



Bulk Change to Superintendent Pharmacist

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A Guide for appointing a new Superintendent Pharmacist for more than one Pharmacy

Version 1

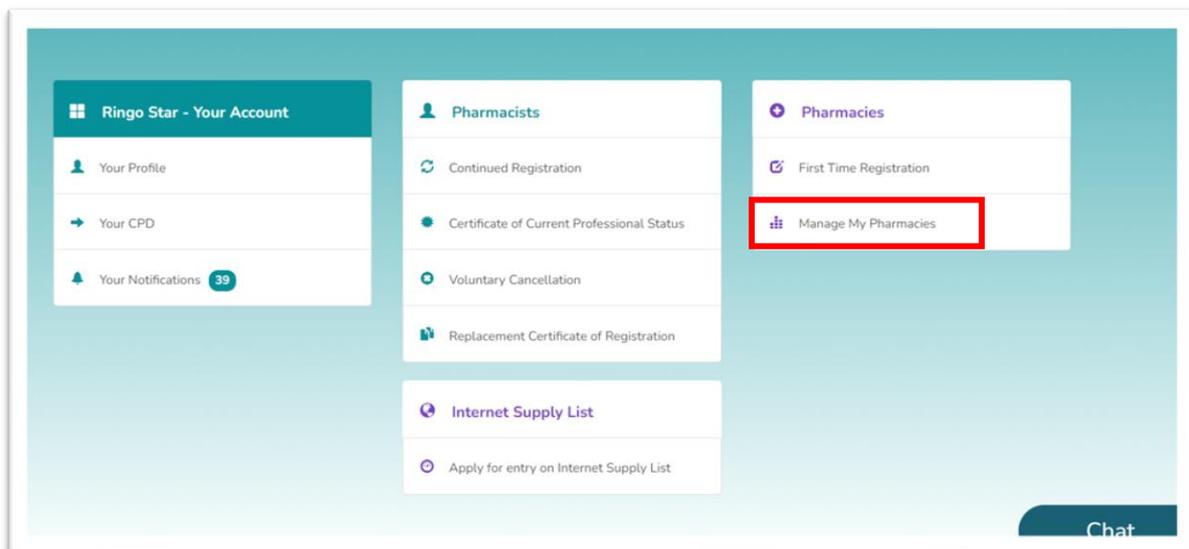
July 2023

Introduction

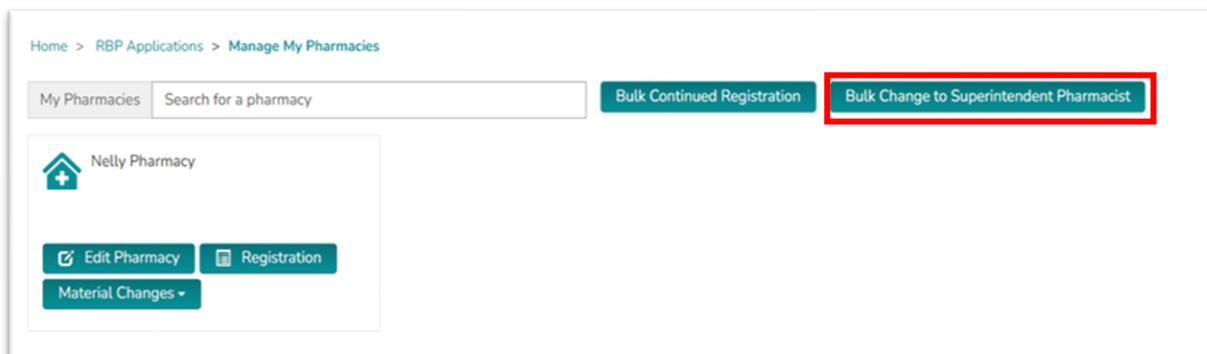
This guide outlines the steps involved in adding a new Superintendent Pharmacist to multiple Retail Pharmacy Businesses (RPBs) under the same ownership.

Process

- **Step 1:** Log into your account on the [PSI Registration Portal](#) and navigate to the 'Manage My Pharmacies' tab



- **Step 2:** Click on the 'Bulk Change to Superintendent Pharmacist'



- **Step 3:** Click on the 'Create' button to start a new application

Home > RBP Applications > Bulk Change to Superintendent Pharmacist

Bulk Change to Superintendent Pharmacist

Make a Change To Superintendent Pharmacist application for multiple Retail Pharmacy Businesses at once through a single Bulk Change To Superintendent Pharmacist application.

[Create](#)

Application Number	Registration Number	Pharmacist	Application Type	Application Status	Created On	Expiry Date of Current Certificate of Registration
↓	↓					

There are no records to display.

- **Step 4:** Read the relevant information on the screen and if happy to proceed click 'Continue'

Instructions

Appointment of a Superintendent Pharmacist
A Superintendent Pharmacist is a registered pharmacist who has 3 years' post-registration experience as defined in Section 25(2) of the Pharmacy Act 2007. A Superintendent Pharmacist is responsible for the part of the business that consists of the management and administration of the sale and supply of medicinal products and this will be under his or her personal control.

Application Fee
The application fee for the nomination of a Superintendent Pharmacist is €85.

By proceeding with this application you are submitting an application for the nomination of a Superintendent Pharmacist for the selected Retail Pharmacy Business. After submitting the application, the nominated Superintendent Pharmacist will receive a notification that they have been nominated. They will have to confirm the appointment and complete a declaration within the portal prior to the application being processed by the PSI.

Should the PSI require any additional information in relation to this application, you will be contacted in due course. The nomination is not considered approved until such time as the declaration by the nominated Superintendent Pharmacist is complete and the application has been reviewed by the PSI. You will receive confirmation when the application has been approved.

[CONTINUE](#)

- **Step 5:** Select the Superintendent Pharmacist from the lookup. You will have the option to search for it by name and/or registration number.

SUPERINTENDENT PHARMACIST

Applicant *

Ringo Star

Application Number

10004071

RPB Superintendent Pharmacist

[Q](#)

- **Step 6:** Select all the relevant RPBs from the list by clicking on 'Add an RPB', add the start date, and add the number of hours per week.

RETAIL PHARMACY BUSINESSES

[Add an RPB](#)

Trading Name	Registration Number	Main Phone	RPB Owner	Supervising Pharmacist	Superintendent Pharmacist	Expiry (Latest Registration)
There are no records to display.						

Superintendent Pharmacist Start Date

Superintendent Pharmacist Hours Per Week

- **Step 7:** Complete the declarations as appropriate and then click 'Next' to be taken to the payment page (see Step 8)

CONFIRMATIONS

I being the person duly authorised to complete this nomination on behalf of the pharmacy owner, nominate the pharmacist named in this application form as the Superintendent Pharmacist in respect of this application for registration as retail pharmacy business. And in doing so I make the following declarations:

The nominated Superintendent Pharmacist has been appointed for the purposes of Section 27, 28 or 29 of the Pharmacy Act 2007 (as applicable on the basis of the type of pharmacy owner) in respect of the retail pharmacy business.

No Yes

The said pharmacist is aware that the part of the business that consists of the management and administration of the sale and supply of medicinal products will be under his or her personal control. He or she has undertaken to discharge that responsibility, and the pharmacy ownership in turn recognises this position as established by the Act.

No Yes

The said pharmacist is a registered pharmacist with a minimum of 3 years' post-registration experience as set out in Section 25(2) of the Pharmacy Act 2007 and as required by such a pharmacist under the said Act.

No Yes

The pharmacy owner is aware that a change to the Superintendent Pharmacist in this Retail Pharmacy Business must be notified to the PSI and the pharmacy owner undertakes so to do

No Yes

Will the Superintendent Pharmacist nominated to act on behalf of this pharmacy also act as the nominated superintendent in respect of other pharmacies with which this pharmacy shares common ownership and with which the named pharmacy will form a group.

No Yes

[NEXT](#)

- **Step 8:** Please select your payment method: *'Pay Now'* for online card payment, or *'Pay by Electronic Funds'* for bank transfer. If paying by card, enter your payment details and proceed with the *'Pay Now'* option, then you will be prompted to input card details. For bank transfers, click *'Pay by Electronic Funds'* to access the Fee Demand Notice with PSI bank details and the payment reference that should be used.

You must pay the outstanding application fee in order for your application to be processed.

Payer email address

Payer mobile number
Ireland (+353)

Search address or Eircode

Billing address line 1

Billing address line 2

Billing address line 3

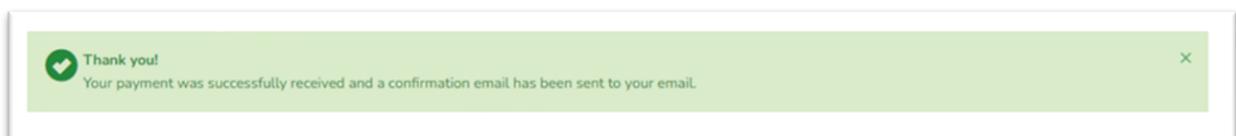
Billing address town

Billing address country

Billing address postcode

or

- **Step 8a:** Once payment has been made by card you will receive the following confirmation.



- **Step 8b:** Once you have chosen *'Pay by Electronic Funds'* you will have the option to view and print Fee Demand Notice

Electronic Fund Transfer (EFT)
Payment must reach the PSI's bank account within 5 days of submitting your application form. The PSI does not accept payment by cheque or bank draft.
In order to identify your payment, you must quote the Unique Fee Demand Notice Reference Number below. General references such as "PSI" or "First Registration" are not sufficient.

- **Step 9:** After selecting your payment method and submitting the application to PSI, the nominated Superintendent Pharmacist will receive a notification to complete mandatory declarations on their account.
- **Step 10** Following review of the application by PSI, you will receive a confirmation email and portal notification approving your application. The Superintendent Pharmacist will then be appointed to the selected RPBs.