

Instructions

A certificate of accreditation issued for a hospital pharmacy must be renewed annually on or before May 10th. This annual renewal application must be completed in full in order to be processed. Incomplete applications will not be considered.

Step 1: Complete the Hospital Pharmacy Annual Renewal Application (Pages 2-3)

Step 2: Complete the Declaration of Good Character (Page 4)

To fulfill the conduct requirements for renewal of a certificate of accreditation, please have the CEO of the Hospital sign the Declaration of Good Character.

Step 3: Enclose a copy of a Corporation Profile Report

Enclose a copy of a corporation profile report for the corporation which operates the hospital pharmacy, issued by the Ministry of Government Services that is dated not more than **30 days** before the annual renewal application is submitted to the College. To order a Corporation Profile Report online, go to the websites of any of the following service providers for the Ministry:

- Carswell Legal Solutions www.carswelllegalsolutions.com/
- OnCorpDirect Inc. www.oncorp.com
- ESC Corporate Services www.eservicecorp.ca

Or contact the Ministry directly at: Ministry of Government Services, Companies and Personal Property Security Branch, 375 University Ave, 2nd Floor, Toronto, M5G 2M2 Tel: 416-314-8880 or 1-800-361-3223

Step 4: Enclose Payment (Page 5)

Payment of the annual renewal fee of **\$4943.75** (\$4375.00 + \$568.75 HST) may be made by credit card or cheque made payable to the Ontario College of Pharmacists.

Step 5: Submit Hospital Pharmacy Annual Renewal Application

If paying by credit card, you may submit your completed annual renewal application to the College by scanning and emailing the annual renewal application and corporation profile report to the attention of Pharmacy Applications & Renewals at pharmacyapplications@ocpinfo.com or fax to 416-847-8399.

If paying by cheque, please mail your cheque along with the completed annual renewal application and corporation profile report to:

Ontario College of Pharmacists
Pharmacy Applications & Renewals
483 Huron Street
Toronto, ON M5R 2R4

Checklist

- Completed Hospital Pharmacy Annual Renewal Application(Pages 2-5)
- A copy of a Corporation Profile Report issued by the Ministry of Government Services or by a service provider which is under contract with the Ministry that is dated not more than 30 days before this annual renewal application is submitted
- Annual renewal fee of **\$4943.75** (\$4375.00 + \$568.75 HST) payable to the Ontario College of Pharmacists.

Hospital Pharmacy Annual Renewal Application

Ownership

Corporation Name:		
Address:		
City:	Province:	Postal Code:
Phone:	Fax:	Website:
Corporation Contact:	Corporation Contact Email:	

Communication

Hospital Site Name:		Accreditation Number:	
Address:			
City:		Province:	Postal Code:
Phone:	Fax:		
Email:	Website:		

Personnel

Designated Contact (the person the College will contact for all pharmacy matters):	OCP Number (if applicable):
Designated Contact Email:	Designated Contact Phone:
Pharmacy Manager:	OCP Number (if applicable):
Pharmacy Manager Email:	

Pharmacy Services

Hospital site is designated as a Regional Centre	<input type="checkbox"/> Yes <input type="checkbox"/> No
Specialty Services:	
Compound non-hazardous STERILE preparations? Producing compounded sterile preparations that require specialized equipment and specialized training/knowledge to customize a medication for a patient. This includes the reconstitution, manipulation or repackaging of sterile or nonsterile products to produce a sterile final product. See Model Standards for Pharmacy Compounding of Non-Hazardous Sterile Preparations for examples of non-hazardous sterile preparations and more information.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Compound hazardous STERILE preparations? Producing compounded sterile preparations with hazardous products that require specialized equipment and specialized training/knowledge to customize a medication for a patient. This includes the reconstitution, manipulation or repackaging of sterile or nonsterile products to produce a sterile final product. See Model Standards for Pharmacy Compounding of Hazardous Sterile Preparations for more information.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Compound simple NON-STERILE preparations? The pharmacy is compounding simple preparations from existing Master Formulations (specifying the ingredient quantities, procedure, equipment required and BUD), without additional specialized equipment. This includes the manipulation of commercial products with addition of one or more ingredients.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Compound moderate to complex NON-STERILE preparations? The pharmacy is compounding moderate to complex preparations that require specialized equipment, facilities and/or training and knowledge to determine the ingredient quantities (e.g. calibration, advanced calculations, etc.), procedure, and/or BUD. This includes any hazardous ingredients or preparations.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Service Long Term Care/Nursing Homes? The pharmacy provides medication management services to residents of licensed long term care homes.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bed Information:	
Total Number of Beds	Number of Beds for Acute Care

Pharmacy Hours

Open 24 Hours	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Staffed on Holidays	<input type="checkbox"/> Yes <input type="checkbox"/> No		
On-Call Services	<input type="checkbox"/> Hospital Staff <input type="checkbox"/> Contracted Out <input type="checkbox"/> N/A		
Weekly Hours of Operation	From	To	Closed
Monday			<input type="checkbox"/>
Tuesday			<input type="checkbox"/>
Wednesday			<input type="checkbox"/>
Thursday			<input type="checkbox"/>
Friday			<input type="checkbox"/>
Saturday			<input type="checkbox"/>
Sunday			<input type="checkbox"/>

Declaration of Good Character

Evidence of good character is required of the Directors of the Corporation for renewal of a certificate of accreditation. In recognition of the complex nature of the Board of Directors of a hospital the College considers the good character requirement to be fulfilled upon receipt of a duly executed Declaration of Good Character by the CEO* of the Hospital.

In my capacity as a director of the corporation (Corporation), I make the following declarations:

1. I am the member of the Board of Directors of the Corporation and the person in charge of the hospital, as that phrase is interpreted in the Narcotic Control Regulations (C.R.C., C. 1401, sections 63, 64 and 65).
2. There are no outstanding proceedings where any allegation of improper business practice have been made against me in any jurisdiction, whether in relation to the operation of a pharmacy or any other regulated profession or business.
3. There are no completed proceedings where allegations of improper business practices were made against me, whether in relation to the operation of a pharmacy or any other regulated profession or business, other than a proceeding completed on its merits in which I was found not to have engaged in any improper business practice.
4. There is nothing in my past or present conduct that would provide reasonable grounds for the belief that the pharmacy would not be operated with decency, honesty and integrity and in accordance with the law.
5. I agree and understand that I am responsible for providing the Registrar with the details of any new information that should arise after the completion of this application that would change my response to any of the statements on this declaration. I understand that this requirement will continue even after the date the Certificate of Accreditation is renewed.
6. I hereby declare, that the contents of this application including the statements contained herein are true and complete to the best of my knowledge and belief. I understand and agree that if I make a false or misleading statement or representation in respect of the application, the Corporation shall be deemed not to have satisfied the requirements for renewal of a Certificate of Accreditation. I further understand and agree that if a Certificate of Accreditation is renewed based upon a false or misleading statement or representation, that Certificate of Accreditation may be revoked by the Registrar or the Accreditation Committee.

Corporation Name

Hospital/Site Name

CEO Name (please print)

CEO Signature

Date Signed

***In accordance with Regulation 965 under the Public Hospitals Act, the CEO must be an ex-officio member of the Board.**

Payment Information

Hospital Site Name:		Accreditation Number:	
Address:			
City:		Province:	Postal Code:
<input type="checkbox"/> I am enclosing a cheque in the amount of \$4943.75 (\$4375.00 + \$568.75 HST) made payable to the Ontario College of Pharmacists			
<input type="checkbox"/> I authorize the Ontario College of Pharmacists to charge \$4943.75 (\$4375.00 + \$568.75 HST) to the credit card listed below			
Credit Card Authorization			
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express			
Credit Card Number:		Expiry Date (MM/YY):	
Cardholder Name:		Telephone:	
Cardholder Signature:		Date Signed:	

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