



Acknowledgment/Change of Designated Manager

Date:
Accreditation Number (Mandatory) :
Name of Pharmacy:
Location of Pharmacy:

I/We hereby acknowledge that I/We have read and understand the Model Standards of Practice for Pharmacists, as approved by the Council of the Ontario College of Pharmacists and the attached document entitled "The Role of the Designated Manager" and accept the responsibilities as defined in the Drug and Pharmacies Regulation Act (DPRA) Section 166.

Name of Owner:
Corporate Address:
Name of New Designated Manager:
OCP Number:
Email Address: (required)
Name of Previous Designated Manager:
OCP Number:
Continues to work at this pharmacy location: YES NO
With Narcotics Signing privileges: YES NO

All Owner's/Director's Name(s):
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All Owner's/Director's Signature(s):
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Designated Manager's Signature:
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Effective date:
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Please Note:

Any changes to the board of directors must be accompanied by a copy of a Corporation Profile Report from the Ministry of Government Services to confirm the indicated changes filed with the Ministry.

Changes to Designated Managers will be reflected upon the college receiving the signed form (pharmacist directors automatically assume responsibility in the absence of a Designated Manager)



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The Role of the Designated Manager

While the College holds all its members accountable for their practice, Designated Managers carry additional responsibilities related to their role.

The Designated Manager (DM) accepts the same accountability and responsibility as the owner and corporate directors for ensuring that the pharmacy conforms to the requirements set out in the Drug and Pharmacies Regulation Act and Regulations, which govern the accreditation, ownership, and operation of pharmacies.

The Standards of Practice applicable to DMs are those directed to pharmacists regardless of the role they are fulfilling, including those addressing responsibilities likely to be within the DM's purview, and standards specifically directed to pharmacists when managing a pharmacy. The DM also serves as the primary contact for the College.

The DM is accountable for the following pharmacy functions:

- Professional Supervision of the Pharmacy
- Facilities, Equipment, Supplies and Drug Information
- Record Keeping and Documentation
- Medication Procurement and Inventory Management
- Training and Orientation
- Safe Medication Practices

The DM is required to display their name or certificate of registration for public view and it is the expectation of the College that the DM actively and effectively participates in the day-to-day management of the pharmacy.

Before accepting the role of DM, it is important for the pharmacist to review the roles and responsibilities expected of this position. The DM must be familiar with the legislation and operational requirements for the profession and the business as well as the policies and procedures that are in place at the pharmacy. The College recommends that the DM be familiar with the past inspection history which should be discussed with the owner.

The DM is required to be up-to-date with any changes in College policies and guidelines, which affect the operation of a pharmacy. The College has developed policies to clarify the obligations of the DM with respect to Medication Procurement and Inventory Management, Professional Supervision of Pharmacy Personnel and Required Signage in a Pharmacy. These policies can be found on the College's website, www.ocpinfo.com (see the 'Standards, Policies & Guidelines' under the "Professional Practice" menu.)