

MINUTES
For Council Meeting
ALBERTA COLLEGE OF PHARMACISTS
Friday, April 3, 2009, 9:00 a.m. – 4:30 p.m.
Western Room, Lower Mezzanine Canadian Western Bank Building,
10030 Jasper Avenue Edmonton, AB

1. Introduction

1.1. Call to Order

President Siemens called the meeting to order at 9:03 a.m.

1.2. Roll Call

Registrar Eberhart called the roll and identified the following members of council in attendance:

- District 2 – Rick Siemens, President
- District 3 – Jeff Whissell
- District 3 – Krystal Wynnyk
- District 4 – Dianne Donnan, Past President
- District 5 – Anjali Acharya
- District 5 – Kaye Andrews
- District 6 – Merv Bashforth, President Elect
- Public Member – Joan Pitfield
- Public Member – Pat Matusko
- Public Member – Vi Becker
- Dean – Dr. Franco Pasutto
- APSA Representative – Joseph Blais
- Pharmacy Technician Observer – Robin Burns

Regrets:

- District 1 – Wilson Gemmill
- District 3 – Catherine McCann
- District 5 – Donna Galvin
- Pharmacy Technician Observer – Teresa Hennessey

Also in Attendance:

- Registrar – Greg Eberhart
- Deputy Registrar – Dale Cooney
- Business Manager – Lynn Paulitsch
- Communications Leader – Karen Mills
- Executive Assistant – Grace Magyar
- Observer – Rob Taylor (*Agenda Item 3.2.2 only*)

1.3. Invocation

Jeff Whissell read the invocation.

1.4. Adoption of the Agenda

1.4.1. Additions to the Agenda

MOTION: That the agenda be adopted as circulated
Moved by **Jeff Whissell**/Seconded by **Dianne Donnan**/CARRIED

1.5. Minutes from Previous Meetings

1.5.1. Minutes from Council Meeting - December 12, 2008

Amendment:

Agenda Item 3.4 - Motion should read:

“That council accepts the recommendations as outlined for policy items 3.4.1. to 3.4.21 subject to the following:

Practice Policy -3.4.10 – be rescinded and the guidelines be reviewed subject to the USP Guidelines.

Practice Policy -3.4.21 – be amended by replacing the first paragraph with the Mission Statement.”

MOTION: That the minutes of the council meeting of December 12, 2008 be adopted as amended.

Moved by **Jeff Whissell**/Seconded by **Kaye Andrews**/CARRIED

1.5.2. Ratification of e-ballot - January 27, 2009

MOTION: That the results of the e-ballot of January 27, 2009 be ratified.

Moved by **Dianne Donnan**/Seconded by **Jeff Whissell**/CARRIED

1.5.3. Minutes from Teleconference Call of Council - March 10, 2009

MOTION: That the minutes of the teleconference call of March 10, 2009 be adopted as circulated.

Moved by **Pat Matusko**/Seconded by **Vi Becker**/CARRIED

1.6. Disposition of Directives – Council Meeting

Registrar Eberhart reviewed the Disposition of Directives with council.

Registrar Eberhart advised council that in mid-March the media reported on the use of kiosks in Ontario as an alternative to dispensing medications. He advised that ACP is reviewing its legislation to ensure that kiosks can be adequately governed in a manner consistent with good pharmacist practice.

MOTION: That council accepts the Disposition of Directives for information.

Moved by **Jeff Whissell** / Seconded by **Joan Pitfield** / CARRIED

1.7. In Camera

MOTION: That council move into an “In Camera” meeting at 12:30 pm

Moved by **Jeff Whissell** /Seconded by **Dianne Donnan**/CARRIED

MOTION: That council move out of the “In Camera” meeting at 12:45 pm.

Moved by **Jeff Whissell** /Seconded by **Merv Bashforth**/CARRIED

MOTION: To accept the recommendation of the Western Management report respecting the salary grid for the Registrar.

Moved by **Jeff Whissell**/Seconded by **Merv Bashforth**/CARRIED

2. Governance

2.1. Executive Limitation Reports and ENDS Policies

2.1.1. MEGA END – Annual Report

Council reviewed the “DRAFT” Annual Report and APEX Award publication. Council extended their thanks to Karen Mills for producing reports that portray the efforts of ACP and its registrants to better meet the needs of Albertans and our health system. The publications reflect many achievements, celebrate excellence in practice, and provide insight about our work towards the future.

Council was in agreement with the following amendments:

1. *Report from the Office of Continuing Pharmacy Education* (first paragraph) - “College” and “Faculty” should be capitalized.
2. *Message from the president and registrar* – ACP never lost sight of our priority: the public’s health and well-being – change “more transparent and accessible” to “keeping our processes, particularly complaint resolution, transparent and accessible.”
3. *ACP Committees* – add “Shared Health Record – Dianne Donnan.”

MOTION: That council approves the draft Annual Report and APEX feature as amended.

Moved by **Kaye Andrews**/Seconded by **Anjli Acharya**/CARRIED

2.1.2. Policies E, E1-E4 – ENDS Policies (Handout)

Councilor Anjli Acharya presented council with the recommendations of the ACP Working Group on “Vision and Values.” She emphasized that the value statements were those of ACP, not necessarily the profession at large.

Council was in agreement that Value #5 should be amended to read:

“5. Collaboration and Partnerships”

MOTION: That council adopts the “Vision and Values” for the Alberta College of Pharmacists, as amended.

Moved by **Dianne Donnan**/Seconded by **Krystal Wynnyk**/CARRIED

2.1.3. Policy EL-1 General Executive Constraint – External Financial Audit (Handout)

Martin Anderson, Senior Partner with Kingston Ross Pasnak (KRP), presented the External Audit Report to council and provided them with the amended page 8 - Alberta College of Pharmacists – Notes to Financial Statements.

Council extended their appreciation to Lynn Paulitsch and her team on another amazing job in maintaining the financial records of ACP.

MOTION: That council accepts the Audited Financial Statements as amended.
Moved by **Jeff Whissell**/Seconded by **Vi Becker**/CARRIED

Note: Registrar Eberhart, Dale Cooney, Lynn Paulitsch, Karen Mills and Grace Magyar excused themselves for this presentation.

2.1.4. Policy EL-4 Financial Condition – Internal Financial Report

MOTION: That council approves the interpretation and accepts the results for the Policy EL-4 report circulated with the agenda.
Moved by **Dianne Donnan**/Seconded by **Anjli Acharya**/CARRIED

2.1.5. Policy EL-9 Compensation and Benefits

MOTION: That council approves the compensation report.
Moved by **Dianne Donnan**/Seconded by **Pat Matusko**/CARRIED

2.1.6. Policy E-4 – Amendment - Licensing Fee for Mail Order Pharmacies

MOTION: That council approves the annual licensing fee for mail order pharmacies to be \$545.00.
Moved by **Anjli Acharya**/Seconded by **Kaye Andrews**/CARRIED

2.2. Governance Policy Review and Amendments

2.2.1 Policy GP-3 – Council Responsibilities

2.2.1.1 Format of Council Agendas

2.2.2 Policy GP-8 Investment in Governance

MOTION: That council table Agenda Items #2.2.1.and #2.2.2.
Moved by **Jeff Whissell**/Seconded by **Dianne Donnan**/CARRIED

2.3. Council-Registrar Policies Nil

2.4. Ownership Linkage - Nil

2.5. Appointments

2.5.1. Competence Committee

MOTION: That council reappoints Sylvie Druteika to the Competence Committee for a second term, extending from 2009-2012.
Moved by **Jeff Whissell**/Seconded by **Krystal Wynnyk**/CARRIED

2.5.2. NAPRA Board of Directors

MOTION: That council reappoints Dianne Donnan as ACP's Appointee to NAPRA's Board of Directors for a two-year term extending until the conclusion of our AGM in 2011.

Moved by **Kaye Andrews**/Seconded by **Vi Becker**/CARRIED
Abstained: Dianne Donnan

2.5.3. Admissions Committee – Faculty of Pharmacy University of Alberta

MOTION: That council appoints Krystal Wynnyk to the Admissions Committee for a one-year term.

Moved by **Joan Pitfield**/Seconded by **Anjli Acharya**/CARRIED
Abstained: Krystal Wynnyk

2.6. Committee Reports.

2.6.1. Report from the Nominating Committee

President Elect (2009-2010)

President Siemens, on behalf of the Nominating Committee, submitted the name of Donna Galvin for the position of President Elect for the 2009-2010 council term. No further nominations were forthcoming from the floor.

MOTION: That nominations for the position of President Elect for the year 2009-2010 cease.

Moved by **Anjli Acharya**/Seconded by **Kaye Andrews**/CARRIED

President Siemens then declared that Donna Galvin was elected by acclamation for the position of President Elect for the 2009-2010 council year.

Vice President (2009-2010)

President Siemens, on behalf of the Nominating Committee, submitted the names of Anjli Acharya and Kaye Andrews for the position of Vice President for the 2009-2010 council term. Candidates were provided three minutes each to present their interest in becoming Vice President and then each responded to questions from the council.

Council voted by secret ballot and Anjli Acharya was elected as Vice President.

MOTION: Motion to destroy ballots.

Moved by **Dianne Donnan**/Seconded by **Pat Matusko**/CARRIED
Abstained: Anjli Acharya and Kaye Andrews

President Siemens then declared that Anjli Acharya was elected for the position of Vice President for the 2009-2010 council year.

2.6.2. Report from the Resolutions Committee

Merv Bashforth, Chairman of the Resolutions Committee, reported that a single resolution had been received, proposing that ACP pursue the rescheduling of exempted codeine products to Schedule 1. The Resolutions Committee is reviewing the resolution to ensure that it is factually correct, so that it can be presented to the AGM for debate.

2.6.3. Report on Terms of Reference for Honourary and Honourary Life Membership

MOTION: That the Terms of Reference for Honourary Life Membership and Honourary Membership with ACP be amended as follows:

- That distinguished service be defined as long-term service to:
 - Our profession, having provided leadership provincially and/or nationally; and
 - The advancement of pharmacy and healthcare in their community through community service, philanthropy, or humanitarianism.
- That the Terms of Reference for Honourary Life Membership include the statement, “The appointment as an Honourary Life Member is to be the college’s most prestigious recognition of an individual who is or has been a regulated member.”
- That the Terms of Reference for Honourary Membership include the statement, “The appointment as an Honourary Member is the college’s most prestigious recognition of an individual who has never been a regulated member.”

Moved by **Vi Becker** /Seconded by **Joan Pitfield**/CARRIED

2.6.4. Report and recommendations from the Competence Committee

MOTION: That council approves amendments to the rules for the competence program by increasing the maximum number of CEU's per non-accredited learning record from the current limit of 4 to 8 CEUs.

Moved by **Krystal Wynnyk**/Seconded by **Dianne Donnan**/CARRIED

2.7. Council Education – Nil

3. Legislated Responsibilities

3.1. Committee Reports

3.1.1. Investigating Committee Decisions

3.1.1.1. Leanne Rogalsky (#4260)

MOTION: That council accepts the report for information.

Moved by **Jeff Whissell**/Seconded by **Anjli Acharya**/CARRIED

Note: Council would like to send a message to the Hearing Tribunal Pool that written decisions should be completed in a more timely manner.

3.2. Provincial Legislation

3.2.1. Health Professions Act

Prescribing and Administration of Botox by Pharmacists

Council disregarded the questions proposed in the agenda, and debated this question in context with the following questions:

1. Is it council's intention that pharmacists who administer drugs by injection only do so within the limitations of their personal competence, having acquired the necessary training and skills through education and training?

Consensus: Council agreed that this principle was consistent for all restricted activities. Council observed that where education and training extends beyond that of traditional pharmacy practice, that the determination of competencies and appropriate training be benchmarked against that provided other regulated health professionals providing similar services.

2. Is it council's intention that the principle within Standard 14.5, "a pharmacist must not prescribe a drug or blood product unless the intended use: is an indication approved by Health Canada, is considered a best practice or accepted clinical practice in peer reviewed clinical literature, or is part of an approved research protocol" also apply when administering an injection?

Consensus: Council agreed that the principle should be considered consistently, and that in all cases the pharmacist should ensure that effective monitoring procedures are practiced after prescribing or administering a drug by injection.

In conclusion, council suggested that no amendments to the current Standards of Practice were necessary and that registrants be reminded that depending on the scope of services that they provide, they may consider pursuing additional professional liability insurance.

3.2.2 Revised Code of Ethics

All written responses received during the consultation period were collated and were made available to council for review.

Dianne Donnan presented the recommendations of the Ethics Review Committee in response to the consultation, including recommendations for implementation.

MOTION: That council approves the amended Code of Ethics with an effective date of May 22, 2009 and adopts the recommendations as outlined by the Ethics Review Committee.

Moved by **Jeff Whissell**/Seconded by **Pat Matusko**/CARRIED

Note: *The recommendation to mandate a jurisprudence course is to be referred to the Competence Committee for the purpose of establishing rules within the program that would support this. A recommendation will be brought to council for approval.*

Note: *Council complemented the Ethics Review Committee for their work and commended them on a very good document.*

3.2.3. Regulating Pharmacy Technicians

Dale Cooney, Deputy Registrar, presented a proposed program for bridging education for pharmacy technicians prior to becoming regulated. His report included a number of recommendations respecting the registration of pharmacy technicians as regulated members.

Amendment to recommendations: Page 9, the third bullet was amended as follows (see underlined wording):

“It is recommended that the qualification for admission to the pharmacy technician bridging program in Alberta be equivalent to the qualifications to write a PEBC exam:

- o Evidence of having worked in the field as a pharmacy technician for at least 2000 hours in the past 36 months; OR
- o ***Successful completion of the PTCB-AB exam or the OCP exam or the PEBC Evaluating Exam***; OR
- o Graduation from a CCAPP accredited program.”

MOTION: That council approves the recommendations as amended.
Moved by **Anjli Acharya/** Seconded by **Dianne Donnan /CARRIED**
Opposed: Jeff Whissell

4. Consent Agenda

4.1 Report from the Registrar (Handout)

MOTION: To lift from the table the discussion about NAPRA and legislation.
Moved by **Jeff Whissell/**Seconded by **Krystal Wynnyk/CARRIED**

MOTION: To lift from the table the discussion about Administering Drugs by Injection and Immunizations.
Moved by **Anjli Acharya/**Seconded by **Jeff Whissell/CARRIED**

***Note:** Standards respecting record keeping and the storage of vaccines are being addressed through our review of the standards. It is important that lot numbers and expiry dates are recorded on the patient record, so that follow-up can occur in the case of emergencies. These amendments are important as initiatives to involve pharmacists in providing provincially funded vaccines moves forward.*

Discussion surrounded the importance to document lot numbers and expiry dates on patient's records so that follow up with patients can occur if a problem is identified.

MOTION: That council accepts the consent agenda as circulated.
Moved by **Jeff Whissell/**Seconded by **Anjli Acharya/CARRIED**

5. Miscellaneous Business for Council's Consideration

5.1 Continuing Pharmacy Education – Annual Report

5.1.1 MOU with the Faculty of Pharmacy and Pharmaceutical Sciences for Services Provided by the Office of Practice Development

In December 2008, Terri Schindel presented council with a plan for the next three years. ACP has budgeted for this with the full intention of proceeding.

Review of our current MOU with the Faculty of Pharmacy and Pharmaceutical Sciences is underway, with a goal of renewing this prior to July 1, 2009.

5.2 Report from ACP's Board Member to PEBC

Jeff Whissell provided a report to council and updated them about examinations and highlights from the PEBC's Annual General Meeting held on March 7, 2009.

MOTION: That council accepts the PEBC report as circulated.
Moved by **Joan Pitfield**/Seconded by **Vi Becker**/CARRIED

5.3 Report from ACP's Board Member to CCCEP

MOTION: That council accepts the CCCEP report for information.
Moved by **Dianne Donnan**/Seconded by **Kaye Andrews**/CARRIED

5.4 Report from ACP's Board Member to NAPRA

This agenda item was deferred to the next meeting of council.

5.5 Dean - Faculty of Pharmacy and Pharmaceutical Sciences – Search Committee Update

Dr. James Kehrer has been appointed the new Dean of the Faculty of Pharmacy and Pharmaceutical Sciences. This is a five-year term and will commence August 1, 2009.

Registrar Eberhart communicated with Dr. Kehrer directly and extended an invitation, on behalf of ACP, to Dr. Kehrer and his wife to attend the tri-profession conference in May.

Both Dr. Franco Pasutto and Dr. James Kehrer will attend the board development and council meeting in June at Ghost River Crossing.

6. Evaluation of Meeting

6.1 Self-Evaluation of Council Performance at this Meeting

President Siemens asked council to complete the self-evaluation form and hand it in to Grace with expense forms.

6.2 Summary for Council Meeting Self-Evaluation

For information only.

7. Adjournment

7.1. Next Meeting Dates

7.1.1. AGM - May 21, 2009

The 9th Annual General Meeting will be held at the Banff Springs Hotel from 2:30 pm – 4:30 pm.

7.1.2. Tri-profession Conference and APEX Awards – May 21-23, 2009

The conference and awards will be held at the Banff Springs Hotel. The annual report will be posted, along with draft minutes from the 2008 AGM and a copy of this year's resolution.

Next year's AGM will be held in Calgary at the end of May 2010.

7.1.3. June 24-26, 2009 – ACP Board Development and Council Meeting

The board development and council meeting will be held at Ghost River Crossing in Cochrane, Alberta.

7.2. Closing Remarks

Registrar Eberhart thanked Jeff Whissell for all his hard work on council as this was his last council meeting. Jeff thanked everyone and wanted to recognize two exceptional people, Greg Eberhart and Franco Pasutto.

Registrar Eberhart reminded council of the April 30th appeal at 10:00 am being held in the Canadian Western Bank Building – Western Room.

7.3. Adjournment

That this meeting of council be adjourned at 4:30 p.m.
Moved by **Jeff Whissell**