

Licensee undertaking

This undertaking must be completed by the licensee applicant.

I, _____, am applying for a pharmacy licence under the *Pharmacy and Drug Act* (“the Act”) to operate a pharmacy. In making this application, I undertake

- a. to personally manage, control, and supervise the practice of pharmacy associated with the pharmacy; and
- b. to comply with the Act, any condition imposed on the pharmacy licence, any order made under the Act, the Code of Ethics, and the Standards for the Operation of Licensed Pharmacies.

Without limiting the statement above, if a pharmacy licence is issued to me, I undertake to ensure that

- Pharmacy services¹ are provided in accordance with the Legislative Framework².
- All drugs and records are maintained in accordance with the Legislative Framework and are kept under my care and control.
- Pharmacy services are provided by regulated members under my management without conditions imposed by me or a proprietor that compromise their professional independence, judgment, or integrity.
- The licensed pharmacy has the
 - facilities;
 - space and equipment;
 - systems and procedures; and
 - requisite number of staff with the training and qualifications to ensure safe, effective, and secure provision of pharmacy services.
- I will apply to the registrar for approval before any changes are made to the physical facilities, space, or layout of the licensed pharmacy, including any renovation or relocation.
- ACP is told in writing
 - the name of each regulated member working at the licensed pharmacy, including any temporary pharmacist in charge;
 - the identity of
 - the proprietor, including a corporate proprietor;
 - any major shareholder; and
 - the individual who is the proprietor’s representative;
 - the pharmacy hours of operation and any temporary closures;
 - if the pharmacy is operating as a lock and leave pharmacy; and
 - if I intend to cease or cease being the licensee.

¹ Pharmacy services are defined as the storing, compounding, dispensing, or selling of drugs.

² The Legislative Framework includes, but is not limited to, the *Pharmacy and Drug Act* and its regulations, the *Health Professions Act* and the Pharmacist and Pharmacy Technician Regulation, Health Professions Restricted Activity Regulation, the Standards of Practice, the Standards for the Operation of Licensed Pharmacies, the Code of Ethics, the *Health Information Act*, and any other legislation or regulation of Alberta or Canada relating to the compounding or dispensing, manufacturing, sale, supply, or distribution of drugs.

- If I intend to cease being the licensee or the pharmacy ceases to operate for any reason, I understand it is my responsibility to
 - ensure that
 - all drugs in the pharmacy are disposed of in accordance with the *Controlled Drugs and Substances Act* and the *Food and Drug Act* (unless ACP has approved the secured storage of drugs at the pharmacy in circumstances where the pharmacy may continue to operate);
 - the registrar is immediately advised of the date the pharmacy ceases to operate;
 - patient records are transferred to another licensed pharmacy or each patient is given access to a copy of the patient's record;
 - ACP is advised of the location of the patient records; and
 - an inventory of all drugs in the pharmacy is prepared and copies are maintained in the files of the closed pharmacy, sent to ACP and kept by myself; or
 - ensure that a new licensee or a temporary pharmacist in charge has been approved by the registrar.
- I report to ACP any proprietor who directs, influences, or attempts to direct or influence the management or operation of the licensed pharmacy in a way that contravenes or could contravene the Legislative Framework.
- I cooperate with site and practice visits.
- I renew the licence annually within the appropriate time frame.

Licensee name

Licensee registration number

Licensee signature

Dated at _____ this _____ day of _____, 20____

name of city/town

day

month

year