



Newfoundland and Labrador Pharmacy Board

Interpretation Guide

Requirements for Authorization to be Designated Pharmacist-in-Charge of a Pharmacy

Introduction

When a pharmacist applies to the Board for authorization to be designated a pharmacist-in-charge, he or she is doing so with the understanding that this designation carries significant professional responsibility and specific legislative duties. A pharmacist-in-charge is responsible for establishing and implementing policies and procedures for a given pharmacy and for ensuring that the pharmacy provides safe and quality services in accordance with the *Pharmacy Act, 2012*, Regulations, Standards of Pharmacy Operation, Standards of Practice, other applicable provincial and federal legislation, and any other requirements established by the Board.

Provincial legislation outlines conditions under which the Board may designate a pharmacist-in-charge. The Board has established application processes and guidelines for assessing pharmacist-in-charge applications. The legislative requirements and guidelines for assessing applications are outlined in this interpretation guide.

Application Process

In order to become the designated pharmacist-in-charge of a pharmacy, a pharmacist must first be authorized for such designation. To request authorization to become a pharmacist-in-charge, pharmacists must submit an *Application for Authorization to be Designated Pharmacist-in-Charge*.

If the Registrar's office is satisfied that the pharmacist meets the criteria and will be able to fulfill the responsibilities of a pharmacist-in-charge, the application will be approved and the pharmacist will be notified. The pharmacist may then apply to become pharmacist-in-charge of an existing pharmacy or a new pharmacy by submitting the appropriate application, including any applicable fees. To change pharmacist-in-charge of an existing pharmacy, the current pharmacist-in-charge and the proposed pharmacist-in-charge must submit a joint *Application to Change Pharmacist-in-Charge* at least 30 days in advance of the requested change date.

Generally, a pharmacist can only be pharmacist-in-charge of one pharmacy. However, the Board has the discretion to designate a pharmacist as pharmacist-in-charge of more than one pharmacy under certain circumstances, pursuant to s. 11(4) of the *Pharmacy Regulations, 2014*.

Guidelines for Assessing Pharmacist-in-Charge Applications

In considering an application to become a pharmacist-in-charge, the Board is guided by the objects set out in s. 7 of the *Pharmacy Act, 2012* as well as the requirements outlined in s. 11 and 12 of the *Pharmacy Regulations, 2014*.

In order to be eligible to become a pharmacist in charge, the applicant must:

- be registered as a pharmacist in the province, in good standing with no restrictions or conditions on his or her practice;
- have practiced pharmacy (in Canada) for at least 12 months immediately before making the application;
- agree to be present in the pharmacy for which they are designated pharmacist-in-charge for at least half the operating hours (up to 40 hours); and
- successfully complete an education program on the responsibilities of a pharmacist-in-charge approved by the NLPB.

If a pharmacist does not have 12 months of practice experience immediately prior to making the application, the Board has the discretion to designate the applicant as pharmacist-in-charge on an interim basis for a maximum period of 60 days, pursuant to s. 11(2) of the *Pharmacy Regulations, 2014*.

The Board has established the following additional guidelines for determining pharmacist-in-charge eligibility:

- 1) The Registrar's office may request additional information to support application decisions such as:
 - length of time the pharmacist has been practicing pharmacy and whether the 12 months of practice experience immediately preceding the application includes practice experience acquired while registered as an intern, student, or equivalent (generally applications will only be approved if the practice experience was gained as a registered pharmacist);
 - length of time the pharmacist has worked at the particular pharmacy;
 - supports in place for the pharmacist to fulfill the duties of a pharmacist-in-charge (for example, a district manager, long-term staff pharmacists, support staff, etc.); and/or
 - the pharmacist's résumé, including professional references.
- 2) The Registrar's office may also consider information in the pharmacist's or pharmacy's file, such as complaints and discipline history and/or previous quality assurance assessments.
- 3) The Registrar or designate may request a meeting with a pharmacist to review the expectations of a pharmacist-in-charge.
- 4) Where a pharmacist is applying for designation as an interim pharmacist-in-charge, the Registrar's office will consider the reason(s) for the request, the length of time for the interim designation, and any other information that may be relevant to the decision.
- 5) Where the applicant is applying to be pharmacist-in-charge of more than one pharmacy, the Registrar's office will consider the reason(s) for the request, the length of time the pharmacist will be responsible for more than one site (interim versus permanent designation), whether one of the pharmacies is a telepharmacy or satellite pharmacy, and any other information that may be relevant to the decision.
- 6) A designate of the Registrar may conduct check-ins with a pharmacist-in-charge, particularly when the designation is granted pursuant to s. 11(2) or s. 11(4) of the *Pharmacy Regulations, 2014*.
- 7) The Registrar's office will aim to make a determination on all applications within 10 business days of receipt, subject to extension if circumstances require.