Five Steps to Opening Your New Pharmacy

1. Start
2. Prepare
3. Apply
4. Inspect
5. License

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1. When
   Two to six months prior to your proposed opening date.

   Who
   Proprietor’s agent or licensee (which one am I?)

   What
   First, review the Foundational Requirements: Guidance Document for Opening a Licensed Pharmacy. Once you are familiar with the requirements, complete the Letter of Intent and submit it to the registration department via email, along with your floor plan that complies with the Floor Plan Requirements Guide.

   Approved letters of intent and floor plans are valid for six months.

2. When
   Prior to applying for a new pharmacy licence.

   Who
   Licensee or proprietor’s agent

   What
   You must prepare the pharmacy and meet all of the foundational requirements laid out in the guidance document introduced in Step 1, and the licensee must complete Part A and Part B of Licensee Education Program. The proprietor’s agent must complete the Proprietor’s Self-Assessment or Part B of the Licensee Education Program.
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Apply

**When**
When the pharmacy has met the foundational requirements and is ready for the pre-opening inspection.

**Who**
Licensee

**What**
Email the registration department your completed
- application for new pharmacy licence, and
- pharmacy inspection readiness form.

Once accepted, you will be provided a ShareFile account in order to upload required documentation and your Digital Evidence Submission template. Once submitted and reviewed, a pharmacy practice consultant will email the licensee regarding the digital evidence submission and/or to schedule the pre-opening inspection.

Inspect

**When**
You will be assigned the first available date within three to four weeks of acceptance of the digital evidence submission.

**Who**
Licensee and pharmacy practice consultant

**What**
The pharmacy must be in a fully functional state, otherwise you may incur a re-inspection fee and further delay.

Along with the pharmacy practice consultant, you will complete the pre-opening inspection according to the Foundational Requirements: Compliance Checklist. Any deficiencies identified by the pharmacy practice consultant during the pre-opening inspection must be corrected and evidence of the corrections provided prior to the licence being issued.
When
When the pharmacy practice consultant has confirmed compliance with all legislative requirements.

Who
ACP registration team and licensee

What
The registration team will complete the registration process by issuing the licence to the pharmacy and notifying the licensee. Congratulations!

Please note: Alberta Blue Cross’ agreement application process may take up to 10 business days, and can be started in advance of a pharmacy licence being issued to the licensee. However, an agreement will only be granted after the agreement application is approved and the pharmacy licence has been issued.