



## RP. 04 Pharmacy Manager Requirements

Approved by Council: February 18, 2020

Reviewed and Updated:

Resources: [PEI Pharmacy Act](#)  
[PEI Pharmacy Act-General Regulations](#)

*PEI College of Pharmacy policies, together with legislation, practice directives, standards and guidelines outline the practice expectations of pharmacists and pharmacy technicians in the province. Policies use “must” to indicate an action that is mandatory for a pharmacy professional. Policies use “may” to indicate that the registrant may use professional discretion.*

### Purpose

The purpose of this policy is to further define requirements regarding eligibility for application to be a pharmacy manager.

### Application

This policy is applicable to applicants for pharmacy manager under a permit.

### Introduction

Pharmacy managers are responsible for establishing and implementing policies and procedures for a retail pharmacy operated under a permit that ensure pharmacy services are provided safely to the public and in compliance with legislation. The PEI Pharmacy Act sets out the requirement for a pharmacy manager to be designated under a permit. However, the College has determined eligibility requirements for application as a pharmacy manager.

### Policy

1. Pharmacists must be authorized by the College to be designated as a pharmacy manager.
2. Pharmacists must make application and submit applicable fees to become a pharmacy manager, at new pharmacy or an existing pharmacy, within 30 days of the proposed effective date.
3. Pharmacists may only act as a pharmacy manager for one pharmacy. However, a pharmacist may request to be a pharmacy manager for more than one pharmacy on a temporary basis. Requests will be assessed on a case by case basis.



PRINCE EDWARD ISLAND  
**COLLEGE OF PHARMACY**

*Member organization of National Association of Pharmacy Regulatory Authorities (NAPRA)*

4. Pharmacy managers must be registered with the PEICP, be in good standing with no restrictions or conditions on their practice.
5. Pharmacy managers must have practiced (in Canada) for a period of at least 12 months immediately before their application.
6. Pharmacy managers must be present in the pharmacy for which they are designated for at least ½ of the operating hours.