

MINUTES
VIDEOCONFERENCE MEETING OF COUNCIL
ALBERTA COLLEGE OF PHARMACY
March 25-26, 2021

1. Introduction

1.1 Call to Order

President Lyons called the business meeting to order at 1:03 p.m. She welcomed Robyn Eeson, with KPMG who presented to Council on March 25th, and welcomed Monty Stanowich, ACP's Compliance Officer, Margaret Morley, ACP's Project Manager/Hearings Director, and pharmacy students Grace Ting and Cindy Ma who joined Council on March 26th. 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.

Council recessed on Thursday March 25, 2021 at 4:04 p.m. and reconvened at 8:34 a.m. on Friday March 26, 2021.

MOTION: to recess the business meeting of council at 4:04 pm on March 25, 2021; and reconvene at 8:30 a.m. on March 26, 2021.

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

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 - Carmen Wyton
- Ex-Officio Member - Neal Davies, Dean-Faculty of Pharmacy and Pharmaceutical Sciences
- Ex-Officio Member - Terra Young, Representative-Accredited Pharmacy Technician Colleges
- Ex-Officio Member - Navjot Singh, APSA Student Representative-Faculty of Pharmacy and Pharmaceutical Sciences

Absent

- Public Member - Christine Maligec

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

- Robyn Eeson - Auditor, KPMG (March 25, 2:15-3:00pm)
- Monty Stanowich - ACP Compliance Officer (March 26, 8:30-9:15am)
- Margaret Morley - ACP Project Manager and Hearings Director (March 26, 9:15am)
- Grace Ting - Pharmacy Student (March 26)
- Cindy Ma - Pharmacy Student (March 26)

1.3 Invocation

Councillor Judi Parrott read the invocation.

1.4 Adoption of the Agenda

1.4.1 Consent Agenda

Council reviewed the Consent Agenda material submitted under Agenda Item 1.4.1.2. There was no report submitted for Agenda item 1.4.1.1.

1.4.1.1 Policy Decisions

There was no report for Agenda Item 1.4.1.1.

1.4.1.2 Reports for Information

MOTION: to lift the issue of “Proposed Legislative and Regulatory Amendments” and costs associated with hearing tribunals

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

Registrar Eberhart responded to questions about the following proposed amendments to the Pharmacy and Drug Regulations:

- Ref B5 – Reciprocal agreements,
- Ref B21 – Custody of records
- Ref B29 – Duties of licensees and proprietors
- Ref B34 – Restriction on advertising in the dispensary.

He also responded to questions about the cost of hearing tribunals; emphasizing that these costs came with the role of being a regulator. The relative cost of any hearing substantively depends on the complexity of the case and the approach the regulated members uses in their defense. Further, costs associated with significant infractions, invite significant sanctions. These may include suspensions or cancellation of permits or registration, and in these instances amounts assessed as part of the sanction, are often unrecoverable.

MOTION: to accept the Consent Agenda “information reports” as presented by Registrar Eberhart.

Moved by **Carmen Wyton**/Seconded by **Don Ridley**/CARRIED

1.4.2 Additions to the Agenda

There were no additions to the agenda.

MOTION: to approve the agenda as circulated.

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

1.5 Minutes from Previous Meetings

1.5.1 Minutes – February 25, 2021

MOTION: to approve minutes of the February 25, 2021 council meeting.

Moved by **Irene Pfeiffer**/Seconded by **Judi Parrott**/CARRIED

1.6 Disposition of Directives

The Disposition of Directives was provided for information. President Lyons invited questions from Council.

MOTION: to accept the Disposition of Directives as information.

Moved by **Don Ridley**/Seconded by **Judi Parrott**/CARRIED

1.7 In Camera

NIL

2. Generative

2.1 Board Development - Facilitated by Brian Woodward – (appendix)

Council met the morning of March 25, 2021 to conclude discussions to contextualize priorities for pursuing a modernized and relevant framework that can effectively regulate a diversity of practices and practice models (Goal 2 Strategic Plan). In the first workshop, Council brainstormed potential practice models that are emerging or could emerge in the future. In conjunction, Council described key features of each model. In the second workshop, Council explored patterns that were apparent across the various models. In the third workshop, Council explored which patterns can ACP directly impact, the desired outcomes of these patterns, and explored potential issues or possibilities arising from the patterns. In the fourth workshop, Council focused on key elements to build the foundation for ACP's modernized practice and legislative framework; and in this final workshop, Council prioritized thirteen key issues that ACP should focus on to begin development of a modernized and relevant regulatory and legislative framework. The appended graphic and comments contextualize is the culmination of these discussions. This will guide and assist in prioritizing work to achieve Goal 2 of ACP's strategic plan.

3. Strategic

3.1 Ownership Linkage – Engagement with Albertans

Council identified the importance of Council's engagement with the public and registrants.

- COVID -19
 - There is significant public confusion about availability and eligibility for different vaccines; including which pharmacies have which vaccines available;
 - Concern was raised around government's messaging around COVID-19 immunizations; particularly around second doses. Members of the public are attending pharmacies with expectations of being able to be vaccinated; however, rescheduling is necessary because vaccines are unavailable;
 - Seniors are struggling with technology and require assistance in making appointments;
- Women's Health Week (May 9-15)
 - "Women in Health" webinar - Pharmacists are key role players in women's health; several have engaged in webinar.

3.2 Opioid Agonist Treatment (OAT) Guidelines

In 2014, the “*Medication-Assisted Treatment for Opioid Dependence: Guidelines for Pharmacists and Pharmacy Technicians*” was published to support pharmacy professionals dispense medication-assisted therapies for opioid dependent individuals. Over the past seven years, the societal and health system impacts of opioid dependence and opioid related deaths has grown substantively. There increased emphasis on “harm reduction” and awareness towards the perils of stigma. In conjunction, clinical practices and legislative frameworks have also changed. The role of pharmacists and pharmacy technicians in addressing this public health crisis is more important than ever and regulated members require current guidance to support this care.

While the previous guidance referred to opioid dependence, the updated version refers to “opioid use disorder” (OUD) and opioid agonist therapy. The intention of this change is to minimize confusion and make a distinction between dependence, which is an expected physiological response to opioids, and the use of illicit opioids or non-prescribed use of prescription opioids. The updated guidelines enable registrants to understand important and key concepts in providing healthcare to opioid use disorders, enable registrants to provide care to this population, and enables registrants to understand important and key concepts in providing care to those with OUD.

Council reviewed amended guidelines based on the best practices in Canadian literature, and the advice of experts from multiple disciplines engaged in OUD programs. The guidelines are more person-centric, precise, and focused on more comprehensive regulatory requirements for registrants, as it is not ACP’s role to provide clinical guidance. Pharmacists and pharmacy technicians are required to know and comply with the legislative framework that governs this treatment. Registrants providing opioid agonist treatment (OAT) should access the appropriate professional development to provide them the knowledge and skills to exercise the necessary clinical decisions in accordance with the OAT guidance.

The updated guidelines will come into effect July 1, 2021. ACP will develop a communications plan to socialize the guidelines and begin to implement online educational resources and tools. To keep the guidelines current, they will be posted on ACP’s website and updated when required.

MOTION: to approve the updated Opioid Agonist Treatment Guidelines.

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

3.3 Registration Policies - Bridging Program for IEPGs

A priority of Council has been to ensure that internationally educated pharmacist graduates (IEPGs) are qualified to practice safely and effectively in keeping with the standards of practice and Code of Ethics of the Alberta College of Pharmacy. To support this, ACP and the Faculty of Pharmacy and Pharmaceutical Sciences (FoPPS), developed a bridging program that will provide support and training for IEPGs to better prepare them to practice safely and successfully in Alberta. The “Canadian Certificate to Pharmacy Practice” (CCPP) program is an Alberta based program that will be delivered by the FoPPS.

Council considered changes to ACP’s registration policies mandating the CCPP bridging program as part of the registration process for IEPGs. Council reviewed revised Structured Practical Training (SPT) program rules as a required step for admission to the provisional pharmacist register or the clinical pharmacist register. These amendments include:

- Prior to admission to the SPT program, IEPGs are required to be enrolled in, or have successfully completed the CCPP bridging program at the University of Alberta administered by the Faculty of Pharmacy and Pharmaceutical Sciences.

- SPT Learners who are IEPGs must have an experienced preceptor for Levels I & II of the SPT program if they have **not** successfully completed the bridging program.
- SPT Learners who are IEPGs will not be permitted to begin SPT Level III until successful completion of the bridging program is achieved.
- SPT Learners who are completing the bridging program are permitted to complete SPT hours in a pattern of not less than 10 hours per week without requesting prior approval.
- Decreasing the maximum number of hours per week for all SPT learners from 44 to 40.

Work is underway to launch the inaugural program offering in September 2021. Starting April 1, 2021, all new applicants to the provisional pharmacist register who are internationally educated are required to enroll in the September intake of the Faculty's CCPP program.

MOTION: to approve the revised Structured Practical Training program rules as presented.
Moved by **Fayaz Rajabali**/Seconded by **Don Ridley**/CARRIED

***MOTION:** to remove the UofA CCCP program from the SPT rules and to rescind the IPG programs at the Leslie Dan Faculty of Pharmacy at the University of Toronto, and the University of British Columbia.

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

Some concern was expressed about the short time frame for communicating this policy change; however, it was noted that sufficient analysis had occurred to respect the effort and progress of individuals currently engaged in SPT processes. Council generally felt that the analysis and communication plan was reasonable and therefore acceptable.

*At its September 28-30, 2022 meeting, Council approved a typographical error to the above motion that reads “ to remove the UofA CCCP program from the SPT rules and to rescind the IPG programs at the Leslie Dan Faculty of Pharmacy at the University of Toronto, and the University of British Columbia.”

The correct wording for the motion should have read “***to approve the UofA CCPP program, to be added to the SPT rules and to rescind the IPG programs at the Leslie Dan Faculty of Pharmacy at the University of Toronto, and the University of British Columbia.***”

Council approved amendment to the motion for Agenda Item 3.3 to ensure accuracy of the record. Approval was noted through the September 29, 2022 following motion:

MOTION: to amend the motion under Agenda Item 3.3 of the March 25-26, 2021 council meeting minutes.

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

4. Fiduciary

4.1. Governance Policy Review for Compliance

4.1.1 Executive Limitations Policies (EL)

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

4.1.1.1 Policy E (Mega-End) – 2020 Annual Report

ACP's Annual Report reflects the business undertaken by the College in 2020, and summarizes achievements including the reporting required through the Health

Professions Act and Governance Policy E Mega-End. The Annual Report is Council's report to the public, its morale owners; and to registrants, stakeholders, partners, and government. The report recognizes pharmacy's contributions to serve and protect the health and wellbeing of Albertans. Council reviewed the Annual Report and observed that the content was excellent and well written.

MOTION: to approve the 2020 Annual Report as presented subject to minor formatting amendments.

Moved by **Stan Dyjur**/Seconded by **Judi Parrott**/CARRIED

4.1.1.2 EL-4 Financial Condition – External Review – Closed Meeting

The Registrar and members of the administrative team excused themselves from the meeting during the review and deliberation about the policy. Council reviewed the audited financial report from ACP's external auditors KPMG, for the year ending December 31, 2020. Robyn Eeson from KPMG presented the external financial report and responded to questions from Council.

MOTION: to accept the external audited financial report for the fiscal year ending December 31, 2020.

Moved by **Irene Pfeiffer**/Seconded by **Don Ridley**/CARRIED

4.1.1.3 EL-4 Financial Condition, Internal

Internal Financial Statements and Variances for the month ending December 31, 2020 were submitted for Council's approval.

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

Moved by **Carmen Wyton**/Seconded by **Fayaz Rajabali**/CARRIED

4.2 Governance Matrix

In 2016, Council adopted a governance matrix to serve as a dashboard to support council discussions about indicators important to organizational success. It was developed around three critical success factors, taking into consideration the strategic plan at that time. While the matrix is intended to transcend five year planning cycles, the new strategic plan approved by Council in 2021-2025 will require the development of a second generation of the matrix/dashboard still based on the three critical success factors, however decreasing its complexity, while identifying fewer and more meaningful indicators that may have longer term value. Margaret Morley, ACP's Project Manager and Hearings Director, lead Council through trending within the matrix dashboard bringing attention to indicators impacted by the pandemic.

Data for some current indicators have been difficult to access, and some indicators are not substantively specific as they are surrogate indicators. Therefore, the results are used for internal purposes only, and to stimulate discussion. Results are not published or shared more broadly with regulated members and stakeholders.

Council agreed that it was important to update the matrix to reflect and align with Council's new strategic plan, keeping in mind the value of trending since the implementation of the matrix.

Following are observations and comments arising from the discussion:

- the concept of the matrix/dashboard is important to Council. The availability of data and graphs to illustrate trends are important to governance and effective decisions.

- it is important that we measure the right things. The current indicators were important to Council in 2015, and reflect priorities from the last strategic plan.
- Concern that AH lags in good practices and that it is slow to respond to provide NETCARE connectivity to community pharmacy. Processes continue to require wet ink.
- Has ACP considered separating “compounding and repackaging” as many pharmacies holding a compounding and repackaging license are not substantively involved in compounding?
- While Council wishes to continue collecting and reporting on data using the current matrix until new indicators are identified, is it feasible to discontinue reporting on indicators where data is consistently not available?

4.3 Business of Council

4.3.1 Nominating Committee Report, Election of Executive Committee Members

The Nominating Committee presented its report for the slate of candidates for election for the President-Elect and the Executive-Member-at-Large positions on the Executive Committee, for the 2021-2022 council term. Candidates had the opportunity to address Council, and Council Members were invited to ask questions of candidates nominated for each position. Registrar Eberhart served as returning officer for the election. The election process was facilitated virtually through Zoom’s polling platform.

MOTION: to accept the report of the Nominating Committee.

Moved by **Peter Macek**/Seconded by **Judi Parrott**/CARRIED

MOTION: that Council approves the recommendations of the Nominating Committee.

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

MOTION: that Irene Pfeiffer be appointed as President-Elect for the 2021-2022 council term; commencing July 1, 2021.

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

MOTION: that Carmen Wyton be appointed as Executive-Member-at-Large for the 2021-2022 council term; commencing July 1, 2021.

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

4.3.2 Reports from Hearing Tribunals

4.3.2.1 Michele Menzies – Registration Number 8682

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

4.3.2.2 Pierre Rizk – Registration Number 11721

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

MOTION: to accept the reports from the Hearing Tribunals as information.

Moved by **Irene Pfeiffer**/Seconded by **Don Ridley**/CARRIED

5. Evaluation of Meeting

5.1 Summary of Results from the February 25, 2021 Council Meeting

Council considered the feedback received from Councillors about the February 25, 2021 council meeting. During its discussions, Council asked that when appropriate, future meeting agendas include historical background and relevant reference materials, as well as flag alignment with the strategic plan.

Registrar Eberhart shared the draft agenda for orientation of the new public members to begin in April. The Executive Committee will facilitate orientation supported by online self-learning on governance, and sexual abuse and sexual misconduct, provided by the Alberta Federation of Regulated Health Professionals. Over the summer, arrangements will be made for new councillors to visit a few pharmacies over the summer. Orientation will conclude with a full council board development session in September.

Appreciation was extended to President Lyons for her leadership, and effectiveness in chairing the business of council. Appreciation was also extended to council members voting and non-voting) who completed their last meeting on council. Council expressed appreciation for the perspectives and questions that each brought to council's deliberations.

President Lyons noted that ACP was committed to finding other, and maybe better ways for ACP to remain engaged with organizations that had been represented through the contributions of non-voting members.

Departing Council Members shared that joining Council can be overwhelming and that it is a steep learning curve. Council was encouraged to be conscious of this as a potential limitation that can be nurtured when new Council Members are on-boarded. Council members observed that the last year has been challenging, and that while everyone looks forward to the opportunity to meet "in person" again, ZOOM has allowed Council to conduct its business effectively.

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.

President Lyons recognized the contributions of outgoing council members Judi Parrott, Craig MacAlpine, Neal Davies, Terra Young and Navjot Singh; and asked each to say a few words if they wished. Council thanked each for their commitment to the health and well-being of Albertans and to the betterment of the professions. Council committed to continued engagement with the Faculty of Pharmacy and Pharmaceutical Sciences and the Pharmacy Technicians colleges.

6. Adjournment

6.1 Forthcoming Events and Council Meeting Dates

- May 13, 2021 - Videoconference Meeting of Council
- 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 11:41 a.m.

Moved by **Craig MacAlpine**/Seconded by **Judi Parrott**