



RP. 04 Pharmacy Manager Requirements

Approved by Council: February 18, 2020

Reviewed and Updated: May 17, 2022

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 ensures 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

Requirements to Become a Pharmacy Manager

1.0 Pharmacists must be authorized by the College to be designated as a pharmacy manger.

1.1. Pharmacists must make application and submit applicable fees to become a pharmacy manager at a new pharmacy or an existing pharmacy.

1.1.1 Pharmacy managers must be a pharmacist registered in the General Class of the PEI College of Pharmacy, with no restrictions or conditions on their practice.



1.1.2 Pharmacy managers must have practiced (in Canada) as a pharmacist in the General Class, or equivalent, for a period of at least 12 months.

1.2. The application must be submitted 10 business days prior to a planned change in pharmacy manager.

1.2.1 Applications for a change in pharmacy manager are not required for planned temporary absences that are for less than 30 days.

Physical Presence in the Pharmacy

2.0 Pharmacy managers are expected to actively participate and be physically present in the pharmacy on a regular basis to ensure that pharmacy operations and pharmacy professionals are delivering services in accordance with the requirements.

2.1 Pharmacists may only act as a pharmacy manager for one pharmacy on a permanent basis. However, a pharmacist may request permission to be a pharmacy manager for more than one pharmacy on a temporary basis. Requests will be assessed on a case-by-case basis.

2.1.1 Pharmacy managers must be physically present in the pharmacy for which they are designated for at least ½ of weekly operating hours (up to 40) of the pharmacy

Exceptions

3.1 A request for an exemption from the requirements outlined above may be made to the Registrar. The request must demonstrate the following:

3.1.1 All other options for meeting the requirements have reasonably been exhausted;

3.1.2 There is a shortage of pharmacists either regionally, provincially, or nationally that impacts the availability of qualified pharmacy managers;

3.1.3 There is a demonstrable increase in the demand for pharmacist services that impacts on the availability of qualified pharmacy managers; or

3.1.4 An emergency exists.

3.2 For any exemption request:

3.2.1 The pharmacist must demonstrate the knowledge, skills and ability needed to manage a pharmacy in compliance with requirements pertaining to pharmacy operations. This may also include a written application and/or a personal interview with the PEI College of Pharmacy, or other process as determined by the Registrar.



3.2.2 The employer must demonstrate that there is a clear plan for the pharmacy manager to receive support and mentorship from another pharmacy manager for a period determined by the Registrar.

3.2.3 If the application is approved, follow up with the pharmacy manager may occur at the discretion of the Registrar to ensure that the support and mentorship plan is being implemented.