

**MINUTES
OF THE
MEETING OF COUNCIL
ALBERTA COLLEGE OF PHARMACISTS
September 28-30, 2006**

1. Introduction

1.1. Call to Order

The meeting was called to order at 1:15 p.m.

1.2. Roll Call

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

1.3. Adoption of the Agenda

1.3.1. Additions to the Agenda – Nil.

MOTION: That the agenda be adopted as circulated. CARRIED

1.4. Minutes from Previous Meetings

1.4.1. Minutes from the Meeting of Council June 2, 2006

MOTION: That the minutes of the June 2, 2006 meeting of council be adopted as circulated. CARRIED

1.4.2. Minutes of the Teleconference Meeting of Council July 17, 2006

MOTION: That the minutes of the June 2, 2006 teleconference meeting of council be adopted as circulated. CARRIED

1.4.3. Minutes of the Teleconference Meeting of Council September 7, 2006

MOTION: That the minutes of the September 7 teleconference meeting of council be adopted with two amendments to the attendance. CARRIED

1.5. Disposition of Directives From Previous Meetings - Provided for information.

1.6. In Camera – Nil.

2. Governance

2.1. Governance Policy Reports

2.1.1. Policy EL-2 Treatment of Staff – External Report

John Stoten of Hay Group provided the following information from the employee satisfaction survey taken in April:

- The survey was developed in 2002 to provide an overview of staff opinion, identify strengths and weaknesses, provide a benchmark for measuring future change and a comparison with other North American organizations, and maintain open dialogue to create a good workplace.
- The survey was composed of 34 questions organized under 9 headings:
 - Leadership image and effectiveness
 - Communication
 - Performance management
 - Employee development and career advancement

- Supervision
- Employee satisfaction and commitment
- Team work
- Employee involvement
- Perceptions and fairness (Culture/Values)

Findings:

- The survey results were well above the Hay norm, which indicated that staff rate their work environment more favorably than staff in other North American organizations. The results also improved since the 2004 survey.
- There were substantial improvements in leadership and effectiveness, communication, employee development, supervision, teamwork, and perceptions.
- 100% of the staff believes that ACP is a very good place to work.

MOTION: That the report for Policy EL-2, Treatment of Staff, be accepted for information. CARRIED

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

MOTION: That the report for Policy EL-4, Financial Condition, be accepted for information as circulated. CARRIED

2.1.3. Policy EL-5 Insurance

- Amend bullet 1 by removing “or” under *Administrative Interpretation*, to read: “...on behalf of the college and the college itself.”
- The registrar will follow up on:
 - o Bullet 2, regarding the book value of assets versus the replacement value cost.
 - o Premium costs and whether the policy or the interpretation should be changed.
 - o Confirming the deductible amount for each policy

MOTION: That this agenda item be tabled until the December meeting of council. CARRIED

2.1.4. Policy EL-6 Investments

The external report of the financial advisor highlighted evidence of high quality investments and portfolio performance.

MOTION: That the report for Policy EL-6, Investments, be accepted for information as circulated. CARRIED

MOTION: That the schedule for receiving the External Report of our Financial Advisor for the purpose of meeting the requirements of Policy EL-6 (Investments) be changed to December. CARRIED

2.1.5 Policy EL-8 Conflict of Interest

MOTION: That the report for Policy EL-8, Conflict of Interest, be accepted for information as circulated. CARRIED

2.1.6 Policy EL-13 Information Management

Council observed that the administrative interpretation provided good insight about process, but that it did not address any incidents or trends that may be of concern to council. Council also sought clarity about the role of Iron Mountain with respect to the security of electronic data.

MOTION: That the report for Policy EL-13, Information Management, be accepted subject to the inclusion of amendments in the administrative interpretation

clarifying third party sharing of ACP data and the security of ACP data with Iron Mountain. CARRIED

2.2. Governance Policy Review and Amendments

2.2.1. GP-12 Council Planning Cycle and Agenda Control – Proposed Strategic Planning Cycle

The proposed strategic planning cycle provides a structure that will increase council's engagement in the planning process and the timing of strategies for specific goals.

MOTION: That council approve the proposed strategic planning cycle as circulated.
CARRIED

2.2.2. **Policy GP-16 Criteria for Awards** - This agenda item remained tabled and will be addressed when the new bylaws under the HPA are developed.

2.3. EL Policy Review and Policy Direction

2.3.1. Policy EL-3 – Financial Planning

ACP consulted with Kingston Ross Pasnak to compare reserve requirements for similar organizations. Ten organizations, similar in size or larger than ACP, were analyzed. Six of these had no designated reserves and the majority of the remaining four maintained reserves by designating specific amounts for specific purposes.

Consensus: That the ACP management team will investigate a capital reserve; revise Policy EL-3 and readdress the reserve policy to consider \$250,000, or some other amount; then evaluate the reserve amount with the executive committee after the investment advisor's presentation on October 31, 2006. A revised proposal will be presented to council in December 2006.

2.3.2. Policy EL-12 – Public Image

MOTION: That council lifts this agenda item from the table. CARRIED

Consensus: Under the HPA, council will not be directly involved in the appointment of investigating committees. It is an administrative responsibility to establish policies and retention periods for information posted on the website.

2.3.3 Policy E-4 Resource Allocation

Council considered:

- The level of the reserve (see agenda 2.3.1)
- Strategic priorities
- Fee increases.

Council discussed the following programs:

Communication Plan – the plan will focus on four audiences: Albertans, Alberta pharmacists, other health professionals, and employers. Council recommended that the administration consider partnerships with other pharmacy organizations in developing and delivering the strategy; and that an evaluation component be included in the campaign.

Consensus: That the proposed communication plan is appropriate and that council will consider it with the budget in December 2006.

Pharmacy Assessments – the target is to assess 300 pharmacies each year and all other pharmacies by the end of 2009. Contracted assessors/mentors will assist the patient safety advocate in assessing, coaching, and mentoring pharmacy licensees so that they can ensure that their pharmacy is in compliance with the new legislative framework.

Triplicate Prescription Program (TPP) – ACP currently contributes \$6.50 per pharmacist to the program (2007 est. about \$24,000) AHW has agreed to continue funding on the current basis until June 2007; subsequently, when electronic prescription data is available, AHW will provide 1/3 of its current funding.

Consensus: That ACP continue to contribute to TPP on the basis that it will receive information that it requires in return, and that ACP's continued participation will be reviewed annually.

MOU with the Faculty of Pharmacy and Pharmaceutical Sciences – The ACP/Faculty partnership will develop a plan that addresses continued partnership, excellence in education, and continuing professional development.

MOTION: That the Alberta College of Pharmacists continue the partnership with the Faculty of Pharmacy and Pharmaceutical Sciences and develop a new agreement to provide excellence in pharmacist education and continuing professional development so as to avail pharmacists learning opportunities that will enable their success in the new regulatory environment. To achieve this, the agreement will anticipate:

- expansion to other partners;
- development of a communication plan for ACP members;
- continuation of complimentary distance learning programs;
- maintenance and development of PHARMALearn program;
- development of new programming
- expansion of professional development and learning
- discontinuation of free CE courses
- promotion of non-accredited learning into programs

CARRIED

Pharmacy Technicians

Council considered whether:

- pharmacy technicians should be registered as part of ACP or separately;
- ACP will identify pharmacy technician training programs and establish a register for technicians prior to the implementation of national accreditation and a national exam;
- there is still support for tech-check-tech and how to cope with hospital and long term care pharmacy managers.

MOTION: That council supports the role of ACP in regulating pharmacy technicians on the condition that the strategy includes a sunset provision to evaluate the transition of the pharmacy technicians to self regulating status and that this strategy is cost-neutral to Alberta pharmacists. CARRIED

Council identified the following priorities for the college:

- 1) Implementation of the regulations for the HPA and PDA, standards of practice for pharmacists, standards of operation for pharmacies, and the bylaws.
- 2) Communication.
- 3) Connecting with individual pharmacists.
- 4) Pharmacy technician support.

These programs and priorities will be presented to council with the three year budget and business plan in December 2006. The budget will include an increase in membership fees that will align with the cost of living increase.

2.4. Committee Reports.

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

MOTION: That council appoints Dr. Tammy Bungard as chair of the Expert Panel Establishing Requirements for Clinical Pharmacists Qualifying to Prescribe Subject to s16(3 & 4) of the *Pharmacists Profession Regulation*.
CARRIED

2.5. Appointments

2.5.1. Committee Appointments 2006 – 2007

2.5.1.1. Executive Committee

A vacancy has been left on the executive committee due to the resignation of the Past President. In consultation with legal counsel, the registrar determined that it is appropriate for a public member to be appointed to the executive committee to allow for continued council succession planning.

MOTION: That council appoints a public member as an executive committee member for the council year 2006-2007. CARRIED

2.5.1.2. Competence Committee (see #4, Consent Agenda)

2.5.1.3. Entry to Practice (Registration) Committee (see #4, Consent Agenda)

2.6. Ownership Linkage - Nil

2.7. Council Education

Geoff Powter of the Pacific Learning Centre, reviewed and discussed the following information with council:

- The four “Cs” of change = curiosity, commitment, challenge, and choice.
- How our assumptions, attitudes, beliefs, and opinions affect our judgments, behaviors, and results. To do things differently, we need to see things differently.
- Changing that perception – or making it happen.
- How to act, interact, and treat each other to experience what we want or need.
- What gets in the way of our best interests.
- Ground rules for effective teams.
- High performance teams: clear common vision and goals, strategies for accomplishment, commitment, strong shared leadership, intensive information sharing, effective use of resources, respect and recognition, and structures for learning.
- The change curve – individuals do not fear change; they fear loss; so, the emotional response to loss applies when individuals face change.
 - o Stage 1 = Status quo. Emotional reaction = denial.
 - o Stage 2 – Disruption. Emotional reaction = anger, fear.
 - o Stage 3 – Exploration. Emotional reaction = acceptance
 - o Stage 4 – Rebuilding. Emotional reaction = commitment

On September 29th, Geoff presented council with some challenging team activities. Review and reflection after the team activities included:

- What the team did well.
- What the team could do more effectively

- What it would take each individual to move to a higher level of performance.
- The most significant ideas and learning for each councillor.
- How each councillor will put the ideas and learning to use.

Outcome: council members reflected on their feelings and findings experienced through the group activities facilitated by Mr. Powter. Most indicated that they gained some insight about themselves and/or about members when confronted with change. Councillors were requested to revisit this experience in advance of the next council meeting, so that our individual and team leadership could continue to benefit from this experience.

3. Legislated Responsibilities

3.1. Committee Reports - Nil

3.2. Appointment of Investigating Committees - Nil

3.3. Registration (enclosures)

3.3.1. Suspension of Members Failing to Meet Registration Renewal Requirements

The registrar provided council a list of suspended members for non-payment of fees, and advised that based on new information, the list should be amended to remove the following members from the list as they had now complied with annual certificate renewal requirements:

- o Lic. #6652, Doug MacNeill
- o Lic. #2363, Diana Hirschmanner

MOTION: That council accepts the amended list of suspended members, effective Sep. 8, 2006 and that the names of the suspended members will be published in the ACP News. CARRIED

3.3.2. Rules to be Established by Council Pursuant to the Pharmacists Profession Regulation

The HPA gives council the regulatory authority to establish policies that are to be used to determine ACP administrative policies and procedures. To facilitate the development of a policy, council discussed what constitutes equivalent jurisdiction; approved university programs; quantity of structured practical training hours; and English fluency requirements for foreign trained pharmacists.

MOTION: That *equivalent jurisdiction* (s 5.1) constitutes individuals who are a member of an approved pharmacy regulatory authority that has signed the Mutual Recognition Agreement. CARRIED

MOTION: That council accepts *approved university programs* (s 9) to mean all Canadian faculties of pharmacy accredited by the Canadian Council for the Accreditation of Pharmacy Programs (CCAPP). CARRIED

MOTION: That *structured practical training hours* (s 10) required by candidates qualifying to register as a clinical pharmacist, with the exception of those applying through the equivalent jurisdiction provision (MRA), must complete at least 1000 hours of structured practical training, at least 100 hours of which must be experienced subsequent to completion of an approved pharmacy program. CARRIED

MOTION: That council adopts the NAPRA standards for English fluency for ACP's *English fluency requirements for foreign trained pharmacists* (s 12). CARRIED

3.4. Health Professions Act

3.4.1. CPSA Proposal for Physicians to Compound, Sell and Dispense Drugs

Council provided the following recommendations:

- Review the physician's proposal in alignment with the standards of practice for pharmacists and encourage uptake of our standards with CPSA.
- Labels must include the name and strength of the drug.
- Amend "should" to "must" in Dispensing Procedures and Labeling.

Council discussed the following issues:

- Documentation in the EHR should be noted.
- Will reimbursement/payment come from AHW?
- What will be the effect on wholesalers for the sale of Schedule 1 drugs?
- Where do physician drug supplies fit within this proposal (e.g., eye drops for patients after eye surgery)?

3.4.2 Pharmacist Profession Regulation

3.4.2.1 Standards of Practice - Provided for information.

3.5 Pharmacy and Drug Act

3.5.1 Review of Process and Timelines to Implementation, Including Consultation (handout)

October – December, 2006:

- The regulations to the PDA may be considered by cabinet in early October. ACP has requested implementation for Feb. 1, 2007.
- Draft standards to be circulated for a 60 day consultation – Oct. 15 – Dec. 15.
- Membership forums for draft standards scheduled for Oct. 29 in Edmonton and Nov. 5 in Calgary.
- Council will consider the feedback collated to date at the Dec. 7-8 meeting. Council will also consider the draft bylaws and approve for consultation.
- Feedback on the standards will be collated after the submission deadline.

January – July, 2007:

- Council will convene on Jan. 4 to consider any changes in the feedback collected since the December council meeting.
- Council will convene via a teleconference in late January to approve the HPA and PDA standards. A bylaw will be passed to provide a 15 day consultation period.
- Council will convene via teleconference in mid February to consider feedback received on the bylaws.
- Pharmacist orientation sessions will commence in February.
- Council will meet the last week in March to approve the bylaws and external audit.
- Implementation of mail order licenses and the licensing of publicly funded pharmacies will commence in July 2007.
- Council meeting on May 3 at the Banff Springs Hotel.
- ACP Conference and AGM at the Banff Springs Hotel May 4-6.
- Council meeting the first week of June, 2007.

3.5.2 Standards of Operation - Provided for information.

4. Consent Agenda

MOTION: That council accepts the consent agenda as circulated. CARRIED

5. Reports Provided for Information - Nil

6. Evaluation of Meeting

6.1 Self-Evaluation of Council Performance at this Meeting

The President requested that councilors complete their evaluation forms and submit them to the Executive Secretary.

7. Adjournment

7.1. Dates for Next Meeting

7.1.1. December 7 – 8, 2006

7.1.2. January 4, 2007 (tentative)

7.1.3. Last week in March 2007

7.1.4. May 3, 2007 (prior to the Conference and Annual General Meeting May 4–6, 2007 at the Banff Springs Hotel)

Council agreed to meet on January 4 to consider feedback received through consultation about the draft Standards of Practice. The next meeting will then be held in late March, followed by a meeting in early June. Other than a brief meeting as required in the by-laws, to be held prior to the AGM, there will not be a council meeting held in conjunction with the annual conference.

7.2. Closing Remarks

The following comments were provided by councillors following the President's request for feedback about the council meeting and development sessions:

- I learned a lot.
- The council development sessions were excellent.
- The facilitator was good; the meetings were good.
- It worked well to split the council business between two days.
- The shared experiences were priceless.
- I had an outstanding experience.
- The council meeting was conducted very well.

7.3. Adjournment

This meeting of council adjourned at 2:30 p.m. on September 30, 2006.

MOTION: That this meeting of council be adjourned.