



AP07: Criteria for Requests for a Pharmacist to Manage More than One Pharmacy			
Policy Type: Administration of the Act		Policy No: AP07	
Effective Date: February 28, 2025	Last Approval/Revision Date:		Policy Review Frequency: Yearly

Purpose:

To establish a policy and criteria for the Registrar/CEO to review and approve requests for a pharmacy manager to manage more than one pharmacy.

Definitions:

Pharmacy manager means a pharmacist, registered and licensed to practice in the province, designated as the pharmacy manager of a specific pharmacy under clause 64(2)(d) of *The Pharmaceutical Act* (Act).

Background:

A pharmacy manager is accountable for the operations of a pharmacy and all professional activities within the pharmacy, as well as ensuring compliance with all applicable legislation, practice standards and the code of ethics. The minimum requirements for a pharmacist to be designated as a pharmacy manager are outlined in clause 64(3) of the Act and clause 51 of the Regulation. A pharmacist *may not* be a pharmacy manager of more than one pharmacy unless the pharmacist is approved by the College of Pharmacists of Manitoba (CPhM) and demonstrates to the Registrar's satisfaction that they will personally and adequately supervise the operation of the pharmacy.

Criteria:

The Registrar/CEO may exercise discretion in approving a licensed pharmacist as pharmacy manager for more than one pharmacy if the following criteria are met.

1. The request is for the pharmacy manager to manage a *maximum* of two pharmacies.
2. The request is due to a *temporary* operational or staffing issue outside of the pharmacy owner and manager's direct control.
 - a. Longer-term dual manager arrangements may be considered in specific situations based on regional and operating realities. Permanent exemptions will not be granted.
3. The request demonstrates how the pharmacy manager will personally and adequately supervise the operation of more than one pharmacy by outlining the planned physical presence at each location (i.e., the number of hours dedicated to each pharmacy), and how they plan to be actively involved in providing active oversight of daily operations at each pharmacy.
4. The request acknowledges there is an adequate level of staffing to ensure smooth functioning of both pharmacies, i.e., no requirement to reduce hours below the minimum requirement to support the management of the additional pharmacy.
5. The request outlines how the exemption aligns with CPhM's [mandate and purpose](#).

6. The request outlines a clear rationale for the need to manage two pharmacies simultaneously.
7. The duration of the exemption will be determined by the Registrar/CEO based on a consideration of patient safety, regional and operating realities, and the timeframe requested by the pharmacy manager.

Process:

1. The licensed pharmacist sends a formal written request to the Registrar/CEO providing the following information:
 - a. The name, address and contact information of the pharmacies involved in the request.
 - b. Specific timeframe for the request.
 - c. Rationale for the request which clearly identifies how the above criteria have been met.
 - d. A contingency plan in case the need for managing more than one pharmacy persists past the approved exemption period.
2. The completion of standard operational process for approving a Pharmacy Manager by the Registrar/CEO, amongst other administrative tasks. This would include a suitability screening through the Professional Conduct department of CPhM.
3. The request is considered by the Registrar/CEO or designate, with the decision being communicated to the licensed pharmacist in writing.

Conditions:

1. If the exemption request is approved by the Registrar/CEO:
 - a. If the exemption exceeds one year, there will be a schedule established for inspection by CPhM of the pharmacies included in the exemption.
 - b. There cannot be any changes to the Pharmacy Licence(s) (e.g., name change, change of ownership, etc.) or Pharmacy Manager during the approved timeframe of the exemption unless a written request is received and approved by the Registrar/CEO.
 - c. Once the exemption has expired the involved pharmacies must have their own designated pharmacy manager unless an additional request is received and approved by the Registrar/CEO.
 - d. The Registrar/CEO reserves the right to revoke the exemption approval at any time if the pharmacy's operations do not meet the criteria and conditions of this policy. In the event that the approval is revoked, CPhM will provide thirty days advanced written notice to the pharmacy manager, unless the Registrar/CEO determines a shorter notice period is necessary.