

**MINUTES
COUNCIL OF THE
ALBERTA COLLEGE OF PHARMACISTS
March 22, 2007
Canadian Room, 10303 Jasper Avenue, Edmonton AB**

1. Introduction

1.1. Call to Order

The president called the meeting to order at 8:35 a.m.

1.2. Roll Call

The registrar called the roll call and identified declared that a quorum was established.

1.3. Invocation

1.4. Adoption of the Agenda

MOTION: That the agenda be approved as circulated.
CARRIED

1.5. Minutes from Previous Meetings

1.5.1. Minutes from the Meeting of Council January 4, 2007

MOTION: That the amended minutes of the council meeting of January 4, 2007 be adopted.
CARRIED

1.5.2. Minutes from the Teleconference Meeting of Council February 8, 2007

MOTION: That the minutes from the council meeting of February 8, 2007 be adopted as circulated with the agenda.
CARRIED

1.5.3. Minutes from the Teleconference Meeting of Council March 5, 2007

MOTION: That the minutes from the council meeting of March 5, 2007 be adopted as circulated with the agenda.
CARRIED

1.6. Disposition of Directives - Provided for information.

1.7. In Camera

MOTION: That council moves to an "in camera" session at 1:55 p.m.
CARRIED

MOTION: That council adjourns their "in camera" session at 2:15 p.m.
CARRIED

2. Governance

2.1. Reports from the Registrar – Executive Limitations and ENDS

2.1.1. Policy EL-1 Audited Financial Statements

MOTION: That council accepts the audited financial statements as presented by Kingston Ross Pasnak.
CARRIED

Note: Council expressed their thanks to Greg Eberhart and Lynn Paulitsch for their diligent work. The auditors noted that the statement of variances was very well done.

Council requested that the categories 100 – 700 be summarized in the unaudited financial statements as a total for each quarter.

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

MOTION: That council accepts the financial statements and statement of variances for the quarter ending December 31, 2006 for information.
CARRIED

2.1.3. Ends Policies E, E1, E2, and E3

The registrar referred council to the report provided with the agenda and supplemented it with the following comments:

- The performance scorecard provides information relevant to council about the *Ends* statements:
 - o Public safety
 - o Quality pharmacist practice
 - o Clients benefit from pharmacist knowledge and skills
 - o Effective organization
- Baseline results for 2006 were presented and a report will be presented to council annually so that trends can be monitored to assist strategic planning.
- The management information system has been adapted to assist in collecting and tracking information to identify performance measures for each core business.

Council expressed concern that one of the major weaknesses in pharmacies as reported through our field audits was the absence of appropriate reference sources in pharmacies. Council sees this as a basic requirement for pharmacists if we are to be a knowledge profession.

2.2. Governance Policy Review and Amendments

2.2.1. Policy GP-6 Council and Committee Expenses

A Travel and Per Diem Expense Claim Policy was added to the expense claim to provide parameters, principles, and protocol for claiming expenses.

MOTION: That council approves the addendum to Policy GP-6, *Council and Committee Expenses*.
CARRIED

2.3. Ownership Linkage

2.3.1. Focus Groups with Albertans – Marcomm Report

This report was provided for information. ACP commissioned Marcomm Works to conduct qualitative research to assess Alberta public's awareness about the changes to legislation governing pharmacists and their scope of practice, their perceptions of value and/or their concerns with the changes, and their perceptions of pharmacists.

2.3.2. Summary from the HQCA Patient Satisfaction Survey

The Health Quality Council of Alberta (HQCA) is engaged in gathering knowledge and translating it into practical actions that can improve the quality, safety, and performance of Alberta's health system. The goal of the HQCA is to encourage

knowledge sharing among stakeholders to facilitate improvement within the health system of Alberta. Highlights from the survey were shared with Council.

2.3.3. Bannister Report – ACP Survey of Albertans – January 2007

Banister Research & Consulting Inc. conducted a telephone survey of 1204 Alberta residents. This study provided a measurement of Albertan's own experiences as well as their perceived image of the quality of service provided by pharmacists in Alberta. Key findings of the survey were presented to Council.

2.4. By-laws

Bill Shores and Mark Hildebrand of Shores Belzil Jardine LLP were present to answer questions regarding the by-laws. It was noted that 116 responses had been received and that these were available at the council meeting should council members wish to review them. Council discussed the following sections with respect to policy direction:

4(1) – *Representation*: Council supported having nine elected council members from five distinct geographic districts including Edmonton, Calgary, and three rural districts.

Consensus: Three public members will be considered for nomination.

9(5) – *Officers*: The commencement of the extension of an officer's term has been clarified. Council also discussed the possibility of extending the President's term. It was agreed that this would best be addressed in the future.

14(1) – *Quorum of Council*: Leave as stated:

“The quorum of Council is six members of Council who are entitled to vote.”

21 – *Acclamation*: Bill Shores will review “elected by acclamation” versus “is acclaimed”.

23(5) – *Member of Council Ceases to be a Member*: No policy change was recommended.

Consensus: Leave section 23(5) as stated in the March 19, 2007 draft by-laws and possibly draft akin to s9 (8).

47 – *Term of a Practice Permit for Provisional, Courtesy and Student Registers*: This section was added to identify the effective term for unregulated members – the term commences when the permit is issued and terminates on the date specified on the permit or when the individual ceases to be eligible to be registered on this register.

52 – *Term of Pharmacy Technician Registration*: The term commencing January 1 to December 31 was added as the draft by-laws did not set a membership year for pharmacy technicians.

55 – *Term of Associate Registration*: July 1 to June 30 was added as the draft by-laws did not set the term for an associate registration. Members who do not fulfill renewal requirements prior to the membership year end will be notified and their membership will be cancelled within 30 days if the requirements are not met.

57(5)(b) – *Removal of an Individual from the Retired Register*: The following was added to ensure all records are accurate: “Council may remove an individual from the retired register in accordance with any procedures as established by Council through resolution.”

58 – *Registration on the Honourary or Honourary Life Register*: Leave as stated.

62 – *Automatic Changes to Fees, Charges, and levies*: Council recommended amending this so that adjustments could be waived.

Consensus: Add section 62(3) to state that Council may waive any adjustments listed in subsection (1).

MOTION: That council approves the by-laws subject to the following amendments and any necessary grammatical or typographical changes:

5 *Public Members of Council*

- (2) Council may nominate an appropriate number of members of the public to the Minister for the purposes of Section 13 of the HPA.

9 *Officers*

- (5) Council may extend the term of an Officer to a date no later than June 15 in any year if the second Annual General Meeting after that Officer's election ends before June 1.
- (6) If the term of an Officer is extended under subsection (5), the term of the succeeding Officer:
 - (b) terminates at the end of the last day of the first Annual General Meeting after the Officer's term commenced unless extended under subsection (5).

21 *Acclamation*

- (1) If only one valid nomination is received for any election in a District, the nominee is acclaimed.

47 *Term of a Practice Permit for Provisional, Courtesy and Student Registers*

The term of a practice permit for a person on the provisional register, the courtesy register or the student register:

- (a) commences when the practice permit is issued; and
- (b) terminates on the earlier of:
 - (i) the date specified on the practice permit, or
 - (ii) the date on which the person ceases to be eligible to be registered on the provisional, courtesy or student register, as the case may be.

52 *Term of Pharmacy Technician Registration*

- (1) The term of a pharmacy technician's registration:
 - (a) commences on January 1 or any later date that it may be issued; and
 - (b) subject to subsection (2), terminates on the December 31 that follows.
- (2) A pharmacy technician's registration will terminate on December 31, 2008 if that pharmacy technician was registered:
 - (a) after April 1, 2007; and
 - (b) on or before December 31, 2007.

55 *Term of Associate Registration*

The term of an associate registration:

- (a) commences on July 1 or any later date that it may be issued; and
- (b) terminates of the June 30 that follows.

57 *Registration on the Retired Register*

- (5) Council may cancel a retired registrant's registration:

- (b) in accordance with any procedures established by Council through resolution.

62 *Automatic Changes to Fees, Charges and Levies*

- (1) The fees set out in Schedule A for the next registration year are adjusted to reflect the City of Edmonton's forecasted annual rate of inflation at December of the current Fiscal Year as supplied by the Corporate Planning and Policy Section of the City of Edmonton Planning and Development Department, or any successor body.
- (3) Council may waive the adjustment under subsection (1), in whole or in part, for any registration year.

CARRIED

2.5. Committee Reports.

2.5.1. Resolutions Committee

The Resolutions Committee considered the following two resolutions submitted for consideration at the college's Annual General Meeting (AGM):

- *Pharmacy Technician Ratio*
- *Non-Prescription Drug Compounding*

The committee determined that neither of these resolutions warranted further debate at the AGM for the following reasons:

Pharmacy Technician Ratio:

The Resolutions Committee agreed with the intent of this resolution (i.e., to ensure safe, effective and quality pharmacy services); however, it has previously been determined that establishing an arbitrary pharmacist-technician ratio does not achieve this. Council determined that it is not feasible to standardize a ratio of pharmacy technicians to pharmacists employed in pharmacies because pharmacy licensees have a responsibility to ensure that they have adequate trained personnel to fully comply with the *Standards of Practice for Pharmacists* and the *Standards of Operations for Pharmacies*. Since the type and number of personnel may differ from pharmacy to pharmacy, depending on patient needs, services provided, technologies and systems used, and internal policies and procedures, compliance will be measured against the standards of practice.

Non-prescription Drug Compounding:

The facts and the intent of this resolution were unclear to the committee. The committee noted that Health Canada's "Draft Policy" on Manufacturing and Compounding Drug Products in Canada (Policy POL-0051 November 17, 2006) addresses non-prescription drugs, including nonprescription compounds. The registrars of provincial pharmacy regulatory authorities are deliberating this policy with Health Canada. Once this policy is finalized, provincial authorities will determine whether additional provincial standards are required to address the preparation of compounds that do not have prescription drug ingredients.

2.5.2. Nominating Committee

The president submitted nominations on behalf of the nominating committee for the positions of President Elect and Vice President for the 2007-2008 council term. The new officer's terms will be *effective May 30, 2007.*

MOTION: That James Krempien be nominated for the position of President Elect for the 2007-2008 council term.

CARRIED

MOTION: That Rick Siemens be nominated for the position of Vice President for the 2007-2008 council term.
CARRIED

The president reported that the Nominations Committee met and short-listed three candidates for appointment as public member. Interviews are scheduled for April 5, 2007.

2.6. Committee Appointments - Nil

2.7. Council Education -Nil

3. Legislated Responsibilities

3.1. Committee Reports

3.1.1. Report from Investigating Committee

One investigating committee report was presented and was accepted for information.

3.2. Appointment of Investigating Committees

Five investigating committees were appointed for five separate investigations

3.3. Health Professions Act

3.3.1. Expert Panel Establishing Requirements for Clinical Pharmacists Qualifying to Prescribe Subject to s16 (3&4) of the Pharmacists Profession Regulation

- Dr. Tammy Bungard, Chair of the expert panel, presented the panel's recommendations to council.

MOTION: That council accepts the recommendations of the *Expert Panel Establishing Requirements for Clinical Pharmacists Qualifying to Prescribe Subject to s16 (3&4) of the Pharmacists Profession Regulation*, and that the college administration will review methods to complete the work remaining and develop and implement the pilot process.
CARRIED

MOTION: That council extends special thanks to each of the following members of the expert panel and that the panel be dissolved:

- * Tammy Bungard (Chair)
- * Ryan Diprose
- * Bunny Ferguson
- * Richard Lewanchuk
- * Mary Nugent
- * Jason Williams
- * Nese Yuksel
- * Dale Cooney (ACP Resource)
- * Roberta Stasyk (ACP Resource)
- * Susan Simosko with Barbara Haley (Consultants/Facilitators)

CARRIED

3.3.2. Competence Program – Rules to be Approved by Council

The primary focus of the Competence Committee is to establish a competence program that provides "for regulated members to maintain competence and to enhance the provision of professional services". Section 28 of the Regulation to the

Health Professions Act requires that “The Council must make rules governing the operation of the continuing competence program”.

MOTION: That council approves the following recommended program rules governing the operation of the continuing competence program in accordance with section 28 of the Regulation to the *Health Professions Act*:

- 28 (a) *the professional development activities for which program credits may be earned* – these are defined in the Learning Portfolio Rules.
- (b) *the number of credits required within a specified period of time* – this is defined in the Learning Portfolio Rules.
- (c) *the number of program credits that may be earned for each professional activity* – there is no need to define this.
- (d) *the type and category of professional development activities that a regulated member must undertake in a one-year period* – none have been identified at this time. This will occur on an “as-needed” basis.
- (e) *the approval of program and learning activities for the purpose of earning continuing competence credits* – this is defined in the ACP Accreditation Rules and the Learning Portfolio Rules.
- (f) *the limitation of the number of professional development activities within a specific category for which a member may earn credits* – there is no need to define this.
- (g) *the requirements of a professional portfolio* – the Competence Committee is currently developing criteria for this
- (h) *the records referred to in section 25(2)(a) and providing the records in accordance with the directions of the Competence Committee* – this is defined in the Learning Portfolio Rules and the Learning Portfolio audit Rules.
- (i) *audits of a regulated member’s records referred to in section 25(2)(a)* – this is defined in the Learning Portfolio Audit Rules.
- (j) *approving programs and courses required to be taken as part of continuing professional competence* – none have been identified at this time. This will occur on an “as-needed” basis.
- (k) *how competence assessments are to be conducted* – this is defined in the Competence Assessment.
- (l) *the selection of clinical pharmacists for competence assessments* – this defined in the Competence Assessment Selection.
- (m) *respecting the minimum acceptable performance level for competence assessments* – the Competence Committee will establish the standards for acceptable performance but these will not be included in the “Program Rules”.

CARRIED

3.3.3 Compounding and Repackaging Pharmacies

MOTION: That council accepts the principles proposed by legal counsel to be included in the contracts required between compounding and repackaging pharmacies and community pharmacies.
CARRIED

NOTE: Legal counsel will now develop a standardized contract that compounding and repackaging pharmacies will be required to complete with each community pharmacy that they provide services to.

3.3.4 Proposal to Expand Scope of Practice for Nurses to Include Prescribing

Council discussed CARNA's proposal for registered nurses to be granted prescribing privileges in specific situations under the *Health Professions Act*.

The registrar will correspond with CARNA to identify the concerns provided by council.

4. Consent Agenda

MOTION: That council accepts the Consent Agenda as circulated with the agenda.
CARRIED

5. Miscellaneous Business for Council's Consideration

5.1 Faculty of Pharmacy – Office of Pharmacy Practice Development Annual Report

MOTION: That council accepts the Office of Pharmacy Practice Development Annual Report 2006 as circulated with the agenda.
CARRIED

5.2 PEBC Annual Report

MOTION: That council accepts the PEBC Annual Report to the college as circulated with the agenda.
CARRIED

5.3 Communications Update

The Executive Committee met with a communications consultant to discuss preliminary plans and messages during implementation of the new legislation.

6. Evaluation of Meeting

6.1 Self-Evaluation of Council Performance at this Meeting

6.2 Summary of December 7,8 Council Meeting Evaluations
Provided for information.

7. Adjournment

7.1. Next Meeting Dates

7.1.1. April Council Teleconference

7.1.2. Tri-professional Conference and AGM May 3-6, 2007

7.1.3. May 29, 2007 Council Meeting.

7.2. Closing Remarks – Nil.

7.3. Adjournment

This meeting adjourned at 5:10 p.m.