

**MINUTES**  
**Council Meeting**  
**ALBERTA COLLEGE OF PHARMACISTS**  
**Friday, May 14, 2010, 8:30 a.m. – 4:50 p.m.**  
**Western Room, Lower Mezzanine Canadian Western Bank Building**  
**10303 Jasper Avenue Edmonton, AB**

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**1. Introduction**

**1.1. Call to Order**

President Bashforth called the meeting to order at 8:30 a.m.

**1.2. Roll Call**

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

- District 1 - Wilson Gemmill
- District 3 - Krystal Wynnyk
- District 3 - Chelsey Cabaj (joined at 8:35)
- District 3 - Dianne Donnan
- District 5 - Anjali Acharya (Vice President)
- District 5 - Kaye Andrews
- District 5 - Donna Galvin (President-Elect)
- District 6 - Merv Bashforth (President)
- Vi Becker (Public Member) (excused herself at 2:50 p.m.)
- Pat Matusko (Public Member)
- Joan Pitfield (Public Member)
- Rick Siemens (Past-President) (non-voting) (excused himself at 4:08p.m.)
- Dr. James Kehrer (Dean, Faculty of Pharmacy and Pharmaceutical Sciences) (excused himself at 2:50 p.m.)
- Tim Leung (Student Representative)
- Robin Burns (Pharmacy Technician) - Observer
- Teresa Hennessey (Pharmacy Technician) - Observer
- Kelly Olstad Council Member Elect - Observer
- Ahmed Metwally - Council Member Elect - Observer

**Regrets:**

- Wayne Smith

**Also in attendance:**

- Greg Eberhart - Registrar
- Dale Cooney - Deputy Registrar (8:30 a.m. – 12:30 p.m.)
- Lynn Paulitsch - Business Manager
- Karen Mills - Communications Leader
- Rachel Schofield - Executive Assistant
- Darcey-Lynn Marc - Facilitator (8:30 a.m. – 10:00 a.m.)
- Jeff Whissell (8:45 – 9:15 a.m.)
- Larry Shipka (8:45 – 9:15 a.m.)
- Don Ridley (1:00 – 3:20 p.m.)
- Valerie Labrecque (1:00 – 3:20 p.m.)

### **1.3. Invocation**

Pat Matusko read the invocation.

### **1.4. Adoption of the Agenda**

#### **1.4.1. Additions to the Agenda**

##### **1.4.1.1. ACP Appointment to Admissions Committee (to be considered as agenda item 2.6.2.3)**

**MOTION:** that the agenda be adopted as amended.

Moved by **Dianne Donnan**/Seconded by **Anjli Acharya**/CARRIED

### **1.5 Minutes from Previous Meetings**

#### **1.5.1 Council Meeting – April 8, 2010**

Amendments:

To have the minutes reflect that Dianne Donnan sent her regrets.

**MOTION:** That the minutes be adopted as amended.

Moved by **Dianne Donnan**/Seconded by **Vi Becker**/CARRIED

### **1.6 Disposition of Directives**

#### **1.6.1 Council Meeting – April 8, 2010**

The disposition of directives was provided for information. President Bashforth invited questions; however, none arose.

Registrar Eberhart advised that a response from government respecting the reappointment of public members to council is expected soon.

### **1.7 In Camera**

#### **1.7.1 – Governance Policy CR5**

**MOTION:** That council move into an “In Camera” meeting at 4:08 pm

Moved by **Anjli Acharya** /Seconded by **Krystal Wynnyk**/CARRIED

**MOTION:** that council move out of the “In Camera” meeting at 4:22 p.m.

Moved by **Dianne Donnan**/Seconded by **Donna Galvin**/CARRIED

## **2. Governance**

### **2.1 ENDS Policies and Reports**

#### **2.1.1 ACP’s Strategic Direction**

Darcey-Lynn Marc facilitated council in reviewing DRAFT “indicators” that will assist council monitor ACP’s progress in pursuing its strategic direction. The DRAFT indicators were updated versions resulting from council comments and insights at its April 2010 meeting. Mock report cards were provided to assist council in better understanding how results might be reported, as data supporting its strategic direction was collected.

At the conclusion of the workshop, council reached the following consensus:

- The amended “indicators” were sufficiently defined to support next steps in developing the strategic plan,
- Clinical indicators supporting the plan should be evidence-based,
- Council wishes to be kept informed as development continues, and particularly when selecting surrogate clinical indicators of pharmacist performance, and
- The registrar is to continue development of the plan with the administrative team, as this plan will be the foundation for future business plan and budget development.

## **2.2 Executive Limitation Policies and Reports**

### **2.2.1 Policy EL-4 Financial Condition – Internal Financial Report**

**MOTION:** that the Registrar’s compliance report on EL-4 Financial Condition of the College be approved, subject to changing the dates on the report.

Moved by **Chelsey Cabaj**/Seconded by **Kaye Andrews**/CARRIED

### **2.2.2 Policy EL-11 Emergency Executive**

**MOTION:** that the Registrar’s compliance report on EL-11 Emergency Executive be approved.

Moved by **Wilson Gemmill**/ Seconded by **Donna Galvin**/CARRIED

### **2.2.3 Policy EL-14 Partnerships and Stakeholder Relationships**

**MOTION:** that the Registrar’s compliance report on policy EL-14 Partnerships and Stakeholder Relationships be approved.

Moved by **Donna Galvin**/Seconded by **Wilson Gemmill**/CARRIED

## **2.3 Governance Policy Review and Amendments - NIL**

## **2.4 Council-Registrar Policies – NIL**

## **2.5 Ownership Linkage - NIL**

## **2.6 Appointments**

### **2.6.1 Corporate**

#### **2.6.1.1 Legal Counsel**

**MOTION:** That the legal firm of Shores Jardine LLP be appointed as ACP’s legal counsel for the 2010/11 council term, and that Mr. Jim Casey from Field Law LLP and Mr. Fred Kozak from Reynolds Mirth Farmer be appointed as legal advisors to ACP’s Hearing Tribunals.

Moved by **Anjli Acharya**/Seconded by **Krystal Wynnyk**/CARRIED

**2.6.1.2 Auditors**

**MOTION:** That the accounting firm of KPMG be appointed as ACP's auditors for the 2010/11 council term.

Moved by **Joan Pitfield**/Seconded by **Pat Matusko**/CARRIED

**2.6.1.3 Banking Institution**

**MOTION:** That TD Canada Trust be appointed as ACP's financial institution for the 2010/11 council term.

Moved by **Anjli Acharya**/Seconded by **Chelsey Cabaj**/CARRIED

**2.6.1.4 Investment Counsel**

**MOTION:** That Mr. Tom Richards of the firm TD Waterhouse be appointed as ACP's investment counsel for the 2010/11 council term.

Moved by **Kaye Andrews**/Seconded by **Chelsey Cabaj**/CARRIED

**2.6.1.5 Signing Authority**

**MOTION:** That Greg Eberhart, Lynn Paulitsch, Dale Cooney, Merv Bashforth and Chelsey Cabaj be granted signing authority on behalf of the college for the 2010/11 council term. All checks issued over \$15,000 are to be signed by the Registrar, Greg Eberhart, or the Deputy Registrar, Dale Cooney, with a second signature.

Moved by **Kaye Andrews**/Seconded by **Wilson Gemmill**/CARRIED

**Abstained:** Chelsey Cabaj

**2.6.2 Committees of Council**

**2.6.2.1 Nominating Committee**

**MOTION:** That council appoints Donna Galvin (President), Merv Bashforth (Past President) and Joan Pitfield as the Nominating Committee for the 2010/11 council term.

Moved by **Kaye Andrews**/Seconded by **Wilson Gemmill**/CARRIED

**Abstained:** Joan Pitfield.

**2.6.2.2 Resolutions Committee**

**MOTION:** That council appoints Anjli Acharya as Chair, Ahmed Metwally and Pat Matusko as the Resolutions Committee for the 2010/11 council term.

Moved by **Chelsey Cabaj**/Seconded by **Wilson Gemmill**/CARRIED

**Abstained:** Anjli Acharya, Ahmed Metwally, Pat Matusko.

**2.6.2.3 Admission Committee**

**MOTION:** That council appoints Krystal Wynnyk to the Admissions Committee of the Faculty of Pharmacy and Pharmaceutical Sciences for a 1 year term.

Moved by **Donna Galvin**/Seconded by **Chelsey Cabaj**/CARRIED

**Abstained:** Krystal Wynnyk.

**3. Legislated Responsibilities**

**3.1. Committee Reports**

### **3.1.1. Investigating Committee Decisions**

#### **3.1.1.1. Lauren Britton, Barney Britton, NC Britton Holdings and Minit Drug Company Ltd**

#### **3.1.1.2. Disclosure not provided in Minutes due to ban on publication of names by Hearing Tribunal**

**MOTION:** that council accepts the reports for information.

Moved by **Dianne Donnan** Seconded by **Pat Matusko** CARRIED

It was suggested that legal counsel be addressed about the role of hearing tribunals in determining the publication of pharmacists' names within their decisions.

### **3.2 Provincial Legislation**

#### **3.2.1 Council Forum with ACP Legal Counsel – Bill Shores QC**

*Note: Dianne Donnan excused herself from this discussion as she has a family member that is involved in operations with one of the pharmacies that offers inducements.*

Bill Shores Esq. joined council to discuss a “privileged memorandum” developed for council respecting the provision of inducements (loyalty programs) by pharmacists/pharmacies in return for professional goods and services. The memorandum was developed as a result of an escalation in both the number and the relative value of inducement campaigns that were being brought to the college’s attention. Pharmacists have requested that ACP take further action on these.

The Canadian Charter of Rights and Freedoms, and decisions of the courts with respect to the charter, form the foundation for discussion about this subject. To that end, the courts have provided guidance respecting the authority of governing council’s of self-regulating professions.

Advertising by pharmacies is currently addressed in both the Standards of Operations for Pharmacies and the Code of Ethics for pharmacists. Together they provide limitations and address impact on the honor and dignity of the profession and the safety of the public. Council is interested in exploring other implications and solutions that may fall within its jurisdiction.

Council asked that further research be conducted on this subject and that it be brought back to the next council meeting for discussion.

#### **3.2.2 Rules for Registering Pharmacy Technicians**

*Valerie Labrecque and Don Ridley, two pharmacy technician candidates, attended council for this discussion. President Bashforth welcomed their comments and participation. Ms. Labrecque plead that technician candidates were being requested to demonstrate knowledge and*

*competencies, that they had already demonstrated, and that the transition processes proposed by ACP were unfair. She suggested that she and colleagues had demonstrated their competencies and should not have to reengage in studying to become a regulated pharmacy technician. She argued that pharmacy technician candidates graduating from recognized programs such as that delivered by Red Deer College should be grandfathered to become regulated technicians.*

Deputy Registrar Cooney lead council through discussion about the proposed policies for registering pharmacy technicians and the proposed rules for pharmacy technician structured practical training programs. Through this discussion the following observations were made and consensus achieved:

- \$1 million personal liability insurance is a reasonable minimum requirement to start with, based on the role of pharmacy technicians and historical experience with pharmacist claims. This requirement should be reviewed periodically, once more information becomes available about claims experience for technicians,
- The validation of pharmacy technician competencies related to performing the final check on prescriptions should not be structured to appear punitive, and should support the philosophy of error prevention and incident reporting. Too, the rigor in demonstrating these competencies should not be seen to be greater than that expected of pharmacists.
- Pharmacy technicians, who have validated their competence in performing final checks on prescriptions when employed with Alberta Health Services, should not be required to demonstrate this competency as part of their structured practical training program.

**MOTION:** that the structured practical training program for pharmacy technician candidates who have not graduated from a program accredited by the Canadian Council on the Accreditation of Pharmacy Programs require that “a final check be performed on a minimum of 100 prescriptions, achieving 100% accuracy on the checks; with a minimum of 20 checks being performed per day, and the 100 checks being completed within a maximum of a 3 month period of the candidate’s structured practical training program.”

Moved by **Anjali Acharya**/Seconded by **Vi Becker**/CARRIED

**MOTION:** that pharmacy technician candidates who have successfully completed the Alberta Health Services Technician Checking Validation Procedure, be exempted from the prescription validation checking requirements in the structured practical training program.

Moved by **Anjali Acharya**/Seconded by **Dianne Donnan**/CARRIED

It was noted that there were several typographical errors in the supporting documents enclosed in the agenda. One of importance is in section 5a of

the proposed rules for structured practical training programs for pharmacy technicians, where "...direct patient care" should be changed to read "...drug distribution."

**MOTION:** that the rules for registering pharmacy technicians and the rules for structured practical training programs for pharmacy technicians be adopted subject to including the previous motions and correcting the typographical errors in the documents.

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

### **3.2.3 Amendments to the Standards for Pharmacist Practice**

Deputy Registrar Cooney guided council in discussion about the proposed amendments to the standards of practice for pharmacists. Dale noted that a working group of 9 pharmacists had reviewed the proposed amendments prior to council's consideration. Through this discussion, the following observations and direction was provided:

- Remove the proposed standard for loyalty programs until council has opportunity to further deliberate this,
- Verbal prescriptions orders should be a last resort. CPSA, CARNA, and ACP have agreed that original prescriptions should be presented in writing or transmitted through facsimile.
  - Verbal prescriptions should be communicated directly by the prescriber,
- The proposed requirement for all pharmacists to be qualified in first aid and CPR is to be removed from the DRAFT amendments,
- The "strikethroughs" on the subsections of standard 1.13 should be removed so that these subsections remain part of the standard,
- The intent of standard 1.16 and 1.17 is that pharmacists would not need to provide notice of discharge to abusive patients, and
- That "pharmacy technician" be struck from s 1.21c(ii and iii)

**MOTION:** that subject to the above changes being made, the DRAFT amendments to the Standards of Practice for Pharmacists be approved for the purpose of consultation.

Moved by **Dianne Donnan**/Seconded by **Anjali Acharya**/CARRIED

### **3.2.4 Amendments to the Standards for Operating Licensed Pharmacies**

Deputy Registrar Cooney guided council in discussion about the proposed amendments to the standards of operating licensed pharmacies. Dale noted that a working group of 9 pharmacists had reviewed the proposed amendments prior to council's consideration.

During the discussion, the following points were made:

- standard 3 will require documentation of fridge/freezer temperatures,
- some pharmacists have already expressed concern about their role and responsibility in collecting needles and sharps, and

- the proposed standard for remote dispensing accommodates filing of the original prescription at either the parent or satellite pharmacy location.

**MOTION:** that the DRAFT amendments to the Standards for Operating Licensed Pharmacies be approved for the purpose of consultation.  
Moved by **Donna Galvin**/Seconded by **Joan Pitfield**/CARRIED

#### 4. Consent Agenda

##### 4.1 Report from the Registrar

**MOTION:** that the consent agenda be approved as circulated.  
Moved by **Pat Matusko**/Seconded by **Dianne Donnan**/CARRIED

#### 5. Miscellaneous Business for Council's Consideration

##### 5.1 Presentation by ACP's Centennial Committee – Chairman Jeff Whissell

Jeff Whissell, Chairman of ACP's Centennial Committee made presentation to council about the committee's plans for celebrating pharmacy's centennial in Alberta in 2011. The committee's vision is to celebrate the past and to leave a legacy for the future. Jeff introduced the following projects being undertaken by the committee:

- Alberta Pharmacy Centennial Leadership Award – the establishment of a \$250K endowed award, to be presented to a student demonstrating excellence in community leadership. This will be one of the largest endowed awards available within the faculty;
- Alberta Pharmacy Centennial Award of Distinction – to be awarded to individuals (pharmacists and non-pharmacists), who are advancing or who have advanced pharmacy in Alberta to the leadership position it holds today,
- Commissioned Work of Art – to commemorate the year, a painting from an Alberta artist has been commissioned, and limited reproductions will be available to Alberta pharmacists and stakeholders,
- Centennial Magazine – a collector-worthy publication outlining the achievements of pharmacy in Alberta,
- Centennial Multimedia Presentation – the development of a professionally designed multimedia presentation will portray the impact of pharmacy in Alberta throughout the century, and
- 2011 ACP/RxA Centennial Conference – Jasper Park Lodge – May 20, 21, 2011

Larry Shipka addressed the fundraising campaign for the Alberta Pharmacy Centennial Award of Distinction. The goal is for each registrant to donate \$100 to the endowment award. He invited questions and comments to be sent to his e-mail address at [ljshipka@shaw.ca](mailto:ljshipka@shaw.ca).



**5.2 Leadership Forum on Proposed Alberta Health Act – June 29, 2010**

Registrar Eberhart encouraged council to check their availability for the forthcoming leadership form proposed on June 29 to discuss facets of the proposed Alberta Health Act. Attendees at the meeting will include council/board members of RxA CPSA, ACP, CARNA and HQCA. The meeting will run from 9:00 a.m. – 3:00 p.m. and will be held in Edmonton.

**5.3 Regulation of Pharmacy Technicians- Correspondence**

Several pieces of correspondence pertaining to the regulation of pharmacy technicians were included in the agenda for information.

Registrar Eberhart shared his draft response to PTSA, with Dena Boxma and Don Ridley, before submitting a final draft to PTSA.

**6. Evaluation of Meeting**

**6.1 Self-Evaluation of Council Performance at this meeting**

President Bashforth requested that all council members complete their meeting evaluation forms and submit them to Rachel for collation.

**6.2 Summary for Council Meeting Self-Evaluation**

The summary of the April 14<sup>th</sup> council meeting was circulated with the agenda for information.

**7. Adjournment**

**7.1 Next Meeting Dates**

**7.1.1 May 15 – AGM, Symposium and APEX Awards (Calgary)**

**7.1.1.1 – Briefing on Arrangements**

**7.1.2 October 14, 2010 – TBA**

**7.1.3 December 9, 2010 - TBA**

**7.2 Closing Remarks - NIL**

**7.3 Adjournment**

**MOTION:** That this meeting of council be adjourned.

Moved by **Dianne Donnan/CARRIED**

Meeting was adjourned circa 4:50 p.m.