Direct Owner and is also departing from the AR role, also complete a Change of Authorized Representative (AR) application (see next section for more information).
Change of Authorized Representative
This information is applicable to a direct owner of a pharmacy which is a hospital, an association, a society, a university or the government.

One or more individuals were assigned by the direct owner as their authorized representative (AR) and is responsible for:

- Applying for a new pharmacy licence;
- Renewing or reinstating a pharmacy licence; and/or
- Notifying the College of changes to previously submitted licensure information.

When an individual is departing from his/her role as an authorized representative and/or when an individual will become an authorized representative of the direct owner, notify the College as follows:

1. **Apply for a Change of Authorized Representative**
   The current authorized representative submits [Form 13 – Change of Authorized Representative application form](#) as soon as possible before the change occurs.

   The new authorized representative is not required to complete Proof of Eligibility.

   Allow for up to 7 days for processing.

   The authorized representative who submitted the application will receive an email confirmation upon completion of the change application. No changes to the pharmacy licence will be made for this type of change.

   Note: this change process and requirements are specific to the change of an authorized representative only. Should other changes accompany this change (e.g. Change of Manager), a separate application for that particular change is required. See the Multiple Changes section for more information.

For a corporation, sole proprietor (pharmacist) or partnership of pharmacists, refer to the [Change of Direct Owner](#) (for sole proprietor or partnership of pharmacists) or [Change of Indirect Owner](#) page (for corporation(s)) for steps to notify the College of the change in the authorized representative.
Change of Corporation Name

Whether the corporation is a direct or indirect owner, the College needs to update the corporation record when a name change occurs so that the ownership information of a pharmacy matches with the ownership documents provided at the time of the next pharmacy licence renewal.

1. **Apply for a Change of Corporation Name**

   An authorized representative of the direct owner must submit the following no later than 7 days before the effective date of change:

   - *PODSA Form 8D: Application for Change of Corporation Name*;
   - A copy of the Alteration to the Notice of Articles (*Notice of Alteration*) if the corporation is a BC incorporated, non-publicly traded corporation; and
   - A copy of the pharmacy’s business licence issued to the direct owner under the new corporation name (if the name change applies to the direct owner).

   Allow up to 7 days for processing.

   The authorized representative named in the application will receive a confirmation letter via email upon completion of the change application. The College will also notify Health Insurance BC (HIBC) of the Ministry of Health of this change (if the name change applies to the direct owner).

   If the name change applies to the direct owner, the pharmacy licence will be amended upon completion of the Change of Corporation Name application. The amended pharmacy licence can be found on the Pharmacy Portal on eServices on the next business day after the effective date. Should any requirements be missing on this date, the effective date stated on the pharmacy licence will then reflect the date of the College’s approval.

   No changes will be made to the pharmacy licence if the name change applies to the “parent company” or a shareholder that is a corporation or other type of legal entity.
Change of Operating Name (‘‘Pharmacy Name’’)  
Pursuant to section 4.1(3) of the Act, a direct owner must give the registrar 30 days' written notice of any changes respecting the name of the pharmacy.

1. Apply for a Change of Operating Name
   An authorized representative of the direct owner of the pharmacy must submit the following no later than 30 days before the effective date of change:
   
   - PODSA Form 8E: Application for Operating Name;
   - A copy of the pharmacy’s business licence reflecting the new operating name*;
   - A photo of the new external signage (proof is acceptable)*; and
   - A copy of a prescription label with the new operating name*.

   *if available when the change application is submitted. Otherwise, it must be submitted before the effective date of change.

   Allow up to 7 days for processing.

   The authorized representative named in the application will receive a confirmation letter via email upon completion of the change application. The College will also notify Health Insurance BC (HIBC) of the Ministry of Health of this change.

   A new pharmacy licence with the new operating name will be issued to the direct owner upon completion of the Change of Operating Name application. The new pharmacy licence can be found on the Pharmacy Portal on eServices on the next business day after the effective date. Should any requirements be missing on this date, the effective date stated on the pharmacy licence will then reflect the date of the College’s approval.

   Note that this process and its requirements are specific to change of operating name only. Should other changes accompany this change (e.g. change in direct owner/manager/layout/location), a separate application for that particular change will also be required. See the Multiple Changes section for more information.

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9 Refer to item 1a and 5a in Appendix B for more information
Change of Location (a.k.a. Relocation)

Pursuant to section 6(1)(b) of the Act, a pharmacy licence is cancelled when the location of the pharmacy changes. Thus, a change of location essentially requires a new pharmacy licence application.

Moving a pharmacy to a new location is similar to opening a new pharmacy. The process and processing time for a change of location application follows the same process as in Phase 1 and Phase 2 of the new pharmacy licence application (except ownership information is not required unless it has changed):

1. **Apply for a Change of Location**

   An authorized representative of the direct owner of the pharmacy must submit the following no later than 30 days before the proposed opening date of the new location pursuant to section 4(b) of the Pharmacy Operations General Regulation:

   - **PODSA Form 8F: Application for Change of Location**;
   - A copy of the pharmacy’s business licence issued to the new location*; and
   - Pharmacy diagram of the new location.

   *if available when the change application is submitted. Otherwise, it must be submitted before the effective date of change.

   Allow up to 7 days for processing.

   Upon approval of Phase 1 of the change of location process by the College, an email notification will be sent to the authorized representative named in the application.

   The College will also notify Health Insurance BC (HIBC) of the Ministry of Health of this change, who will then initiate their processes for PharmaNet installation.

2. **Build the Pharmacy in the New Location**

   Build the new pharmacy as indicated in the diagram approved by the College.

   Notify the Licensure Department of any changes to the original diagram submitted or the proposed opening date in your Change of Location Application to avoid delays in the next phase of the process.
3. **Pre-Opening Process**

The **authorized representative** must email the [Licensure Department](#) to confirm the proposed opening date noted in the email notification in Step 2 and advise if there are any changes to the timeline.

The **authorized representative**/manager must complete and submit the following documents to the College at least 30 days prior to the proposed opening date:

- *Pharmacy Pre-Opening Report (specific to your licence type)* with supporting digital evidence. Click on the hyperlink or refer to the section titled “Pre-Opening Inspection Report and Digital Evidence” under “Opening a Pharmacy” for the forms and documents needed for your pharmacy licence type.
- A copy of the pharmacy’s [business licence](#) issued to the **new location** if not submitted in Step 1

Allow up to 14 days for processing.

If an on-site pre-opening inspection by a College Inspector is required, you will be notified after the above documents have been processed. The inspection will be scheduled within 30 days before the opening date.

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**THE FOLLOWING MUST BE COMPLETED BY THE MANAGER PRIOR TO THE CLOSURE OF THE PREVIOUS LOCATION:**

- Provide for the safe transfer and appropriate storage of all Schedule I, II, and III drugs and controlled drug substances at the new location,
- Advise the registrar in writing of the disposition of all drugs and prescription records at the time of a closure (or confirmation\* that all drugs, medical devices and prescriptions records have been transferred from the old location to the new location),
- Provide the registrar with a copy of the return invoice and any other documentation sent to Health Canada in respect of the destruction of all controlled drug substances at the old location prior to the move (or confirmation\* that narcotic counts and reconciliations and other process in PPP-65 have been completed),
- Arrange for the safe transfer and continuing availability of the prescription records at the new location, or an off-site storage facility that is bonded and secure, and
- Remove all signs and advertisements from the old location when closed\*.  

\*The manager must complete section 3 of the [PODSA Form 8F: Application for Change of Location](#) to confirm that all the above duties have been completed at the previous location, and submit the completed form to the [Licensure Department](#) within 2 weeks upon closure of the previous location.
The **authorized representative** named in the application will receive a confirmation letter via email upon completion of the change application. HIBC will also be notified.

A new pharmacy licence with the **new address** will be issued to the direct owner upon completion of the Change of Location application. The new pharmacy licence can be found on the Pharmacy Portal on eServices on the next business day after the effective date. Should any requirements be missing on this date, the effective date stated on the pharmacy licence will then reflect the date of the College’s approval.

Note that this change process and its requirements are specific to change of location only. Any other changes accompanying this change (e.g. change in manager/operating name), requires a separate application for that particular change. See the **Multiple Changes** section for more information.
Change of Layout (a.k.a. Renovation)
Pursuant to section 4.1(3) of the Act, a direct owner must provide the registrar with 30 days' written notice of any changes respecting the layout of the pharmacy.

Changes in layout refer to changes in your original pharmacy diagram submitted to the College. These changes may include, but are not limited to:

- Changing the location of a physical requirement (e.g. moving the double stainless steel sink from the left side of the dispensary to the right);
- Changing the measurements/size/area of a physical requirement(s) in the pharmacy diagram (e.g. expanding the size of the dispensary);
- Adding or removing a physical requirement (e.g. adding a physical barrier to prevent access to schedule 3 products (i.e. lock-and-leave), adding a new consultation room, or removing part of the dispensing counter for putting in a new metal safe for narcotics);
- Making changes to the fixtures of the pharmacy (e.g. removing/adding a wall).

Refer to the pharmacy diagram checklist (community/telepharmacy or hospital) for the physical requirements in a pharmacy diagram.

Note that changes that do not impact the pharmacy diagram are not considered changes in layout for licensure purposes. Some examples include: changing the colour scheme of the pharmacy (e.g. wall/counter top), changing the “medication information” sign without changing the location, or changing the location of your microwave (not a physical requirement for licensure purposes).

The process and processing time for a Change of Layout application mirrors the same process as in Phase 1 and Phase 2 of the new pharmacy licence application (except ownership information is not required):

1. **Apply for a Change of Layout**
   
   An authorized representative of the direct owner of the pharmacy must submit the following no later than 30 days before the start of the renovation:

   - PODSA Form 8G: Application for Change of Layout; and
   - Proposed pharmacy diagram for the renovation.

   Allow up to 7 days for processing.

   Upon College approval of the pharmacy diagram, an email notification will be sent to the authorized representative named in the application.

   The College will also notify Health Insurance BC (HIBC) of the Ministry of Health of the change who will then initiate their processes for PharmaNet installation if the PharmaNet router needs to be moved.
2. Renovate the Pharmacy

Renovate the pharmacy as indicated in the new diagram approved by the College.

Notify the Licensure Department if there is a change in the diagram submitted in Step 1 or the expected completion date originally indicated in your Application for Change of Layout to avoid delays in the next phase of the process.

3. Pre-Opening Process

The authorized representative must email the Licensure Department to confirm the expected completion date noted in the email notification in Step 2 and advise if there are any changes to the timeline.

The authorized representative/manager must complete and submit the following documents to the College no later than 14 days after the completion date:

- Pharmacy Pre-Opening Report with supporting digital evidence
  - Community Pharmacy/Telepharmacy: complete up to the Security section only
  - Hospital Pharmacy/Hospital Satellite: refer to the email sent after Step 1 regarding which section(s) to complete

Refer to the Pre-Opening Inspection Report and Digital Evidence section for the forms and documents needed.

Allow up to 7 days for processing.

If an on-site pre-opening inspection by a College Inspector is required, you will be notified after the above documents have been processed. The inspection will be scheduled in advance.

The authorized representative named in the application will receive a confirmation letter via email upon successful completion of the Change of Layout application.

Note that this change process and its requirements are specific to change of layout only. Should other changes accompany this change (e.g. change in direct owner/manager/operating name), a separate application for that particular change will also be required. See the Multiple Changes section for more information.
Closing a Licensed Pharmacy

The manager and the direct owner of a closing pharmacy must understand and fulfill their duties and responsibilities prior to closing the pharmacy. These duties and responsibilities can be found in section 18(2)(t) and 18(8)(d) of the PODSA Bylaws.

If your pharmacy is closing, complete the following:

1. **Apply for a Pharmacy Closure**
   
   An authorized representative of the direct owner and the manager of the pharmacy must submit part 1 of **PODSA Form 4: Application for Pharmacy Closure** no later than 30 days before the closing date.

   Allow up to 7 days for processing.

   Upon completion of processing part 1 of the Application for Pharmacy Closure application by the College, an email notification will be sent to the authorized representative named in the application.

2. **Prepare for Pharmacy Closure**
   
   All authorized representatives of the direct owner and the manager of the pharmacy are responsible for completing the following tasks:

   a. Provide for the safe transfer and appropriate storage of all Schedule I, II, and III drugs and controlled drug substances,
   
   b. Advise the registrar in writing of the disposition of all drugs and prescription records at the time of a closure,
   
   c. Provide the registrar with a copy of the return invoice and any other documentation sent to Health Canada in respect of the destruction of all controlled drug substances,
   
   d. Arrange for the safe transfer and continuing availability of the prescription records at another pharmacy, or an off-site storage facility that is bonded and secure, and
   
   e. Remove all signs and advertisements from the closed pharmacy premises.

   Provide a copy of the completed part 1 of **PODSA Form 4: Application for Pharmacy Closure** to the pharmacy(ies) receiving your drugs, medical devices and/or patient records and prescription records. Inform the manager of the receiving pharmacy that he/she must submit part 2 of the form no later than 14 days from the received date. See Step 3 below.

   **Note:** The closing pharmacy’s manager must conduct a narcotic reconciliation before transferring the controlled drug substances to the receiving pharmacy, including reporting any loss or theft as per PPP-65.
Notify the Licensure Department if there is a change in the expected closing date originally indicated in your Pharmacy Closure Application to avoid premature eServices access (Pharmacy and/or Ownership Portals) and PharmaNet termination.

3. **Complete the Pharmacy Closure Application (Receiving Pharmacy)**

   The manager of each pharmacy receiving the following from the closing pharmacy must complete section 2 of the application form **no later than 14 days** from the received date:
   - Prescription drugs (including controlled drug substances);
   - Non-prescription drugs (including exempted codeine products);
   - Medical devices; and/or
   - Patient medication record and prescription records.

**WHAT TO DO IF RETURNING THE CONTROLLED DRUG SUBSTANCES FROM THE CLOSING PHARMACY TO A WHOLESALER INSTEAD OF TRANSFERRING TO ANOTHER PHARMACY?**

You have to submit the following to the College:

1. A copy of the narcotic reconciliation completed at the closing pharmacy prior to closure;
2. A copy of the inventory of narcotics, controlled drugs, benzodiazepines and other targeted substances returned for disposal to *each* wholesaler or third party organization;
3. Supporting documents explaining the discrepancy between #1 and #2 above, if any:
   - A copy of the inventory of narcotics and controlled drugs destroyed; AND/OR
   - A copy of the *Loss or Theft Report Form for Controlled Substances and Precursors* submitted to Health Canada.

Upon completion of processing the pharmacy closure application by the College, an email notification will be sent to the *authorized representative* and manager named in the application from the closing pharmacy, as well as each manager from the receiving pharmacy. The College will also notify Health Insurance BC (HIBC) of the Ministry of Health of the closure.

Access to the pharmacy portal of the closing pharmacy on eServices will be terminated on the closing date.

If you want to reopen your closed pharmacy, you will have to apply for a new pharmacy licence. Reinstatement does not apply in this situation.
**eServices Tutorial for Pharmacy Licensure**

eServices is the secure online site for the College of Pharmacists of BC.

As an *authorized representative* of the direct owner of a pharmacy, eServices allows you to submit your Pharmacy Licence Renewal Application, Change of Manager Application, and Change of Indirect Owner Application (if applicable). It also allows you to update your pharmacy information when necessary.

As a pharmacy manager, eServices allows you to update your pharmacy information, such as *hours of operation*, pharmacy staff roster and *types of pharmacy services* provided by your pharmacy.

Depending on your role in a pharmacy/organization (direct owner), you may have access to different sections of eServices:

<table>
<thead>
<tr>
<th>Access to</th>
<th>Authorized Representative (AR)</th>
<th>Pharmacy Manager</th>
<th>Indirect Owners Who are Not an AR</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Profile</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Ownership Portal</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pharmacy Portal</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

This table shows the actions that can be taken in each section of eServices:

<table>
<thead>
<tr>
<th>Access to</th>
<th>Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Profile</td>
<td>General:</td>
</tr>
<tr>
<td></td>
<td>• Update personal contact information</td>
</tr>
<tr>
<td></td>
<td>• Update password</td>
</tr>
<tr>
<td></td>
<td>• Update employment information (registrants only)</td>
</tr>
<tr>
<td>履行要求的药房申请：</td>
<td></td>
</tr>
<tr>
<td>Ownership Portal (Accessible by Authorized Representatives Only)</td>
<td>Pharmacy Licence Renewal Application:</td>
</tr>
<tr>
<td></td>
<td>• Submit Pharmacy Licence Renewal Application (PODSA Form 2/2A/2C/2F), including licence fee</td>
</tr>
<tr>
<td></td>
<td>• Submit/confirm ownership information, and if applicable:</td>
</tr>
<tr>
<td></td>
<td>o Add new indirect owners (during transition period)</td>
</tr>
<tr>
<td></td>
<td>o Upload required ownership documents</td>
</tr>
<tr>
<td></td>
<td>• Be redirected to the Pharmacy Portal for uploading the business licence (optional)</td>
</tr>
<tr>
<td></td>
<td>• Monitor the status of your Pharmacy Licence Renewal application, including the submission status of each indirect owner and manager’s Proof of Eligibility</td>
</tr>
<tr>
<td>Change of Indirect Owner:</td>
<td>• Submit Change of Indirect Owner application (PODSA Form 8B)</td>
</tr>
<tr>
<td>Access to Pharmacy Portal</td>
<td>Tasks</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------</td>
</tr>
</tbody>
</table>
| **General:**              | • Download a pharmacy licence  
|                           | • Download a pharmacy licence receipt  
| **Pharmacy Licence Renewal Application:** | • Submit the business licence for the pharmacy  
|                           | • Monitor the status of your Pharmacy Licence Renewal application  
| **Pharmacy Information:** | • Update pharmacy email address, website or dispensing software vendor/version  
|                           | • View the names of the direct owner and authorized representatives of your pharmacy  
|                           | • Update staff roster  
|                           | • Update hours of operation  
|                           | • Update type of pharmacy services provided  
| **Change of Manager (AR only):** | • Submit Change of Manager application (PODSA Form 8C)  

**Logging into eServices**

Registrants (i.e. pharmacists and pharmacy technicians) receive their log-in credentials during the College’s registration process. Indirect owners who are non-registrants and who are new to the College will receive their log-in credentials via email once the College has validated the ownership information submitted by an authorized representative of the direct owner. The email also includes a temporary password and instructions to access eServices.

If you have not received your log-in credentials via email within 14 days from the date that the authorized representative submitted your contact information:

1) Check spam filters (Junk Mail);
2) Confirm with the authorized representative that the correct email address was submitted;
3) Contact the College at eServices@bcpharmacists.org.

**Note:** Your eServices ID is a unique 5-digit identifier that is different than your username. The 5-digit eServices ID is required when completing your Criminal Record History through the external approved vendor.

To log in to eServices:

1) Go to the College’s website at www.bcpharmacists.org;
2) Click “Sign-In”;
3) Enter **username** and **password**.
Welcome to eServices, the secure online site for the College of Pharmacists of BC.

eServices allows you to manage your registration or pharmacy information, renew annual registration or license, register for events or order items. It also stores confidential sample forms used for medical assistance in dying (MAID).

Due to regularly scheduled updates to our network, access to eServices will be intermittent on the first Tuesday of every month from 6PM to 9PM.

If you have any questions or are experiencing technical difficulties, please email eServices@bopharmacists.org.

Already have an eServices account?

Your username is your 5-digit eServices ID immediately followed by your year of birth (i.e. 123456789).

If this is your first time logging into eServices, please update the temporary password that has been assigned to you in your welcome email.

If you require assistance or have questions about eServices please email eServices@bopharmacists.org.

Apply for Pre-Registration

If you are applying to register as a pharmacist or pharmacy technician for the first time, please click on "Register". If you have already created an account, log in above with your username and password. Before you begin, please review the requirements under Registration & Licensure at www.bopharmacists.org.

Do not share your password
Accessing and Navigating the Ownership Portal

Through the Ownership Portal, an authorized representative of the direct owner can:

- Submit the Pharmacy Licence Renewal application, including ownership information, required ownership documents (if applicable), and fees;
- Monitor the status of your application for Pharmacy Licence Renewal;
- Review ownership information; and
- Submit a Change of Indirect Owner application (to add a new indirect owner, add a new role to an existing indirect owner, remove an existing indirect owner or remove a role of an existing indirect owner).

To access the Ownership Portal:

1. Log in to eServices;
2. Click “My Pharmacies” in the top menu and you will land on the Pharmacy Summary Page;
3. Click the name of the direct owner under the My Organization (New PODSA) tab on the Pharmacy Summary Page to access the Ownership Portal.

**NOTE 1:** If the direct owner has a pharmacy whose licence is due for renewal, you will see “Action Required” under the Due for Renewal column.

**NOTE 2:** If you click on the name of the pharmacy, it will bring you to the Pharmacy Portal (not Ownership Portal).
eServices > My Pharmacies

Pharmacy Summary Page - Home Page to the Ownership/Pharmacy Portal

Depending on your role in a pharmacy/organization (i.e. direct owner), you may have access to one or more tabs below. Pharmacy managers have access to the "My Pharmacy" tab, whereas authorized representatives of a direct owner have access to the "My Organizations" tab(s). Refer to the eServices Tutorial section in the Pharmacy Licensure Guide for more information on how to use these two portals.

Clicking on the pharmacy name (hyperlinked) will bring you to the Pharmacy Portal, where you can update the pharmacy information including hours of operation, types of pharmacy services provided, staff roster, and to upload your business licence for completing your pharmacy licence renewal. Authorized representatives of the direct owner may also submit the Change of Manager application under the Pharmacy Portal.

Clicking on the organization (direct owner) name (if hyperlinked) will bring you to the Ownership Portal, where you can submit your pharmacy licence renewal application(s) and ownership information.

During the transition period (licensure expiry date between June 30, 2018 and May 31, 2019):

- **Pharmacy Licence Renewal** - an authorized representative of the direct owner will have to submit the pharmacy licence renewal application and ownership information through the Ownership Portal using the "My Organizations (NEW PODSA)" tab. A pharmacy manager or the authorized representative can submit the business licence of the pharmacy due for renewal through the Pharmacy Portal.

- to submit the application for **Change of Director** before your pharmacy licence is due for renewal (i.e. no access to the new ownership portal yet), go to the Pharmacy Portal and upload the application form and other required documents.

- to submit the application for **Change of Indirect Owner** after your pharmacy licence has been renewed, go to the Ownership Portal.

**MY ORGANIZATIONS (NEW PODSA)**

There are two "My Organizations" tabs available. Access to the two tabs is based on when your pharmacy licence is due for renewal during the transition period and the date of your access. Use this tab to submit the ownership information and the pharmacy licence renewal application when it is due for renewal. To submit your pharmacy licence renewal application or Change of Indirect Owner application, click on the organization name and follow the instructions.

Click on the "+" sign next to the organization name to expand the list to view:

- a list of pharmacies owned by an organization (direct owner),
- the expiry date of your pharmacy licence(s), and
- to monitor the status of your pharmacy licence renewal application(s) and to determine which requirement(s) is/are missing, if any.
  - Pending = requires action; Submitted* = pending review by the College; Complete* = no further action required

*POE (Attestation and Criminal Record) has only two statuses: Pending or Submitted (when all direct/indirect owner and the manager have submitted). Renewal Complete has only two statuses: Pending or Complete.

All renewal requirements must be submitted no later than 30 days before the pharmacy licence expiry date. To view who has or has not submitted their Proof of Eligibility, click on the hyperlinked status under "Renewal Complete".

Below is a list of organizations that you are identified as their authorized representative:

<table>
<thead>
<tr>
<th>Direct Owner</th>
<th>Ownership Information</th>
<th>ID</th>
<th>Due For Renewal</th>
</tr>
</thead>
<tbody>
<tr>
<td>RX ABC Enterprise Ltd</td>
<td>Submitted</td>
<td>99999</td>
<td>Action Required</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pharmacy</th>
<th>Licence Expiry</th>
<th>Payment</th>
<th>Business License</th>
<th>Attestation</th>
<th>Criminal Record History</th>
<th>Renewal Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>RX Pharmacy ABC</td>
<td>7/31/2018</td>
<td>Pending</td>
<td>Submitted</td>
<td>Pending</td>
<td>Pending</td>
<td>Pending</td>
</tr>
</tbody>
</table>
Submitting Your Pharmacy Licence Renewal Online (Transition Period)

An authorized representative may complete the renewal by following the steps listed below, the instructions displayed on eServices, or watch this video online at [https://youtu.be/LGCPIwtXHCY](https://youtu.be/LGCPIwtXHCY).

Below are the steps for renewing your pharmacy licence. Click on the hyperlinks for screenshots and detailed steps:

1. **Log in to eServices**;

2. **Access the Ownership Portal** through the **Pharmacy Summary Page**. Click on the name of the direct owner that has a pharmacy licence due for renewal (flagged with “**Action Required**”).

![Ownership Portal](image)

3. **Confirm/update ownership information**. For direct owners that are corporations, you must also:
   - Submit the names and email addresses of indirect owners (PODSA Form 7) during the transition period; and
   - Upload required ownership documents.

4. **Upload the pharmacy business licence**, if readily available, through the Pharmacy Portal by clicking on the pharmacy name on the payment page or by clicking on the pharmacy name on the ‘my pharmacies’ page;

5. **Submit payment information**.

Confirming/Updating Ownership Information

To review/update ownership information, access the Ownership Portal by clicking the name of the direct owner on the **Pharmacy Summary Page** after logging into eServices.

On this page, you will see a list of the current direct/indirect owners that have been confirmed by the College.

If you are a direct owner that is a **sole-proprietorship**, you will see the name of the sole proprietor.

If you are a direct owner that is a **partnership of pharmacists**, you will see the names of all partners.
If your direct owner is a **publicly-traded corporation**, for the first time you attempt to renew a pharmacy licence during the transition period, you will see the names of all the directors of your corporation; you will be required to provide a list of all the officers of your corporation. Refer to the [Adding a New Indirect Owner](#) section for steps to provide this information.

If your direct owner is a **non-publicly-traded corporation**, for the first time you attempt to renew a pharmacy licence during the transition period, you will see the names of all the directors of your corporation; you will be required to provide a list of all the officers and shareholders of your corporation. Refer to the [Adding a New Indirect Owner](#) section for steps to provide this information.

For all **other types of direct owner**, you will see only the names of all **authorized representatives**. You will not see the “Edit” button as this is available to direct owners that are corporations only (see below).

---

**Corporations only**: to submit Form 7 information (i.e. names and email addresses of each indirect owner) for pharmacy licence renewal during the transition period, click the “Edit” button and refer to the [Adding a New Indirect Owner](#) section and the [Uploading an Ownership Document](#) section below.
Submitting Payment Information for Pharmacy Licence Renewal

After reviewing/updating your ownership information on the Ownership Portal, you will land on the Payment Page where you will see a list of pharmacies due for renewal in the selected period.

The pharmacies displayed are listed by month of renewal date. Select the applicable month using the drop down menu.

Please ensure that you have selected the correct month from the dropdown menu before you click “Pay”. Selecting the wrong month may result in your current renewal application being rendered incomplete.

If you have the business licence readily available, click on the pharmacy name to access the Pharmacy Portal in a new tab and follow the steps listed in the Submitting the Pharmacy’s Business Licence for Pharmacy Licence Renewal section. Do not forget to return to the Payment Page and submit payment information. You may choose to submit the business licence on another day if you do not have it readily available, as long as you do so before the Pharmacy Licence Renewal application is due.

Note that you will be paying a single lump-sum payment.
Pay by Cheque
To submit payment by corporate cheque, click “Print Invoice” to print the invoice. Then submit your cheque, payable to the College of Pharmacists of B.C., along with the invoice as soon as possible (i.e. no later than 30 days before the pharmacy licence expires).

Note that your Pharmacy Licence Renewal application(s) will be considered incomplete until the College receives and processes your cheque. The payment status on the Pharmacy Summary Page will remain “Pending” until the cheque is processed by the College.

Pay by Credit Card
To submit payment by credit card, click “Pay.” You will then be directed to the Shopping Cart Page where you can submit your credit card information.

Enter the credit card and billing information then click the “Submit Order” button. The authorized representative who submitted credit card information will receive an automatic email receipt with the details of the transaction.
To pay by credit card, enter the billing information and click "Submit Order".
Submitting a Change of Indirect Owner Application Online (Corporations only)
An authorized representative of a direct owner (who is a corporation) can submit an Application for Change of Indirect Owner (PODSA Form 8B) through the Ownership Portal by clicking on the name of the direct owner after logging in to eServices.

This screen provides a list of the current direct/indirect owners that have been confirmed by the College (i.e. column named “Existing” = Y). This list must include all the directors and officers documented in the BC Company Summary, and all the shareholders documented in the Central Securities Register (a.k.a. shareholder register) if the corporation is a non-publicly traded company incorporated in BC.

Note that a shareholder can be an individual or a corporation (the latter is referred to as a “parent company” or “holding company”). Should the parent company be a non-publicly traded corporation incorporated in BC, additional ownership information will be displayed.

**Transition Period:** You will only see the names of the directors the first time you renew a pharmacy licence. You must provide the names of your officers and shareholders during the renewal process. Refer to the Adding a New Indirect Owner section or watch this video at https://youtu.be/Q4hs8v5U8Mo for steps involved.

Using the “Edit” button on this page, you can update ownership information by:

- Adding a new indirect owner (person or organization);
  - Pharmacy licence renewal during the transition period – E.g. adding John Doe as a shareholder as he is listed in the Central Securities Register
  - Change of Indirect Owner – E.g. John Doe is now joining the corporation as a new Director

- Adding a new relationship/role to an existing indirect owner who has previously been confirmed by the College;
  - Pharmacy licence renewal during the transition period – E.g. John Doe is already listed as a Director with the College; adding John Doe as a shareholder as well
  - Change of Indirect Owner – E.g. John Doe is listed as a Director with the College but will soon become an Officer as well;

- Removing an existing indirect owner who has previously been confirmed by the College;
  - Change of Indirect Owner – E.g. John Doe is listed as a Director with the College but has resigned and will no longer be listed as a Director soon; or

- Removing a relationship/role from an existing indirect owner who has previously been confirmed by the College.
  - Change of Indirect Owner – E.g. John Doe is a Director and Officer but will become a Director only soon

Watch this video at https://youtu.be/Q4hs8v5U8Mo for steps involved.
**Transition Period:** You will also be using the “add a new indirect owner” or “add a new relationship/role” function to submit information about your Officers and Shareholders when you renew your pharmacy licence during the transition period. Click on the hyperlink or watch this video at [https://youtu.be/Q4hs8v5U8Mo](https://youtu.be/Q4hs8v5U8Mo) for steps involved.
You will see this screen after you click “Edit”:

Note: Any newly added indirect owners who have been confirmed by the College will not appear on the above screen until the pharmacy licence renewal is complete.
Adding a New Indirect Owner

Watch this video at https://youtu.be/Q4hs8v5U8Mo for steps involved.

Refer to the previous section on how to get to the following screen.

Before adding a new indirect owner, double check which line is highlighted in the ownership tree to the left. A building icon 🏡 indicates that the indirect owner is an organization/entity, whereas a person icon 👤 indicates that it is an individual. The first line in the ownership tree next to the building icon under the ownership tree is the name of direct owner (“RX ABC Enterprises” in the example below).

To add an individual, click “Add Person” and follow the instructions in the next subsection or click here.

To add a shareholder that is an organization (i.e. “parent company”), click “Add Organization” and follow the instructions in the subsection after the next subsection or click here.

If you need to add a new or another relationship/role to an indirect owner, follow the instructions in the last subsection or click here.

It is VERY IMPORTANT that you only press the “Submit for Validation” button once you have added all the indirect owners AND uploaded all required documents. Once the button is
pressed, you will not be able to add any more individuals/parent companies until the College has completed reviewing the information you provided when you pressed the button. The processing time for reviewing this information may take up to 14 days.

**Adding a New Indirect Owner (a “Person”)**

Watch this video at [https://youtu.be/Q4hs8v5U8Mo](https://youtu.be/Q4hs8v5U8Mo) for steps involved.

To add a new indirect owner to the direct owner, ensure that the name of the direct owner (i.e. the first line in the organization tree (“RX ABC Enterprises Ltd.” in the example below) is highlighted. Refer to the previous section for details.

To add a new indirect owner to a parent company/shareholder, ensure that the name of the correct parent company/shareholder is highlighted. You must also ensure that the parent company in question has been added to the ownership tree before you attempt to add its indirect owners (see the next section for instructions).

Follow these steps to add a new indirect owner who is an individual:

1. Click the “Add Person” button.

2. Once the “Add Owner” screen is displayed, double check that you are adding the person to the correct organization by reviewing the name of the organization in the title.
3. If the organization name is correct, fill out the information of the indirect owner on the screen:
   - You must enter at a minimum the first and last name of the person, their email address, and their relationship type (i.e. director, officer or shareholder).
     - Ensure the legal name of the person is entered;
     - Ensure the email address is entered correctly as this will be used to send them instructions for completing their Proof of Eligibility;
     - Provide a registration number and eServices ID if available. For non-registrants, leave these fields blank.
   - An effective date is required for a Change of Indirect Owner Application, but not for a pharmacy renewal (i.e. leave it blank).
4. After filling out the information, click “Save & Close”. The updated information will then be displayed, and can be edited if required. Only information that is newly added to this page (i.e. Existing = N) may be edited or deleted.

5. Repeat Steps 1 to 4 in this section to enter another indirect owner who is an individual (i.e. “a person”). If you need to enter another indirect owner that is an organization (i.e. a “parent company”), follow the instructions in the next section.

If an added individual has more than one relationship/role in the organization (e.g. director and officer, or director and shareholder), refer to the Adding Multiple Relationships/Roles to an Indirect Owner section for steps.

NOTE 1: If a shareholder is a sole proprietor or partnership of individuals, enter each person as a shareholder.

NOTE 2: If the direct owner is a non-publicly traded BC corporation, you will have to upload the required documents for the direct owner before clicking “Submit for Validation”. See the Uploading an Ownership Document section for instructions on uploading the required ownership documents on this page.

If you do not have any more indirect owners to add and all required documents have been uploaded, click “Submit for Validation”. Once the College has completed reviewing the information, the new indirect owners will receive instructions to log into eServices and complete their Proof of Eligibility online.
It is VERY IMPORTANT that you only press the “Submit for Validation” button once you have added all the indirect owners and uploaded all required ownership documents. Once the button is pressed, you will not be able to add any more individuals/parent companies until the College has completed reviewing the information you provided when you pressed the button. The processing time for reviewing this information may take up to 14 days.

Adding a New Indirect Owner (an “Organization” or “Parent Company”)

Watch this video at https://youtu.be/Q4hs8v5U8Mo for steps involved.

Refer to the beginning of this section for instructions on how to get to the following screen.

To add a new parent company (i.e. shareholder) to the direct owner, ensure that the name of the direct owner (i.e. the first line in the organization tree (“RX ABC Enterprises Ltd” in the example below) is highlighted in the ownership tree. Refer to the beginning of this section for details.

To add a parent company (i.e. shareholder) to the parent company of the direct owner, ensure that the name of the parent company (i.e. “12345 Company” in the example below) is highlighted.

To add a parent company (i.e. a shareholder):

1. Click the “Add Organization” button.

2. The Add Owner screen will then be displayed, double check that you are adding the parent company to the correct organization by reviewing the name of the organization in the title.
3. If the organization name is correct, fill out the information of the parent company on the screen.
   a. You must enter at a minimum the first and last name of the person, their email address, and their relationship type (i.e. director, officer or shareholder).
      i. Leave eServices ID blank;
      ii. Ensure the company name is entered exactly as it appears in the corporate document;
      iii. Company number refers to the identifier (e.g. incorporation number, registration number) issued by the governing body for incorporation;
      iv. Email address for the corporation is optional;
      v. An effective date is required for a Change of Indirect Owner Application, but not for a pharmacy renewal (i.e. leave it blank).

4. After filling out the information, click “Save & Close”. The updated information will then be displayed, and can be edited if required. Only information that is newly added to this page may be edited or deleted.
5. Repeat Steps 1 to 4 in this section to add another parent company under the same direct owner.

6. If applicable: to add indirect owners to a parent company that is a non-publicly traded BC corporation, you must first highlight the name of that parent company in the ownership tree. Failing to do this may result in the indirect owner being added to the wrong organization.

7. To add a new indirect owner who is an individual to a parent company, refer to the previous section or click here. If an added individual has more than one relationship/role in the organization (e.g. director and officer, or director and shareholder), refer to the Adding Multiple Relationships/Roles to an Indirect Owner section for steps.

NOTE 1: If a shareholder is a sole proprietor or partnership of individuals, enter each individual owner of the company as an individual shareholder.

NOTE 2: If the direct owner is a non-publicly traded BC corporation, you will have to upload the required documents for the direct owner before clicking “Submit for Validation”. See the Uploading an Ownership Document section for instructions on uploading the required ownership documents on this page.

If you do not have any more indirect owners to add and all required documents have been uploaded, click “Submit for Validation”. Once the College has completed reviewing the information, the new indirect owners will receive instructions to log into eServices and complete their Proof of Eligibility online.

It is VERY IMPORTANT that you only press the “Submit for Validation” button once you have added all the indirect owners and uploaded all required ownership documents. Once the button is pressed, you will not be able to add any more individuals/parent companies until the College has completed reviewing the information you provided when you pressed the button. The processing time for reviewing this information may take up to 14 days.
Adding Multiple Relationships/Roles to an Indirect Owner

Watch this video at https://youtu.be/Q4hs8v5U8Mo for steps involved.

Sometimes an indirect owner may have more than one role. For example, a director can also be a shareholder of a corporation. Multiple relationships/roles must be reported by following the steps below so that they match the information provided in the required ownership documents submitted (refer to the Uploading an Ownership Document section for instructions on uploading the required ownership documents on this page).

To add an additional relationship to an indirect owner:

1. Select the individual in the list and then click the “arrow” to view the relationship of this individual and the organization highlighted in the ownership tree. If the individual is not listed, you will have to add the individual with one relation/role first by following the steps outlined in the Adding a New Indirect Owner (a “Person”) section.

2. Click the “+” sign.

3. Add the relationship information. Leave the effective date blank if you are submitting this information for pharmacy licence renewal.
4. Click “Save & Close” when finished. And you will see the information displayed like this:

If you notice that you did not enter the effective date or relationship correctly, highlight the entry and click the pencil icon to edit.

If you do not have any more indirect owners to add/modify and all required documents have been uploaded, click “Submit for Validation”. Once the College has completed reviewing the information, the new indirect owners will receive instructions to log into eServices and complete their Proof of Eligibility online.

It is VERY IMPORTANT that you only press the “Submit for Validation” button once you have added all the indirect owners and uploaded all required ownership documents. Once the button is pressed, you will not be able to add any more individuals/parent companies until the College has completed reviewing the information you provided when you pressed the button. The processing time for reviewing this information may take up to 14 days.

Removing an Indirect Owner/Removing a Relationship/Role from an Indirect Owner  
If you have not pressed the “Submit for Validation” button (i.e. Existing = “N”) and want to remove an indirect owner, you may do so simply by clicking the “Delete” button.

Watch this video at [https://youtu.be/Q4hs8v5U8M0](https://youtu.be/Q4hs8v5U8M0) for steps involved.
To remove an indirect owner or one of his/her relationships/roles after he/she has already been confirmed by the College (i.e. Existing = “Y”):

1. Select the individual in the list and click the “arrow” to view the relationship of this individual and the organization highlighted in the ownership tree.

2. Select the relationship that you want to remove and click the pencil icon.

3. Confirm that this is the relationship you want to remove. Enter the effective date of change and select the “Stop Ownership” checkbox.
4. Click “Save & Close” when finished. The request to remove the indirect owner will then be displayed:

5. To remove an indirect owner with more than one relationship/role within the organization, repeat Steps 2 to 4 for each relationship/role that this person has.
Uploading an Ownership Document

For a direct or indirect owner that is incorporated in BC and non-publicly traded, you will have to upload the most current British Columbia Company Summary and a copy of the Central Securities Register when you submit your Pharmacy Licence Renewal Application during the transition period.

For a change of indirect owner, you will have to upload the following documents based on the type of change:

- Change of Director: Notice of Change of Directors filed with the BC Registry Services
- Change of Shareholder: Updated certified true copy of the Central Securities Register

**NOTE:** Only one file can be uploaded for each document type, therefore, multiple files must be pre-merged before uploading.

The required ownership documents can be uploaded under the **Documents** section at the bottom of the same page used to add/remove an indirect owner (click “Edit” after landing on the first page of the Ownership Portal by clicking on the name of the direct owner on the Pharmacy Summary Page).

Watch this video at [https://youtu.be/Q4hs8v5U8Mo](https://youtu.be/Q4hs8v5U8Mo) for steps involved.
To upload a document:
1. Ensure the correct organization is highlighted in the ownership tree. If you are uploading the required documents for the direct owner, ensure the name of the direct owner (i.e. the first line in the ownership tree) is highlighted. If you are uploading the required ownership documents for an indirect owner that is a non-publicly traded BC corporation (“parent company”), ensure the name of the parent company is selected in the ownership tree.

### Uploading for the direct owner

![Direct Owner Ownership Tree]

### Uploading for the parent company

![Parent Company Ownership Tree]

2. Click the hyperlinked **Document Type** to be uploaded;

<table>
<thead>
<tr>
<th>Required</th>
<th>Document Type</th>
<th>File Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>Notice of Change of Directors</td>
<td>No file uploaded</td>
</tr>
<tr>
<td>Y</td>
<td>Central Securities Register (certified)</td>
<td>No file uploaded</td>
</tr>
<tr>
<td>Y</td>
<td>BC Company Summary or Notice of Article and Certificate of Incorporation</td>
<td>No file uploaded</td>
</tr>
</tbody>
</table>

The document types are listed in the table, and if the document is required for pharmacy licence renewal, a Y is indicated.

3. Click “Select File” to locate the file in your computer. Select your file by either double clicking the file name OR click the file name once, then click “Open”. You will then see the file name listed on the page.
4. If the file listed is correct, click “Upload”. If not, click “Clear” and repeat Step 2.
5. Once the file is uploaded, you will see the file name displayed in the document table.

If you do not have any more indirect owners to add and all required documents have been uploaded, click “Submit for Validation”. Once the College has completed reviewing the information, the new indirect owners will receive instructions to log into eServices and complete their Proof of Eligibility online.

*It is VERY IMPORTANT that you only press the “Submit for Validation” button once you have added all the indirect owners and uploaded all required ownership documents.* Once the button is pressed, you will not be able to add any more individuals/parent companies until the College has completed reviewing the information you provided when you pressed the button. The processing time for reviewing this information may take up to 14 days.

If you have not uploaded all the required documentation (see example below), you will not be able to click “Submit for Validation” and the following error message will appear:
Submit for Validation

Cannot submit for validation. Not all required documents uploaded for a top level company RX ABC Enterprises Ltd.

The "Y" or "N" value under the "Required" column only applies to pharmacy licence renewal. Click on the document type to upload the required document. Note that you can only upload one single file per required document.

For a change of indirect owner, uploaded the required document for your specific type of change (disregard "Y" or "N" under the "Required" column). Refer to the Pharmacy Licensure Guide for more information.

<table>
<thead>
<tr>
<th>Required</th>
<th>Document Type</th>
<th>File Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>BC Company Summary or Notice of Article and Certificate of Incorporation</td>
<td>No file uploaded</td>
</tr>
<tr>
<td>N</td>
<td>Notice of Change of Directors</td>
<td>No file uploaded</td>
</tr>
<tr>
<td>Y</td>
<td>Central Securities Register (certified)</td>
<td>No file uploaded</td>
</tr>
</tbody>
</table>
Monitoring Your Pharmacy Licence Renewal Status – Pharmacy Summary Page

All authorized representatives can monitor the status of their pharmacy licence renewal on the Pharmacy Summary Page under the My Pharmacies tab in the top menu after logging into eServices.

The following table shows the possible status types for each pharmacy renewal requirement and an explanation.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ownership Information</td>
<td>Pending</td>
<td>The College has not received complete ownership information.</td>
</tr>
<tr>
<td></td>
<td>Submitted</td>
<td>Ownership information has been submitted but not reviewed by the College.</td>
</tr>
<tr>
<td></td>
<td>Complete</td>
<td>Ownership information has been verified by the College. No further action required.</td>
</tr>
<tr>
<td>Payment</td>
<td>Pending</td>
<td>The College has not received payment (if you have already submitted payment information, the actual transaction has not occurred yet).</td>
</tr>
<tr>
<td></td>
<td>Complete</td>
<td>Payment has been received by the College. No further action required.</td>
</tr>
<tr>
<td>Business Licence</td>
<td>Pending</td>
<td>The business licence has not been submitted/uploaded.</td>
</tr>
<tr>
<td></td>
<td>Submitted</td>
<td>The business licence has been submitted but not reviewed by the College.</td>
</tr>
<tr>
<td></td>
<td>Complete</td>
<td>The business licence has been verified by the College. No further action required.</td>
</tr>
<tr>
<td>Attestation (Summary)</td>
<td>Pending</td>
<td>One or more individuals (indirect owner and/or manager) have not submitted their attestation through their personal account.</td>
</tr>
<tr>
<td></td>
<td>Submitted</td>
<td>All applicable individuals have submitted their attestations.</td>
</tr>
<tr>
<td>Criminal Record History (Summary)</td>
<td>Pending</td>
<td>The College has not received the Criminal Record History results from one or more individuals (indirect owner and/or manager).</td>
</tr>
<tr>
<td></td>
<td>Submitted</td>
<td>The College has received the Criminal Record History results from all applicable individuals.</td>
</tr>
<tr>
<td>Renewal Complete</td>
<td>Pending</td>
<td>There are renewal requirements outstanding.</td>
</tr>
<tr>
<td></td>
<td>Complete</td>
<td>All renewal requirements have been submitted and approved. Pharmacy licence has been renewed and issued.</td>
</tr>
</tbody>
</table>
The status view is very similar for an authorized representative and a pharmacy manager, however, only an authorized representative can monitor whether each applicable individual has or has not submitted their attestation and/or Criminal Record History.

**MANAGER’S VIEW**

The pharmacy manager can monitor their Pharmacy Licence Renewal application (when due) during the transition period on the **Pharmacy Summary Page** under the **My Pharmacy** tab:

![Pharmacy Summary Page](image)

While pharmacy managers do not have permission to submit ownership information or payments, they are encouraged to notify the authorized representative(s) of the direct owner in the event that either of these requirements is outstanding. The names of the authorized representatives of your pharmacy can be found on the pharmacy’s **Profile** page in the Pharmacy Portal.

**AUTHORIZED REPRESENTATIVE’S VIEW**

All authorized representatives can monitor the status of their Pharmacy Licence Renewal application(s) (when due), during the transition period using the expanded view (for expanded view, click on the “+” sign next to the name of the direct owner) on the **Pharmacy Summary Page** under the **My Organization (New PODSA)** tab.

![Pharmacy Summary Page](image)

To view who has or has not submitted their attestation and/or Criminal Record History, click on their status under the “**Renewal Complete**” column and you will see a screen that looks similar to this:
Note that the authorized representatives will **not** see the result of each indirect owner and manager’s attestation (i.e. “eligible” or “ineligible”) or Criminal Record History (i.e. “clear” or “not clear”). The only status that shows on this screen are “Submitted” or null (i.e. not submitted).

*This view is currently not available for pharmacies that are owned by a partnership of corporations. If you are an authorized representative of a partnership of corporations, please contact the [Licensure Department](#) for assistance.*
Accessing and Navigating the Pharmacy Portal
This section of the licensure guide focuses on the features of the new Pharmacy Portal.

When your pharmacy licence is due for renewal during the transition period (and thereafter), you will be automatically redirected to the new Pharmacy Portal. If you encounter difficulties with the previous version of the Pharmacy Portal, contact the Licensure Department.

Through the new Pharmacy Portal, the manager or an authorized representative of the direct owner can:

- Submit the pharmacy’s business licence for the Pharmacy Licence Renewal application;
- Monitor the status of your Pharmacy Licence Renewal application;
- Update pharmacy information: basic information (pharmacy email contact, website and dispensing software), staff roster, hours of operations, and types of pharmacy services provided at your pharmacy;
- View the names of the direct owner and authorized representatives;
- Download a pharmacy licence; and
- Download a pharmacy licence receipt.

An authorized representative can also submit a Change of Manager (PODSA Form 8C) in the Pharmacy Portal.

Watch this video at https://youtu.be/pNXGy-jRPao for an overview of the Pharmacy Portal.

To access the Pharmacy Portal:
1. Log into eServices;
2. Click “My Pharmacies” in the top menu and you will land on the Pharmacy Summary Page;
3. Click the name of the pharmacy under the **My Pharmacy** tab (for managers) or the **My Organization** or **My Organization (New PODSA)** tab (for authorized representatives) on the **Pharmacy Summary Page** to access the Pharmacy Portal.

**NOTE 1:** If the pharmacy is not due for renewal during the transition period, you will be accessing the previous version of the Pharmacy Portal (i.e., new requirements will not be displayed).
**Downloading a Pharmacy Licence**
You can download the pharmacy licence for the current cycle, as well as the next cycle (when renewal application is complete before the pharmacy licence expires), as soon as you enter the Pharmacy Portal.

To download a pharmacy licence:
1. Click the “Download Pharmacy Licence” button.

2. Select the hyperlink to download.

The licence will be downloaded to your computer as a PDF file and should be located in your “downloaded” file folder.
Downloading a Pharmacy Licence Receipt

You can download a pharmacy licence receipt as soon as you enter the Pharmacy Portal.

To download a pharmacy licence receipt:

1. Click the “Receipts” button.

2. A list of payments made to the College for the pharmacy is displayed.

3. Click on the date to open or download the receipt. Your browser may either open the receipt as a PDF file in a new tab, or automatically save a copy to your computer in the “downloaded” file folder.
Updating Pharmacy Information – Profile

The pharmacy’s Profile page is located on the landing page of their Pharmacy Portal. To access the Pharmacy Portal, clicking on the name of the pharmacy on the Pharmacy Summary Page after logging into eServices.

On the pharmacy’s Profile page, you will find the following information:
- Basic pharmacy information including contact information;
- Manager information;
- Basic ownership information (name of direct owner and names of authorized representatives).

On this page, you can only update the following information:
- Email address of the pharmacy;
- Website of the pharmacy; and
- Name and version of the dispensing software used at the pharmacy.

If you need to update the pharmacy’s phone number or fax number, email the Licensure Department at licensure@bcpharmacists.org.

If you need to change the pharmacy name, refer to the Change of Operating Name section for more information.

If you need to change the pharmacy address, refer to the Change of Location section for more information.

To update the pharmacy’s email address, website or the name and version of the dispensing software used at the pharmacy:
1. Click on the appropriate text box
2. Enter the new information
3. Press “Next” to save.
The manager and basic ownership information is also displayed on the Profile page as follows:

<table>
<thead>
<tr>
<th>Manager Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Manager</strong></td>
</tr>
<tr>
<td>1234567890</td>
</tr>
<tr>
<td><strong>First Name</strong></td>
</tr>
<tr>
<td>John</td>
</tr>
<tr>
<td><strong>Last Name</strong></td>
</tr>
<tr>
<td>Doe</td>
</tr>
<tr>
<td><strong>Effective Date</strong></td>
</tr>
<tr>
<td>Jul 4, 2011</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ownership Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Direct Owner</strong></td>
</tr>
<tr>
<td>RX ABC Enterprises Ltd</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Authorized Representative(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DOE, JOHN</strong></td>
</tr>
<tr>
<td><strong>Pharmacist</strong></td>
</tr>
</tbody>
</table>

Only the authorized representatives can make changes to the manager and ownership information. To request a change of manager on eServices (from this screen), refer to the Submitting a Change of Manager Application Online section for instructions, and the Change of Manager section for an overview of the entire application process.

To request a change of indirect owner on eServices, refer to the Submitting a Change of Indirect Owner Application Online section for instructions and the Change of Indirect Owner section for an overview of the entire application process. If the direct owner of your pharmacy is not a sole-proprietorship, partnership of pharmacists, corporation or partnership of corporations, contact the Licensure Department to submit a request to change any authorized representatives.
Updating Pharmacy Information – Pharmacy Staff Roster
The pharmacy staff roster can be found on the Staff page in the Pharmacy Portal. To access the Pharmacy Portal, clicking on the name of the pharmacy on the Pharmacy Summary Page after logging into eServices.

Once you are in the Pharmacy Portal, you must click “Next” at the bottom of the profile page in order to access the Pharmacy Staff Roster. Clicking on the tab will not automatically take you to the Staff page from the Profile page.

On the pharmacy staff roster, you will find a list of registrants who have been reported – either by the current/previous manager, a current/previous authorized representative or the registrant themselves – to be currently working at your pharmacy. You will also be able to find out the registration expiry date of each of your registrant staff.

Reporting employment information is a dual responsibility between a registrant and his/her pharmacy manager. Pursuant to section 54(2) of the Health Professions Act Bylaws, a registrant must notify the Registrar immediately, if their place of pharmacy practice changes, by updating the employment information in his/her eServices account. Pursuant to section 18(2)(c) of the Pharmacy Operations and Drug Scheduling Act Bylaws, a manager must notify the Registrar in writing of the appointments and resignations of registrants as they occur by updating the pharmacy staff roster in the Pharmacy Portal on eServices. The employment information of each registrant is now synchronized with the staff roster of the pharmacy where he/she practices.

Please be advised that registrants will receive notification via email when you have either added them to, or removed them from your pharmacy roster. Such change will also be updated in their personal employment information under their personal eServices account.

If a registrant reports his/her employment at your pharmacy before you have added them to your pharmacy roster, you will receive an automated email notification. You will also receive an automated email notification when a registrant reports that they have ceased their employment at your pharmacy.
You may add, edit (or view details) or delete staff members using the corresponding button above the table:

<table>
<thead>
<tr>
<th>Name</th>
<th>Registration Number</th>
<th>Registrant Class</th>
<th>Engaged in Patient Care</th>
<th>Renewed Thru</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pharmacist, Firstname (Firstname)</td>
<td>12345</td>
<td>Full Pharmacist</td>
<td>Y</td>
<td>31 May 2018</td>
</tr>
<tr>
<td>Pharmacy3, Jane (Jane)</td>
<td>12345</td>
<td>Full Pharmacist</td>
<td>Y</td>
<td>30 Jun 2017</td>
</tr>
<tr>
<td>Pharmacist4, Jay (Jay)</td>
<td>23456</td>
<td>Full Pharmacist</td>
<td>Y</td>
<td>30 Jun 2017</td>
</tr>
<tr>
<td>Pharmacist5, JJ (JJ)</td>
<td>34567</td>
<td>Full Pharmacist</td>
<td>Y</td>
<td>30 Nov 2017</td>
</tr>
<tr>
<td>Pharmacist6, John</td>
<td>45678</td>
<td>Full Pharmacist</td>
<td>Y</td>
<td>31 Dec 2017</td>
</tr>
<tr>
<td>Pharmacist7, Joanne</td>
<td>56789</td>
<td>Full Pharmacist</td>
<td>Y</td>
<td>30 Jun 2017</td>
</tr>
<tr>
<td>PharmTech, Paul</td>
<td>67890</td>
<td>Full Pharmacy Technician</td>
<td>Y</td>
<td>31 May 2018</td>
</tr>
</tbody>
</table>

**EDITING/VIEWING EMPLOYEE DETAILS**

To view employee details:

1. **Double click** on the individual staff entry.

To edit an employee’s information:

1. Click on the individual staff entry **once** and then click the “Edit” button.
2. The **Edit Employee** screen will then be displayed. Update any information if needed.
3. Click “**Save & Close**” when finished.

---

**ADDING A NEW EMPLOYEE TO THE PHARMACY STAFF ROSTER**

To add an employee:

1. Click the “**Add**” button.
2. The Add Employee screen will then be displayed. Click “Add employee”.

3. Enter the employee’s registration number and last name and click “Search”. Note that both fields are required. The employee listing should then appear in the search results. If it does not, check the spelling of the last name and/or the registration number entered.

4. Once you have found the correct employee listing, click “Accept” and they will be added to the bottom of your pharmacy staff roster. The registrant will also be notified of the change and asked to update their employment information in their personal profile.
**REMOVING AN EMPLOYEE**

To remove an employee:

1. Click on an individual employee listing *once*, then click the “Delete” button.

2. A prompt will appear asking if you are sure you want to delete this person from the pharmacy roster. If you are sure, click “Yes”. The employee will then be removed from the pharmacy staff roster. They will also be notified of the change and asked to update their employment information in their personal profile.
Updating Pharmacy Information – Hours of Operation and Lock-and-Leave Hours

A pharmacy’s hours of operation and lock-and-leave hours can be found on the Services page in the Pharmacy Portal. To access the Pharmacy Portal, click on the name of the pharmacy on the Pharmacy Summary Page after logging into eServices.

Once you are in the Pharmacy Portal, you must click “Next” at the bottom of both the Profile page and Staff page in order to access the Services page. Clicking on the tabs will not allow you to jump between pages.

On the top section of the services page, you will find your pharmacy’s hours of operation and lock-and-leave hours as they have been reported to the College. Pursuant to section 27 of Pharmacy Operations and Drug Scheduling Act Bylaws, the hours when a full pharmacist is either on-duty or not present while the premises is open for business must be reported to the College.

You may edit the start or end time by selecting the correct time in the dropdown menu on the corresponding day of the week. To save changes, click the “Next” button once all hours have been updated.
**Updating Pharmacy Information – Pharmacy Services**

The list of pharmacy services that your pharmacy provides can be found on the Services page in the Pharmacy Portal. To access the Pharmacy Portal, clicking on the name of the pharmacy on the Pharmacy Summary Page after logging into eServices.

Once you are in the Pharmacy Portal, you must click “Next” at the bottom of both the Profile page and Staff page in order to access the Services page. Clicking on the tabs will not allow you to jump between pages.

On the top section of the services page, you will find your pharmacy’s hours of operation and lock-and-leave hours as they have been reported to the College. Scroll down until see you the section titled Pharmacy Services.

The types of pharmacy services your pharmacy offers and have reported to the College will be displayed with a checkbox. Note that there are new types of pharmacy services listed in the new pharmacy portal. Review the list and check any applicable boxes when you renew your pharmacy licence during the transition period.

This page also lists the names of facilities that your pharmacy provides residential care services to; the names of pharmacies that your pharmacy provides centralized prescription processing services to; and the names of pharmacies that your pharmacy receives outsourced prescription processing services from.

The authorized representative/manager may edit the services of the pharmacy as required by selecting or de-selecting the checkboxes.
RESIDENTIAL CARE SERVICES
The facilities that your pharmacy currently provides residential care services to and have reported to the College will be listed on this page.

To add a residential care facility:

1. Click the “+” sign on the top right corner of the table.

2. The Add screen will then appear. Add the facility name, the number of beds, and the effective date of your pharmacy began providing residential care service to this facility.

3. Click “Save & Close” when finished.

To edit the information displayed for a facility:

1. Click the “Edit” button on the right of the appropriate facility listing.
To delete a facility:

1. Click the “Delete” button on the right of the appropriate facility listing.

### CENTRALIZED/OUTSOURCED PRESCRIPTION PROCESSING SERVICES

The pharmacies that your pharmacy currently provides centralized prescription processing services to, as well as those that your pharmacy currently receives outsourced prescription processing services from (and have been reported to the College), will be listed on this page.

To add a pharmacy:

1. Click the appropriate “Add Pharmacy” button.

2. The **Add Pharmacy** screen will then appear. Enter the PharmaCare code of the pharmacy (mandatory field) and click search. The pharmacy should appear in the list of search results. If it does not, check that the PharmaCare code entered is correct.
3. If the pharmacy displayed is correct, click the checkbox next to the listing, followed by the “Accept” button at the bottom of the page. The pharmacy will then be added to the list.

To remove a pharmacy from the list:

1. Click the “Delete” button on the right of the appropriate listing.

2. A prompt will ask if you are sure you want to delete this pharmacy. If you are sure, click “Yes”. The pharmacy will then be removed from the list.
Submitting the Pharmacy’s Business Licence for Pharmacy Licence Renewal

If you are an authorized representative of the direct owner, you can be redirected to the Pharmacy Portal by clicking on the pharmacy name on the Payment Page during the pharmacy licence renewal application process. Refer to the Submitting Payment Information for Pharmacy Renewal section for details.

Alternatively, an authorized representative or the manager can access the Pharmacy Portal by clicking on the name of the pharmacy on the Pharmacy Summary Page after logging into eServices.

Note that the Business Licence tab is usually hidden; it is only available when your pharmacy licence is due for renewal.

You can upload one file only. Merge files before uploading if there are multiple pages in multiple files.

Watch this video at https://youtu.be/pNXGy-jRPao for steps involved.

To upload a business licence:

1. Navigate to the Business Licence tab by clicking “Next” on the Profile, Staff and Services pages. Before navigating to the last tab, ensure the information under the previous 3 tabs is current and accurate. Update any information as necessary.
2. Once you are on the Business Licence page, click “Browse” to locate the file in your computer. Select your file by either double clicking the file name OR click the file name once then press “Open”.
3. Click “Upload”. You will then see the file name listed on the page.
4. If the file uploaded is correct, click “Finish”. If it is not correct, click “Remove” and repeat Step 2 again.

Navigate through each of the tabs by clicking “NEXT” at the bottom of each pharmacy screen, until you get to Business Licence Page.
Submitting a Change of Manager Application Online

An authorized representative can submit an Application for Change of Manager (PODSA Form 8C) through the Profile page in the Pharmacy Portal by clicking on the name of the pharmacy on the Pharmacy Summary Page after logging into eServices.

On the pharmacy’s Profile page, scroll down to the Manager Information section. An authorized representative will see the “Request Change of Manager” button in the section.

Note that this button will not be available to the manager if he/she is not an authorized representative of the direct owner. Only an authorized representative can submit this change request.

To submit the change application,

1. Click on the “Request Change of Manager” button;
2. Enter the last name and registration number of the proposed manager. Note that both fields are required;
3. Click “Search”.
4. The proposed manager should appear in the list of search results. If not, check the spelling of the last name and/or the registration number entered for errors and repeat Steps 2 and 3 again.
5. If the correct proposed manager appears in the list, enter the effective date of change and click “Submit”.

![Image of Manager Information section with Request Change of Manager button highlighted]
6. Once submitted, the Change of Manager Application Request will be displayed under the Manager Information section on the pharmacy’s Profile page.

Note that you will not be able to submit another change request until the submitted one has been approved/declined.

The proposed manager will receive an email notification with instructions on completing his/her Proof of Eligibility. The current manager will also be notified of the change.

The authorized representative, the new manager and the current manager will receive an email notification when the change of manager application is approved and complete. You will then be able to download and print the new pharmacy licence in the Pharmacy Portal.

On the effective date of change, the new pharmacy manager will have access to the Pharmacy Portal for your pharmacy. The previous pharmacy manager will then lose access.
Accessing and Navigating “My Profile”
Depending on whether you are a registrant with the College or not, you may have limited access to the My Profile tab. At a minimum, you will have access to the following functions:

- Update email address;
- Change password; and
- Submit your Proof of Eligibility when required.

Registrants have additional access to update/view information related to their registration as a pharmacist or pharmacy technician.

To access My Profile:
1. Log into eServices;
2. Click “My Profile” in the top menu.
Updating Your Email Address
The College communicates important information through emails. Ensure your email address is up-to-date in your eServices account and do not unsubscribe from the College’s email system.

REGISTRANTS
Your email address is listed under the Contact Information tab on the landing page under My Profile. You may also click “Update Profile” in the side menu under My Profile.

To update your email address:
1. Click on the pencil icon;
2. The **Edit Address** screen is displayed. Update any information as appropriate;
3. Click “Save & Close” when finished.

**NON-REGISTRANTS**

Contact the Licensure Department at: [licensure@bcpharmacists.org](mailto:licensure@bcpharmacists.org) to update your email address.
Changing Your Password
After logging into eServices, go to the My Profile tab and click “Update Password”. Then click “Change Password” then follow the prompts to update your password.

Completing Your Proof of Eligibility
After logging into eServices, go to the My Profile tab and click “Proof of Eligibility”. Enter any missing information and follow the instructions on each page to complete your Proof of Eligibility.

You must click “Next” on the page in order to access the next page. Clicking on the tab will not allow you to jump from one tab to another.

NOTE 1: You will not see the Form-6 tab after completing the attestation if you have attested to every statement in the attestation. Otherwise, complete Form 6 to provide more information as to why you could not attest to any of the statements in the attestation.

NOTE 2: You will not see the Criminal Record History tab if you have submitted one to the College within the previous 5 years.
Appendix A: Pharmacy’s Business Licence

Business licence example

The above named is hereby licensed to carry on the business, trade, profession or other occupation stated herein. In issuing this licence the City does not represent or warrant compliance with other City of Vancouver by-laws. The licensee is responsible for ensuring compliance with all relevant by-laws of the City and additional approvals may be required provincially or federally. If this licence has been issued in conjunction with a site-specific Development Permit, the licence will be valid if the Development Permit has expired or has not been extended. This licence must be posted upon the licensed premises and is valid at this address only.
### Common errors in business licence for pharmacy licensure purposes

<table>
<thead>
<tr>
<th>Pharmacy Licence Application (Operating Name)</th>
<th>Incorporation Document (Corporation Name)</th>
<th>Business Licence</th>
<th>Reason for Rejection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licence Application:</td>
<td>Corporation name:</td>
<td>Owner’s name</td>
<td>Reason: Inconsistent pharmacy name</td>
</tr>
<tr>
<td>• ABC Pharmacy</td>
<td>• 999 Pharmacy LTD</td>
<td>• 999 Pharmacy LTD</td>
<td>Suggested correction:</td>
</tr>
<tr>
<td>Prescription label:</td>
<td></td>
<td>Business name:</td>
<td>1) 999 Pharmacy LTD DBA ABC Pharmacy; OR</td>
</tr>
<tr>
<td>• ABC Pharmacy</td>
<td></td>
<td>• 999 Pharmacy LTD</td>
<td>2) Owner’s name = 999 Pharmacy LTD; Business name = ABC Pharmacy</td>
</tr>
<tr>
<td>Signage:</td>
<td></td>
<td>Reason:</td>
<td></td>
</tr>
<tr>
<td>• ABC Pharmacy</td>
<td></td>
<td>Inconsistent</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>owner’s name</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Suggested correction:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1) XYZ Health Inc DBA 123 Pharmacy; OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2) Owner’s name = XYZ Health Inc; Business name = 123 Pharmacy</td>
<td></td>
</tr>
<tr>
<td>Licence Application:</td>
<td>Corporation name:</td>
<td>Owner’s name</td>
<td></td>
</tr>
<tr>
<td>• 123 Pharmacy</td>
<td>• XYZ Health Inc</td>
<td>• 123 Pharmacy</td>
<td></td>
</tr>
<tr>
<td>Prescription label:</td>
<td></td>
<td>Business name:</td>
<td></td>
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<tr>
<td>• 123 Pharmacy</td>
<td></td>
<td>• 123 Pharmacy</td>
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<tr>
<td>Signage:</td>
<td></td>
<td>Reason:</td>
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<tr>
<td>• 123 Pharmacy</td>
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<td>Inconsistent</td>
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<tr>
<td></td>
<td></td>
<td>owner’s name</td>
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<td></td>
<td></td>
<td>Suggested correction:</td>
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<tr>
<td></td>
<td></td>
<td>1) XYZ Health Inc DBA 123 Pharmacy; OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2) Owner’s name = XYZ Health Inc; Business name = 123 Pharmacy</td>
<td></td>
</tr>
<tr>
<td>Licence Application:</td>
<td>Corporation name:</td>
<td>Owner’s name</td>
<td></td>
</tr>
<tr>
<td>• KKK Pharmacy</td>
<td>• JJJ Health Inc</td>
<td>• JJJ Health Inc</td>
<td>Business licence is accepted if the name of the pharmacy on the prescription label and signage are corrected to have the same operating name used in the pharmacy licence application and business licence (i.e. KKK Pharmacy).</td>
</tr>
<tr>
<td>Prescription label:</td>
<td></td>
<td>Business name:</td>
<td></td>
</tr>
<tr>
<td>• KKK Health &amp; Pharmacy</td>
<td></td>
<td>• KKK Pharmacy</td>
<td>OR</td>
</tr>
<tr>
<td>Signage:</td>
<td></td>
<td>Reason:</td>
<td>The business licence and the pharmacy licence application will need to be amended to include the business name as “KKK Health &amp; Pharmacy” if the owner does not want to change the pharmacy name on the prescription label and signage.</td>
</tr>
<tr>
<td>• KKK Health &amp; Pharmacy</td>
<td></td>
<td>Inconsistent</td>
<td></td>
</tr>
</tbody>
</table>

Business licence is accepted if the name of the pharmacy on the prescription label and signage are corrected to have the same operating name used in the pharmacy licence application and business licence (i.e. KKK Pharmacy).
## Appendix B: Pharmacy Diagram, Pre-Opening Inspection Report and Digital Evidence (DE)

### EXTERNAL TO DISPENSARY

<table>
<thead>
<tr>
<th>#</th>
<th>Item</th>
<th>Reference and Requirements</th>
<th>Diagram</th>
<th>Recommended Content in Digital Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a</td>
<td>External view of the pharmacy (street view including the external signage)</td>
<td><strong>Community Pharmacy: PODSA Bylaws s.18(2)(p)</strong>&lt;br&gt;A manager must ensure the correct and consistent use of the community pharmacy operating name as it appears on the community pharmacy licence for all pharmacy identification on or in labels, directory listings, signage, packaging, advertising and stationery. <strong>Telepharmacy: PODSA Bylaws s.18(2)(p.1)</strong>&lt;br&gt;A manager must, if the pharmacy is a central pharmacy, ensure the correct and consistent use of each telepharmacy operating name as it appears on the telepharmacy licence for all pharmacy identification on or in labels, directory listings, signage, packaging, advertising and stationery associated with that telepharmacy. <strong>Telepharmacy: PODSA Bylaws s.31(1)(c)</strong>&lt;br&gt;The registrar must not issue a telepharmacy licence to a central pharmacy unless the proposed operating name of the telepharmacy includes the word “telepharmacy”</td>
<td>✓</td>
<td>Show us what the pharmacy looks like from outside before entering into the pharmacy. Submit at least two photos: 1. External view of the pharmacy - including the entrance to the pharmacy and the external signage (Best to take one photo from across the street. Otherwise, take one about 10-20 feet from the entrance.) 2. Close-up of the external signage (Note: proof is acceptable if the actual external signage is not ready yet)</td>
</tr>
</tbody>
</table>
| 1b | Hours of operation sign | **PODSA Bylaws s.27(2)(f)**<br>The hours when a full pharmacist is on duty are posted. | | Show us where the sign(s) is posted and what information is included on the hours sign(s). Submit at least two photos: 1. Location of the pharmacy hours sign(s) (e.g. step 5-10 feet away from the hours sign) 2. Close up of the pharmacy hours sign(s) 

**NOTE:** If your pharmacy has lock-and-leave hours, take one additional picture of the business hours sign for the store (or include in the same picture as the pharmacy hours sign if possible) |
<p>| 1c | Professional products area for Schedule 3 drugs | <strong>PODSA Drug Schedule Regulations s.2(3)</strong>&lt;br&gt;Schedule III drugs may be sold by a pharmacist to any person from the self-selection Professional Products Area of a licensed pharmacy. | ✓ | Show us where (and how) Schedule 3 drugs are stored. Take at least two pictures from different angles to show the Schedule 3 area. |</p>
<table>
<thead>
<tr>
<th>#</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>PODSA Bylaws s.25(1)(a)</strong>&lt;br&gt;In locations where a community pharmacy or telepharmacy does not comprise 100 per cent of the total area of the premises, the community pharmacy manager or the central pharmacy manager in the case of a telepharmacy, must ensure that the professional products area extends not more than 25 feet from the perimeter of the dispensary.</td>
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<td></td>
<td></td>
<td><strong>PODSA Drug Schedule Regulations s.2(3)</strong>&lt;br&gt;Schedule III drugs may be sold by a pharmacist to any person from the self-selection Professional Products Area of a licensed pharmacy.&lt;br&gt;<strong>PODSA Bylaws s.18(2)(j)</strong>&lt;br&gt;The manager must ensure appropriate security and storage of all Schedule I, II, and III drugs and controlled drug substances for all aspects of pharmacy practice including operation of the pharmacy without a registrant present.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1d</td>
<td>Lock-and-Leave barriers (if the premise is open for business while the pharmacy is closed) OR N/A</td>
<td><strong>PODSA Bylaws s.25(1)(a)</strong>&lt;br&gt;In locations where a community pharmacy or telepharmacy does not comprise 100 per cent of the total area of the premises, the community pharmacy manager or the central pharmacy manager in the case of a telepharmacy, must ensure that the professional products area extends not more than 25 feet from the perimeter of the dispensary.</td>
<td>If your pharmacy has lock-and-leave hours, take at least one photo to show how Schedule 3 drugs are kept when the pharmacy is closed (e.g. a photo of the lock-and-leave panels covering the Schedule 3 drugs)</td>
<td></td>
</tr>
<tr>
<td>1e</td>
<td>Signage at 25 feet from dispensary OR N/A</td>
<td><strong>PODSA Bylaws s.25(1)(a)</strong>&lt;br&gt;In locations where a community pharmacy or telepharmacy does not comprise 100 per cent of the total area of the premises, the community pharmacy manager or the central pharmacy manager in the case of a telepharmacy, must ensure that the professional products area extends not more than 25 feet from the perimeter of the dispensary and is visually distinctive from the remaining areas of the premises by signage.</td>
<td>If your pharmacy is not a “100% pharmacy”, show us where the signage is located. This signage is usually placed from the ceiling or above the OTC products at the 25 feet mark from the perimeter of the dispensary. Submit at least two photos:&lt;br&gt;1. Take one from the dispensary, facing towards the store (ensure the back-facing of the signage can be seen in the photo)&lt;br&gt;2. Take one facing the dispensary from 5-10 feet away (ensure the front-facing of the signage can be seen in the photo and part of the dispensary is included in the background)</td>
<td></td>
</tr>
<tr>
<td>1f</td>
<td>“Medication Information” Sign OR N/A</td>
<td><strong>PODSA Bylaws s.25(1)(b)</strong>&lt;br&gt;In locations where a community pharmacy or telepharmacy does not comprise 100 per cent of the total area of the premises, the community pharmacy manager or the central pharmacy manager in the case of a telepharmacy, must ensure that a sign reading “Medication Information” is displayed at a location where it is visible to the public.</td>
<td>If your pharmacy is not a “100% pharmacy”, show us where the sign is displayed. (e.g. step 5-10 feet away from the sign)</td>
<td></td>
</tr>
<tr>
<td>#</td>
<td>Item</td>
<td>Reference and Requirements</td>
<td>Diagram</td>
<td>Recommended Content in Digital Evidence</td>
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</tr>
<tr>
<td>1g</td>
<td>Separate Injection Room for iOAT</td>
<td><strong>Principle 1.3.1</strong> The pharmacy must have a separate injection room within which the drug is to be self-administered by the patient that is clean, safe, comfortable and appropriately private and furnished for the patient. This room must be equipped with the following at a minimum: stainless steel table, chair, secure container for sharps that is not easily removable, sink, soap, hand sanitizer, antiseptic cleaning wipes and paper-towel in a dispenser. <strong>Principle 5.1.3</strong> The pharmacy must have a security camera in the injection room.</td>
<td>✓</td>
<td>If your pharmacy will provide injection opioid agonist treatment on-site, show us <strong>where</strong> the separate injection room is located. Ensure the photos include all the required equipment for this room inside the room.</td>
</tr>
<tr>
<td>2a</td>
<td>Dispensary area</td>
<td><strong>PODRA Bylaws s.25(2)(a)</strong> The dispensary area of a community pharmacy or a telepharmacy must be at least 160 square feet.</td>
<td>✓</td>
<td>Show us <strong>what</strong> the dispensary looks like from inside via a 360 degree view.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• <strong>Option 1 (for bigger dispensaries)</strong> - 4 photos: stand in the middle of the dispensary and take one photo for each side of the dispensary</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• <strong>Option 2 (for smaller dispensaries)</strong> - 2 photos: stand in the corner of the dispensary and take a photo that covers the most part of the opposite 3 sides of the dispensary. Then stand in the other corner, diagonally across from where photo #1 was taken, and take a photo that covers the most part of the opposite 3 sides of the dispensary.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• <strong>Option 3</strong> - 2 photos of 180 degree panorama pictures</td>
</tr>
<tr>
<td>#</td>
<td>Item</td>
<td>Reference and Requirements</td>
<td>Diagram</td>
<td>Recommended Content in Digital Evidence</td>
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<td>-------------------------------------------------------------------------------------------</td>
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<td>-------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>2b</td>
<td>Gate/door at the entrance into the dispensary</td>
<td><em>PODSA Bylaws s.25(2)(b)</em> &lt;br&gt;The dispensary area of a community pharmacy or a telepharmacy must be inaccessible to the public by means of gates or doors across all entrances.</td>
<td>✅ (show location)</td>
<td>Show us <em>where</em> ALL the doors/gates to the dispensary area are located. Submit at least 2 photos of each door/gate to the dispensary: &lt;br&gt;1. Take one about 5-10 feet from the outside of the dispensary (as if you were entering the dispensary). &lt;br&gt;2. Take one about 3-5 feet from the inside of the dispensary (as if you were leaving the dispensary).</td>
</tr>
<tr>
<td>2c</td>
<td>Placeholder for College licence</td>
<td><em>PODSA s.2(4)</em> &lt;br&gt;The manager must display the College licence in a place within the pharmacy where it is conspicuous to the public.</td>
<td></td>
<td>Show us <em>where</em> the College licence will be placed. Take one about 5-10 feet from the proposed location. You may place an empty frame or tape a blank piece of paper in the spot when taking the photo/video. Otherwise, explain in words where the exact location will be.</td>
</tr>
<tr>
<td>2d</td>
<td>Professional service area for Schedule 2 drugs</td>
<td><em>PODSA Drug Schedule Regulations s.2(3)</em> &lt;br&gt;Schedule II drugs may be sold by a pharmacist on a non-prescription basis and which must be retained within the Professional Service Area of the pharmacy where there is no public access and no opportunity for patient self-selection.</td>
<td>✅ (show area)</td>
<td>Show us <em>where</em> Schedule 2 drugs are stored, including exempted codeine products.</td>
</tr>
<tr>
<td>2e</td>
<td>Patient consultation area</td>
<td><em>PODSA Bylaws s.25(4)</em> &lt;br&gt;In all new and renovated community pharmacies or telepharmacies, an appropriate area must be provided for patient consultation that &lt;br&gt; 1. ensures privacy and is conducive to confidential communication, and &lt;br&gt;2. includes, but is not limited to, one of the following: &lt;br&gt; (i) a private consultation room, or &lt;br&gt; (ii) a semiprivate area with suitable barriers.</td>
<td>✅ (show area)</td>
<td>If the patient consultation area is a semi-private area with suitable barriers, show us <em>where</em> this area is located and <em>how privacy is ensured</em>. Submit at least 2 photos: &lt;br&gt;1. Take one about 5-10 feet from the outside of the dispensary (as if you were a patient approaching the consultation counter). &lt;br&gt;2. Take one about 3-5 feet from the inside of the dispensary (as if you were a pharmacy staff approaching the consultation counter). &lt;br&gt;If the patient consultation area is a private consultation room, show us <em>where</em> this room is located and <em>what the inside looks like</em>. Submit at least 2 photos: &lt;br&gt;1. Take one about 5-10 feet from the door/entrance to the consultation room to...</td>
</tr>
<tr>
<td>#</td>
<td>Item</td>
<td>Reference and Requirements</td>
<td>Diagram</td>
<td>Recommended Content in Digital Evidence</td>
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</tbody>
</table>
| 2f | Dispensing counter and service counter | **Community Pharmacy: PODSA Bylaws s.25(2)(c)**  
The dispensary area of a community pharmacy must include a dispensing counter with at least 30 square feet of clear working space, in addition to service counters.  
**Telepharmacy: PODSA Bylaws s.25(3)**  
A telepharmacy that was authorized by the registrar to provide pharmacy services as a telepharmacy remote site as of January 1, 2017 is exempt from the requirements in subsections (2)(a) and (c) until such time as it commences a renovation of all or part of the premises. | ✓  
(show area) | Take multiple photos to show us all dispensing counter space within the dispensary, preferably from each end of the counter at a 45 degree angle. |
| 2g | Computer terminals for prescription processing | **PODSA Bylaws s.34(b)**  
A pharmacy must connect to PharmaNet and be equipped with a terminal that is capable of accessing and displaying patient records, located in an area of the pharmacy which (i) is only accessible to registrants and support persons,  
(ii) is under the direct supervision of a registrant, and (iii) does not allow information to be visible to the public, unless intended to display information to a specific patient. | ✓  
(show location) | Show us where each computer terminal for prescription processing is located. One photo may include more than one computer terminal. You may reuse some of the photos in 2(a) and 2(f). |
| 2h | Shelving                            | **PODSA Bylaws s.25(2)(d)**  
The dispensary area of a community pharmacy or a telepharmacy must contain adequate shelf and storage space. | ✓  
(show location) | Show us where Schedule 1 drugs (i.e. regular prescriptions drugs) are stored. |
## SECURITY

<table>
<thead>
<tr>
<th>#</th>
<th>Item</th>
<th>Reference and Requirements</th>
<th>Diagram</th>
<th>Recommended Content in Digital Evidence</th>
</tr>
</thead>
</table>
| 3a | Secure storage space            | **PODSA Bylaws s.25(5)**  
All new and renovated community pharmacies and telepharmacies must have a separate and distinct area consisting of at least 40 square feet reserved as secure storage space.                                      | ✓ (show area) | Show us where the secure storage space is located, and show/explain in words to us how the storage area is “separate”, “distinct” and “secure”. |
| 3b | Locked metal safe OR Safe declaration | **PODSA Bylaws s.26(1)(a)**  
A community pharmacy or telepharmacy must keep Schedule IA drugs in a locked metal safe that is secured in place and equipped with a time delay lock set at a minimum of five minutes.  
**PPP-74 Policy Statement #4**  
The safe must be an actual metal safe, a “narcotics cabinet” is not sufficient. The safe must be securely anchored in place, preferably to the floor.  
**PODSA Bylaws s.26(4)**  
The manager, direct owner or indirect owner(s) of a community pharmacy or telepharmacy that does not stock IA drugs must complete a declaration attesting that Schedule IA drugs are never stocked on the premises. | ✓ (show location) | If your pharmacy will store Schedule 1A drugs, show us where the time-delayed metal safe is located. Take a photo about 3-5 feet from the metal safe.  
If your pharmacy will NOT store Schedule 1A drugs, submit a signed copy of the safe declaration. |
| 3c | Security camera system AND Surveillance signage | **PODSA Bylaws s.26(1)(b)**  
A community pharmacy or telepharmacy must install and maintain a security camera system that:  
(i) has date/time stamp images that are archived and available for no less than 30 days, and  
(ii) is checked daily for proper operation.  
**PPP-74 Policy Statement #4**  
Under the Personal Information Protection Act (PIPA) pharmacies are required to post visible and clear signage informing customers that the premise is monitored by cameras. | Security camera system – submit at least 2 photos:  
1. Take multiple photos to show us where all security cameras are located. One photo may include more than one security camera.  
2. Take a photo of the monitor that displays the footage of all the cameras connected to the security system and what other information can be seen on the monitor.  
Surveillance signage – Show us where the signage(s) is posted and what information is included on the signage(s). Submit at least two photos:  
1. Location of the signage (e.g. step 5-10 feet away from the sign).  
2. Close up of the signage. |
<table>
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</table>
| 3d| Motion sensors        | *PODSA Bylaws s.26(1)(c)*  
A community pharmacy or telepharmacy must install and maintain motion sensors in the dispensary. |         | Show us *where* each motion sensor is located. One photo may include more than one motion sensor. You may reuse some of the photos in 3(c) if they are located in the same areas. |
| 3e| Monitored alarm OR N/A| *PODSA Bylaws s.26(2)(a)*  
When no full pharmacist is present and the premise is accessible to non-registrants, the dispensary area of a community pharmacy must be secured by a monitored alarm.  
**PPP-74 Policy Statement #4**  
Independent alarms for the dispensary are optional, when a full pharmacist is present at all times and the premise is accessible by non-registrants.  
**Telepharmacy (in addition to the above):**  
*PODSA Bylaws s.26(2.2)*  
For the purposes of subsection (2), a full pharmacist is deemed to be present at a telepharmacy when he or she is engaged in direct supervision of the telepharmacy.  
**Telepharmacy (in addition to the above):**  
*PODSA Bylaws s.31.1(3)*  
A telepharmacy must have a security system that prevents the public and non-pharmacy staff from accessing the professional services area and the dispensary area, including any area where personal health information is stored. |         | Show us *where* the alarm panel is located. Take a photo 5-10 feet from the alarm panel. |
| 3f| Physical barriers OR N/A| *PODSA Bylaws s.26(2)(b)*  
When no full pharmacist is present and the premise is accessible to non-registrants, schedule I and II drugs, controlled drug substances and personal health information, are secured by physical barriers.  
**PPP-74 Policy Statement #4**  
Physical barriers provide an additional layer of security and deter: | ✓ (show location) | If your pharmacy is accessible to non-registrants when no full pharmacist is present, show us *how drugs and personal health information are secured* by physical barriers (i.e. if your pharmacy uses a gate, take at least a photo with the gate closed and the side of the gate that will be locked). |
<table>
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</table>
| 3g | Locked area for sharps containers (for iOAT) OR N/A | 1. Unauthorized access to drugs, including but not limited to:  
   - All Schedule I, and II and, controlled drug substances and personal health information.  
   2. Unauthorized access to personal health information, including but not limited to:  
      - Hard copies of prescriptions,  
      - Filled prescriptions waiting to be picked up, and/or  
      - Labels, patient profiles, and any other personal health information documents waiting for disposal.  
Physial barriers can be tailored to the needs and structure of the particular community pharmacy.  
Examples of physical barriers include: locked gates, grillwork, locked cabinets, locked doors, and locked shelving units.  
When a full pharmacist is present at all times, physical barriers are optional.  
**Telepharmacy (in addition to the above):**  
*PODSA Bylaws s.26(2.2)*  
For the purposes of subsection (2), a full pharmacist is deemed to be present at a telepharmacy when he or she is engaged in direct supervision of the telepharmacy.  
**Telepharmacy (in addition to the above):**  
*PODSA Bylaws s.31.1(3)*  
A telepharmacy must have a security system that prevents the public and non-pharmacy staff from accessing the professional services area and the dispensary area, including any area where personal health information is stored.  
**PPP-67 Policy Guide Principle 5.1.1**  
At the end of each day the secure container(s) for sharps must be kept in a locked area, such as a locked cage or cabinet that only registrants have access to.  
If your pharmacy will provide injection opioid agonist treatment on-site, show us where your locked area of sharps containers is (e.g. inside or outside the dispensary; and where exactly it is).  
Take a photo 5-10 feet from the area. | | |
## EQUIPMENT AND REFERENCES

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</thead>
<tbody>
<tr>
<td>4a</td>
<td>Double stainless steel sink</td>
<td><strong>PODSA Bylaws s.25(2)(e)</strong>&lt;br&gt;The dispensary area of a community pharmacy or a telepharmacy must contain a double stainless steel sink with hot and cold running water. <strong>PPP-59 Policy Statement #1</strong>&lt;br&gt;The dispensary of all community pharmacies at a minimum must have the following equipment as per PODSA Bylaw 3(2)(w):  &lt;br&gt;(n) double sink with running hot and cold water</td>
<td>✓ (show location)</td>
<td>Show us <em>where</em> the sink is located. Take a photo 5-10 feet from the sink.</td>
</tr>
<tr>
<td>4b</td>
<td>Equipment:</td>
<td></td>
<td>✓ (show fridge location only)</td>
<td>• For telephone, refrigerator, and fax machine, show us <em>where</em> this equipment is located (i.e. take a photo 5-10 feet away). You may reuse some of the previous photos.  &lt;br&gt;• For others, show us that your pharmacy has the equipment. You may submit one photo per piece of equipment or multiple pieces of equipment (not necessarily all) in one photo.  &lt;br&gt;• Tips:  &lt;br&gt;  o Item #3 is prescription <em>filing</em> supplies (e.g. folders/binders), not <em>filling</em> supplies (e.g. vials and bottles)  &lt;br&gt;  o If the required item referenced in the PPP is plural, you must show that you have more than one in the photo/video.  &lt;br&gt;  o Watch for the conjunction used in the PPP. When the word “and” is used, you must show both forms; whereas when the word “or” is used, you only need to show one or the other. For example, you must show that you have at least one metal <em>AND</em> one metallic spatulas, whereas you only need to show that you have two glass funnels, two plastic funnels, or one glass and one plastic funnels.</td>
</tr>
<tr>
<td></td>
<td>1. Telephone</td>
<td><strong>PODSA Bylaws s.18(2)(w)</strong>&lt;br&gt;A manager must ensure the pharmacy contains the reference material and equipment approved by the board from time to time. <strong>PPP-59 Policy Statement #1;</strong>&lt;br&gt;The dispensary of all community pharmacies at a minimum must have the following equipment as per PODSA Bylaw 3(2)(w):  &lt;br&gt;(a) telephone;  &lt;br&gt;(b) refrigerator;  &lt;br&gt;(c) prescription filing supplies;  &lt;br&gt;<strong>PPP-12 Policy Statement #3</strong>&lt;br&gt;All prescription hard copies are to be bundled, pegged or otherwise grouped into manageable groups of prescriptions, and are to be enclosed within a jacket or cover.</td>
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<td></td>
<td>2. Refrigerator</td>
<td></td>
<td>✓ (show fridge location only)</td>
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<td></td>
<td>3. Rx filing supplies</td>
<td></td>
<td>✓ (show fridge location only)</td>
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<td>4. Rx balance</td>
<td></td>
<td>✓ (show fridge location only)</td>
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<td></td>
<td>5. Metric weights</td>
<td></td>
<td>✓ (show fridge location only)</td>
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<td></td>
<td>6. Glass graduates</td>
<td></td>
<td>✓ (show fridge location only)</td>
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<td></td>
<td>7. Mortar</td>
<td></td>
<td>✓ (show fridge location only)</td>
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<td></td>
<td>8. Pestle</td>
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<td>✓ (show fridge location only)</td>
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<td></td>
<td>9. Spatulas</td>
<td></td>
<td>✓ (show fridge location only)</td>
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<td></td>
<td>10. Funnels</td>
<td></td>
<td>✓ (show fridge location only)</td>
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<td></td>
<td>11. Stirring rods</td>
<td></td>
<td>✓ (show fridge location only)</td>
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<td></td>
<td>12. Ointment slab/parchment paper</td>
<td></td>
<td>✓ (show fridge location only)</td>
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<td></td>
<td>13. Counting tray</td>
<td></td>
<td>✓ (show fridge location only)</td>
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<td></td>
<td>14. Disposable drinking cups</td>
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<td>✓ (show fridge location only)</td>
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<td></td>
<td>15. Soap dispenser</td>
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<td>✓ (show fridge location only)</td>
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<td>16. Paper towel dispenser</td>
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<td>✓ (show fridge location only)</td>
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<td>17. Plastic/metal garbage containers</td>
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<td>✓ (show fridge location only)</td>
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<td></td>
<td>18. Plastic lining</td>
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<td>✓ (show fridge location only)</td>
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<td></td>
<td>19. Fax machine</td>
<td></td>
<td>✓ (show fridge location only)</td>
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|  |  | **PODSA Bylaws s.23.1(1)**  
All records required to be kept under bylaws of the college or other legislation that regulates the practice of pharmacy shall be readable, complete, filed systematically and m |  |  |
|  |  | (d) prescription balance having a sensitivity rating of 0.01;  
(e) metric weights (10 mg to 50 g) for balances requiring weights or instruments with equivalent capability;  
(f) metric scale glass graduates (a selection, including 10 ml size);  
(g) mortar and pestle;  
(h) Spatulas (metal and non-metallic);  
(i) funnels (glass or plastic);  
(j) stirring rods (glass or plastic);  
(k) ointment slab or parchment paper;  
(l) counting tray;  
(m) disposable drinking cups;  
(o) soap dispenser and paper towel dispenser;  
(p) plastic or metal garbage containers to be used with plastic liners;  
(q) fax machine |  |  |
|  |  | **HPA Schedule F Part 1 s. 7(1)(b)**  
The facsimile equipment is located within a secure area to protect the confidentiality of the prescription information. |  |  |
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<th>Recommended Content in Digital Evidence</th>
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<tr>
<td>4c</td>
<td>Equipment (Electronic Recordkeeping) 1. Device for inputting/creating coloured electronic records (e.g. scanner) 2. Backed up records storage area</td>
<td><strong>PODSA Bylaws s.23.1(5)</strong> Prescriptions stored electronically must accurately reflect the original prescription, including the original colour composition of that prescription.  <strong>PODSA Bylaws s.23.3(3)</strong> A pharmacy manager must ensure that electronic records are preserved and backed up at least once daily and that such electronically preserved and backed up records are stored: (a) in a location resistant to environment perils including but not limited to fires and floods; (b) so that they are secure from unauthorized access, use, modification, destruction and disclosure; and, (c) in a manner that would enable the backed up records, once restored, to be compliant with section 23.1(1) requirements.</td>
<td></td>
<td>If your pharmacy will be storing electronic records for prescriptions, show us a photo of the device that you will be using to create electronic copies of prescriptions. Also take a picture of your computer screen to show that you can see colour markings in a “scanned” prescription. If you are using a server room in the pharmacy to store backed up records, take a couple of photos to show us where it is located, and show/explain in words to us how the area is “resistant to environment perils” and “secure”. If your backed up storage area is not in the pharmacy, tell us in the comment section where this area is located and explain in words how the area is “resistant to environment perils” and “secure”.</td>
</tr>
<tr>
<td>4d</td>
<td>Equipment (Cold Chain) 1. Thermometer 2. Temperature log</td>
<td><strong>PPP-68 Policy Statement:</strong> The Board of the College of Pharmacists of BC adopts the BCCDC guidelines on the Cold Chain Management of Biologicals. Refer to BCCDC’s Communicable Disease Control Immunization Program: Section VI – Management of Biologicals.  <strong>Communicable Disease Control Immunization Program Section VI – Management of Biologicals (2015) s.3.3.2</strong> Use a constant temperature-recording device or digital minimum/maximum thermometer (with probe) to monitor both the current refrigerator temperature and the minimum/maximum temperatures reached. At the start and end of each work day, record the minimum and maximum temperatures reached since the last monitoring, on the Temperature Form. On the Temperature Log, record the date, time and three temperatures (the current refrigerator temperature, the minimum temperature reached since last check, and the</td>
<td></td>
<td>Thermometer – show us what information is included on the display of the thermometer when it is turned on and where the thermometer is kept. You may use the same photo as the refrigerator if the photo clearly shows the display screen of the thermometer. Temperature log – show us the template (file document instead of photos/videos is acceptable).</td>
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| 4e | Equipment (Methadone) OR N/A  
1. Calibrated device  
2. Auxiliary labels  
3. Containers for daily dose  
Methadone doses must be accurately measured in a calibrated device that minimizes the error rate to no greater than 0.1 ml.  
**PPP-66 Policy Guide MMT (2013) Principle 3.3.1**  
Guidelines  
All devices used to measure the methadone 10 mg/ml solutions should be distinctive and recognizable and must be used only to measure methadone solutions. Devices must be labeled with a “methadone only” label and a “poison” auxiliary label with the international symbol of the skull and cross bones.  
Guidelines  
With respect to take-home doses the first dose (whether it is stated on the prescription or not) must be a witnessed ingestion with all subsequent take-home doses dispensed in child-resistant containers with an explicit warning label indicating that the amount of drug in the container could cause serious harm or toxicity if taken by someone other than the patient.  
Guidelines  
Each dose must be dispensed in an individual, appropriately sized, child-resistant container.  
Guidelines  
Prior to releasing a methadone prescription, the patient and pharmacist must acknowledge receipt by signing a patient/ prescription-specific log. | Show us your pharmacy has the equipment. You may submit one photo per piece of equipment or multiple photos of multiple pieces of equipment in one photo.  
NOTE: Patient-Prescription Log – show us the template (file document instead of photos/videos is acceptable). |
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<tr>
<td>4f</td>
<td>Equipment and Supplies (iOAT)</td>
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<td>1. Needles for patient self-injection</td>
<td><em>PPP-67 Policy Guide Principle 1.3.2</em> The injection room must have the following clean and sterile injection supplies for patient use, including but not limited to: needles for patient self-injection (intravenous, intramuscular and subcutaneous), tourniquets, alcohol swabs, bandages, and cotton swabs.</td>
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<td>If your pharmacy will provide injection opioid agonist treatment on-site, show us your pharmacy has the equipment. You may submit one photo per piece of equipment or multiple photos of multiple pieces of equipment in one photo.</td>
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<td></td>
<td>2. Tourniquets</td>
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<td></td>
<td>3. Alcohol swabs</td>
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<td>4. Bandages</td>
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<td></td>
<td>5. Cotton swabs</td>
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<td>6. Naloxone and related supplies</td>
<td><em>PPP-67 Policy Guide Principle 1.3.3</em> The injection room must have the following equipment for assessment and overdose management: adequate naloxone and related supplies (e.g., needles, etc.), breathalyzer, pulse oximeter, blood pressure monitor, oxygen, and bag valve mask.</td>
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<td>7. Breathalyzer</td>
<td><em>PPP-67 Policy Guide Principle 1.3.4</em> The injection room surfaces and equipment must be cleaned with appropriate disinfectant at the beginning and end of each day, and between each patient use to prevent the spread of infection.</td>
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<td></td>
<td>8. Pulse oximeter</td>
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<td>9. Blood pressure monitor</td>
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<td>10. Oxygen</td>
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<td></td>
<td>11. Bag valve mask</td>
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<td></td>
<td>12. Disinfectant</td>
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<td>13. Injectable Hydromorphone Part-Fill Accountability Log</td>
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<td></td>
<td>OR N/A</td>
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<td>4g</td>
<td>References (CPBC)</td>
<td><em>PODSA Bylaws s.18(2)(w)</em> A manager must ensure the pharmacy contains the reference material and equipment approved by the board from time to time.</td>
<td></td>
<td>Show us your pharmacy has either a hard copy of or electronic access to the required references. You may submit one photo per reference or multiple photos of multiple references in one photo.</td>
</tr>
<tr>
<td></td>
<td>1. BC Pharmacy Practice Manual</td>
<td><em>PPP-3 Policy Statement – Community Pharmacy and Telepharmacy; Bullet #1, 1st Paragraph</em> All community pharmacies and telepharmacies are required to have access to the most current versions of the BC Pharmacy Practice Manual. The CPBC ReadLinks is</td>
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<td>4h</td>
<td>References (General)</td>
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<td>See above</td>
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<td></td>
<td>1. Compendium</td>
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<td>2. Complementary/Alternative</td>
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<td>3. Dispensatory</td>
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<td>4. Drug Interactions</td>
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<td>5. Non-Rx Medication</td>
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<td>6. Medical Dictionary</td>
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<td>7. Pregnancy &amp; Lactation</td>
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<td>8. Pediatrics</td>
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<td>9. Therapeutics</td>
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**An exception, as only the most recent three years must be readily accessible.**

**PPP-3 Policy Statement – Community Pharmacy and Telepharmacy; Bullet #1, 2nd Paragraph**

Electronic formatted files and electronic database* references are acceptable for any of the authorized choices within any of the required categories, provided that they are as comprehensive and current as the printed version, as well as readily accessible within the dispensary. *Subscription may be required

**PPS-3 Policy Statement – Community Pharmacy and Telepharmacy; Bullet #2, 1st Paragraph**

All community pharmacies and telepharmacies at a minimum must have one of the following authorized library references in each of the categories listed in the table (unless otherwise noted):

1. Compendium (current year);
2. Complementary/Alternative (within the last 4 years);
3. Dispensatory (within last 9 years);
4. Drug Interactions (in its entirety every 2 years, or continual updates);
5. Medical Dictionary (within the last 15 years);
6. Nonprescription Medication (most current issue)

**PODSA Bylaws s.18(2)(w)**

A manager must ensure the pharmacy contains the reference material and equipment approved by the board from time to time.
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<tr>
<td>4i</td>
<td>References (if applicable) OR N/A</td>
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<td>See above</td>
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<td></td>
<td>□ Opioid Agonist Treatment</td>
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<td></td>
<td>○ PPP-66</td>
<td>PODSA Bylaws s.18(2)(w)</td>
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<td></td>
<td>○ BCCSU</td>
<td>A manager must ensure the pharmacy contains the reference material and equipment approved by the board from time to time.</td>
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<td>○ CAMH</td>
<td>PPP-3 Policy Statement – Community Pharmacy and Telepharmacy; Bullet #1, 2nd Paragraph</td>
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<td>○ Drug Monograph</td>
<td>Electronic formatted files and electronic database* references are acceptable for any of the authorized choices within any of the required categories, provided that they are as comprehensive and current as the printed version, as well as readily accessible within the dispensary. *Subscription may be required</td>
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<td>□ Veterinary</td>
<td>PPP-3 Policy Statement – Community Pharmacy and Telepharmacy; Bullet #2, 2nd Paragraph</td>
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<td>□ Psychiatric</td>
<td>Pharmacies must be equipped with current references relevant to the services provided (examples including but not limited to: Opioid Agonist Treatment, Veterinary, Psychiatric, Geriatric and Compounding)</td>
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<td>□ Geriatric</td>
<td>PPP-66 Required References</td>
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<td>□ Compounding</td>
<td>In addition to the currently required pharmacy reference materials (PPP-3), pharmacies providing methadone maintenance treatment services must also maintain as required references the following:</td>
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<td>(1) CPBC Methadone Maintenance Treatment Policy Guide (2013) and subsequent revisions,</td>
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<td>(2) The most recent version of the BCCSU’s A Guideline for the Clinical Management of Opioid Use Disorder</td>
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<td>(3) The most current version of the Centre for Addiction and Mental Health Opioid Agonist Maintenance Treatment: A Pharmacist’s Guide to Methadone and Buprenorphine for Opioid Use Disorders (2015). (4) product monographs for the</td>
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<td>commercially available 10mg/ml methadone oral preparations.</td>
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**PRESCRIPTION**

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| 5a| Prescription hardcopy (i.e. the label/paper attached to the original prescription, which contains prescription information generated after transmitting to PharmaNet) | HPA Bylaws Schedule F Part 1 s.6(4)(a) to (f)  
At the time of dispensing, a prescription must include the following additional information:  
(a) the address of the patient;  
(b) the identification number from the practitioner’s regulatory College;  
(c) the prescription number;  
(d) the date on which the prescription was dispensed;  
(e) the manufacturer’s drug identification number or the brand name of the product dispensed;  
(f) the quantity dispensed.  
**Telepharmacy (in addition to the above): PODSA Bylaws s.31.1(4)**  
Prescriptions and labels relating to prescriptions dispensed at a telepharmacy must identify the prescription as having been dispensed at that telepharmacy.  
**Telepharmacy (in addition to the above): PODSA Bylaws s.31.1(4.1)**  
Prescriptions and labels relating to prescriptions dispensed at a pharmacy listed in Schedule “F” must distinguish between those dispensed when it is operating as a telepharmacy from when it is operating as a community pharmacy. | Show us *what information* is included on the label/paper that you will be attaching to each prescription after transmitting to PharmaNet. You may run an offline dummy prescription or submit a proof from your software vendor. |
## CONFIDENTIALITY

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<td>6a</td>
<td>Shredder OR Contract with a document destruction company</td>
<td><strong>HPA Bylaws s.75</strong>&lt;br&gt;A registrant must ensure that records are disposed of or destroyed only by (a) transferring the record to another registrant, or (b) destroying the records in a manner that ensures that they cannot be reconstructed.&lt;br&gt;&lt;br&gt;<strong>HPA Bylaws s.78</strong>&lt;br&gt;A registrant must ensure that, if personal information about patients is transferred to any person or service organization for processing, storage or disposal, a contract is made with that person which includes an undertaking by the recipient that confidentiality and physical security will be maintained.</td>
<td></td>
<td>If your pharmacy will be:&lt;br&gt;- shredding personal health information on-site, show us your pharmacy has the equipment and where this equipment is located. Take a photo 5-10 feet from the equipment.&lt;br&gt;- storing personal health information somewhere temporarily before it is destroyed, take a photo of where this information will be kept (e.g. a &quot;PHI&quot; bin)&lt;br&gt;- using a document destruction company for destroying patient confidential information, show us the contract with the company (file document instead of photos/videos is acceptable).</td>
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<td>6b</td>
<td>Offsite storage contract OR N/A</td>
<td><strong>HPA Bylaws s.74(b)</strong>&lt;br&gt;A registrant must ensure that all records pertaining to his or her practice, and containing personal information about patients are safely and securely stored off site.</td>
<td></td>
<td>If your pharmacy will be storing patient personal health information off-site, submit a copy of the contract with the storage company (file document instead of photos/videos is acceptable).</td>
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## INVENTORY MANAGEMENT

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<tr>
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<th>Reference and Requirements</th>
<th>Diagram</th>
<th>Recommended Content in Digital Evidence</th>
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<tr>
<td>7a</td>
<td>Drug receiving area</td>
<td><strong>PODSA Bylaws s.25(3)</strong>&lt;br&gt;All drug shipments must be delivered unopened to the pharmacy or a secure storage area.</td>
<td>✓ (Show area)</td>
<td>Show us where the delivery driver of your wholesaler will be dropping off delivery orders.</td>
</tr>
<tr>
<td>7b</td>
<td>Drugs</td>
<td><strong>PODSA Bylaws s.25(2)(f)</strong>&lt;br&gt;The dispensary area of a community pharmacy or a telepharmacy must contain an adequate stock of drugs to provide full dispensing services.</td>
<td></td>
<td>Show us that your pharmacy has drugs stocked on the shelves inside the dispensary and is ready to provide dispensing services when authorized to open.</td>
</tr>
<tr>
<td>7c</td>
<td>Storage area for non-usable and expired drugs</td>
<td><strong>PODSA Bylaws s.20(4)</strong>&lt;br&gt;Non-usable and expired drugs must be stored in a separate area of the pharmacy or a secure storage area until final disposal.</td>
<td></td>
<td>Show us where non-usable and expired drugs will be stored. Take a photo 5-10 feet from this storage area.</td>
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| 8a | Prescription product label                     |                                                                                                                     |         | Show us *what information* is included on the prescription product label. You may run an offline dummy prescription or submit a proof from your software vendor. Submit at least 2 photos:  
1. A single entity BRAND NAME product (i.e. one active ingredient. E.g. amoxicillin)  
2. A multiple-entity BRAND NAME product (i.e. > one active ingredient. E.g. amoxicillin with clavulanic acid) |
| 1  | Single-entity product                          |                                                                                                                     |         |                                                                                                                                                                                  |
| 2  | Multiple-entity product                        |                                                                                                                     |         |                                                                                                                                                                                  |

**HPA Bylaws Schedule F Part 1 s.9(2)**  
The label for all prescription drugs must include  
(a) the name, address and telephone number of the pharmacy,  
(b) the prescription number and dispensing date,  
(c) the full name of the patient,  
(d) the name of the practitioner,  
(e) the quantity and strength of the drug,  
(f) the practitioner’s directions for use, and  
(g) any other information required by good pharmacy practice.

**HPA Bylaws Schedule F Part 1 s.9(3)**  
For a single-entity product, the label must include  
(a) the generic name, and  
(b) at least one of  
(i) the brand name,  
(ii) the manufacturer’s name, or  
(iii) the drug identification number (DIN).

**HPA Bylaws Schedule F Part 1 s.9(4)**  
For a multiple-entity product, the label must include  
(a) the brand name, or  
(b) all active ingredients and at least one of  
(i) the manufacturer’s name or  
(ii) the drug identification number (DIN).

**Telepharmacy (in addition to the above):**  

**PODSA Bylaws s.31.1(4)**  
Prescriptions and labels relating to prescriptions dispensed at a telepharmacy must identify the prescription as having been dispensed at that telepharmacy.
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</table>
|   | **Telepharmacy (in addition to the above), if applicable:**          | **PODSA Bylaws s.31.1(4.1)**  
Prescriptions and labels relating to prescriptions dispensed at a pharmacy listed in Schedule "F" must distinguish between those dispensed when it is operating as a telepharmacy from when it is operating as a community pharmacy. |         |                                        |
| 8b| Filling supplies (e.g. vials and bottles including caps)             | **HPA Bylaws Schedule F Part 1 s.10(4)**  
All drugs must be dispensed in a container that is certified as child-resistant unless.... |         | Show us your pharmacy has filling supplies. |
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<tbody>
<tr>
<td></td>
<td><strong>PHARMACY MANAGER’S RESPONSIBILITIES</strong></td>
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<td><strong>Item</strong></td>
<td><strong>Reference and Requirements</strong></td>
<td><strong>Diagram</strong></td>
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</table>
| 9a| Name badge                                                          | **PODSA Bylaws s.18(2)(m)**  
A manager must ensure that each individual working in the pharmacy wears a badge that clearly identifies the individual’s registrant class or other status. |         | Show us what information is included on a name badge for each type of staff (if applicable):  
   1. Pharmacist  
   2. Pharmacy Technician  
   3. Pharmacy Assistant  
You may submit one photo per name tag, one photo of name tags by each type of staff, or all name tags in one single photo. |
| 9b| Policy & procedure manual                                            | **PODSA Bylaws s.18(2)(g)**  
A manager must establish policies and procedures to specify the duties to be performed by registrants and support persons.  
**PODSA Bylaws s.18(2)(h)**  
A manager must establish procedures for (i) inventory management, (ii) product selection, and (iii) proper destruction of unusable drugs and devices.  
**PODSA Bylaws s.18(2)(k)**  
A manager must ensure there is a written drug recall procedure in place for pharmacy inventory. |         | Show us your pharmacy has written policies and procedures in place for specific topics. You may submit document files or at least one photo for each topic (i.e. photo of the “cover page” of the policy and procedure manual is not acceptable). |
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<tr>
<td>1</td>
<td><strong>PODSA Bylaws s.18(2)(q)</strong></td>
<td>A manager must establish and maintain policies and procedures respecting pharmacy security.</td>
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<td>2</td>
<td><strong>PPP-74 Policy Statement #1</strong></td>
<td>Pharmacy security policies and procedures should be included in the pharmacy’s policy and procedure document. The policies and procedures should contain information on the following:</td>
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<td>• Training,</td>
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<td>4</td>
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<td>• Pharmacy security equipment,</td>
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<tr>
<td>5</td>
<td></td>
<td>• Emergency responses,</td>
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<tr>
<td>6</td>
<td></td>
<td>• Incident review, and</td>
<td></td>
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<tr>
<td>7</td>
<td></td>
<td>• Pharmacy security evaluation</td>
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<td>8</td>
<td><strong>PPP-74 Policy Statement #5</strong></td>
<td>An emergency response kit should include a step-by-step guide on what to do in the event of a robbery or break and enter and be available to all pharmacy staff.</td>
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<td>9</td>
<td><strong>PODSA Bylaws s.23.2(1)</strong></td>
<td>A pharmacy manager must ensure that a policy is in place that:</td>
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<td>(a) describes the pharmacy’s records filing system, the records format and the method and system for storing records,</td>
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<td>11</td>
<td></td>
<td>(b) is compliant with the sections 23.1, 23.2 and 23.3 requirements; and</td>
<td></td>
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<tr>
<td>12</td>
<td></td>
<td>(c) is readily accessible to and understood by pharmacy staff.</td>
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<td>13</td>
<td><strong>PODSA Bylaws s.23.2(2)</strong></td>
<td>With respect to electronic records, the policy must include a description of the process for the preservation, storage and backing up of records that is compliant with section 23.3 requirements.</td>
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<td>14</td>
<td><strong>PODSA Bylaws s.24(1)(c)</strong></td>
<td>A community pharmacy’s manager must develop, document and implement an ongoing quality</td>
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### Recommended Content in Digital Evidence

**management program that includes a process for reporting, documenting and following up on known, alleged and suspected errors, incidents and discrepancies.**

**HPA Bylaws s.79**  
A registrant must take appropriate measures to remedy any unauthorized access, use, disclosure or disposal of personal information about patients under this Part as soon as possible after the breach is discovered.

**Telepharmacy (in addition to the above):**

**PODSA Bylaws s.31.1(8)**  
A telepharmacy must have a policy and procedure manual on site that outlines the methods for ensuring the safe and effective distribution of pharmacy products and delivery of pharmaceutical care by the telepharmacy.

### CENTRAL PHARMACY (TELEPHARMACY LICENCE ONLY)

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| 10a| Tool/technology enabling direct supervision on dispensary activities | **PODSA Bylaws s.31.1(1)(a)**  
A telepharmacy must not remain open and prescriptions must not be dispensed without a full pharmacist physically present on duty at a telepharmacy, unless a full pharmacist at the central pharmacy is engaged in direct supervision of the telepharmacy in accordance with the Telepharmacy Standards of Practice.  
**PODSA Bylaws Definitions**  
“direct supervision” means real time audio and visual observation by a full pharmacist of pharmacy services performed at a telepharmacy consistent with a pharmacy manager’s responsibilities as set out in subsection 18(2).  
**HPA Bylaws Schedule F Part 6 s.3**  
“supervising pharmacist” means (a) the manager of a central pharmacy, (b) a full pharmacist employed at the central pharmacy responsible for providing direct supervision of pharmacy services in a telepharmacy, or (c) a full pharmacist who is physically present on duty at the telepharmacy. | Show us a photo(s) and explain in words how the supervising pharmacist at the central pharmacy can supervise activities at the telepharmacy real-time (i.e. can see and hear all the time when the telepharmacy is operating). |
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<td><strong>HPA Bylaws Schedule F Part 6 s.4(3)</strong>&lt;br&gt;A supervising pharmacist must be able to engage in direct supervision of the provision of pharmacy services at a telepharmacy independent of any action of or request by persons performing those services.</td>
<td></td>
</tr>
<tr>
<td>10b</td>
<td>Tool/technology used for transmitting prescription and personal health information between sites</td>
<td><strong>HPA Bylaws Schedule F Part 6 s.6(2)</strong>&lt;br&gt;Each telepharmacy and central pharmacy must maintain a secure connection to the central pharmacy for transmission of prescription and personal health information.</td>
<td>Show us a photo(s) and explain in words how is personal health information received at the telepharmacy is transferred to the central pharmacy for processing/administering activities related to it. E.g. a patient presented a long list of allergies to the staff at the telepharmacy.</td>
</tr>
<tr>
<td>10c</td>
<td>Tool/technology used for processing prescriptions at the central pharmacy for prescriptions received at the telepharmacy</td>
<td><strong>HPA Bylaws Schedule F Part 6 s.6(1)</strong>&lt;br&gt;All prescription processing must occur at the central pharmacy unless a full pharmacist is physically present on duty at the telepharmacy. <strong>HPA Bylaws Schedule F Part 6 s.6(2)</strong>&lt;br&gt;Each telepharmacy and central pharmacy must maintain a secure connection to the central pharmacy for transmission of prescription and personal health information.</td>
<td>Show us a photo(s) and explain in words how a prescription received at the telepharmacy is transferred to the central pharmacy for processing. Also, show us a photo(s) and explain in words how prescriptions from the telepharmacy are processed at the central pharmacy so that the prescription labels are printed at the telepharmacy for production preparation and final check.</td>
</tr>
<tr>
<td>10d</td>
<td>Tool/technology enabling direct supervision on product final check</td>
<td><strong>PODSA Bylaws s.31.1(1)(a)</strong>&lt;br&gt;A telepharmacy must not remain open and prescriptions must not be dispensed without a full pharmacist physically present on duty at the telepharmacy, unless a full pharmacist at the central pharmacy is engaged in direct supervision of the telepharmacy in accordance with the <strong>Telepharmacy Standards of Practice.</strong> <strong>HPA Bylaws Schedule F Part 6 s.3</strong>&lt;br&gt;“supervising pharmacist” means (a) the manager of a central pharmacy, (b) a full pharmacist employed at the central pharmacy responsible for providing direct supervision of pharmacy services in a telepharmacy, or (c) a full pharmacist who is physically present on duty at the telepharmacy. <strong>HPA Bylaws Schedule F Part 6 s.4(2)(a)</strong>&lt;br&gt;A supervising pharmacist must be readily available at all times when a telepharmacy is open to provide direction and support to persons performing pharmacy services at the telepharmacy.</td>
<td>Show us a photo(s) and explain in words how a prescription product can be checked by a registrant at the central pharmacy if the pharmacy technician at the telepharmacy cannot perform a final check on a product for whatever reason (e.g. refuse to perform the final check on a product due to his/her conscientious or religious belief).</td>
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<td>HPA Bylaws Schedule F Part 6 s.4(4)</td>
<td>Subject to subsection (5), telepharmacy staff may only perform the activities described in s. 4(1) of the Pharmacists Regulation while under direct, continuous real-time audio and visual observation and direction of a supervising pharmacist.</td>
<td>Show us a photo(s) and explain in words how counseling is performed by the pharmacist at the central pharmacy: 1) when a patient at the telepharmacy has questions about selecting a non-prescription product, and 2) when a patient comes pick up his/her prescription (new AND refill) at the telepharmacy.</td>
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<tr>
<td></td>
<td>HPA Bylaws Schedule F Part 6 s.4(5)</td>
<td>Direct supervision does not require the supervising pharmacist to conduct real-time observation of a pharmacy technician performing work within his or her scope of practice.</td>
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<tr>
<td>10e</td>
<td>Tool/technology enabling direct pharmacist/patient consultation</td>
<td>“supervising pharmacist” means (a) the manager of a central pharmacy, (b) a full pharmacist employed at the central pharmacy responsible for providing direct supervision of pharmacy services in a telepharmacy, or (c) a full pharmacist who is physically present on duty at the telepharmacy.</td>
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<td></td>
<td>HPA Bylaws Schedule F Part 6 s.4(2)(b)</td>
<td>A supervising pharmacist must be readily available at all times when a telepharmacy is open to provide pharmacist/patient consultation.</td>
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<tr>
<td></td>
<td>HPA Bylaws Schedule F Part 6 s.7</td>
<td>Unless a full pharmacist is physically present on duty at the telepharmacy, the supervising pharmacist must provide full pharmacist/patient consultation by real-time audio and visual link and otherwise in accordance with the requirements of Part 1 of Schedule F of the Health Professions Act Bylaws.</td>
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Appendix C: Pharmacy Licensure Forms, Checklists and Others

Pharmacy Licensure Forms
- Form 1A: Application for New Pharmacy Licence – Community
- Form 1B: Application for New Telepharmacy Licence – Community
- Form 1C: Application for New Pharmacy Licence – Hospital
- Form 1E: Application for Hospital Satellite
- Form 1F: Application for New Pharmacy Licence – Pharmacy Education Site
- Form 3A: Application for Pharmacy Licence Reinstatement – Community
- Form 3B: Application for Telepharmacy Licence Reinstatement – Community
- Form 3C: Application for Pharmacy Licence Reinstatement – Hospital
- Form 3F: Application for Pharmacy Licence Reinstatement – Pharmacy Education Site
- Form 4: Application for Pharmacy Closure
- Form 5: Manager/Direct Owner/Indirect Owner – Proof of Eligibility
- Form 6: Manager/Direct Owner/Indirect Owner – Notice of Ineligibility
- Form 7: Indirect Owner – Email Contacts
- Form 8A: Application for Change of Direct Owner
- Form 8B: Application for Change of Indirect Owner(s)
- Form 8C: Application for Change of Manager
- Form 8D: Application for Change of Corporation Name
- Form 8E: Application for Change of Operating Name
- Form 8F: Application for Change of Location
- Form 8G: Application for Change of Layout
- Form 9: Pharmacy Licensure – Multiple Pharmacies
- Form 10: Pharmacy Pre-Opening Inspection Report – Community
- Form 11: Pharmacy Pre-Opening Inspection Report – Community Telepharmacy
- Form 12: Pharmacy Pre-Opening Inspection Report - Hospital
- Form 13: Change of Authorized Representative
- Payment Form – New Pharmacy Licence (Hospital)

Pharmacy Licensure Checklists
- Community Pharmacy/Telepharmacy Diagram Checklist
- Hospital Pharmacy/Hospital Pharmacy Satellite Diagram Checklist
- Ownership Requirements (Corporation as Direct Owner) Checklist

Pharmacy Licensure Declaration Forms
- Deferred Submission of a Required Document(s) for Change Application
- Deferred Submission of Up-To-Date Officer Information
- Proof of Eligibility Exemption