

MINUTES
VIDEOCONFERENCE MEETINGS OF COUNCIL
ALBERTA COLLEGE OF PHARMACY
June 24-25, 2020

1. Introduction

1.1 Call to Order

Council met over the course of two days for strategic planning and business meeting of council. On June 24th, President Rajabali called the meeting to order at 8:01 a.m. He thanked Council Members for their continued support and contributions to registrants and the public during the COVID pandemic. He welcomed back Laura Edgar with the Institute on Governance to facilitate Council's strategic planning. Council recessed at 1:10 p.m.

MOTION: to recess the June 24, 2020 strategic planning session of council at 1:10 p.m.
Moved by **Don Ridley**/Seconded by **Christine Maligec**/CARRIED

On June 25th, President Rajabali called the meeting to order at 8:03 a.m. He welcomed newly elected council members Patrick Zachar (District 2-Southern Alberta) and Shereen Elsayad (District 5-Calgary). Later that morning he welcomed Margaret Morley, ACP Project Manager/Hearings Director presenting to Council. He also welcomed the following individuals who joined Council in the afternoon; Navjot Singh-APSA Student Representative on Council, Loren Voice-ACP Competence Committee Chair, Pamela Timanson-ACP Competence Director, and observers from the Pharmacy Technician Society of Alberta; President Morgan Lahl and administrator, Teresa Hennessy.

The business meeting of Council adjourned at 3:35 p.m. Council reconvened at 4:00 pm to join President Rajabali, President-Elect Lyons, and Registrar Eberhart for the livestreaming Installation of the President ceremony; installing Dana Lyons as President for the 2020-2021 council year.

1.2 Roll Call

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

- District 1 - Peter Macek
- District 2 - Peter Eshenko
- District 3 - Fayaz Rajabali (President)
- District 3 - Craig MacAlpine
- District 4 - Stan Dyjur (Past-President)
- District 5 - Brad Couldwell
- District 5 - Judi Parrott
- District A - Don Ridley
- District B - Dana Lyons (President-Elect)
- Public Member - Irene Pfeiffer (Executive-Member-at-Large)
- Public Member - Christine Maligec
- Public Member - Carmen Wyton
- Ex-Officio Member - Neal Davies, Dean-Faculty of Pharmacy and Pharmaceutical Sciences
- Ex-Officio Member - Terra Young, Representative-Accredited Pharmacy Technician Colleges in Alberta
- Ex-Officio Member - Navjot Singh, APSA Student Representative-Faculty of Pharmacy and Pharmaceutical Sciences (July 25, 1:00-3:30 pm)

Also in attendance:

- Greg Eberhart - Registrar
- Kaye Moran - Deputy Registrar
- Jeff Whissell - Deputy Registrar
- Lynn Paulitsch - Operations and Finance Director
- Leslie Ainslie - Executive Assistant
- Barry Strader - Communications Director
- Laura Edgar - Institute on Governance (June 24th, 8:15-9:30 am)
- Patrick Zachar - Incoming Councillor for District 2 (June 25th)
- Shereen Elsayad - Incoming Councillor for District 5 (June 25th)
- Margaret Morley - Project Manager and Hearings Director (June 25th 10:20-10:45 am)
- Loren Voice - Competence Committee Chair (June 25th, 2:35-2:55 pm)
- Pamela Timanson - Competence Director (June 25th, 2:35-2:55 pm)
- Observers

1.3 Invocation

Councillor Brad Couldwell read the invocation.

1.4 Adoption of the Agenda

1.4.1 Additions to the Agenda

MOTION: to lift “*Public Appointments*”, “*Registration Statistics*” and “*Licensee Program*” from the consent agenda.

Moved by **Don Ridley**/Seconded by **Brad Couldwell**/CARRIED

- Public Appointments - The Minister of Health advised ACP that he was rescinding the appointment of Christine Maligec effective immediately. President Rajabali wrote the Minister expressing concern about this direction, requesting that he reconsider it. Pending a response from the Minister, the Nominating Committee will review potential replacement candidates pre-approved by government; with a responsibility to respond to Alberta Health by July 6, 2020. Through its submission to government, the Committee will recommend that the Minister retain the appointment of Christine Maligec. Should the Minister proceed with rescinding the appointment, ACP will have provided three names for his consideration.

- Registration Statistics/Trends - The Registrar’s report noted a decrease in registration statistics, and offered the following explanation:

- At this point in time, there are few pharmacy closures due to COVID. The trending in pharmacy statistics are impacted by changes in ACP’s licensing processes, whereby fewer pharmacy licenses are granted in the early application stage, a marked change from the previous year.
- There are fewer IPG candidates registering in Alberta however it is too early to ascertain if this is a result of the new policies introduced.
- COVID has impacted registration with more registrants deciding to retire or not renew. There are limited or no opportunities to take exams therefore creating a significant delay for graduating students to complete their registration requirements in 2020.

- Licensee Program – Under s5.01(d) of the *Pharmacy and Drug Act*, the Registrar has authority to determine whether an applicant for a pharmacy license will be able to fulfill that role in a safe and effective manner. At a previous council meeting and in discussion

with legal counsel, the Registrar advised of his intent to consider additional factors that he may consider under the legislation, to determine if an applicant is able to provide assurance that “the pharmacy services they are responsible for will be provided without undermining patient safety, the quality of patient care or the integrity of the drug distribution system”. Due to the pandemic, this work has been put on hold until further notice.

MOTION: to approve the Consent Agenda report on policy decisions as presented by Registrar Eberhart.

Moved by **Irene Pfeiffer**/Seconded by **Craig MacAlpine**/CARRIED

On June 24, 2020, Registrar Eberhart advised that recent discussions with Alberta Health may require an addition to the agenda. On June 25, 2020, Registrar Eberhart requested an addition to the agenda that will be facilitated in a Closed Meeting of Council.

MOTION: to adopt the agenda as circulated.

Moved by **Brad Couldwell**/Seconded **Christine Maligec**/CARRIED

MOTION: that Council move “In Camera” at 3:24 p.m.

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

MOTION: that Council move “Out of Camera: at 3:35 pm

Moved by **Carmen Wyton**/Seconded by **Peter Macek**/CARRIED

MOTION: that the Executive Committee commence with a review of the governance structure of council.

Moved by **Christine Maligec**/Seconded by **Dana Lyons**/CARRIED

1.5 Minutes from Previous Meetings

1.5.1 Minutes – June 11, 2020

MOTION: to approve minutes of the June 11, 2020 videoconference meetings of council as presented.

Moved by **Christine Maligec**/Seconded by **Peter Eshenko**/CARRIED

1.6 Disposition of Directives

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

MOTION: to accept the Disposition of Directives as information.

Moved by **Brad Couldwell**/Seconded by **Irene Pfeiffer**/CARRIED

1.7 In Camera

1.7.1 CR-5 Review of Registrar’s Performance

Council reviewed the performance of the Registrar during the past year in context with policy CR-5 Monitoring Registrar Performance. The Registrar, Ex-Officio members of Council, and other members of the administrative team excused themselves from the meeting during the review and deliberation about the policy.

MOTION: that Council move “In Camera” at 11:06 a.m.

Moved by **Brad Couldwell**/Seconded by **Christine Maligec**/CARRIED

MOTION: that the Registrar has complied with with policy CR-5 Monitoring Registrar Performance.

Moved by **Peter Eshenko**/Seconded by **Peter Macek**/CARRIED

MOTION: that Council move “Out of Camera” at 11:43 a.m.

Moved by **Brad Couldwell**/Seconded by **Christine Maligec**/CARRIED

President Rajabali will meet with Registrar Eberhart to discuss and present a written synopsis of Council’s discussion and assessment.

2. Generative

2.1 NIL

3. Strategic

3.1 Strategic Planning (June 24, 2020, Facilitated by Laura Edgar)

At its previous meeting, Council approved the Statements of Success, Goals, and Objectives for ACP’s next 5 year plan. The plan also includes risks and critical success factors previously identified by Council. Council considered the impacts of the changing environment, internally and externally; and contextualized sentinel risks and critical success factors to the College’s ability to deliver on its strategic goals. The COVID-19 pandemic has introduced a high degree of human, economic, social and political uncertainty, all of which may reshape these and may introduce other risks and critical success factors not anticipated. The Strategic Planning Working Group will meet to make further revisions and refinements to the plan as approved by Council. Council will meet at the end of June to approve a final version of the plan.

MOTION: that Council adopt in principle, the risks and critical success factors of ACP’s DRAFT 5-year plan as amended.

Moved by **Dana Lyons**/Seconded by **Christine Maligec**/CARRIED

3.2 Ownership Linkage - Engagement with Albertans

3.2.1 Council identified the importance of Council’s engagement with the public and registrants. The following issues were introduced and discussed during this forum:

- The COVID pandemic has significantly impacted the workload for community pharmacies. The public has been very appreciative of the services and support during these unprecedented times.
- There’s been increased discussions with patients about why they need to see their physician when pharmacists can provide refills. There is a general feeling that patients are afraid to go to their doctor’s office during the pandemic.
- The level of pharmacy practice is being pushed forward during COVID. Due to the pandemic, there’s increased engagement with current and new patients; which has enhanced pharmacy practice; and the learning required of pharmacy teams. With

doctor's office closed, the public has sought pharmacy for many of their health care needs.

- The section 56 exemption for controlled substances was critical to providing care during these times. It created opportunity to reflect on the importance and frequency pharmacists being able to extend prescriptions to ensure the continuity of opiate replacement therapy. NAPRA is in discussions with the Office of Controlled Substances seeking an extension of the s56 exemption to September.
- Albertans have been frustrated trying to access care due to reduced hours of operations in pharmacies that they believe has impacted patient care; particularly for vulnerable patients.
- Drug shortages, and supplies for compounding have been in short supply.
- COVID-19 exposed weaknesses in many systems; while providing an opportunity to evaluate and improve systems and processes in others.
- Although some patients did not appreciate the 30-day refill limit, most saw it as an opportunity to improve their care and connect with a health professional every thirty days.
- In rural areas, the 30 day refill was a huge impediment as it is often difficult to go to the pharmacy every thirty days. ACP must remember that patient needs differ in rural and urban Alberta, and solutions to these needs may also differ. One size does not fit all.
 - The 30 day refill requirement was not an absolute; and pharmacists could use their discretion with refills. However, often the distributors blocked availability of certain drugs at the early stages of COVID.
 - The 30 day refill policy resulted in more calls to pharmacies and the College from the public than any other policy or issue in the past few years. The shortages were real however the challenge for ACP and its stakeholders was that the early messaging did not explain to the public why this policy was put in place.
- For those with compromised immune conditions; COVID is still a huge risk. There is a fear and often a restriction to access care in a safe environment during the pandemic.
- Pharmacies are receiving a significant increase in faxes from physician offices and concern was raised about what type of assessment is taking place by the physician.

Council will be mindful of two major themes arising from these reflections. Moving forward, ACP will clarify and provide messaging as to why policies are put in place, and will define when applicable, what it means to use "professional judgement". This will reduce the "unknown" from becoming a conduit for assumptions and presumptions. It was clear that the public did not understand the reason for the refill limitations, and that pharmacists did not use critical thinking to address patient care within this policy. A review of ACP's policies, standards, and guidance documents may support success moving forward.

3.2.2 Reflections on COVID 2019

ACP has been substantively involved in supporting registrants address the health needs of Albertans during COVID. Council and ACP Administration reflected on the public's experience under Agenda Item 3.2.1.

3.3 DRAFT Animal Health Standards and Guidelines

Council reviewed amendments proposed to the *Standards of Practice for Pharmacists and Pharmacy Technicians*, *Standards for the Operation of Licensed Pharmacies*, and *Guidelines for Providing Pharmacy Services for Animals*. The amended standards establish practice

expectations when providing pharmacy services to animals, and also address responsibilities of proprietors and licensees in the operation of pharmacies. The standards are complementary to the competencies established in the “Competence and Self-Reflection Framework”.

The most significant changes proposed, appear within the definitions of the *Standards of Practice for Pharmacists and Pharmacy Technicians (SPPPT)*. Substantive changes have been made to the “definitions” around defining a patient, patient’s agents; the definition for an animal, the definition for food-producing and non-food producing animals, as well as the definition of herds. The definitions also identify animals as patients and in doing so, define how animal care fits within the standards. These definitions are important and foundational to the lens in which the standards must be viewed when providing care to animals. Amendments to the *Standards for the Operation of Licensed Pharmacies* are minimal; aligning the definitions with those amended in the SPPPT.

The proposed guidelines stress that collaboration amongst pharmacists and veterinarians will be critical, and is emphasized throughout the document. It provides guidance about the patient and the patient agents, and identifies federal legislation that pharmacists must be aware of when providing care to animals. This legislation is in addition to ACP’s standards of practice, and must be complied with when providing care for animals.

It was noted that several sections in the proposed amendments do not recognize pharmacy technicians. This is because the relevant sections of federal legislation do not recognize pharmacy technicians. Council encouraged administration to work with pan-Canadian partners to seek amendment to federal legislation to recognize pharmacy technicians.

Council requested minor amendments to the documents; and subsequently approved the standards and guidelines for the purpose of a 60-day consultation with registrants and external stakeholders. Legislative amendment must take place to fully enable the standards.

MOTION: to approve the DRAFT standards of practice and supporting guidelines for the purpose of a 60-day consultation upon further amendments.

Moved by **Dana Lyons**/Seconded by **Brad Couldwell**/CARRIED

3.4 Temporary Policies for Pharmacy Technician Annual Permit Renewal 2020-2021

During the early stages of the pandemic, Council agreed to accommodate pharmacists by providing leniency to the Continuing Competence Program requirements required for annual permit renewal. To align with this approval, Council considered the same accommodation for pharmacy technicians at the time of their annual permit renewal in November 2020. It was recommended that for the 2020 membership year, that pharmacy technicians be required to:

- complete the prescribed learning activity of the Competence Committee;
- complete the equivalent of 8 hours of learning (8CEU’s), rather than 15;
- document learning records ; however, that
- the requirement to document implementation of one hour of learning be rescinded for this year only.

MOTION: to accept the recommendations as presented to accommodate reduced Continuing Competence Program requirements for pharmacy technicians at the time of annual permit renewal in November 2020.

Moved by **Craig MacAlpine**/Seconded by **Don Ridley**/CARRIED

Opposed: Stan Dyjur

4. Fiduciary

4.1. ENDS Policy Review

Reports from the Registrar were provided for the following ENDS policies.

4.1.1 Policy E (Mega-End) – 2019 Annual Report

The Annual Report reflects the business undertaken by the College in 2019, and summarizes its achievements including the reporting required through the *Health Professions Act* and Policy E, the Mega-End policy of Council. The Annual Report is Council's report to the public, registrants, stakeholders, partners, and government; about the business of the College in 2019. Council reviewed the Annual Report and observed that the content was excellent, however asked for minor layout changes so the time period for the annual report is clearer and more prominent, and that the graphics and space for statistics and articles about pharmacy technicians is better balanced with those of pharmacists and pharmacies.

MOTION: to approve the 2019 Annual Report as presented subject to minor formatting amendments.

Moved by **Brad Couldwell**/Seconded by **Peter Eshenko**/CARRIED

4.1.2 Policy E-2 (Resource Allocation) – Priorities for 2021

Registrar Eberhart provided a status update on priorities for 2020 (appendix 1), and updated Council on business plan development; identifying critical success factors, and risks that could impact the plan. He will present the DRAFT priorities for 2021 in September. These will extend from current priorities that have not been concluded, foundational initiatives arising from the strategic plan, and emerging government policy amendments. The priorities need to be mindful of capacity, expectations and ACP's ability to deliver. Priorities are likely to fall in the following areas:

- Continued development of ACP's information management system
- Development of Bridging Program for IPG's
- Development of Practice Improvement Program
- Reviewing, reframing, and restating (modernizing) ACP's Standards of Practice
- Review and Enhancement of SPT Program
- Legislation and governance

4.2 Governance Policy Review for Compliance

4.2.1 Executive Limitations Policies (EL)

Reports from the Registrar were provided for the following Executive Limitation policies.

4.2.1.1(a) EL-4 Financial Condition, Internal

Council received internal Financial Statements and a Statement of Variances for the month ending April 30, 2020. The COVID pandemic will impact the variance reports for the remainder of the year; with key factors being fewer in-person meetings and functions, and fluctuations in the College's investment portfolio;.

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

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

4.2.1.1(b) EL-4 – Financial Condition, Internal

Council approved an amendment to policy EL-4 Financial Condition, to reflect the allocation of funding in the amount of \$36,000, appropriated for the Patient Relations Program required under the *Health Professions Act*. This allocation was accommodated through last year's budget; however, needed to be identified in the policy.

MOTION: to approve amendment to policy EL-4 Financial Condition to incorporate the allocation of funding for the Patient Relations Program.

Moved by **Peter Macek**/Seconded by **Irene Pfeiffer**/CARRIED

4.2.1.2 EL-11 Emergency Executive

MOTION: that the Registrar is in compliance with policy EL-11 Emergency Executive.

Moved by **Dana Lyons**/Seconded by **Brad Couldwell**/CARRIED

4.2.2 Governance Policies (GP)

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

4.2.2.1 GP-3 Governing Style

MOTION: that Council is in compliance with governance policy GP-3 Governing Style.

Moved by **Brad Couldwell**/Seconded by **Christine Maligec**/CARRIED

4.2.2.2 GP-4 Council Responsibilities

MOTION: that Council is in compliance with governance policy GP-4 Council Responsibilities.

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

4.2.2.3 GP-5 President's Role

MOTION: that Council is in compliance with governance policy GP-5 President's Role.

Moved by **Carmen Wyton**/Seconded by **Peter Macek**/CARRIED

President Rajabali thanked Council and ACP administration for their support during his term as President.

4.2.2.4 GP-6 Council Committees

MOTION: that Council is in compliance with governance policy GP-6 Council Committees.

Moved by **Craig MacAlpine**/Seconded by **Christine Maligec**/CARRIED

4.2.3 Council-Registrar Relationship Policies (CR) Compliance Reports

Council-Registrar Policies (CR) define the working relationship between the Council and the Registrar. Council reviewed policy CR-4 Delegation to the Registrar and CR-5 Monitoring Registrar Performance and reflected on its compliance with the policies.

4.2.3.1 CR-4 Delegation to Registrar

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

Moved by **Irene Pfeiffer**/Seconded by **Brad Couldwell**/CARRIED

4.2.3.2 CR-5 Monitoring Registrar Performance

This agenda item was considered under Agenda 1.7.1.

4.3 Bylaw Amendment

The proposed Emergency Authority Bylaw provides Council with the authority to better accommodate ACP's ability to carry on its business in the case of an emergency or a disaster. Council reviewed the feedback received from the April 2020 consultation. Council reviewed all feedback received from registrants. The majority of the respondents agreed with the intent and general purpose of the bylaw however, commented that the definition around emergency and disaster should be clearly defined and not as broad as proposed. Feedback also reflected that the emergency authority should remain with Council; not with the Executive Committee. The DRAFT bylaw that was circulated for consultation was further amended by Council to accommodate this feedback.

MOTION: to approve the Emergency Authority Bylaw as amended.

Moved by **Craig MacAlpine**/Seconded by **Don Ridley**/CARRIED

4.4 Governance Matrix

Council reviewed the governance matrix dashboard for spring 2020. Data was not available from government about PracIDs prior to finalizing this version of the dashboard, therefore the PracID performance statistics were carried over from the last report reviewed by Council in December 2019. Trending shows there is still work required around vital behaviors and patient records. ACP will focus resources around these issues. Council suggested the matrix should include indicators for pharmacy technicians. This may be difficult to achieve as limited or no information is available for pharmacy technicians in hospital practice which is where the majority of practice for pharmacy technicians occurs. Registrar Eberhart suggested that perhaps a more relevant indicator should focus on compounding.

Use of the matrix is a valuable tool from a governance perspective. Council observed the matrix needs to be reviewed and updated to better align with ACP's new 5 year plan. An updated version should:

- Be more output/outcome focused,
- Be driven by our core businesses and regulatory mandate,
- Have fewer, but more meaningful indicators,
- Keep strategic indicators front and centre, and
- Identify better indicators of public expectations and satisfaction.

4.5 Business of Council

4.5.1 Report from the Competence Committee

Loren Voice, ACP Competence Committee Chair, and Pamela Timanson, ACP's Competence Director provided a semi-annual report to Council about the Competence Committee's activities and trends. Dr. Timanson presented an overview of the audit process and the audit results from the past three Continuing Education (CE) cycles. She noted that generally, audit results have improved.

The Committee observed that there is a lack of understanding by pharmacy technicians as to why they must complete professional learning, maintain competence and actively participate in the Continuing Competence Program. In addition, there is

often a struggle to find learning opportunities that align with their work in order to implement learning, compared to those available for pharmacists. As a result, pharmacy technicians do not identify well with the program. It was suggested that pharmacy technicians may not relate well with implementation opportunities, and that improved guidance to assist them better understand this may be appropriate.

Council also observed that there was a generalized need to shift registrants thinking about professional development and continuing education. Those demonstrating professionalism, will focus on learning needs and pursue opportunities to fulfill these, rather than focus on the need to achieve a finite number of units within a period of time because they are required to. Learning is a continuous experience.

The Committee recommended that professionalism should be the prescribed learning activity for pharmacy technicians during the 2020-21 CE cycle.

Arising from previous discussions of Council, DRAFT amendments to the Continuing Competence Program's Philosophy and Principles, were presented to Council for their final approval.

MOTION: to approve amendments to the Continuing Competence Program's philosophy and principles.

Moved by **Stan Dyjur**/Seconded by **Craig MacAlpine**/CARRIED

4.5.2 Report from Hearing Tribunals

4.5.2.1 Hearing Tribunal Decisions - Rajeh Abu Zahra, Registration No. 7676

A copy of the Hearing Tribunal Committee decision was provided to Council for information.

4.5.2.2 Appeal Decisions - Basel Alsaadi, Registration No. 9796

A copy of the Hearing Tribunal Committee decision was provided to Council for information.

4.5.2.3 Hearing Tribunal Decision - Shivangi Patel, Registration No. 15498

A copy of the Hearing Tribunal Committee decision was provided to Council for information. The Hearings Director will review the redaction of decision document to ensure privacy where applicable.

OMNIBUS MOTION: to accept the reports from the Hearing Tribunals for information.

Moved by **Dana Lyons**/Seconded by **Don Ridley**/CARRIED

4.5.3 Application from the Complaints Director Under Section 93 of HPA

In November 2019, a Hearing Tribunal issued its decision on sanctions regarding the conduct of Rajeh Abu Zahra, Registration Number 7676. Mr. Abu Zahra's suspension began in December 2019. Order 2 of the Hearing Tribunal decision stated that if Mr. Abu Zahra passed ACP's Ethics and Jurisprudence Exam ("the Exam") and provided proof of same to ACP's Complaints Director, James Krempien, prior to March 25, 2020, his suspension would be lifted on March 25, 2020. Due to the COVID pandemic, it was not possible for Mr. Abu Zahra to comply with the order to write the

Exam as prescribed. Director Krempien requested that Council vary Order 2 of the Hearing Tribunal's November 27, 2019 decision regarding the conduct of Rajeh Abu Zahra.

Council recommended that the request of the Complaints Director be declined as Mr. Abu Zahra had ample time to complete this requirement in advance of the testing site not being available due to COVID. The next Exam should be available July 15, 2020 unless unforeseen circumstances due to the pandemic dictate otherwise.

MOTION: that Council decline the recommendation of the Complaints Director to vary Order 2 of the Hearing Tribunal decision in the matter of Rajeh Abu Zahra, Registration Number 7676.

Moved by **Stan Dyjur**/Seconded by **Peter Macek**/CARRIED

4.5.4 Committee Appointments

Council appointed members to the committees below.

4.5.4.1 Nominating Committee

The Nominating Committee is responsible for nominating council members to executive positions for the college and to provide stewardship over the nomination and selection process for public members. It was recommended that Dana Lyons (Chair), Fayaz Rajabali and Carmen Wyton be appointed to ACP's Nominating Committee for the 2020-2021 council term. This recommendation is based on Council precedence that the Nominating Committee be chaired by the President and include the Past-President and a public member of Council.

4.5.4.2 Competence Committee

The Competence Committee is responsible for filling its role within the Continuing Competence Program established in the *Health Professions Act*, and as approved by Council. Registrar Eberhart recommended the following appointments to the Continuing Competence Committee.

- That Jill Hall be re-appointed to the Competence Committee for a two-year term commencing July 1, 2020 and ending June 30, 2022; and appointed as vice-chair for a single year commencing July 1, 2020 and ending June 30, 2021.
- That Brittany Audette, Hugo Leung, and Randeep Kaur be appointed for a three-year term commencing July 1, 2020 and ending June 30, 2023.

4.5.4.3 Hearing Tribunal Pool and Complaints Review Committee

The Hearing Tribunal Pool consists of pharmacists and pharmacy technicians from which ACP's Hearings Director selects panels to consider hearings under the *Health Professions Act* and the *Pharmacy and Drug Act*; pursuant to referral from the Complaints Director. The Complaints Review Committee considers recommendations of the Complaints Director about interim conditions or suspensions on a registrant's practice permit, pending a Hearing. Registrar Eberhart recommend the following appointments to the Hearing Tribunal Pool and the Complaints Review Committee.

- That Christopher Heitland, Kevin Kowalchuk, Teryn Wasilevko and Naeem Ladhani, be reappointed to the Hearing Tribunal Pool for one additional year, commencing July 1, 2020 and ending June 20, 2021.
- That Mary Gunther, Sarah Guttenberg, Anita McDonald and Jennifer Teichroeb, be re-appointed for second three-year term on the Hearing Tribunal Pool, commencing July 1, 2020 and ending June 30, 2023.
- That Tanner Bengry, Brad Couldwell, Lisa Lix and Rhonda Bodnarchuk be appointed to the Hearing Tribunal Pool to serve a three-year term, commencing July 1, 2020 and ending June 30, 2023.
- That Dianne Veniot and Jim Johnston be re-appointed for a second three-year term on the Complaints Review Committee, commencing July 1, 2020 and ending June 30, 2023.
- That Kelly Olstad be appointed for a three-year term on the Complaints Review Committee commencing July 1, 2020 and ending June 30, 2023.

4.5.4.4 CCCEP–ACP’s Board of Directors Representative

ACP appoints a member to the Board of Directors of the Canadian Council on Continuing Education Programs (CCCEP). CCCEP accreditation is recognized by the pharmacy regulatory authorities in all provinces and territories of Canada. To fulfill its mandate as the national accreditation agency for continuing education in pharmacy, CCCEP establishes policy and standards for the accreditation of continuing pharmacy education programs; accredits continuing education programs for pharmacists and pharmacy technicians; and, accredits program providers to accredit their own continuing pharmacy education programs in accordance with CCCEP standards and guidelines for accreditation. Registrar Eberhart recommends the following appointment to the CCCEP Board of Directors.

- That Pamela Timanson, ACP’s Competence Director be re-appointed for a second three-year term as ACP’s representative on the CCCEP Board of Directors, commencing July 1, 2020 and ending June 30, 2023.

OMNIBUS MOTION: to approve the committee appointments identified in agenda items 4.5.4.1 - 4.5.4.4.

Moved by **Dana Lyons**/Seconded by **Peter Eshenko**/CARRIED

4.6 ACP Leadership Development Award

The Executive Committee met with the three applicants for the Leadership Development Awards and recommended that Jessica Buhler be the recipient of the 2020 Leadership Development Award. The award will be presented at the Celebration of Leadership/Installation of the President reception to be held the evening of November 26, 2020, in Edmonton.

MOTION: to approve the recommendations of the Executive Committee that Jessica Buhler receive the 2020 Leadership Development Award.

Moved by **Irene Pfeifer**/Seconded by **Dana Lyons**/CARRIED

Abstained: **Peter Eshenko**

5. Evaluation of Meeting

Council reflected on Council as a whole and their personal performance at each meeting.

5.1 Evaluation of Council Member Performance

Council members reviewed their personal performance using the evaluation tool from the Governance Centre of Excellence. Council encourages a variety of viewpoints and the purpose of the evaluation is to continuously improve the effectiveness of Council as a whole and, as value insight to support improvement with its orientation program and board development sessions. Council discussed one and another's personal evaluations and comments, and agreed that its discussions are future focused; and that Council is only reactive when current issues dictate. President Rajabali thanked Council for including their written comments supporting their evaluations. Council appreciated receiving meeting materials as soon as they become available. Council spoke about the respect of, and support for each other.

Council considered the agenda for the board development in September. Within the strategic plan, one of the goals addresses modernizing the practice framework which includes standards of practice, legislation and regulations. The COVID pandemic has created a catalyst to begin these discussions. It was proposed that for the Fall board development session, Council would engage in a facilitated discussion about a modernized practice framework to support future strategic and fiduciary discussions of Council, to support the relevancy and sustainability of the professions.

5.2 Summary of Results for the December 11-12, 2019 Council Meeting

A summary of the December 11-12, 2019 council meeting evaluation was circulated with the agenda for information.

5.3 Summary of Results for the April-May 2020 Videoconference Meetings

A summary of the April-May 2020 council meeting evaluation was circulated with the agenda for information.

5.4 Aggregate Results from Council Evaluations During the 2019-20 Council Year

A summary of the aggregate results for the 2019-20 council meeting evaluations was provided to Council for information. President Rajabali appreciated the opportunity to reflect and review the evaluations from the past year.

5.5 Self-Evaluation of Council Performance at this Meeting

President Rajabali 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.

President Rajabali extended his appreciate to Council for their support, candor, respect and the investment of time and their committee to the professions. He thanked Councillors Brad Couldwell and Peter Eshenko for their contributions to Council and service to Albertans. He wished them and their families best wishes for the future.

6. Adjournment

6.1 Forthcoming Events and Council Meeting Dates

- September 30-October 2, 2020 – 1.5 day Council Meeting, 1.5 day Board Development
- November 26-27, 2020 – 2 day Council Meeting
- November 26, 2020 – evening reception, Celebration of Leadership and APEX Awards

- November 27-28, 2020 – ACP Leadership Symposium

6.2 Adjournment

MOTION: To adjourn the meeting at circa 3:35 p.m.

Moved by **Irene Pfeiffer**/Seconded by **Brad Couldwell**