

MINUTES
VIDEOCONFERENCE MEETING OF COUNCIL
ALBERTA COLLEGE OF PHARMACY
May 13, 2021

1. Introduction

1.1 Call to Order

President Lyons called the business meeting to order at 8:03 a.m. She welcomed newly appointed public members Aquaeno Ekanem and Deb Manz to Council, and asked each individual in the council meeting to give a brief introduction of themselves. President Lyons welcomed ACP legal counsel Bill Shores and Annabritt Chisholm with Shores Jardine LLP, joining Council for the discussion about DRAFT virtual care guidelines, and ACP Registration Director Debbie Lee and ACP Complaints Director Pamela Timanson, who provided a review and update on their respective departments and programs. President Lyons asked Council Members to reflect on governance policy GP-8 Code of Conduct and consider any potential conflicts of interest they may need to disclose.

1.2 Roll Call

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

- District 1 - Peter Macek (President-Elect)
- District 2 - Patrick Zachar
- District 3 - Fayaz Rajabali (Past-President)
- District 3 - Craig MacAlpine
- District 4 - Stan Dyjur
- District 5 - Judi Parrott
- District 5 - Shereen Elsayad
- District A - Don Ridley
- District B - Dana Lyons (President)
- Public Member - Irene Pfeiffer (Executive-Member-at-Large)
- Public Member - Christine Maligec
- Public Member - Carmen Wyton
- Public Member - Aquaeno Ekanem
- Public Member - Deb Manz

Also in attendance

- Greg Eberhart - Registrar
- Kaye Moran - Deputy Registrar
- Jeff Whissell - Deputy Registrar
- Rob Vandervelde - Senior Operations and Finance Director
- Leslie Ainslie - Executive Assistant
- Barry Strader - Communications Director
- Debbie Lee - Registration Director (9:00-10:00 am)
- Pamela Timanson - Competence Director (9:00-10:00 am)
- Bill Shores - Shores Jardine LLP (10:10-10:40 am)
- Annabritt Chisholm - Shores Jardine (10:10-10:40 am)

1.3 Invocation

Councillor Irene Pfeiffer read the invocation.

1.4 Adoption of the Agenda

1.4.1 Consent Agenda

Council reviewed the Consent Agenda material submitted by the Registrar under Agenda Item 1.4.1.1 and 1.4.1.2.

1.4.1.1 Policy Decisions

- Proposed Amendments to Legislation and Regulation - Registrar Eberhart shared that the sitting of the Alberta Legislature will not reconvene until after the May long weekend. With delays comes increasing uncertainty about the regulatory business before government, which in turn could delay the work of the college to amend or develop standards of practice.

MOTION: to approve the policy report from the Registrar.

Moved by **Christine Maligec**/Seconded by **Fayaz Rajabali**/CARRIED

1.4.1.2 Reports for Information

MOTION: to lift the issue of “Time Released Safes”, “Vaccinating children 2-5 years old” and a discussion about “Competencies and oversight for COVID Vaccinators”.

Moved by **Patrick Zachar**/Seconded by **Stan Dyjur**/CARRIED

- Time Released Safes – The number of armed robberies continues to be a concern in Edmonton and Calgary ACP has taken measures to develop a website for pharmacy teams to report robberies and burglaries that will enable ACP to gather intelligence around these incidents. An increasing number of corporate pharmacies have, or are planning to, place “time released safes” in their pharmacies. The Edmonton Police Service is advocating for ACP to mandate time released safes in all Alberta pharmacies. Council requested that the Registrar research policy alternatives to optimize the security of drugs, pharmacy teams, and the public. This includes consideration as to whether “time-release” safes should be mandated. This will be brought back for discussion with council in September.
- Vaccinating Children 2-5 years old – The government has requested that ACP work with the Alberta Pharmacists Association “*to explore the appropriateness, feasibility, and timing of suggested changes to the scope of practice for pharmacy profession to include administering immunizations to children two years of age and older.*” ACP standards limit administration of vaccines to children 5 years of age and older. ACP will consider the possibility of this amendment in conjunction other amendments required due to amendment to the *Health Professions Act* (Bill 46). The Minister has indicated these should be completed prior to December 31, 2022.
- Competencies and Oversight of COVID Vaccinators – All regulated health professionals working in pharmacies are regulated by their colleges however they must comply with the oversight of the licensee and standards and policies important to the operation of the pharmacy. Regulated health professionals must comply with the standards of their college.

MOTION: to lift the issue of the “delay with PEBC exam results”.

Moved by **Irene Pfeiffer**/Seconded by **Christine Maligec**/CARRIED

- Delays in administering exams and providing results have occurred due to COVID. This has caused frustration for those wishing to enter practice. Despite this pharmacists and pharmacy technicians in Alberta have not been impacted as significantly as candidates in other parts of the country or in other professions. ACP will continue to monitor PEBC’s efforts to minimize these delays.

MOTION: to accept the Information Update report presented by Registrar Eberhart.

Moved by **Peter Macek**/Seconded by **Patrick Zachar**/CARRIED

1.4.2 Additions to the Agenda

There were no additions to the agenda.

MOTION: to adopt the approve the agenda as circulated.

Moved by **Irene Pfeiffer**/Seconded by **Christine Maligec**/CARRIED

1.5 Minutes from Previous Meetings

1.5.1 Minutes – March 25-26, 2021

MOTION: to approve minutes of the March 25-26, 2021 council meeting.

Moved by **Shereen Elsayad**/Seconded by **Patrick Zachar**/CARRIED

1.5.2 Ratification of eBallot – April 20, 2021

MOTION: to ratify the e-ballot of April 20, 2021 appointing inspectors under the Health Professions Act.

Moved by **Don Ridley**/Seconded by **Christine Maligec**/CARRIED

1.6 Disposition of Directives

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

MOTION: to accept the Disposition of Directives as information.

Moved by **Peter Macek**/Seconded by **Don Ridley**/CARRIED

1.7 In Camera

NIL

2. Generative

NIL

3. Strategic

3.1 Virtual Care Guidelines

During the pandemic many healthcare professionals took measures to effectively and safely use virtual care to address the needs of patients. It has become apparent that virtual care will play an important role in the future of pharmacy practice. At the December 2020 meeting, Council approved draft guidelines for providing virtual care for the purpose of 60 day

consultation with registrants. The draft guidelines built upon preliminary guidance provided during COVID.

Four key themes emerged from the consultation. Upon further review and discussion with ACP legal counsel the following changes were proposed:

1. Is virtual care considered suboptimal and adjuvant compared to in-person care – Language around virtual care being sub-optimal or adjuvant was removed. Virtual care is a sub-component of patient care using technology as a tool therefore, the focus of the guidelines should not be on the tool but rather consider what is safe and appropriate for patient care in any clinical situation.
2. To what extent is cross jurisdictional care permitted – This section was amended to clarify that services to patients outside of Alberta would be allowed in certain circumstances. Cross-jurisdictional care is complex and continues to evolve. Upon advice from legal counsel it was determined that the larger issue is beyond the scope of these guidelines. The guidelines enable virtual care for patients that are normally receiving care in Alberta or, for other unique circumstances that allow for continuity of care.
3. How does consent for virtual care differ from consent for in-person care – This section was updated and simplified as consent is always required regardless of how care is delivered to patients. The section now contextualizes consent by providing guidance around considerations that are specifically about use of enabling technology.
4. Definition of enabling technology. Does this include the telephone – Definitions were clarified to explain that the telephone is considered virtual care. The use of this technology for virtual care is ubiquitous and ancillary to pharmacy practice. These guidelines do not universally apply to all phone calls between pharmacy teams and their patients and or caregivers, however there is a distinction made when complex clinical care occurs by telephone.

Council approved the amended virtual care guidelines to support virtual pharmacy care in the future. It is important to note that when providing virtual care, regulated members must meet or exceed the requirements of all applicable legislation, standards, and guidelines for in-person care. It is important that pharmacists apply critical thinking and judgement in each situation to truly understand the needs of the patient, the history of their care, and the history of their condition. While virtual care will provide greater access to pharmacy services for those with mobility issues or that live in remote areas, it is important to remember that virtual care should be used only when a regulated member has determined that providing virtual care is in the best interest of the patient and that the benefits to the patient outweigh any potential risks.

Implementation of the virtual care guidelines will begin in the summer and will be communicated with regulated members through The LINK.

MOTION: to approve the guidelines for virtual care as amended.
Moved by **Christine Maligec**/Seconded by **Stan Dyjur**/CARRIED

3.2 Discussion with Program Directors

Program directors from ACP's registration and competence departments provided Council an environmental scan of what is being experienced in their programs, reflected on achievements, and discussed trends observed within their programs. Some key observations arising from each discussion included:

- Registration and licensing statistics:
 - As of April 23, 2021:
 - 6009 pharmacists are on the clinical register:
 - 81% with authorization to administer drugs by injection, and
 - 57% with additional prescribing authorization.
 - 1751 pharmacy technicians are on the clinical register.
 - 569 pharmacy students registered.
 - 231 pharmacists on the provisional register.
 - 145 pharmacy technicians on the provisional register.
 - 1527 community pharmacies are licensed in Alberta, of these:
 - 103 of these pharmacies have compounding and repackaging licenses,
 - 75 pharmacies have mail-order licenses, and
 - 31 pharmacies with both licenses.
 - 22 pharmacies that only provide compounding and repackaging services.
- Registration Initiatives and Trending
 - There is a decrease in the number of new pharmacies opening.
 - There is an increase in the number of pharmacy renovations.
 - There is an increase in the number of compounding and repackaging pharmacies.
 - It is harder to find new pharmacy licensees.
 - There is an increase in pharmacies sharing premises with medical clinics.
 - Models of Care:
 - Are evolving and expanding beyond the confines of a traditional pharmacy.
 - New modes of care do not correspond to available licenses and existing legislation and standards.
 - Virtual care has grown exponentially during the pandemic, and this mode of care may become the norm in the future.
- Competence – Continuing Competence Programs (CCP)
 - Audit results from the CCP for pharmacists and pharmacy technicians remain consistent.
 - The majority of registrants attending webinars are successful when completing a subsequent audit.
 - The CCP will move from regulations into the standards as per Bill 46.
- Competence Initiatives and Trending
 - Success rates for registrants to obtain their Additional Prescribing Authorization (APA) remains consistent.
 - APA application program was digitalized.
 - Website was launched to support learning and implementation of the Professional framework.
 - Licensee Education Program (LEP) implemented.
 - Evaluation and revision of LEP later in the year to align with Strategic Plan.
 - Development and implementation of the Practice Improvement Program.
 - Develop educational tools to support implementation of standards

4. Fiduciary

4.1. Governance Policy Review for Compliance

4.1.1 Governance Policies (GP)

Governance policies (GP policies) define how Council conducts itself. Council reviewed the following GP policies, reflecting on its compliance with each policy.

4.1.1.1 GP-3 Governing Style

Council is in compliance with GP-3 Governing Style. Council suggested that perhaps “council orientation sessions” be recorded or a webinar developed for new council members to refer back to. Council was directed to the council orientation manual posted on the council portal. The council orientation manual is available to all council members and updated regularly.

4.1.1.2 GP-4 Council Responsibilities

Council is in compliance with GP-4 Council Responsibilities.

4.1.1.3 GP-5 President’s Role

Council is in compliance with GP-5 President’s Role

4.1.1.4 GP-6 Council Committees

Council is in compliance with GP-6 Council Committees. Council committees strike a good balance with the mandate of the college.

OMNIBUS MOTION: that Council is in compliance with governance policies GP-3 Governing Style, GP-4 Council Responsibilities, GP-5 President’s Role, and GP-6 Council Committees.

Moved by **Irene Pfeiffer**/Seconded by **Christine Maligec**/CARRIED

4.1.2 Council Invocation

Council meetings open with the recital of an invocation that provides Council Members a moment to reflect and focus on Council’s mandate and responsibilities when conducting its business. Council had requested that the Executive Committee review the invocation and provide recommendations to update the invocation and ensure that it was consistent with new public policy. Council approved the following invocation:

Fellow Councillors:

Let us give thanks for returning safely once again to this council table. Give us the strength to put aside our personal preferences and biases, that we may make our decisions based on truth and the belief that we are making the best decisions possible to protect and serve the public interest, and maintain the integrity of pharmacy practice through ethical conduct and quality care.

MOTION: to amend the Council Invocation as discussed.

Moved by **Deb Manz**/Seconded by **Shereen Elsayad**/CARRIED

4.2 Business of Council

4.2.1 Report from the Nominating Committee – Slate of Candidates for 2021 Council Elections – CLOSED MEETING

MOTION: to move to a closed meeting for Council's discussion under "Agenda Item 4.2.1 Report from the Nominating Committee-Slate of Candidates for the 2021 Council Elections".

Moved by **Irene Pfeiffer**/Seconded by **Christine Maligec**/CARRIED

Elections are required for two pharmacy technician positions on council in 2021. To facilitate the election, ACP bylaws were amended to establish a new nomination process. Eligible regulated members are invited to make application to the Nominating Committee, who in turn are responsible for evaluating applicants consistent with processes and criteria approved by Council. The Nominating Committee recommended a slate of nominees for election to Council in districts A (Northern Alberta) and B (Southern Alberta).

Council approved the following slate of pharmacy technician candidates in District A (Northern Alberta) for a three-year term commencing July 1, 2021 and ending June 30, 2024, and in District B (Southern Alberta) for a two-year term effective July 1, 2021 and ending June 30, 2023.

District A (Northern Alberta)

- Laura Miskimins
- Engi Saleh

District B (Southern Alberta)

- Nicolas Burns
- Tiana Cunningham
- Dana Lyons

MOTION: to approve the slate of pharmacy technician candidates for the 2021 council elections in District A (Northern Alberta) and in District B (Southern Alberta).

Moved by **Don Ridley**/Seconded by **Fayaz Rajabali**/CARRIED

The Registrar will conduct the election process, to commence at noon on May 31, 2021. Ballots must be received prior to 4:30 pm on June 24, 2021. Elections will be facilitated electronically.

Through the experiences of the Nominating Committee, it was noted that amendment to Section 22 of ACP bylaws was desirable to better meet the intent of separating regulatory and advocacy roles and interests. Section 22 addresses eligibility requirements of candidates for nomination and election to council.

The proposed amendment to Section 22(3) will include a clause that states that an individual is not eligible to be nominated for election to Council or run as a candidate for Council if: "the individual is or was a board member, officer, standing committee member, employee, or contractor to an advocacy organization that represents regulated members, within eighteen months immediately prior to the date of a council election." The Nominating Committee recommended that Council approve amendments to Section 22 of ACP bylaws for the purpose of a 60-day consultation.

MOTION: to approve amendment to Section 22 of ACP Bylaws as stated for the purpose of a 60 day consultation.

Moved by **Stan Dyjur**/Seconded by **Deb Manz**/CARRIED

4.2.2 Honorary Awards (portal) – Motion to Approve

President Lyons introduced two nominations for Honorary Life Membership awards and one nomination for an Honorary Membership award. Honorary Membership may be bestowed on non-regulated individuals approved by Council, and Honorary Life Membership may be bestowed on regulated members. Upon review and deliberations, Council approved that Honorary Life Memberships be awarded to Rosemary Bacovsky and Sheila Kelcher, and that an Honorary Membership be awarded to Joan Pitfield. In addition to these, Council awarded an Honorary Membership to Lynn Paulitsch in 2020 that was not presented due to COVID. The honorary awards will be presented to the recipients on September 29, 2021 at ACP's Celebration of Leadership, when Council installs the president, Peter Macek.

MOTION: to award Rosemary Bacovsky and Sheila Kelcher an Honorary Life Membership and to award Joan Pitfield an Honorary Membership.
Moved by **Peter Macek**/Seconded by **Don Ridley**/CARRIED

5. Evaluation of Meeting

5.1 Summary of Results from the March 25-26, 2021 Council Meeting

Council reflected on the feedback received from Councillors about the March 25-26, 2021 council meeting. Councillors echoed the value of the comments provided; and appreciated that the culture of council has not been negatively impacted by the Zoom meetings. Council thanked President Lyons and ACP administration for their work to support productive and engaged meetings. Council was encouraged to stay actively engaged with the public in a safe manner and to keep a focus on their responsibilities within the strategic plan. Council was also encouraged to use the "Council Issue Sheet" to bring forth issues to the council agenda or to contact Registrar Eberhart about feedback or other matters relevant to process or quality improvement.

5.2 Self-Evaluation of Council Performance at this Meeting

President Lyons reminded Council Members to complete the electronic meeting survey for collation and review at its next council meeting. Council will receive an email from Leslie Ainslie immediately following the meeting providing access to the electronic meeting evaluation form.

6. Adjournment

6.1 Forthcoming Events and Council Meeting Dates

- June 24, 2021 - Videoconference Meeting of Council
- September 28-29, 2021 - Council Meeting, Edmonton
- September 29, 2021 - Celebration of Leadership and Installation of President
- September 29-October 1, 2021 - Leadership Forum (EC Members Only)

6.2 Adjournment

The business meeting of Council adjourned circa 11:59 a.m.
Moved by **Christine Maligec**