

MINUTES
VIDEOCONFERENCE MEETINGS OF COUNCIL
ALBERTA COLLEGE OF PHARMACY
April 3, April 17, May 8, and May 27, 2020

1. Introduction

1.1 Call to Order

On March 11, 2020, the World Health Organization declared the global outbreak of COVID-19 a pandemic. The provincial government declared a state of emergency in response to COVID-19 on March 17, 2020. Alberta's declaration empowered authorities under the *Public Health Act* to effectively manage the pandemic response and to implement new measures on physical distancing.

In keeping with the provincial COVID-19 distancing orders, Council met over the course of four videoconference meetings from 8:30 – 10:30 on April 3, April 17, May 8 and May 27, 2020. Each meeting of council was recessed until the following date; with the adjournment at 10:20 a.m. on May 27, 2020.

President Rajabali called each videoconference meeting to order at 8:30 am, welcoming Council Members and extending his wishes that they, their families, and pharmacy teams, were doing well during these difficult times. He welcomed Kent Scruggs, Senior Systems Administrator; thanking him for his technical support facilitating the four videoconference meetings of council. He welcomed Robyn Eeson, with KPMG who presented to Council on April 3rd, Bill Shores, ACP Legal Counsel for joining Council on April 17th and May 27th and Pamela Timanson, ACP Competence Director for presenting to Council on May 8th.

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 (April 17, May 8, May 27)
- 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, Student Representative - Faculty of Pharmacy and Pharmaceutical Sciences (attending April 3: 8:30-9:30 am)

Absent:

- Ex-Officio Member – Jadin Chahade, Student Representative - Faculty of Pharmacy and Pharmaceutical Sciences

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
- Robyn Eeson, KPMG (attended April 3, 2020)
- Bill Shores, Shores Jardine LLP (attended April 17 and May 27, 2020)
- Pamela Timanson, Competence Director (attended May 8, 2020)

1.3 Invocation

Councillor Craig MacAlpine read the invocation.

1.4 Adoption of the Agenda

1.4.1 Consent Agenda

Council reviewed the Consent Agenda material submitted under Agenda Items 1.4.1.1 and 1.4.1.2.

1.4.1.1 Policy Decisions

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

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

At the April 17, 2020 videoconference meeting of council, a motion was requested to rescind the April 3, 2020 motion to accept the Consent Agenda information report as presented. The reason was to amend the Consent Agenda report under Agenda 1.4.1.1 referencing the deferral of the date for the coming into effect of the “Standards for Hazardous Sterile Preparations”, that should read “Standards for *High Risk* Sterile Preparations”.

MOTION: to rescind the April 3, 2020 motion to accept the Consent Agenda report on policy decisions as presented by Registrar Eberhart.

Moved by **Irene Pfeiffer**/Seconded by **Stan Dyjur**/CARRIED

MOTION: to accept the Consent Agenda report on policy decisions as amended.

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

1.4.1.2 Reports for Information

Council received miscellaneous reports for information. Council discussed their experiences at the ACP Connect meetings. They thanked President Rajabali and Registrar Eberhart for their extensive engagement with registrants, and for Council Members able to attend the ACP Connect meetings. The ACP Connect meetings received very positive feedback for the most part, however concerns were raised at the Edmonton meeting about policies proposed by Council about structure practical training that would impact international pharmacy graduates. The Council also reflected on the demeanor of some registrants attending the Edmonton ACP Connect meeting, and the importance for ACP to nurture a professional culture that is inclusive, non-stigmatizing, and free of prejudice.

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

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

1.4.2 Additions to the Agenda

MOTION: to approve the April 3, 2020 agenda upon amendment; by striking Agenda Item 4.2.1.1.

Moved by **Dan Lyons**/Seconded by **Stan Dyjur**/CARRIED

MOTION: to further amend the agenda on April 17, 2020 by adding Agenda Items 1.4.2.1 - 1.4.2.4.

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

MOTION: to further amend the agenda on May 8, 2020 agenda as follows:

- re-engage Council in the April 17, 2020 discussion under Agenda Item 4.2.1.4 “Accommodation of Provisional Registrants” at the May 8, 2020 meeting;
- defer to the June council meetings, discussion under Agenda Item 4.1.1.1 “Policy E (Mega-End) – 2019 Annual Report”, Agenda Item 4.2.4.2 “ACP Leadership Development Award”, Agenda Item 5.1 “Self-evaluation of Council Performance” and Agenda Item 5.2 – “Summary of Results for December 11-12, 2019”;
- defer Agenda Item 3.3 “Discussion with Program Directors” to the November 2020 council meeting; and
- defer Agenda Item 4.2.4.1 “Honorary and Honorary Life Members”, to the April and June 2021 council meetings.

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

MOTION: to further amend agenda on May 27, 2020 agenda; by deferring discussion under Agenda Item 3.4 “Role of ACP Awards” to the June 2020 council meetings.

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

1.4.2.1 Role of Pharmacists and Pharmacy Technicians in Animal Health

In 2018, the federal government amended federal legislation restricting the dispensing of antibiotics for animal health to veterinarians and pharmacists. This impacted commercial agricultural businesses that had been able to sell these products previously.

The *Veterinary Professions Act* provides veterinarians with an exclusive scope of practice to prescribe, compound, dispense, and sell drugs. ACP has stated publicly, that in the context of the current legislation, pharmacists do not have the authority to prescribe drugs for animals. Despite this, ACP is aware that pharmacists routinely compound and dispense prescriptions received from veterinarians to treat companion animals. Therefore, amendment to provincial legislation is required to authorize roles that pharmacists currently and historically have provided.

In the spring of 2019, the United Farmers of Alberta CO-OP, (UFA) applied for a community pharmacy license, with a primary interest in serving their agricultural business. At the December 2019 council meeting, Council discussed the role of

pharmacists and pharmacy technicians to support animal health. Council agreed that pharmacy has a role in animal care for companion animals; however, the role in caring for herds and food-producing animals is less clear. A license was offered to UFA, with multiple conditions; including but not limited to conditions that prescriptions dispensed by a pharmacist must be animal (patient) specific, and that services could not be provided outside of Alberta. The UFA did not appeal the decision but rather provided a legal perspective, which ACP was to review and respond to. Prior to ACP having the opportunity to respond, the UFA contacted the Ministers of Health and Agriculture, resulting in a letter to ACP requesting that a license be provided without the aforementioned conditions. The UFA states that these conditions impede the commercial interests of Alberta's agricultural industry. In order to successfully meet the Ministers' request, ACP identified the need for three imperatives

- Authority - legislative amendment is required to provide the legal authority for pharmacists and pharmacy technicians to compound, dispense, sell, and provide limited prescribing services to support animal health;
- Competence - pharmacists and pharmacy technicians require training to support roles in supporting animal health, and at this time this is not readily available;
- Jurisdiction – require a ministerial regulation under s27.2(2) of the *Pharmacy and Drug Act* to allow ACP to enter into agreements with organizations in other provinces to effectively regulate interprovincial services.

President Rajabali wrote to the Ministers expressing the need for legislative amendment and a desire to work towards an effective regulatory solution for the pharmacists and pharmacy technicians, Alberta's agricultural industry, and most importantly, the health and well-being of Albertans.

On April 17, 2020 council, ACP legal counsel Bill Shores presented proposed amendments to Schedule 19 of the *Health Professions Act*, the *Pharmacy and Drug Act* and the Pharmacy and Drug Regulation, to address the "authority" and provide a legislative framework to effectively regulate pharmacy services in animal health. The amendments to Schedule 19 are intended to provide the authority for pharmacists and pharmacy technicians to provide restricted activities to animals, the amendment to the *Pharmacy and Drug Act* establishes a new license required by pharmacists that serve food producing animals, and the amendments to the Pharmacy and Drug Regulation empower the college to ensure that registrants seeking a license to serve food producing animals, are ready to do so. The legislative approach is flexible, allowing the college to meet the needs of these pharmacy services as they arise; and to update the standards of practice and guidance documents for pharmacy to provide care to animals. The proposed legislative/regulatory amendments were supported in principle by Council.

MOTION: that Council agrees in principle with the context of the proposed legislative and regulatory amendments as presented.

Moved by **Brad Couldwell**/Seconded by **Stan Dyjur**/CARRIED

Deliberations about regulating Animal Health continued at the May 27, 2020 council meeting. Council was presented a DRAFT role statement, and a competency and self-reflection framework to support pharmacy practice in animal health. The foundation

for these were the NAPRA competencies for entry to practice and ACP's Standards of Practice for Pharmacists and Pharmacy Technicians; as they apply to human health.

The DRAFT role statement states:

Pharmacists and pharmacy technicians who provide care to both food-production and non-food production animals, either individually or in herds or flocks, serve vital and emerging purposes:

- *Pharmacists and pharmacy technicians ensure animal patients benefit from safe, effective and appropriate therapy*
- *Pharmacists collaborate with veterinary clinicians on issues pertaining to drug therapy;*
- *Pharmacists help preserve the safety of the food chain by ensuring appropriate and safe drug therapy is provided to food production animals.*

The role statement and competency framework provide opportunity for:

- ACP to develop Standards of Practice and Guidance for Pharmacists and Pharmacy Technicians when serving animal health;
- Pharmacy practitioners to self-reflect and determine whether they have the competence to engage in serving animal health;
- Further development of any unique competencies and education that may be important to pharmacy practitioners serving animal health.

Generally, Council supported the competence and reflective framework.

Administration was asked to consider the possibility of including a section on critical thinking and judgement. It was observed that through our experience with Additional Prescribing Applications, some individuals may not be effective in self-evaluation, and therefore, the need for the college to nurture effective self-evaluation as an important behavior in understanding personal limitations, and opportunities for learning and growth.

At this time, the Alberta College of Pharmacy is not resourced to develop education to support pharmacists or pharmacy technicians to meet these competencies. There may be opportunities in the future to partner with the Alberta Medical Veterinary Association, the Faculty of Veterinary Medicine at the University of Calgary, or other partners to facilitate access to or develop educational opportunities.

On May 27, 2020 Bill Shores, ACP legal counsel presented a DRAFT Ministerial Regulation pursuant to section 27.2(2) of the *Pharmacy and Drug Act*, to allow for the establishment of agreements to accommodate this request. This is intended to support the Ministers' request that ACP not restrict pharmacies from providing services for animal health into other provincial jurisdictions.

Upon further reflection, Council requested that if not appropriate at this point in time, space in the processes moving forward should be kept for evaluation and identification of those that are not competent to practice animal health, along with a section about their judgment and self-evaluation whether they should or should not be involved in animal health.

MOTION: that the DRAFT role statement, competencies and self-reflection framework be approved in principle..

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

MOTION: to approve the DRAFT Ministerial Regulation to enable ACP to enter into agreements with organizations in other jurisdictions where interprovincial pharmacy services are provided with Alberta..

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

1.4.2.2 Nomination for Appointment to NAPRA Board of Directors

The bylaws of the National Association of Pharmacy Regulatory Authorities (NAPRA) requires that annually, each Provincial Regulatory Authority (PRA) nominate a candidate to serve on the NAPRA Board of Directors. Appointments must be approved by the NAPRA Board. The NAPRA Board includes the registrar from each PRA, the senior pharmacy officer from the Canadian Armed Forces, a government administrator from each of the territories, and three public members appointed by the Board.

MOTION: to nominate Registrar Greg Eberhart for three, successive one-year terms to the NAPRA Board of Directors.

Moved by **Irene Pfeiffer**/Seconded by **Stan Dyjur**/CARRIED

1.4.2.3 Accommodation of Continuing Competence Requirements for Pharmacy Technicians

During the April 3, 2020 portion of this meeting, Council approved accommodations for pharmacists with respect to their Continuing Competence Program requirements that were to be met for annual permit renewal for 2020-2021. This one-time accommodation recognized the disruption and extraordinary demands during the initial period of the COVID 19 pandemic. Council requested that discussion occur about the feasibility of similar accommodation for pharmacy technicians.

MOTION: to re-assess the feasibility of providing similar accommodation for pharmacy technicians with respect to Continuing Competency requirements at the time of annual permit renewal for the 2021 membership year, at a later date.

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

Opposed: **Don Ridley, Peter Macek, Craig MacAlpine**

1.4.2.4 Letter from Lieutenant Governor Lois Mitchell

Lieutenant Governor Lois Mitchell sent correspondence to President Rajabali, recognizing pharmacists' contributions to the health of Albertans during the pandemic. President Rajabali echoed these sentiments that pharmacists and pharmacy technicians in all practice settings have done an amazing job serving Albertans during these unprecedented times. He expressed his appreciation for the letter from the Lieutenant Governor, as validation that the pharmacy professions are recognized and valued for the work they do in the community. President Rajabali shared this letter with registrants in his message communicated after the April 17, 2020 council meeting, thanking pharmacists and pharmacy technicians for their exemplary service and personal sacrifices to Albertans during these unprecedented times.

MOTION: to accept this letter for information.

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

1.5 Minutes from Previous Meetings

1.5.1 Minutes – December 11-12, 2019

MOTION: to approve minutes of the December 11-12, 2019 meeting of council as presented.
Moved by **Irene Pfeiffer**/Seconded by **Peter Eshenko**/CARRIED

1.5.2 Minutes – January 2, 2020 Teleconference Meeting

MOTION: to approve minutes of the January 2, 2020 teleconference meeting of council as presented.
Moved by **Stan Dyjur**/Seconded by **Peter Eshenko**/CARRIED

1.5.3 Minutes – March 20, 2020 Teleconference Meeting

MOTION: to approve minutes of the March 20, 2020 teleconference meeting of council as presented.
Moved by **Irene Pfeiffer**/Seconded by **Stan Dyjur**/CARRIED

1.6 Disposition of Directives

The Disposition of Directives was provided for information. President Rajabali invited questions; however, none arose. Registrar Eberhart provided additional comments on the issue of opioids and pain management. Recent communication from the Office of Controlled Substances observes the increasing awareness about the role of pharmacists in prescribing opiates. Over the course of the next year, ACP expects to receive administrative policy interpretations from Health Canada that will clarify what pharmacists can do under the current regulatory structure. Indications are, that depending on the impact of COVID and other disruptions, that it will be at least a year before any regulatory amendments are proposed. ACP will continue to work provincially and support national initiatives to pursue authority for pharmacists to be recognized as practitioners under the *Controlled Drugs and Substances Act*.

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

2. Generative

2.1 NIL

3. Strategic

3.1 Strategic Planning (Facilitated by Laura Edgar)

Due to the COVID-19 distancing restrictions, this agenda item was deferred to the June 11 and June 24, 2020 council meetings, and will be facilitated virtually by Laura Edgar, with the Institute on Governance.,

3.2 Ownership Linkage - Engagement with Albertans since Last Meeting

3.2.1 This agenda item was deferred to the June 25, 2020 videoconference meetings of council.

3.2.2 COVID 2019

Over the course of the April-May 2020 teleconference meetings of council, Registrar Eberhart, and Deputy Registrar Whissell, in his role as a member of the Advisory Committee

to Alberta Health’s Emergency Operation Centre, provided updates about the evolving COVID-19 environment. The college has worked diligently to support pharmacists and pharmacy technicians meet the needs of Albertans. Many guidance documents have been developed and are available on ACP’s website. Most of the guidance documents are meant to address expectations of regulated members when providing care in this environment, or respond to requests from other organizations such as Alberta Health and Health Canada.

3.3 Panel Discussions with Program Directors

Due to COVID-19 distancing restrictions, this agenda item was deferred to the November 2020 council meeting.

3.4 Role of ACP in Awards Programs

This agenda item was deferred to the June 11, 2020 videoconference meeting of council.

4. Fiduciary

4.1. Governance Policy Review for Compliance

4.1.1 Executive Limitations Policies (EL)

Reports from the Registrar were provided for Executive Limitation policies.

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

This agenda item was deferred to the June 25, 2020 videoconference meeting of council.

4.1.1.2 EL-4 Financial Condition – External Review – CLOSED MEETING

Council reviewed the audited financial report from ACP’s external auditors KPMG, for the year ending December 31, 2019. Robyn Eeson from KPMG presented the external financial report and responded to questions from Council. The Registrar, Councillor Eshenko, due to work commitments, and members of the administrative team, excused themselves from the meeting during the review and deliberation about the policy.

MOTION: to accept the external audited financial report for the fiscal year ending December 31, 2019 upon amendment to include a note about the unknown financial effects associated with the COVID-19 pandemic.

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

4.1.1.3 EL-4 Financial Condition - Internal

Council received internal Financial Statements and Statement of Variances for the month ending December 31, 2019. The internal statements are prepared prior to the audit, and this year during audit, the auditors recommended that two of the debts on record that occurred from Council appeals, be written off in 2019 because they are not reasonably collectible. Council will note this difference in the unaudited financial statement which does not show this write-off and the audited financial statement that do show them written off.

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

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

4.1.2 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.

4.1.2.1 GP-1 Governance Process

MOTION: that Council is in compliance with governance policy GP-1 Governance Process.

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

4.1.2.2 GP-10 Linkage with Other Organizations

MOTION: that Council is in compliance with governance policy GP-10 Linkage with Other Organizations.

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

4.1.2.3 GP-11 Council Planning/Agenda Control

MOTION: that Council is in compliance with governance policy GP-11 Council Planning and Agenda Control.

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

4.1.2.4 GP-12 Handling of Operational Complaints

MOTION: that Council is in compliance with governance policy GP-12 Handling of Operational Complaints.

Moved by **Carmen Wyton**/Seconded by **Dana Lyons**/CARRIED

During this discussion, Council explored situations where the EA to the Registrar has advised Council to not engage with specific registrants. The Registrar affirmed that in each of these cases, the registrants involved had either been subject to the decision of a Hearing Tribunal, or had been referred to a Hearing Tribunal, and that based on the information at that time, it would not be appropriate for a Council Member to engage with the registrant.

4.2 Program Policies, Standards, Guidelines

4.2.1 Registration

4.2.1.1 Temporary Policies for Renewal 2020-2021

No policy changes were recommended therefore Agenda Item 4.2.1.1 was removed from the agenda through a motion under Agenda Item 1.4.2.

4.2.1.2 Reinspection Fee – Affirming Parameters for Assessment

In December 2018, Council approved the following fees for pharmacy inspections:

- A \$1,000 practice site application fee to reflect the cost of assessing a new site's application, ownership, and performing a site visit, and.
- A practice site re-inspection fee of \$750 in instances where operational deficiencies are not resolved after three Pharmacy Practice Consultant (PPC) visits. It was previously charged on a cost-recovery basis. This fee is assessed as a fee of \$750.00 per visit after the third visit by a PPC.

Registrar Eberhart advised that most new pharmacies require multiple inspections, prior to meeting minimum requirements for licensing. This consumes a significant amount of resources and time by ACP's Pharmacy Practice Consultants. To enhance accountability of applicants, ACP administration recommended that the re-inspection fee be assessed for all re-inspections that are required prior to licensing (i.e. ACP should not be burdened with the cost of three re-inspections where noncompliance occurs.)

MOTION: to approve the assessment of the pharmacy re-inspection fee, at the time of every re-inspection required of a pharmacy prior to licensing.

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

4.2.1.3 Approval of SPT Rules

In December 2019, provided direction to amend the rules for the Structured Practical Training Program (SPT). On May 8, 2020, Council approved amendments to the admission requirements for the college's Structured Practical Training (SPT) program for provisional pharmacists. The amendments create a consistent framework for experiential learning for all provisional pharmacists to ensure that all pharmacists admitted to the Alberta College of Pharmacy's clinical register are equally prepared to practice within Alberta's health system. The new SPT rules will come into effect immediately. The changes do not apply to provisional pharmacists already enrolled in ACP's SPT program.

The amended rules require that candidates who wish to apply to ACP's provisional register must fulfil one of the following four criteria:

- The candidate must be enrolled in or have graduated from a pharmacy program offered at a Canadian university that is accredited by the Canadian Council for Accreditation of Pharmacy Programs and recognized by ACP; OR,
- The candidate was previously a pharmacist registered in Alberta; OR,
- The candidate has successfully completed one of the two bridging programs approved by the Council of ACP. The two approved bridging programs are:
 - the International Pharmacy Graduate program at the Leslie Dan Faculty of Pharmacy at the University of Toronto and,
 - the University of British Columbia Canadian Pharmacy Practice Program (CP3) – full program for International Pharmacy Graduates; OR,
- The candidate must secure an SPT preceptor who can demonstrate experience precepting at least two pharmacy students in their final year of an accredited Canadian pharmacy program within the last three years.

MOTION: to approve the amended rules for the Structured Practical Training Program to come into effect May 8, 2020.

Moved by **Craig MacAlpine**/Seconded by **Peter Eshenko**/CARRIED

NOTE: Successful communication will be important to implementation. Preceptors will need to be informed about the new rules, and clear about their responsibilities.

4.2.1.4 Temporary Accommodation for Provisional Registrants

April 17, 2020 - Due to the COVID-19 pandemic and provincial physical distancing mandates, students and provisional pharmacists and provisional pharmacy technicians, are facing challenges to complete the current requirements. ACP conducted an

environmental scan and analyzed alternatives to accommodate and optimize the practice of provisional registrants during the COVID pandemic; balancing opportunity for them and the need for ACP to mitigate risk to the public and ACP.

It was recommended that SPT Level 3 for pharmacists and pharmacy technicians be temporarily suspended until ACP has more confidence that the current practice settings in the COVID-19 environment can provide a structured learning environment for the provisional individuals participating in the program. It is important that the practice environment be able to comprehensively include all the various activities that are expected to occur within the SPT program.

Preceptors must be available to meaningfully engage with the learners to evaluate them, provide constructive feedback and ensure that those individuals are meeting all the expectations of competency of the SPT program. Critical to success is how ACP communicates the definition of “supervision”, to ensure preceptors are abundantly clear about ACP’s expectations when it comes to direct supervision, or in some cases, where indirect supervision is appropriate. Suspending Level 3 will still support this goal, because that level of the SPT program can be completed within a few weeks, therefore it is reasonable to believe that it could occur once other services, namely the PEBC qualifying exam become available.

Implementation will begin with early communication to students to provide information and support, while minimizing delay of their progress into independent practice after ensuring demonstration of competency has occurred. Meanwhile, applications to the provisional register were put on hold once ACP closed to respect provincial distancing requirements. The hold on provisional applications has no impact on University of Alberta graduates as they can preform exactly the same activities under the exact same supervision while on the student register.

MOTION: to approve the temporary policies for student pharmacists, provisional pharmacists, and provisional pharmacy technicians during the period of the COVID-19 pandemic as presented.

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

May 8, 2020 -The above motion was made at the April 17, 2020 meeting to approve temporary accommodation for individuals registered on ACP’s provisional registers. Since, further environmental scan and analysis of alternatives for accommodating and optimizing the use of provisional registrants during the rapidly changing COVID pandemic environment was undertaken. As a result, Council approved the recommendation to not include the temporary suspension of Level 3 of the Structured Practical Training program to remove restrictions that would result.

MOTION: that Level 3 of the Structured Practical Training program not be suspended during the pandemic period.

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

4.2.2 Competence

4.2.2.1 Temporary Policies for Pharmacists Annual Permit Renewal 2019-2020

Pharmacy’s response to the rapidly evolving COVID-19 pandemic has put an excessive load on the workload of pharmacists as they respond to the increasing needs

of patients and their communities. Recognizing this inordinate demand, Deputy Registrar Moran presented recommendations for Council's consideration to reduce the Continuing Competence Program (CPP) requirements for the 2019-2020 continuing education cycle (CE).

Pharmacists are required to complete a minimum of 15 hours of learning annually (15 CEU's) maintain a record of these learning activities, and document the implementation of one hour of the learnings into an implementation record. Learning requirements include completion of any learning activity prescribed by the Competence Committee.

Recommendation was made to reduce the required number of CEU's from 15 to 8; to require completion of learning records to document the CEUS; to remove the requirement to document their learning into an implementation record; and to continue the prescribed learning activity of the Competence Committee.

Generally, Council supported the amendments however, questioned the reasons for removing the requirement to complete an implementation record. Council Members expressed the importance of the implementation record as the key to competency; and by removing the implementation record it detracts from the effect of learning within the program. It was observed that the rigor of the CCP lies in the implementation record.

However, this recommendation was proposed because it takes considerable effort and time to complete a meaningful implementation record, and during the COVID pandemic, ACP wants to ensure that pharmacists are putting "first things first". In its communication with registrants about annual practice permit renewal, ACP will encourage pharmacists to complete their implementation records, and to consider their learnings from COVID. This recommendation is intended as a temporary, one-time accommodation; and must not be interpreted to minimize the importance of continuous competence development.

MOTION: to approve the temporary policies on continuing competence requirements for pharmacists for the purposes of the annual permit renewal for 2020-2021.

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

OPPOSED: **Stan Dyjur**

ABSTAINED: **Brad Couldwell**

4.2.2.2 Evolution of Continuing Competence Program

ACP Competence team has begun a review of the Continuing Competence Program (CPP) taking into consideration ACP's tenet's of professionalism, ACP's next five year plan, and optimal use ACP's resources. ACP's Competence Director, Pamela Timanson, provided an overview of the current Continuing Competence Program, with a view towards the future.

The Health Professions Act and the Pharmacists and Pharmacy Technicians Profession regulation requires the Council of the Alberta College of Pharmacy to

establish a Continuing Competence Program (CPP).. The program is comprised of continuing professional development, competence assessments, and practice visits:

- Continuing Professional Development - Annually, registrants are required to complete a minimum of 15 CEUs, record the learning in a Learning Record, implement at least one hour of learning into their practice, and record their reflections of that implementation.
- Competence Assessment - includes the processes through which the Competence Committee works with a registrant identified as potentially having competence weaknesses, and nurtures improvement through such as prescribed learning, self-assessments, exams and
- Practice Visits – include on-site evaluation of practices, usually complemented with peer coaching and mentoring.

Council’s current philosophy and guiding principles for the Continuing Competence Program are:

Philosophy

The Alberta College of Pharmacy fosters professional growth that inspires and empowers pharmacists and pharmacy technicians to continuously enhance their practices and support Albertans’ health and well-being. With a shared vision of excellent pharmacy practice, ACP and its registrants work together to identify competence goals and milestones signifying success, and ensure that learning transfers into practice.

Guiding Principles

The five guiding principles of the Continuing Competence Program are:

1. Flexibility: to accommodate different practice settings and learning preferences addresses the full spectrum of learning.
2. Engaging: to inspire career-long learning, peer-to-peer interaction and opportunities to connect with mentors, thought leaders and subject matter experts.
3. Forward-looking: to help meet the changing needs of Albertans, integrate with other ACP programs, and provide support throughout careers.
4. Sustainable: to anticipate growing and diverse populations and use evidence informed tools that can be applied to a diversity of practices.
5. Responsible: meets legislative requirements and provides reliable measures that facilitate ensuring that regulated members are competent to provide safe and effective care.

ACP’s next 5 year plan places a priority on practice improvement. Success will require remodeling and reallocation of resources.

Profession competence is larger than ACP; and includes roles of educators, professional associations, other partners, and responsibility by individual registrants. ACP is not resourced to provide a “one-size fits all” solution. We must enable practice leaders to nurture their growth, and invest more in improving the practices of registrants who are unable to practice at the level expected by our professions.

Incorporating practice improvement into the current competence program will require a few changes to the CPP's core framework. It was proposed that

- Continuing Professional Development - be expanded from active learning, supported by the tenets of a pharmacy professional to be more wholistic and representative of a pharmacy professional,
- Competence Assessment – be expanded to consider other areas of the college such as Additional Prescribing Authority.
- Practice Visits –remain unchanged.
- *Practice Improvement* –be a much more individualized program to further assess and support individual registrants that require support to reach their professional growth.

Council asked Director Timanson to consider draft amendments to the CPP's Philosophy and Principles to recognize individuality, diversity, and to be practice focused; not practice site focused. The program must strike a balance between a wholistic approach to learning and practice improvement; with the ability to measure and determine risk. Council will continue to explore the evolution of the Continuing Competence Program at future meetings

4.2.2.3 Application for Review of Decision of the Competence Committee

In accordance with Rules 43-46 of ACP's Continuing Competence Program for Pharmacists, the Registrar received a request for a review of a decision of the Competence Committee. A panel of three members of council must be appointed to consider the review, and a date for the review must be set and communicated to the registrant within 30 days of receiving the request and payment of the fee prescribed by Council.

MOTION: to appoint the following panel of council to consider the request to review a decision of the Competence Committee in the matter of case number 10085.

- Stan Dyjur (Chair), District 4 Central Alberta
- Judi Parrott, District 5 Calgary
- Carmen Wyton, Public Member

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

4.2.3 Hearing Tribunal Pool

Council reviewed proposed amendments to the Hearing Committee's Terms of Reference. The amendments increase the Hearings Director's flexibility to build capacity and capitalize on the experience of past hearing members who will let their name stand for a single additional year to chair Tribunals, as needs arise. Complimentary amendments to the Terms of Reference for the Complaints Review Committee will be brought forward in the future.

MOTION: to approve the amended Terms of Reference for ACP's Hearing Committee.

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

4.2.4 Awards

4.2.4.1 Honorary and Honorary Life Membership

Due to COVID-19 distancing restrictions, the Celebration of Leadership/Installation of the President reception was cancelled for 2020. Council will consider nominations for Honorary Life and Honorary Life Membership in 2021.

4.2.4.2 ACP Leadership Development Award

This agenda item was deferred to the June 25, 2020 videoconference meeting of council.

4.3 Business of Council

4.3.1 Nominating Committee Report, Election of Executive Committee Members – For Approval

The Nominating Committee presented its report for the election of members to the Executive Committee for the 2020-2021 council term. The election for the position of President-elect was held May 27, 2020. The election for the position of Executive-Member-at-Large will be held at the June 11, 2020 council meeting. Council was invited to ask questions of candidates nominated for the position of President-elect; after which, Registrar Eberhart served as returning officer for the election. Due to the COVID-19 pandemic and the provincial requirements for distancing, the election process was facilitated virtually through Zoom's polling platform.

MOTION: to accept the report of the Nominating Committee.

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

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

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

MOTION: that Peter Macek be appointed as President-elect for the 2020-2021 council term; commencing July 1, 2020.

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

4.3.2 Hearing Tribunal Decisions

4.3.2.1 David Hiebert - Registration Number 13801

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

4.3.2.2 Si Huu Nguyen - Registration Number 4718

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

4.3.2.3 Moustafa Alrefray - Registration Number 11234

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

4.3.2.4 Mohamed Said Ibrahim - Registration Number 9354

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

4.3.2.5 Karim S. Ramji - Registration Number 4258

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

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

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

Council Members expressed concern about the substantive costs associated with Hearing Tribunals; and particularly those associated with repeat offenders. There was strong consensus that good legal representation was a “valued” cost of doing business; and that what was most important was that ACP ensured thorough, objective, and timely processes, that adhered to the principles of administrative justice. Additional emphasis was placed on ensuring that sanctions prescribed by committees demonstrably reflected the gravity of the allegations deemed to be well-founded. The Registrar was also requested to ensure that reports were reviewed to ensure that third party names were redacted as appropriate.

5. Evaluation of Meeting

5.1 Evaluation of Council Member Performance

This agenda item was deferred to the June 25, 2020 videoconference meetings of council.

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

This agenda item was deferred to the June 25, 2020 videoconference meetings of council.

5.3 Self-Evaluation of Council Performance at this Meeting

This agenda item was deferred to the June 25, 2020 videoconference meetings of council.

6. Adjournment

6.1 Forthcoming Events and Council Meeting Dates

Due to COVID-19 physical distancing restrictions, the Celebration of Leadership/Installation of the President Reception is cancelled. ACP’s 7th Annual Leadership Forum is deferred to June 2021.

- June 11, 2020 - Videoconference Meeting of Council, 8:30-11:00 am
- June 24, 2020 – Videoconference Meeting of Council, 8:00 am-1:00 pm
- June 25, 2020 - Videoconference Meeting of Council, 8:00 am-4:30 pm
- September 30-October 2, 2020 – 1.5 day Council Meeting and 1.5 day Board Development
- November 26-27, 2020 – 2 day Council Meeting, Edmonton
- November 27-28, 2020 – ACP Leadership Symposium, Edmonton

6.2 Adjournment

MOTION: to recess the April 3, 2020 meeting of council and reconvene by videoconference April 17, 2020.

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

MOTION: to recess the April 17, 2020 meeting of council and reconvene by videoconference on May 8, 2020 at 8:30 am.

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

MOTION: to recess the May 8, 2020 meeting of council and reconvene by videoconference on May 27, 2020 at 8:30 am.

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

MOTION: to adjourn the April – May 2020 videoconference meetings of council circa 10:20 a.m. on May 27, 2020.

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

NOTE: Council will reconvene a new meeting, under separate agenda on June 11, 2020.