

MINUTES
VIDEOCONFERENCE MEETINGS OF COUNCIL
ALBERTA COLLEGE OF PHARMACY
November 13, 2020

1. Introduction

1.1 Call to Order

President Lyons called the meeting to order at 8:03 a.m. She welcomed Rob Vandervelde, ACP's Senior Director of Operations and Finance. She asked Council Members to reflect on governance policy GP-8 Conflict of Interest. At 8:15 a.m. President Lyons welcomed Kim Wieringa, Ryan Gallivan and Abdul Lawal with Alberta Health for their presentation to Council about MyHealth.Alberta. The business meeting of Council adjourned at 11:07 a.m.

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
- Ex-Officio Member - Neal Davies, Dean-Faculty of Pharmacy and Pharmaceutical Sciences
- Ex-Officio Member - Terra Young, Representative-Accredited Pharmacy Technician Colleges in Alberta

Absent

- Ex-Officio Member - Navjot Singh, APSA Student Representative-Faculty of Pharmacy and Pharmaceutical Sciences

Also in attendance:

- Greg Eberhart - Registrar
- Kaye Moran - Deputy Registrar
- Jeff Whissell - Deputy Registrar
- Rob Vandervelde - Senior Operations and Finance Director
- Lynn Paulitsch - Operations and Finance Director
- Leslie Ainslie - Executive Assistant
- Barry Strader - Communications Director
- Kim Wieringa - Assistant Deputy Minister, Health Information Systems Division, Alberta Health
- Ryan Gallivan - Acting Executive Director, Strategic IMT Services, Alberta Health
- Abdul Lawal – Director, Consumer eHealth, Alberta Health

1.3 Invocation

Councillor Patrick Zachar read the invocation.

1.4 Adoption of the Agenda

1.4.1 Consent Agenda

1.4.1.1 Policy Report

MOTION: to approve the Consent Agenda Policy Report as presented by Registrar Eberhart

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

1.4.1.2 Updates

MOTION: to lift the issue of Ministerial Order 645 from the consent agenda for discussion.

Moved by **Craig MacAlpine**/Seconded by **Fayaz Rajabali**/CARRIED

Refer to agenda enclosure 1.4.1.2(c) – Council asked whether there was any further insight about the purpose of this Ministerial Order, and the Minister’s decision proceed without notification or consultation. The only insight available to ACP originates in the root of the MO:

“Whereas section 3.1 of Schedule 7.1 of the *Government Organization Act*, provides that for the purposes of preventing, combating or alleviating a public health emergency as defined in the *Public Health Act*, the Minister may by order authorize a person or category of persons to perform one or more restricted activities subject to any terms or conditions the Minister may prescribe...”.

Registrar Eberhart has contacted Alberta Health and Alberta Health Services for further clarification about expectations of the Colleges and the profession. There appears to be an expectation that Colleges have a responsibility to provide permission and to establish standards, guidelines and policies.

MOTION: to approve the Consent Agenda Update Report as presented by Registrar Eberhart.

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

1.4.2 Additions to the Agenda

Council deferred Agenda Item 3.1.1 - “Engagement with Albertans” to the December 10, 2020 council meeting.

MOTION: to adopt the agenda as amended.

Moved by **Christine Maligec**/Seconded by **Stan Dyjur**/CARRIED

1.5 Minutes from Previous Meetings

1.5.1 Minutes – September 30, 2020

Council reviewed the minutes of the September 30, 2020 meeting.

MOTION: to approve minutes of the September 30, 2020 council meeting.
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. Registrar Eberhart provided an update about the animal health issue, and ACP's efforts to bring forth the legislative amendments approved by Council. The amendments will not be addressed this fall through the *Health Professions Act* however may be introduced through a *Miscellaneous Statutes Amendment Act*. Otherwise they will not be addressed until the spring sitting of the Legislature.

MOTION: to accept the Disposition of Directives as information.
Moved by **Christine Maligec**/Seconded by **Peter Macek**/CARRIED

1.7 In Camera

NIL

2. Generative

NIL

3. Strategic

3.1 Ownership Linkage

3.1.1 Engagement with Albertans Since Last Meeting

This agenda item was deferred to the December 10, 2020 meeting of council further to the motion made under Agenda Item 1.4.2.

3.2 Engagement with Alberta Health about MyHealth.Alberta

Representatives from Alberta Health provided Council an update about Alberta Health's patient portal "MyHealth.Alberta.ca", and "MyHealthRecords" tool launched in March of 2019. Joining Council was Kim Wierenga, Assistant Deputy Minister of the Health Information Systems Division; Ryan Gallivan, Acting Executive Director of Strategic Information Management Technology Services; and Abdul Lawal, Director, Consumer eHealth.

MyHealth.Alberta.ca is a portal that provides Albertans with online access to resources and tools to support them make health decisions. Within the MyHealth.Alberta.ca site is access to MyHealth Records (MHR); a record of personal health information such as dispensed medications, immunization history, and commonly ordered lab test results. Albertans can track and manage their own health and wellness data; with the capacity to link to fitness devices and to self-enter journal information. The MHR allows users to share information electronically or print their health and wellness data and reports. The site is accessible to Albertans who are 14 plus years old. In response to the pandemic, Alberta Health partnered with Canada Health Infoway to support the rapid release of COVID-19 test results and deployment of a secure communication tool between patients and their healthcare providers. A rapid COVID-19 children's lab test results look up tool was deployed for parents and guardians prior to children returning to school in the fall.

Over the course of a year, adoption of the MHR increased, and during the pandemic there has been a significant increase in the use of the tool. Currently there are over 430,000 registered users. In May 2020, the MHR added a secure messaging function by connecting to a third party tool that has its own user base with over 4200 organizations and approximately 6600 healthcare professionals subscribed in Alberta. Included in those organizations are specialized medical clinics, dental clinics and a few pharmacies. Currently over 154,000 messages have been sent from health care providers to their patients, with 49,000 messages returned back from their patients.

Feedback has been positive however Albertans are requesting access to more of their personal health information including other lab results and diagnostic imaging reports. Parents would like to receive all of their children's health records, however there is complexity in the work to be done to validate a relationship with the child and their parent and/or guardian. In addition, work is being done to streamline the process for registered users who wish to be "verified users" which allows access to additional information and services within and outside of Alberta Health. Additional healthcare information will be added to the MHR and the platform will be upgraded to offer a mobile app for Google and Apple; and to support Albertans uploading to a wide range of personal fitness tracking devices.

By February 2021, most discrete and common lab results will be available, and by July 2021, results of more complex test results in microbiology, pathology and genetics will be available. Alberta Health will develop and manage the public facing communications campaign to raise awareness of patients about the results they will have access to, when the results will be available and what type of support is available from their healthcare provider. They are organizing a working group of regulatory colleges to lead provider-facing change management activities. The working group will develop key messages around provider and public awareness and develop communication plans for providers and the public.

Council raised the following questions during the presentation.

- Is there an opportunity to add multi-factor authentication to login?
 - o The MHR is integrated with MyAlberta Digital ID which is the provincial service for securing government services. It was developed in compliance with the highest degree of security in keeping with the Pan Canadian Trust Framework Agreement. As technologies evolve over time so will ways to authenticate be enhanced.
- Will there be historical data storage allowed; and if so for how long?
 - o At this time, there are 18 months of lab results and services stored on the MHR, based on feedback from clinician users. This could be expanded over time, depending upon the type of information.
- Will consideration be given to have historical data stored longer for trending purposes?
 - o As lab results move to better standardization, the future will support the expansion of future data being stored for a longer period of time.
- Will municipalities be engaged to support awareness campaigns?
 - o Alberta Health appreciated the recommendation to connect with municipalities and other community organizations. There was a plan in place with municipalities that was circumvented by the need for community awareness support on matters related to the pandemic.
- Is there consideration for an integrated portal to support virtual health within MHR and what consideration has been given to e-prescribing in adjunct to the availability of secure messaging with the MHR?

- Secure messaging was initiated to support patient care during the pandemic. Alberta Health will continue to monitor secure messaging use. The MHR is about the interaction of the patient and the provider; not from provider to provider. PrescribeIT is the tool that is being advanced by Alberta Health and will be integrated into the broader health system. Alberta continues to work on their e-health strategy.
- How can marginalized populations access their health records?
 - The MHR allows for proxies or guardians to have access to records if consent is given. This consent can also support interpretation of the records.

Council raised the following questions and concerns after the presentation.

- Does secure messaging add extra costs to the healthcare system?
- Will patients have more anxiety if they have access to more results? Perhaps there should be a short video that explains and provides context about the use of laboratory results.
- Pharmacists can only access secure messaging if it's attached to a pharmacy because its an organization. Does everyone have to be linked to a clinic/organization? Does this pertain to other health practitioners? Would like this tool to be used to empower Albertans to be an active participant in their wellness, and be integrated with the portfolio of provincial e-health solutions. i.e. Netcare, Connect Care, PrescribeIT.
- Have concerns with requirement to have DigitalID sent through the mail. There should be more secure and quicker methods to accomplish this sign up.
- Need to prepare guidance, standards and communications about how pharmacy teams can be most effective in the environment, and how to prepare to answer questions or not answer questions about their records and lab results.

Registrar Eberhart will forward these questions and concerns to Alberta Health. ACP committed to providing AH two names to participate on the change management working group for the purpose of developing key messages.

3.3 Accommodation for Provisional Pharmacists Awaiting Availability of PEBC Qualifying Exam

The PEBC Qualifying Exam for pharmacist candidates has been postponed since May 2020 due to COVID-19 restrictions. The last exam took place on November 8, 2020 and unfortunately not all those who registered for the May examination could be accommodated in the November exam. Normally Alberta offers 6 tracks of exams for candidates; however, physical distancing and space limitations to accommodate safe examination has decreased this to four. Some Alberta candidates have been scheduled to travel to Vancouver. Results of the November exam won't be available until January 2021.

Many provisional pharmacists (interns) will remain on the provisional register longer than usual due to these delays. Currently only clinical pharmacists are authorized to administer drugs by injection without supervision. Provisional pharmacists may administer injections under direct supervision.

As the vaccine for the COVID-19 virus becomes available in 2021, there will be a demand on community pharmacy to provide vaccinations for Albertans. Council considered the feasibility of an interim policy to accommodate provisional pharmacists meeting specific eligibility criteria, to administer drugs by injection under the indirect supervision of a designated supervisor. Council agreed that at this time the current principles and policies that support pharmacists administering vaccinations and other drugs by injections is sound.

Council did not support the value proposition for the proposal. ACP will continue monitoring emerging demands during COVID, and consider the feasibility of new policies or accommodating alternatives as need is presented.

4. Fiduciary

4.1. Compliance Monitoring and Reports

4.1.1 Executive Limitations Policies (EL) – Compliance Reports

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

4.1.1.1 EL-4 Financial Condition, Internal

Council received internal Financial Statements and a Statement of Variances for the month ending September 30, 2020. The business of the college has changed over the course of the past 6 months; therefore the projected financial position differs substantively from the approved budget. These will be taken into consideration as the 2021 budget is prepared for Council's consideration at the December council meeting.

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

Moved by **Judi Parrott**/Seconded by **Christine Maligec**/CARRIED

4.1.1.2 EL-4 Financial Condition (External)

Council reviewed the proposed audit plan provided by ACP's auditors KPMG.

MOTION: to approve the KPMG 2020 audit plan as presented.

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

4.1.2 Governance Policies (GP) – Compliance Reports

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

4.1.2.1 GP-13 Handling of Alleged Policy Violations

MOTION: that Council is in compliance with governance policy GP-13 Handling of Alleged Policy Violations.

Moved by **Carmen Wyton**/Seconded by **Judi Parrott**/CARRIED

4.1.3 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-1 Global Council-Registrar Relationship, and in doing so reflected on its compliance with the policies.

4.1.3.1 CR-1 Global Council-Registrar Relationship

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

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

4.2 Business of Council

4.2.1 Signing Authority

Registrar Eberhart requested that Council rescind the following June 11, 2020 motion due to the pending retirement of Lynn Paulitsch, ACP's Director of Operations and Finance:

“that Greg Eberhart, Kaye Moran, Jeff Whissell, Lynn Paulitsch, Fayaz Rajabali, and Dana Lyons be granted signing authority on behalf of the College for the 2020-21 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 or one of the Deputy Registrars.”

MOTION: to rescind the June 11, 2020 motion granting signing authorities on behalf of the college for the 2020-21 council term.

Moved by **Don Ridley**/Seconded by **Patrick Zachar**/CARRIED

Further, Council made the following motion to grant signing authority for the remainder of the 2020-21 council term, amended to include Rob Vandervelde, ACP's Senior Director of Operations and Finance.

MOTION: to grant signing authority on behalf of the college to Greg Eberhart, Kaye Moran, Jeff Whissell, Rob Vandervelde, Fayaz Rajabali, and Dana Lyons; for the remainder of the 2020-21 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 or one of the Deputy Registrars.

Moved by **Don Ridley**/Seconded by **Shereen Elsayad**/CARRIED

4.3 Hearing Tribunal Decisions

4.3.1 Shahama Alsabe - Registration Number 14026

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

4.3.2 Kar Leung – Registration No. 5266

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

4.3.3 Robert Stadnyk – Registration No. 4957

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

4.3.4 Aaron Sayler – Registration No. 14368

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

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

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

4.4 Appointment to the Nominating Committee

In June 2020, Council appointed members of the Nominating Committee for the 2020-2021 council term. The Committee must include a public member. At the time of appointment to the Committee for this council term, ACP was awaiting confirmation from Alberta Health about the future of Public Member Christine Maligec's appointment to Council. Public Member Carmen Wyton agreed to being appointed to the Committee on an interim basis, until the Minister affirmed Ms. Maligec's appointment or an alternative in her stead.

MOTION: to rescind the appointment of Carmen Wyton to the Nominating Committee.
Moved by **Christine Maligec**/Seconded by **Peter Macek**/CARRIED

MOTION: to appoint Christine Maligec to the Nominating Committee for the remainder of the 2020-21 council term.

Moved by **Carmen Wyton**/Seconded by **Irene Pfeiffer**/CARRIED

4.5 Tri-Province Executive Meeting

President-elect Peter Macek provided Council an overview of discussions shared with executive leaders from the College of Pharmacists of British Columbia and the Saskatchewan College of Pharmacy Professionals, held on Friday November 6, 2020. The meeting was an opportunity for each province to outline key issues that their councils are currently addressing. Some of the key themes included: harm reduction strategies, the need to increase competency of pharmacy managers, public policies effecting the roles of regulators and how professions are governed, drug shortages, animal health, and virtual care. Participating Executive Committee members indicated that the real value of this engagement was about information sharing and obtaining a prospective of what the other provinces are dealing with; and how this may impact Alberta. In the afternoon, participants used experiences from the COVID pandemic to reflect on learnings, and new possibilities for the future. Please see Appendix A for further information.

4.6 Tri-Annual Registrant, Stakeholder, Public Survey

ACP has historically conducted surveys of registrants, stakeholders, and the public, about pharmacy practice and the college. For many years, separate surveys were conducted of each sector, rotating annually; however in 2018, a single survey of all three groups was conducted with a goal of collecting comparative information. A combination of quantitative (survey) and qualitative (focus groups and individual interviews) methods were used to gather member, patient, and stakeholder insights. This effort was more difficult than first anticipated; however resulted in a number of learning opportunities. For example, it is very difficult to frame a common question for pharmacy professionals, stakeholders and members of the public. While it is reasonable to explore the same subject, the context is different, and therefore questions must differ, and it is difficult to effectively compare results. The survey was further complicated by seeking feedback about both the practice of pharmacy, and the Alberta College of Pharmacy.

ACP is scheduled to conduct the survey again in 2021, and Registrar Eberhart sought Council's direction if we should proceed with a modified version of the survey in 2021 or to defer it in lieu of a survey to be conducted at a later date that will align with our strategic plan. Council agreed that the survey should be deferred and an alternative developed in the future that may be more relevant to ACP's strategic plan.

5. Evaluation of Meeting

Council reflected on their personal and collective performance at each meeting.

5.1 Summary of Results for the September 30, 2020 Council Meeting

A summary of the September 30, 2020 council meeting evaluation was circulated with the agenda for information. President Lyons thanked Council for contributing their reflections and insights in the survey; emphasizing the value of their specific comments which provide important context for their responses. She asked Council if they had any additional comments. Council explored the “chat” function during council meetings. It was observed that individual side chats can disrupt the discussion of Council; as the Council must function as a singular body. President Lyons and Registrar Eberhart will consider ways to improve opportunities during virtual meetings, through functionalities available in Zoom.

5.3 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

- December 10, 2020 - Videoconference Meeting of Council (1 day)
- December 11, 2020 - Board Development (morning)

Meeting Dates for 2021

- January 28, 2021 - Videoconference Meeting of Council (morning)
- February 25, 2021 - Videoconference Meeting of Council (1 day)
- March 2021 - Videoconference Meeting of Council (date to be determined)
- May 2021 - Videoconference Meeting of Council (date to be determined)
- June 8-9, 2021 - Council Meeting, Edmonton (1.5 days)
- June 9, 2021 - Celebration of Leadership and Installation of President, (evening)
- June 9-11, 2021 - Leadership Forum, Edmonton

6.2 Adjournment

MOTION: to adjourn the meeting at circa 11:07 a.m.

Moved by **Christine Maligec**