

**MINUTES**  
**Council Meeting**  
**ALBERTA COLLEGE OF PHARMACISTS**  
**June 14, 2013**  
**Chateau Lacombe, Edmonton, Alberta**

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**1. Introduction**

**1.1 Call to Order**

President Moran called the meeting to order at 8:37 a.m. She introduced and welcomed Taciana Pereira, the recently elected member of Council, as an observer. She congratulated Kamal Dullat in graduating from his officers training program at Royal Military College (RMC).

**1.2 Roll Call**

Registrar Eberhart called the roll and identified the following individuals in attendance:

- District 2 - Clayton Braun
- District 3 - Krystal Wynnyk (Vice President)
- District 3 - Ahmed Metwally
- District 3 - Rick Hackman
- District 4 - Kelly Olstad (President Elect)
- District 5 - Kaye Moran (President)
- District 5 - Kamal Dullat
- Pharmacy Technician - Kelly Boparai
- Pat Matusko - Public Member
- Bob Kruchten- Public Member

**Non-Voting**

- Anjali Acharya (Past President)
- Jim Kehrer (Dean, Faculty of Pharmacy & Pharmaceutical Sciences)(8:45 am-1:16 pm)
- Laura Coleman (APSA Student Representative)
- Robin Burns (Pharmacy Technician) – Observer

**Regrets**

Brad Willsey – District 1  
Vi Becker – Public Member

**Also in attendance:**

- Greg Eberhart - Registrar
- Dale Cooney - Deputy Registrar
- Lynn Paulitsch – Operations and Finance Director
- Karen Mills - Communications Director
- Leslie Ainslie - Executive Assistant
- Taciana Pereira (District 3 Councillor-Elect) - Observer
- Bill Shores QC, Legal Counsel, Shores Jardine, LLP
- Members of the Public - Observer

**1.3 Invocation**

Anjali Acharya read the invocation.

**1.4 Adoption of the Agenda**

**1.4.1 Consent Agenda**

**MOTION:** to approve the report as presented by Registrar Eberhart.

Moved by **Kelly Olstad**/Seconded by **Kelly Boparai**/CARRIED

**1.4.2 Additions to the Agenda**

**MOTION:** to adopt the agenda as circulated.

Moved by **Kamal Dullat**/Seconded by **Rick Hackman**/CARRIED

**1.5 Minutes from Previous Meetings**

**1.5.1 Minutes – April 4, 2013**

**MOTION:** that the minutes of the April 4, 2013 meeting of Council be adopted with amendment to the motion under Agenda Item 1.7. The motion should read “10:54 a.m.”

Moved by **Bob Kruchten**/Seconded by **Kamal Dullat**/CARRIED

**1.6 Disposition of Directives**

The Disposition of Directives was provided for information. President Moran invited questions; however, none arose.

**MOTION:** to accept the report as information.

Moved by **Krystal Wynnyk**/Seconded by **Kamal Dullat**/CARRIED

**1.7 In Camera**

**1.7.1 CR-5 Review of Registrar’s Performance**

Council moved into an “In Camera” session for Agenda Item 1.7.1.

**MOTION:** that Council move into an “In Camera” session at 2:02 p.m.

Moved by **Clayton Braun**/Seconded by **Kamal Dullat**/CARRIED

**MOTION:** that Council move out of the “In Camera” session at 2:37 p.m.

Moved by **Clayton Braun**/Seconded by **Kelly Olstad**/CARRIED

**2. Governance**

**2.1 ENDS Policies and Reports**

**2.1.1 Policy E (Mega-End) – NIL**

**2.2 Compliance and Monitoring Reports**

**2.2.1 Executive Limitations Policies and Reports**

**2.2.1.1 EL-4 Financial Condition**

Council received the Internal Financial Statements and Variances for the month ending April 30, 2013. At the April 4, 2013 meeting, questions were raised about the amounts in line 9050 “Retained Earnings” in the December 31, 2012 internal financial statements. Registrar Eberhart verified the information and reported the results.

**MOTION:** that the Registrar's compliance report on EL-4 Financial Condition of the College be approved.

Moved by **Kamal Dullat**/Seconded by **Krystal Wynnyk**/CARRIED

#### **2.2.1.2 EL-11 Emergency Executive**

Council raised questions about succession planning amongst ACP leadership and management. Registrar Eberhart assured Council that members of ACP's Leadership Team, Directors and Management are able to step into various roles within the College if required.

**MOTION:** that the Registrar's compliance report on EL-11 Emergency Executive for the College be approved as presented.

Moved by **Pat Matusko**/Seconded by **Kamal Dullat**/CARRIED

#### **2.2.2 GP Policies – Compliance Review**

Through an omnibus motion, Council lifted Agenda Items 2.2.2.1 – 2.2.2.6 from the table.

**MOTION:** to lift Agenda Items 2.2.2.1 - 2.2.2.6 inclusively, from the table.

Moved by **Krystal Wynnyk**/Seconded by **Rick Hackman**/CARRIED

Governance Policies (GP policies) define how Council conducts itself. Council reviewed each of the governance policies for compliance with the policy.

##### **2.2.2.1 GP-2 Serving the Public Interest**

The concept of "clinical variance within pharmacist practice" was introduced as a "threat" that Council may wish to seek to understand better in the future. How substantive is clinical variance in pharmacist practice, and what does this mean in context with ACP's responsibilities to Albertans. The need to continually educate and inform Albertans about the roles of pharmacists was introduced, as it was observed that some Albertans see pharmacists as a replacement for their physician for the purpose of refilling prescriptions.

**MOTION:** that Council is in compliance with Governance Policy GP-2 Serving the Public Interest.

Moved by **Kamal Dullat**/Seconded by **Pat Matusko**/CARRIED

##### **2.2.2.2 GP-3 Governing Style**

**MOTION:** that Council is in compliance with Governance Policy GP-3 Governing Style.

Moved by **Kamal Dullat**/Seconded by **Kelly Boparai**/CARRIED

##### **2.2.2.3 GP-4 Council Responsibilities**

**MOTION:** that Council is in compliance with Governance Policy GP-4 Council Responsibilities.

Moved by **Clayton Braun**/Seconded by **Kamal Dullat**/CARRIED

##### **2.2.2.4 GP-5 President's Role**

**MOTION:** that Council is in compliance with Governance Policy GP-5 President's Role.

Moved by **Bob Kruchten**/Seconded by **Kamal Dullat**/CARRIED

**2.2.2.5 GP-6 Council Committees**

**MOTION:** that Council is in compliance with Governance Policy GP-6 Council Committees.

Moved by **Kelly Boparai**/Seconded by **Kamal Dullat**/CARRIED

**2.2.2.6 GP-8 Code of Conduct**

Council members were reminded about their responsibility to advise the President if they are unable to attend a council meeting.

**MOTION:** that Council is in compliance with Governance Policy GP-8 Code of Conduct.

Moved by **Rick Hackman**/Seconded by **Krystal Wynnyk**/CARRIED

**2.2.2.7 GP- 9 Investment in Council**

**MOTION:** that Council is in compliance with Governance Policy GP-9 Investment in Council.

Moved by **Kamal Dullat**/Seconded by **Pat Matusko**/CARRIED

**2.2.3 CR Policies – Compliance Review**

The Council-Registrar Relationship governance policies (CR policies) define the working relationship between the Council and the Registrar. Council reviewed the policies for compliance.

**2.2.3.1 CR-1 Global Council-Registrar Relationship**

**MOTION:** that Council is in compliance with Governance Policy CR-1 Global Council-Registrar Relationship.

Moved by **Kelly Boparai**/Seconded by **Kamal Dullat**/CARRIED

**2.2.3.2 CR-2 Direction from Council**

**MOTION:** that Council is in compliance with Governance Policy CR- 2 Direction from Council.

Moved by **Clayton Braun**/Seconded by **Ahmed Metwally**/CARRIED

**2.2.3.3 CR-3 Accountability of the Registrar**

**MOTION:** that Council is in compliance with Governance Policy CR-3 Accountability of the Registrar.

Moved by **Pat Matusko**/Seconded by **Krystal Wynnyk**/CARRIED

**2.2.3.4 CR-4 Delegation to the Registrar**

**MOTION:** that Council is in compliance with Governance Policy CR-4 Delegation to the Registrar.

Moved by **Kamal Dullat**/Seconded by **Clayton Braun**/CARRIED

**2.3 GP Policies – Policy Review and Amendment**

Further to direction of Council at its April 4, 2013 meeting, the Executive Committee reflected on amendments to governance policies GP-5 President's Role, and GP-8 Code of Conduct. The Committee submitted proposed amendments to both policies for Council's review and approval.

### 2.3.1 Review of GP-5 President's Role

The Executive Committee amended the policy to incorporate Council's request to reflect on subsection 1.2; taking into consideration fiduciary, strategic, and generative responsibilities.

- Subsection 1.2 was amended as follows: "Information that is neither for monitoring nor decision-making is kept to a minimum." This replaces "Information that is neither for monitoring nor decision-making is kept to a minimum and is always noted as being for information only".
- Additional amendments were made to Subsection 1.4 as follows: "The procedural authority in case of dispute shall be consistent with the Bylaws". This replaces "The procedural authority in case of dispute shall be the most current version of Robert's Rules of Order.

**MOTION:** to approve governance policy GP-5 President's Role as amended.  
Moved by **Rick Hackman**/Seconded by **Kelly Boparai**/CARRIED

### 2.3.2 Review of GP-8 Code of Conduct

The Executive Committee amended Governance Policy GP-8 Code of Conducts as follows:

- Section 1.0 changing "duty" to "duties",
- moved Subsection 1.1.13 "Act honestly and in good faith" to Subsection 1.1.1,
- amended Subsection 1.1.3 to "Seek to understand the public, stakeholders and registrants", replacing "Seek to understand the public that they serve through consultation",
- added Subsection 1.1.16 "Engage registrants".

Additionally, the Executive Committee recommended amendments to Subsection 7.1.1 as follows:

- "In the first instance, be addressed in person by the President or President Elect, who will outline the allegation and the complainant, and seek resolution as appropriate." This replaces "In the first instance, be addressed in person by the President or President Elect, who will outline the allegation and the complainant, and *discuss alternatives* for resolution as appropriate."

**MOTION:** to approve governance policy GP-8 Code of Conduct with further amendments.

Moved by **Kamal Dullat**/Seconded by **Kelly Boparai**/CARRIED

### 2.3.3 Review of GP-11 Council Planning Cycle and Agenda Control

**MOTION:** to table Agenda Item GP-11 to the October meeting.

Moved by **Kelly Olstad**/Seconded by **Clayton Braun**/CARRIED

## **2.4 EL Policies – Policy Review and Amendment**

### **2.4.1 EL-5 Insurance**

Council reviewed and considered amendments to Executive Limitations policy EL-5 Insurance. Currently ACP provides Council and committee members with an Accidental Death and Disability insurance policy (AD&D). Effective January 1, 2013, premiums paid on behalf of Council and committee members will be considered a taxable benefit. Council considered the risks to Council and committee members who travel regularly and often great distances, to attend meetings, and agreed to continue offering the AD&D insurance policy.

**MOTION:** that Council has reviewed Policy EL-5 Insurance and approved the policy as is. ACP will continue providing Council and committee members Accidental Death and Disability insurance.

Moved by **Ahmed Metwally**/Seconded by **Bob Kruchten**/CARRIED

## **2.5 Appointments**

### **2.5.1 Corporate**

#### **2.5.1.1 Legal Counsel**

**MOTION:** that the legal firm of Shores Jardine LLP be appointed as ACP's legal counsel for the 2013-14 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 **Clayton Braun**/Seconded by **Krystal Wynnyk**/CARRIED

#### **2.5.1.2 Auditors**

**MOTION:** that the accounting firm of KPMG LLP be appointed as ACP's auditors for the 2013-14 council term.

Moved by **Bob Kruchten**/Seconded by **Kelly Boparai**/CARRIED

#### **2.5.1.3 Banking Institution**

**MOTION:** that TD Canada Trust be appointed as ACP's financial institution for the 2013-14 council term.

Moved by **Pat Matusko**/Seconded by **Kamal Dullat**/CARRIED

#### **2.5.1.4 Investment Counsel**

**MOTION:** that Mr. Tom Richards of the firm TD Waterhouse be appointed as ACP's investment counsel for the 2013-14 council term.

Moved by **Rick Hackman**/Seconded by **Clayton Braun**/CARRIED

#### **2.5.1.5 Signing Authority**

**MOTION:** that Greg Eberhart, Dale Cooney, Lynn Paulitsch, and Kelly Olstad be granted signing authority on behalf of the College for the 2013-2014 council term. All cheques require two signatures and for cheques issued over \$15,000, one of the two signatures must be that of the Registrar, Greg Eberhart, or the Deputy Registrar, Dale Cooney.

Moved by **Kamal Dullat**/Seconded by **Kelly Boparai**/CARRIED

## **2.5.2 Committees of Council**

### **2.5.2.1 Nominating Committee**

**MOTION:** that Council appoints Kelly Olstad (President), Kaye Moran (Past-President) and Vi Becker (Public Member) as the Nominating Committee for the 2013-14 council term.

Moved by **Pat Matusko**/Seconded by **Krystal Wynnyk**/CARRIED

**Abstained:** Kelly Olstad, Kaye Moran, (Vi Becker absent)

### **2.5.2.2 Resolutions Committee**

**MOTION:** that council appoints Brad Willsey as Chair, and Clayton Braun and Bob Kruchten as the Resolutions Committee for the 2013-14 council term.

Moved by **Rick Hackman**/Seconded by **Kamal Dullat**/CARRIED

**Abstained:** Brad Willsey, Clayton Braun and Bob Kruchten

### **2.5.2.3 Faculty of Pharmacy and Pharmaceutical Sciences Admissions Committee**

**MOTION:** that Council appoints Krystal Wynnyk to the Admissions Committee of the Faculty of Pharmacy and Pharmaceutical Sciences for a one-year term.

Moved by **Bob Kruchten**/Seconded by **Kamal Dullat**/CARRIED

**Abstained:** Krystal Wynnyk

## **2.6 Generative Thinking**

Council deferred these discussions to the October council meeting.

## **2.7 Governance Indicators**

At the April council meeting, Council was introduced to the development of a matrix to monitor governance, leadership, and workplace of choice; all of which are reflected in ACP's strategic objectives under the "Effective Organization" critical success factor. Additionally Council reviewed five indicators to monitor the College's effectiveness in identifying and nurturing strong leaders, supporting investment in leadership and governance, tracking compliance with governance policies, assessing leadership of Council Members and evaluating the effectiveness and productivity of Council as a whole. At its June meeting, Council considered three additional indicators to monitor fiscal responsibility, operational performance and employee satisfaction. These three indications complete the development of the "Effective Organization" matrix. Work will continue to identify benchmarks for each indicator. ACP will commence work on the development of three additional matrix to assist council monitor ACP's performance in relation to its strategic plan.

**MOTION:** to approve the indicators for the "Effective Organization" matrix.

Moved by **Kamal Dullat**/Seconded by **Kelly Olstad**/CARRIED

## **2.8 ACP Council Meetings**

### **2.8.1 Council Meeting Format**

As established in Bylaw14 (6), "Council may establish the procedures to be used at Council meetings". Council conducts its business in various forums; open meetings, closed meetings or "In Camera" meetings. Registrar Eberhart submitted

for Council's review, a policy that provides definitions of each council meeting forum, along with rules that may apply to any forum. Council requested the following amendments to the policy:

- Replace "regularly scheduled" with "all"
- Clarify in the policy that guests attend as observers and may only participate in discussions upon request or approval of the council. The President acting as Chair will preside over the request unless otherwise directed by Council.

The amended policy will be an appendix to Governance Policy GP-8 Code of Conduct and referenced in section 1.1.11 of GP-8.

**MOTION:** to approve the policy as amended.

Moved by **Rick Hackman**/Seconded by **Ahmed Metwally**/CARRIED

### **2.8.2 Standing Rules for ACP Annual General Meeting**

Registrar Eberhart submitted for Council's approval, standing rules for ACP's annual general meetings. The standing rules will establish protocols and procedures for the annual general meeting according to ACP Bylaws and Roberts Rules of Order. Council approved the standing rules for dissemination at the 2013 Annual General Meeting with the following amendment in point 8:

- Amend point 8 to read "Resolutions passed at an Annual General Meeting will be brought to the attention of council at its next regularly scheduled meeting for consideration and decision" this replaces "Resolutions passed at an Annual General Meeting *are not binding, but* will be brought to the attention of council at its next regularly scheduled meeting for consideration and decision.

**MOTION:** to approve standing rules for ACP's annual general meetings as amended.

Moved by **Pat Matusko**/Seconded by **Rick Hackman**/CARRIED

## **3. Legislated Responsibilities**

### **3.1 Inducements**

*This discussion was held "In Camera" as Council received privileged information to support their consideration of this issue.*

**MOTION:** that Council move into an "In Camera" session at 12:36 p.m.

Moved by **Pat Matusko**/Seconded by **Bob Kruchten**/CARRIED

**MOTION:** that Council move out of the "In Camera" session at 1:18 p.m.

Moved by **Clayton Braun**/Seconded by **Ahmed Metwally**/CARRIED

### **3.2 Competence Committee**

#### **3.2.1 Revised Competence Program Model**

A new model for ACP's Competence Program that has been developed on the basis of the philosophy and principles previously approved by Council, was presented for Council's consideration.



Observations and questions arising during discussion about the model include:

- What is the impact of prescribed/directed learning on “professionalism”? Do these concepts conflict?
- We should ensure the “value proposition” for any prescribed learning”.
- Prescribed learning might be considered as “core” learning vs. “elective” learning. What is important is that we accommodate flexibility; recognizing the diverse needs of an increasingly dynamic population of registrants.
- Caution needs to be exercised with respect to the language used. For example, use of the term “exam” invites threat, anxiety, and a negative response.
- Successful implementation depends on effective communication, and making the experience and process as simple, but as meaningful as possible.

Council reviewed the proposed revisions to the Competence Program model and approved the following:

1. The Competence Program will be based on a continuing professional development (CPD) model, with a strong emphasis on quality improvement.
2. The program will not emphasize “assessment”. Assessment will be undertaken by ACP through complementary programs within its mandate.
3. All pharmacists on the clinical register will be required to complete a minimum of one practice enhancement record each registration year that relates specifically to one of the following domains: pharmacy practice (including but not limited to patient care practice), medical knowledge, or systems-based practice.
4. All pharmacists on the clinical register will be required to complete a minimum of 15 CEUs of learning each registration year and record any learning completed outside of practice enhancement record(s) in a learning log. Learning may be either accredited or non-accredited learning.
5. The Competence Committee will be authorized to identify *required learning* which must be completed by all pharmacists on the clinical register annually; and, that the CEUs earned through *required learning* may be counted toward the minimum required CEUs, and may be included in a practice enhancement record.
6. An audit of Competence Program documentation will be conducted annually for ten per cent of pharmacists on the clinical register. The audit will be conducted for the purpose of:
  - providing peer evaluation to determine if the practice enhancement record demonstrates implementation of new knowledge into practice and
  - confirming if the documentation is an accurate representation of learning activities completed. The audit of practice enhancement records will be completed by one trained peer assessor.
7. Pharmacists whose practice enhancement records do not meet the minimum requirements will be provided feedback and recommendations for improvement, and will be notified that their practice enhancement record will be directed for audit again the following year. Pharmacists whose practice enhancement records do not meet the minimum requirements on the directed audit will be referred to the Competence Committee for consideration of next steps.

8. A competence program for pharmacy technicians will be developed using the same guiding principles, rules and policies as developed for pharmacist.
9. A “no-stakes” on-line knowledge assessment of ACP Ethics and Jurisprudence (including standards of practice) will be added to the mandatory components of the annual registration renewal process for all pharmacists on the clinical register.

Further to Council’s approval, ACP will redraft the Program Rules including a legal review. Implementation of the new program will begin in 2014, and the first audits will occur after registration renewal in 2015.

**MOTION:** to approve the revised Competence Program model.

Moved by **Ahmed Metwally**/Seconded by **Kamal Dullat**/CARRIED

### **3.3 National Competencies for Entry to Practice for Pharmacists and Pharmacy Technicians**

NAPRA has developed draft “National Competencies for Entry to Practice for Pharmacists and Pharmacy Technicians”. The new competencies will be the foundation to the development of standards, the evaluation processes administered by PEBC, the development of pharmacy curriculum, and the accreditation of educational programs.

A working group of ACP and pharmacy technician leaders conducted a preliminary review and identified the following policies for council’s consideration and direction:

- Should pharmacist candidates be required to demonstrate all of the competencies that pharmacy technicians are required to demonstrate at entry to practice? Alternatively, what is the degree of overlap/commonality in competencies that must be demonstrated by each profession?
- Competencies for patient care and drug product distribution – do these sections adequately differentiate the competencies required of a pharmacist vs. a pharmacy technician?
- Should competencies for administering drugs by injection be required at entry to practice by all pharmacist candidates?
- Is the section on billing third parties appropriately framed? If not, why not; and if so, should these be included as competencies at entry to practice?
- Should pharmacists be required to have competencies at entry to practice with respect to drug therapy in animals?

Council agreed that the National Advisory Committee on Pharmacy Practice (NACPP) needs to frame its discussions focused on the future, giving considerable thought to the evolution of the profession over the next five years. Council further agreed by consensus that:

- This was amongst the most important documents that NAPRA exercises stewardship for. Therefore, it is important that NAPRA takes the time to be thorough in developing a competency documents that are clear and meaningful.
- The competencies should focus on “core” responsibilities for each profession.
- Neither competencies for pharmacists or pharmacy technicians should address billing policies and procedures.

- Competencies for administering drugs by injection should be included at entry to practice by pharmacists.

Registrar Eberhart asked Council to submit any other recommendations prior to June 17, 2013. All feedback will be reviewed by the NACPP. Subsequently, an amended version will be reviewed by the Council of Pharmacy Registrars (CPRC) in advance of consideration by the NAPRA board in the fall.

### **3.4 Rules for Structured Practical Training**

Alberta Health Services (AHS) asked ACP to consider amendments to the rules for the Structured Practical Training program (SPT) for pharmacy technicians. They wish to resolve challenges being experienced in recruiting and training pharmacy technicians in rural and remote areas. ACP assessed AHS requests and identified additional changes for Council's consideration and approval, as follows:

<b>Requestor</b>	<b>Request</b>	<b>Recommendation to Council</b>
AHS	Allow an individual pharmacy technician to complete SPT at multiple AHS sites to meet the minimum required hours per week under the guidance of a single preceptor.	ACP recommended that Council approve this request. The amendment will allow individuals to complete SPT hours at multiple sites as long as the sites have common ownership; operate under the same policies and procedures; and the work is completed under the guidance of a single preceptor.
AHS	Allow the use of remote checking and supervision via telepharmacy or similar technology to support on-site pharmacist &/or pharmacy technician presence while ensuring quality and safety are maintained.	No changes to the rules were required for this request. The current SPT program rules allows learners to move to indirect supervision in level II and level III of the program if they have completed the ethics, and jurisprudence exam, and if the preceptor determines that indirect supervision is appropriate. It is recommended that ACP and AHS work together to provide guidance to preceptors re: when it is appropriate to move to indirect supervision.
AHS	Expand the definition of supervision of restricted activities to allow supervision by non-pharmacy regulated health professionals (e.g. nurses)	ACP recommended that Council not approve this request. Supervision is defined in the Pharmacists and Pharmacy Technicians Regulations. Change requires government involvement. No change in the program rules is required.
AHS	Allow candidates to apply to the SPT program while still enrolled as students in technician training programs	ACP recommended that Council not approve this request.
AHS	ACP work to revise the Pharmacy and Drug Act such that remote checking functions for pharmacy services are supported and can be written into the Standards of Practice for Pharmacists and Pharmacy Technicians.	ACP recommended that Council approve this request, however it is recognized that this request is separate from the SPT program, and that it is a complicated issue that will not easily be addressed.

ACP	Change the requirement in Rule 5 for preceptors to indicate that they must have been on the clinical register for 2 years or more or have equivalent experience in providing direct patient care in Canadian pharmacy practice	ACP asked Council to consider and approve this amendment. Registrants who have practiced in Alberta for less than 2 years may act as preceptors only if they have at least 2 years of practice experience in another Canadian jurisdiction.
ACP	Remove the requirement in Rule 5 for preceptors to complete preceptor training and complete retraining every 3 years.	ACP asked Council to consider and approve this amendment.
ACP	Requests have been made to ACP administration to change Rule 10 which requires that SPT hours be completed in a work week pattern that is not less than 20 hours per week, and not more than 44 hours per week.	ACP recommended that Council not approve this request. The current program rules are based upon valid rationale and provision exists for the Registrar to approve an alternate schedule.

**MOTION:** to approve the amendments to the rules for the Structured Practical Training program.

Moved by **Kamal Dullat**/Seconded by **Ahmed Metwally**/CARRIED

### **3.5 Hearing Tribunal Decisions – NIL**

## **4. Miscellaneous Business for Council’s Consideration**

### **4.1 President’s Address to Council**

President Moran thanked Council and ACP administration for their support during this year of challenges and achievements. She expressed that her year as President was very rewarding as Council continued its work to prohibit inducements and a revised the Competence Program. President Moran reflected on milestones of the professions; the first pharmacy technician elected to Council, adoption of national competencies for immunizations and administering drugs by injection, approval of a policy to inform the public when hearing tribunals are scheduled that aligns with ACP’s core value of transparency, and approving an IT Strategic Plan for the College. She was honoured to have the opportunity to collaborate with other professions, members of the public, and to engage in governance discussions with Council.

### **4.2 Report from APSA**

Laura Coleman, President of the Alberta Pharmacy Student’s Association (APSA), and student representative on ACP Council, gave a brief update from APSA Council, outlining goals and priorities for the upcoming year, current projects, and achievements from this past. Below are excerpts from Ms. Coleman’s report.

“APSA Council focuses on four main priorities, or four pillars, from which we base our goals. APSA Council focuses on four main priorities, or four pillars, from which they base their goals and projects each year. These four pillars are: Advocacy, Presence, Student Services, and Academic Excellence (A.P.S.A).

Below is a brief description of APSA's achievements in each area as well as their goals for the year:

#### Advocacy

- ACP Conference: Greg Eberhart, Registrar of the College, presented to the students to provide insight and context to the changes that are currently happening in the pharmacy community.
- Pharmacy Awareness Week: a week-long event that promotes the role of the pharmacist in the health care team. Pharmacy students participated in a bone density screening clinic and a blood pressure screening clinic and promoted the clinical skills and services we are trained to perform to patients/other students.
- Supported students in their goals to advocate for the profession, most notably at the end of February and onwards.

Future Advocacy Goals: to increase student involvement in the community by organizing more clinics (i.e. blood pressure, bone density screening) and educational booths (i.e. smoking cessation, medication safety/disposal, drugs of abuse and addictions, nutrition, sun safety, etc.) throughout the year. APSA advocacy goals revolve around promoting our clinical role in health care and educating the public about the services that pharmacists are being trained to provide, such as SMMAs, injections, CACPs, etc.

#### Presence

- Increasing online presence through social media (Facebook), website (myapsa.ca), and the online Pharmacy Quarterly magazine.
- Increasing communication with faculty by hosting Town hall Meetings with the Dean (one per semester).
- Promotional videos and materials (PAW video, orientation video, APSA banner, promotional card in orientation package, etc.)
- Strong presence at orientation (APSA organizes) and fastest registration to date.
- Increasing presence and involvement with the Students' Union (COFA board).
- Ronald McDonald House dinner during PAW.
- Professional Development Week – over 100 delegates attended.
- CIBC Run for the Cure – approximately 40 students participated and the APSA team raised over \$9,000 for the foundation.
- Mr. Pharmacy – over 500 guests attended this year and APSA raised over \$16,000 for Movember Canada through ticket sales, donations, and the silent auction.

Future Presence Goals: to increase involvement in charity events and activities (such as Hope Mission, Mustard Seed, Ronald McDonald House, Run for the Cure) as well as to increase involvement in interprofessional activities and events with the Health Sciences Students' Association and increase communication with other faculties through their HSSA Pharmacy Representative. In addition, to increase involvement and fundraising with Run for the Cure and Movember Canada.

#### Student Services

- Mental health and stress reduction initiatives: pet therapy, Zumba/dance classes, massage therapy.
- Student survey to determine areas where student services are lacking.
- Streamlined online services – new online payment option with Pay Pal (increases convenience and accessibility).
- APSA intranet for council communication and repository of information. All APSA councillor portfolios are standardized in similar format and available through the intranet. Increases ease of changeover/transition between council as well as communication between council throughout the year. Easy access to all necessary documents and resources.
- Multiple mass textbook orders – decreases cost for students.

Future Student Services Goals: to resolve space issue and develop a student commons area where pharmacy students can mingle and study or socialize as well as to move the APSA office into the Edmonton Clinic Health Academy for convenience and easier access to office hour services for students. To increase the number of mental health events as well as social events on campus.

Academic Excellence

- Second and first year focus groups in collaboration with faculty for curriculum revision.
- Mid Course Feedback officially adopted by Faculty, provided as a voluntary service to Faculty as a means to gain feedback from students at the mid-point of a course.
- Rural accommodation support network to improve ease of finding accommodations for students on rural rotations.
- Flu clinic involvement.
- Faculty/student meet and greet very successful this year.
- Market Modifier Conference travel subsidy to allow more students to attend professional conferences and gain insight, knowledge, connections with other students and professionals.

Future Academic Excellence Goals: to develop a standardized process for addressing academic complaints and to increase the use of the MCF program. In addition, to increase the resources for students outlining information on accommodations and other support networks when on rotations in rural areas. APSA would also like to pursue a greater role in the flu clinic this year.”

**MOTION:** to accept the report from APSA.

Moved by **Clayton Braun**/Seconded by **Rick Hackman**/CARRIED

**4.3 Private Members Bill – Drug Shortages**

**MOTION:** to receive the private members bill as information.

Moved by **Rick Hackman**/Seconded by **Pat Matusko**/CARRIED

**5. Evaluation of Meeting**

Council reflected on their personal contributions and Council’s performance over the past year. President Moran recognized outgoing council members Anjli Acharya, Pat Matusko and Ahmed Metwally. On behalf of Council, she thanked them for their invaluable contributions to Council, ACP and the profession.

**5.1 Self-Evaluation of Council Performance at this Meeting**

President Moran requested that all Council Members complete their meeting evaluation forms and submit them to Leslie Ainslie for collation.

**5.2 Aggregate results from Council evaluations during 2012-13 Council Year**

A summary of the results for the 2012-2013 council year was circulated as information.

**6. Adjournment**

**6.1 Next Meeting Dates**

**6.1.1 October 2-4, 2013** – Board Development and Council Meeting, Buffalo Mountain Lodge, Banff.

**6.1.2 December 4-5, 2013 – Council Meeting, Sutton Place Hotel, Edmonton**

**6.2 Adjournment**

**MOTION:** that this meeting of Council be adjourned.

Moved by **Kamal Dullat**/Seconded by **Clayton Braun**

Meeting was adjourned at 5:27 p.m.