

## **CSHP Professional Liability Insurance: Q & A for Pharmacy Technicians in Nova Scotia**

Pharmacy technicians in NS must purchase professional liability insurance. Historically, professional liability insurance for licensed pharmacy professionals was purchased through PANS (it was the only policy that met NSCP criteria). New regulations defined by the Pharmacy Act (passed August 6, 2013) permit liability insurance coverage through other sources if the insurer meets NSCP criteria. CSHP NS Branch, with the assistance of CSHP National, has investigated whether our members would be able to purchase liability insurance through CSHP instead of PANS. Myrella Roy, Executive Director CSHP, worked extremely hard on our behalf to negotiate necessary changes to the CSHP insurance policy to fulfill liability criteria set by NSCP. We have confirmed with the insurance provider that the insurance meets the requirements of the NSCP regulations.

CSHP NS Branch is providing this for informational purposes only and it is accurate to the best of our knowledge as of May 2018. As defined in the Pharmacy Act, members that choose liability insurance with an independent broker are responsible to ensure their insurance meets all requirements and criteria for licensure with NSCP.

### **Q: What are the comparable costs?**

1. PANS membership (based on May 2018 fees):

- Supporting Pharmacy Technician Membership Fee (\$103.50) + Liability Insurance (\$90) = **\$193.50**

2. CSHP Membership (based on May 2018 fees):

- Supporting Pharmacy Technician Membership Fee (\$223.33) + Liability Insurance (\$88.00) = **\$311.33**

If you are already a current active CSHP supporting pharmacy technician member and you are purchasing insurance between November 30 and March 31 you will receive a 25% discount, if you purchase insurance between April 1 and June 30 you will receive a 50% discount. Full CSHP registration and liability insurance will be due again in June.

### **Q: I am a hospital pharmacy technician and also work in a community pharmacy. Which insurance do I need?**

There is no distinction between hospital pharmacy technicians that do and those that don't work in the community. CSHP insurance covers you regardless of where you practice.

### **Q: Over what calendar period is CSHP insurance valid?**

CSHP insurance runs from July 1 each year to June 30 (the same as the CSHP membership year). NSCP license year is January 1 to December 31. The first year you choose CSHP insurance will be a transition year and you will initially pay the discounted premium (if purchasing insurance between November 30 and March 31 you will receive a 25% discount, if you purchase insurance between April 1 and June 30 you will receive a 50% discount). Then you will pay the full premium in June of the following year. **IT WILL BE UP TO YOU TO REMEMBER that your CSHP membership is linked to your professional liability insurance which means that CSHP membership and liability insurance will need to be renewed by the end of June each year. If you do not renew your CSHP membership and insurance on time, your NSCP license will be invalid.**

**Q: Do I have to submit anything to NSCP to prove I have insurance through CSHP?**

YES, NSCP requires proof of insurance. Register with Benson Kearley, the CSHP insurance broker EARLY so that once your insurance premium is paid you can access an on-line insurance certificate. This document MUST be submitted to NSCP BEFORE you can register for your license with NSCP. The NSCP registration deadline is November 30 and there is a large late fee fine. The Certificate of Insurance can be faxed to NSCP or emailed to Melissa Rhodes, Manager of Registrations ([mrhodes@nspharmacists.ca](mailto:mrhodes@nspharmacists.ca)). This information must be entered in to the NSCP database by Melissa before you can register with NSCP. **Every June, you will need to send your new Certificate of Insurance to NSCP.**

**Q: What is the time line to accessing an insurance certificate once fees are paid?**

Once you've completed the on-line application and your credit card payment is approved, coverage is immediate and is effective the date that the on-line application is signed and dated. Confirmation is immediate and you can print or access an on-line copy of your Certificate of Insurance. A copy of your coverage certificate and receipt will also be sent to you by email.

**Q: What level of insurance do I need?**

CSHP insurance offers various levels. According to NSCP criteria, a \$2,000,000 per claim and \$2,000,000 aggregate is required as a minimum. See NSCP Pharmacy Practice Regulations, Part 2 (7), Insurance coverage: <https://novascotia.ca/just/regulations/regs/pharmprc.htm>.

**Q: What if my CSHP membership has lapsed or if I am not currently a CSHP member?**

Lapsed CSHP members and non-CSHP members need to allow 24 hours for CSHP staff to process their membership application **before** being able to purchase the insurance online. To speed up processing (since NSCP registration is due by the end of November) it would be preferable to send the completed CSHP membership application form by e-mail to [membershipservices@cshp.ca](mailto:membershipservices@cshp.ca) or by fax (rather than submitting it online). It would also be advisable to call the National Office so they are aware of the time line.

**Q: Is CSHP insurance exactly the same as PANS insurance?**

The CSHP insurance policy is not exactly the same as the PANS insurance policy; however, it does meet all NSCP criteria. Go to <https://www.cshp.ca/liability-insurance> for information.

**Q: If I decide to purchase insurance through CSHP, how do I register for CSHP Insurance?**

Go to the membership section of the CSHP National website at <https://www.cshp.ca/liability-insurance>

NS Branch CSHP

[www.cshp-ns.com](http://www.cshp-ns.com)

*Last reviewed: May 2018*