



Present:

Agnes Fridl Poljak, District 1 Board Member
Beverley Harris, Vice-Chair, District 2 Board Member
Blair Tymchuk, District 3 Board Member
Doug Kipp, Chair, District 4 Board Member
Robert Craigue, District 5 Board Member
John Hope, District 6 Board Member
Jerry Casanova, District 7 Board Member
Onnolee Osbourne, District 8 Board Member
Penny Denton, Board Member
Kris Gustavson, Board Member
John Scholtens, Board Member
Jeff Slater, Board Member

Regrets:

None

Staff (at various times):

Suzanne Solven, A/Registrar
Lori DeCou, Director – Communications
Thomas Strumpski, Manager of Finance
Lori Tanaka, Administrative Assistant - Communications (Minute Taker)

Invited Guests:

Robert Sindelar, Dean & Professor, UBC Pharmaceutical Sciences
Keith White, Committee Chair, BC Medical Association

Vision: As the medication experts, registrants are professionals who apply their full knowledge, skills and abilities to achieve the best possible healthcare results through patient-centered care.

Mission: *To protect the public by ensuring that College registrants provide safe and effective pharmacy care to help people achieve better health.*

Our Values:

- Interactions will be handled ethically with respect and dignity while ensuring confidentiality.
- Integrity, honesty, accountability, transparency and responsiveness in all that we do.
- A culture of collaboration, learning and openness to change.



1. WELCOME AND CALL TO ORDER

Chair Kipp called the meeting to order at 9:05am and stated the College's Mission Statement:

"To protect the public by ensuring that College registrants provide safe and effective pharmacy care to help people achieve better health."

2. AGENDA

2.1 Consideration of Additions to Agenda

Chair Kipp called for any additional agenda items.

It was moved, seconded that:

To item 4.3 add 4.3(a) Refresh College Committees

The motion was CARRIED

2.2 Confirmation of Agenda

It was moved, seconded that:

The November 18, 2011 agenda be accepted with the addition as noted in 2.1.

The motion was CARRIED

2.3 Conflict of Interest Declaration

DISCUSSION POINTS:

- At the request of a Board member the Chair read the Conflict of Interest Declaration information, from the Board briefing package, aloud to all Board members.
- It was noted that a number (3) of College Board members currently hold a Directorship position on a community pharmacy advocacy society Board and a discussion ensued as to whether or not this posed a real and/or perceived conflict of interest.
- Those Board members holding these positions expressed to the Board that they did not feel that there was a concern and assured the Board that they would 'step back' from any decision of the College Board if they felt they were in a conflict of interest scenario.

2.4 Board Evaluation Form Feedback

DISCUSSION POINTS:

- As forms from the previous Board meeting were collected by the outgoing Chair, there was no feedback to be discussed at this meeting.



3. APPROVAL OF MINUTES

3.1 Approval of Board Minutes September 23, 2011

NO DISCUSSION

It was moved, seconded that:

The Board approve the September 23, 2011 Board Meeting Minutes as presented.

The motion was CARRIED

4. BOARD GOVERNANCE AND DEVELOPMENT

4.1 Financial Health

(a) Periodic Financial Statement

For the period March 1 to September 30, 2011.

DISCUSSION POINTS:

- The Manager of Finance walked the Board through the College's Periodic Financial Statement for the period March 1 to September 30, 2011.
- It was explained that the positive variance in revenues was related to higher than expected revenues from pharmacy/pharmacist and pharmacy technician fees along with processing a higher than budgeted volume of PharmaNet profiles.
- The most significant variance in expenditures related to monies budgeted for discipline hearings that, due to unforeseen delays, have not yet been realized.

It was moved, seconded that:

The Board accept the periodic statement as presented.

The motion was CARRIED

(b) Audit Committee Report

Following a comprehensive review of the College's Board approved 2011/2012 and 2012/2013 budgets, at a regularly scheduled Audit Committee meeting held prior to the Board meeting, the Audit Committee brought forward a number of recommendations for Board's consideration:

- The Audit Committee recommends cancelling the previously approved 5% fee increase to both registration and licensure fees as it is not deemed necessary in order for the College's budget to remain balanced for the next fiscal year.

It was moved, seconded that:

The Board cancel the budgeted 5% registration and licensure fee increase for fiscal 2012/2013.

The motion was CARRIED

- The Audit Committee informed the Board that for the past several years the College had been contributing \$10K per year to UBC to help support a program called BC SMILE, the Service for Medication Information Learning and Education. The College



had received correspondence from the University explaining that the SMILE program was no longer operating and that there was currently \$42K of the funding which had not been allocated towards the program. The University, in addition to informing the College to discontinue the annual \$10K contribution, was requesting the reallocation of those unallocated funds to support a pharmacy student clinic in the new faculty building.

It was moved, seconded that:

The Board approve the reallocation of the \$42K to support a pharmacy student clinic and to discontinue the annual \$10K contribution.

The motion was CARRIED

- Understanding that costs related to disciplinary cases are escalating and that it is increasingly challenging, given the length of investigations and scheduling of legal counsel, to accurately budget for disciplinary cases, the Audit Committee recommends the Board establish a contingency fund. The amount of the fund should be established as part of the budgetary cycle, based on estimated costs related to projected disciplinary cases and should not exceed \$500K.

It was moved, seconded that:

The Board establish a contingency fund, based on the estimated cost for discipline cases, not to exceed 500k.

The motion was CARRIED

A Board member brought forward two additional recommendations for Board's consideration:

- In order to ensure that Board and Committee members continue to be fiscally responsible and accountable and to maximize Board and Committee member development opportunities it was suggested that all College supported attendance at conferences be pre-approved by the Board.

It was moved, seconded that:

All conferences Board or Committee members wish to attend must be pre-approved by the Board.

The motion was CARRIED

ACTION:

The College is to keep the Board informed of upcoming conferences that may be of interest for Board members to attend.

- In an effort to be more transparent it was recommended that Board and Committee member annual expenditures be posted on the College website.

DISCUSSION POINTS:

- Several Board members expressed some concern with this in that the disclosure of the dollar amount alone, without any context to reflect where individual Board members live and therefore related travel expenses or their varying workload with



respect to the number of committees they are actively involved with, could be misleading.

It was moved, seconded that:

Expenses and per diem for all College Board members, starting with fiscal 2009/2010, be posted annually on the College website. Notification will include the location of each Board member and indicate the committee(s) they participated on during the reporting period.

The motion was CARRIED

ACTION:

- The Board requested that the College provide them with five-year comparable periodic financial statements.

(c) Blueprint for Pharmacy National Coordinating Office

The A/Registrar received a letter from the Canadian Pharmacy Association's (CPhA) Blueprint for Pharmacy Steering Committee on October 19, 2011 requesting a contribution from the College of \$3,603.00 to support the Blueprint for Pharmacy National Coordinating Office in 2012.

DISCUSSION POINTS:

- The A/Registrar reported that she had been informed by a number of the other provincial regulatory authorities that they had also been approached and had decided not to contribute as NAPRA already provides 'in-kind' support to this initiative.

It was moved, seconded that:

The Board does not approve the donation request of \$3603.00 in support of the Blueprint for Pharmacy National Coordinating Office.

The motion was CARRIED

4.2 Annual General Meeting Update

The College's Annual General Meeting (AGM) is being held on November 19th, 2011, from 4:00pm – 5:00pm at the Morris J. Wosk Centre for Dialogue in Vancouver. As presented at the September 23rd, 2011 Board meeting, two resolutions will be brought forward at the AGM. Background information was provided to the Board regarding each of the resolutions for information purposes.

DISCUSSION POINTS:

- The A/Registrar explained that in addition to the AGM, Board members will also attend a meeting with the BC Pharmacy Association Board members. This is an informal meeting in which Board members from each organization will be asked to introduce themselves and provide some information as to why they were interested in becoming Board members of their respective organizations.
- The Director of Communications explained the online voting process as it is new to the College AGM this year and reminded the Board that it will be evaluated once complete.



4.3 (a) Refresh Committees

DISCUSSION POINTS:

- A Board member suggested that there was a need to refresh current committee members and asked that the College engage in an aggressive 'call for volunteers' which would include an article in the upcoming issue of ReadLinks.
- It was further suggested that committees be overturned on a yearly basis and that the Board should have more involvement in the committee member selection process.

It was moved, seconded that:

The College engage in an aggressive 'call for volunteers' in order to refresh the membership of current College Committee(s) and to do this annually.

The motion was DEFEATED

It was moved, seconded that:

College staff report back to the Board, at their next regularly scheduled Board meeting, the current process as to how committee members are recruited and selected.

The motion was CARRIED

(b) Board Meeting Schedule 2012

The proposed Board Meeting Schedule for 2012 was presented:

Friday, February 10, 2012

Friday, April 13, 2012 (note: Good Friday April 6)

Thursday, June 14, 2012 afternoon (Annual Strategic Planning Session)

Friday, June 15, 2012

Friday, September 21, 2012

Thursday, November 15, 2012 afternoon (Board Orientation Session)

Friday, November 16, 2012

Saturday, November 17, 2012 (Annual General Meeting)

It was moved, seconded that:

The Board approve the Board meeting schedule for 2012 as presented.

The motion was CARRIED

4.4 Benevolent Society Update

At the September 23, 2011 Board meeting, the Board requested that the A/Registrar pursue a conversation with the BCPhA Board regarding their interest in taking over support for the Benevolent Society and report the outcome of that back to the College Board at the November Board meeting.

The A/Registrar attended the BCPhA Board meeting on October 5, 2011 to discuss this item. The BCPhA Board discussed the issue and concluded that they are not interested in assuming support for the Benevolent Society. As a result of this decision, the then Board Chair, Konrad contacted Paul Harris, Chair of the Board of Trustees of the Benevolent Society. Mr. Harris requests that the College maintain its support of the Benevolent Society until their next AGM in June 2012 at which time their Board can make a decision



regarding next steps with the understanding that the College of Pharmacists of BC will no longer be in a position to provide support at that time.

NO DISCUSSION

It was moved, seconded that:

The College will maintain support for the BC Pharmacists Benevolent Society until the June 2012 Benevolent Society Annual General Meeting, at which time the College will transition and discontinue all administrative and accounting support for the Society.

The motion was CARRIED

4.5 Election Process

DISCUSSION POINTS:

- The A/Registrar explained that this item had been placed on the agenda as a number of queries had been raised by individual candidates and Board members during the election process.
- A Board member provided the following recommendations for consideration:
 - The ballot return envelope should not have the name of the registrant on it
 - Nominees should be able to appoint their own scrutineers
 - Nominees should be able to know who voted within their district, but not how they voted
 - Our election process should be compared to those of provincial and federal government as well as other healthcare professions; associated costing should be considered in the comparables

ACTION:

College staff report back to the Board, no later than the April Board meeting, the College's current election process and include comparables to the election process and associated costing of government and other healthcare professions.

4.6 UBC Dean's Presentation

Dean Robert Sindelar, Dean of the Faculty of Pharmaceutical Sciences at the University of British Columbia, gave a presentation on the new Faculty of Pharmaceutical Sciences Building scheduled to open in August 2012.

NO DISCUSSION

4.7 BC Medical Association Presentation

Dr. Keith White gave an overview presentation to the Board on a joint BC Medical Association and Ministry of Health Services OPUS (Optimal Prescribing Updates & Support) initiative which will involve participation by community pharmacists and illustrated the importance of collaborative working relationships.

NO DISCUSSION



4.8 Registrar Search Task Group Update

Registrar Search Task Group Chair Allan Greene and a representative from Odgers Berndtson, the executive recruiting firm leading the Registrar search, provided the Board with an overview of the Registrar search process to date.

DISCUSSION POINTS:

- In light of the fact that there are now a number of new Board members, the Task Group felt that it was appropriate to seek direction from the Board with respect to the Registrar search process that had been established in the Task Group's terms of reference and the current composition of the Task Group.
- It was explained that the Task Group has established a 'long' list of six qualified candidates and next steps were to ultimately narrow this list to the one candidate that the Task Group would bring forward to the Board as their recommendation.
- A Board member suggested that the existing Task Group continue as planned but come to the Board with a short list of three candidates instead of one. At that time the Task Group will stand down and the Board as a whole will conduct the final interviews.
- A Board member suggested that the new Board members be given the opportunity to provide input regarding key characteristics that are important to them in a new Registrar, but that the existing Task Group continue as planned.
- Concern was raised with regards to the potential difficulty in maintaining candidate confidentiality with three names being brought forward to the entire 12 member Board. The Board as a whole acknowledged that maintaining confidentiality was essential.

It was moved, seconded that:

The current Registrar Search Task Group will continue and bring forward to the Board a final short list of three candidates. At that time they will stand down and the Board as a whole will proceed with making the final decision on the appointment of Registrar.

The motion was CARRIED

ACTION

Odgers Berndtson will contact all new Board members to solicit any input they may have on the Registrar candidate profile with any recommended changes being brought forward to the Task Group.

5. STRATEGIC & POLICY MATTERS

Goal 1

The enhanced and expanded care and services that pharmacists and regulated pharmacy technicians deliver are safe and effective and aligned with the healthcare needs of the public.

Objective 1

Develop a model for pharmacy technician regulation, seek government approval on bylaws and integrate into College processes and programs.



5.1 Pharmacy Technician Regulation

(a) Registrar's Report

Road Map Action Summary:

- CCAPP released their revised Standards for Accreditation of Pharmacy Technician Programs in Canada 2012
- Currently, BC has 3 community and 4 private colleges offering a CCAPP accredited Pharmacy Technician Program
- A national meeting of the Pharmacy Regulatory Authorities was held on October 24-25, 2011 in Halifax to collaborate on common initiatives and issues related to pharmacy technician regulation:
 - Ensure consistent requirements as other provinces move forward with legislation enabling pharmacy technician regulation
 - Pharmacy Technician Bridging Program, on-going enhancements, refreshing of exams and "nationalizing" the curriculum
 - International pharmacist graduates moving through the pharmacy technician regulation path
 - Ensuring capacity for the bridging programs and PEBC exams
- Pharmacy Technician Bridging Program (PTBP), enrollments to date:
 - Pharmacology = 352
 - Product Preparation = 218
 - Management of Drug Distribution = 194
 - Professional Practice = 200
- The fall 2011 session of the PTBP have approximately 600 students enrolled
- In addition to UBC-CPPD, Selkirk College will be offering online PTBP courses starting in the fall 2011

DISCUSSION POINTS

- Understanding that on key initiatives such as this it may be appropriate, from time to time, to establish task specific Task Groups to assist in the work, a Board member asked where they could find a listing of the membership of these groups.
- It was clarified that Task Groups such as these are not considered long standing committees and are therefore not included in the Committee lists found on the College website. Furthermore, as they are task specific they disband once their task is complete.

ACTION:

Ensure that all members of active Task Groups are disclosed to the Board on an annual basis (ie; as part of Board orientation) as well as included in any reports brought forward to the Board.

Goal 1

The enhanced and expanded care and services that pharmacists and regulated pharmacy technicians deliver are safe and effective and aligned with the healthcare needs of the public.

Objective 2

Develop a model and support associated legislation for ensuring advanced professional practice in a manner that supports pharmacists in the delivery of consultation, cognitive services, medication management, and dispensing services.



5.2 Pharmacists' Advanced Professional Practice

5.2.1 Adapting Prescriptions

(a) The A/Registrar provided an update on the action plan in the Board's briefing package.

- The A/Registrar met with the BC Medical Association's Pharmacy and Therapeutics Committee to answer questions regarding the status of the MAP Task Force.

NO DISCUSSION

5.2.2 Administering Injections

(a) The A/Registrar provided an update on the action plan in the Board's briefing package.

- 1470 pharmacists are authorized to administer injections (effective October 21, 2011).

NO DISCUSSION

5.2.3 Advanced Practice Pharmacist (APP)

(a) The A/Registrar provided an update on the action plan in the Board's briefing package.

- Completion of the project management plan.
- Working on establishing Steering Committee membership
 - The APP Steering Committee (APPSC) will act as an advisory committee for the Advanced Practice Pharmacist Initiative. The APPSC will be made up of stakeholders who will provide guidance on key uses such as policy, required legislative changes, supportive operational changes, and communication strategy for the APP initiative. Proposed members include representatives from: CPBC, CRNBC, CPSBC, CPBA registrants, Ministry of Health Services Pharmaceutical Services Division, BCMA and BCPhA.

DISCUSSION POINTS:

- The Committee has not yet been established but the intent for the APPSC is to get key stakeholders on board prior to implementing.

Goal 1

The enhanced and expanded care and services that pharmacists and regulated pharmacy technicians deliver are safe and effective and aligned with the healthcare needs of the public.

Objective 3

Identify and support initiatives that ensure that the skills of pharmacists and regulated pharmacy technicians are developed in accordance with the scope of practice.



5.3 Quality Assurance

5.3.1 PDAP

(a) The Registrar provided an update on the action plan in the Board's briefing package.

- A Quality Assurance Committee meeting was held on September 26th, 2011. The progress of the launch of the CE component and the development of the KA component of PDAP was reviewed and will continue to be monitored.
- A call for volunteers for the computerized Knowledge Assessment Exam for the 2012 Assessment Cycle was included in the October Readlinks and sent by an eblast to all registrants.

NO DISCUSSION

5.3.2 Complaints Resolution

(a) The A/Registrar provided an update on the action plan in the Board's briefing package.

Complaints Resolution Statistics:

- Formal complaints received during reporting period August 13, 2011 to October 25, 2011: 18*

Categories of complaint types

- Medication-related: 8
- Privacy/confidentiality: 1
- Professional conduct/competency: 9
- Fitness to practice: 1
- Suspected unlawful activity: 3
- Sexual misconduct: 0

**The sum of complaint types exceeds number of complaint files because a complaint file can include more than one type of complaint category.*

- Files reviewed by Inquiry Committee (includes files opened prior to reporting period): 32
- Open files at reporting date (includes IC disposed files awaiting final paperwork): 54
- Dispositions under HPA or PODSA: 28

Disposed and Closed

- No further action (after investigation, Inquiry Committee satisfied with registrant's response): 3
- Letter of Advice: 5
- Consent Agreement or Letter of Undertaking: 11
- Suspension of Registrant/Closure of Pharmacy: 0
- Referred to Discipline: 0

Disposed and Monitoring

- Consent Agreement or Letter of Undertaking with follow-up requirements: 9
- Discipline Committee hearings: 0
- Requests for records from HPRB: 0



Methadone Dispensing Issues:

- The first meeting of the City of Vancouver’s “Preventing Methadone Maintenance Therapy Abuse Working Group” was held on October 17, 2011. The A/Registrar attended along with a large number of multidisciplinary stakeholders.

NO DISCUSSION

5.3.3 Inspections

- (a) The A/Registrar provided an update on the action plan in the Board’s briefing package.

All Site Visits Stats per month - 2011	
Month	Total
January	36
February	35
March	65
April	35
May	74
June	52
July	17
August	12
September	51
October	0
November	0
December	0
Total	377
*stats do not include consultation - phone	
**stats include 2 types of visits for 1 pharmacy (e.g. routine-regular and a methadone visit – would count as 2 visits)	

DISCUSSION POINTS:

- The College is looking at developing other metrics to identify pharmacies that need additional visits by the College, the challenge in conducting additional inspections is resources; currently have 5 inspectors at the College – 1 hospital, 2 investigators, leaves 2 to conduct regular inspections.
- The College is also in the process of implementing electronic forms for speed and easier feedback to pharmacy managers and hopes to be up and running in the Spring.
- A Board member asked if the College works with the police in certain areas regarding inspections, it was clarified that yes the College has unprecedented communication with the police and shares information with them whenever there is any criminal component.

5.3.4 Registration

- (a) The A/Registrar provided an update on the action plan in the Board’s briefing package.

New Registration Statistics

- *Pharmacist Registrants* (Mar 1, 2011 – Sep 30, 2011)
 - UBC students 677
 - Post UBC 1



- | | |
|-------------------------------|-------------|
| ○ Non UBC | 17 |
| ○ Agreement on Internal Trade | 34 |
| ○ Other Provinces | 7 |
| ○ Outside Canada | 282 |
| ○ Reinstatement | 26 |
| TOTAL | 1044 |
- *Pharmacy Technicians (Pre-registration applications Mar 1, 2011 – Sep 30, 2011)*

○ Pre-registration - current	768
○ Pre-registration – new graduates	22
TOTAL	790

Current Total Registrations/Licensure (as of Sep 30, 2011)

- | | |
|-----------------------------|------|
| ○ Pharmacists | 4961 |
| ○ Pharmacy Technicians | 22 |
| ○ Pharmacies: | |
| Community | 1101 |
| Hospital | 69 |
| Telepharmacy | 12 |
| Hospital Pharmacy Satellite | 1 |
| Education Site | 1 |

DISCUSSION POINTS:

- A Board member asked for clarification regarding whether or not becoming a regulated pharmacy technician was still voluntary. It was clarified that it is still voluntary for assistants to become regulated pharmacy technicians but that employers may opt to make some positions only available to regulated technicians.

5.3.5 Legislation/Standards

(a) The A/Registrar provided an update on the action plan in the Board’s briefing package.

DISCUSSION POINTS:

- The A/Registrar provided an update regarding the online Code of Ethics Educational Tutorial which is scheduled to be rolled out over the next few months and will be mandatory for all registrants to complete by May 31, 2012.
- The A/Registrar also provided updates on the mapping process with NAPRA’s standards of practice document and how it will affect the current bylaws, and the College’s desire to move to ‘drug scheduling by reference’ as BC is one of the last provinces to do this.

(b) Adaptation and Medication Reviews Record Retention Requirements

- Further to the action item from September 23, 2011 Board meeting - “*Have College staff look at retention requirements for patient and prescription records amongst other healthcare professions, and report back to the Board*”, Board members were referred to the briefing note included in their Board Briefing Package.



DISCUSSION POINTS:

- No further action required at this time, presented as information only.

(c) PPP-68 Cold Chain Management of Biologicals

- The College inspection staff recommended the adoption of the Cold Chain Management of Biologicals policy at the November 2010 Board meeting. At that time, the inspectors had expressed concern about the lack of standardization in this area, especially with the larger volume of vaccines stored at pharmacies as a result of pharmacists' injection authority. In order to protect the public, pharmacies need to be able to guarantee the integrity of their refrigerated pharmaceuticals. The Board requested that the College staff do some further work to identify the financial/administrative impact to pharmacies with the implementation of the new policy. The following information was provided:
 - The minimum requirement for those pharmacies with a single door (bar style) refrigerator **with** a combined refrigerator and freezer unit will need to transition to a frost free domestic refrigerator by July 1, 2012.
 - Additionally, every pharmacy will need to have a traceable memory refrigerator/freezer thermometer by July 1, 2012.
 - The temperature inside the refrigerator must be kept between 2 and 8 degrees centigrade and must be monitored on a log sheet at least two times daily.

DISCUSSION POINTS:

- A Board member raised concerns regarding additional cost to pharmacies who will be required to replace their refrigerator, however, agreed that in order to uphold the College mandate to protect the public appropriate standards need to be in place to ensure the integrity of refrigerated pharmaceuticals.

It was moved, seconded that:

The Board approved the proposed PPP-68 Cold Chain Management of Biologicals as presented.

The motion was CARRIED

Goal 1

The enhanced and expanded care and services that pharmacists and regulated pharmacy technicians deliver are safe and effective and aligned with the healthcare needs of the public.

Objective 4

Continue to implement the plan to remove non-medicinal nicotine products from buildings that have pharmacies.



5.4 Removal of Tobacco

No Report.

DISCUSSION POINTS:

- A Board member reported that they had heard that Saskatchewan was about to enact legislation to restrict the sale of tobacco from pharmacies which would leave BC as the only province in Canada in which tobacco was still sold in pharmacies.
- The A/Registrar reported that the College continues to actively engage in conversations with the Ministry of Health regarding removing tobacco products from pharmacies.

Goal 2

The College sets standards and conditions to ensure that emerging technologies and changes to pharmacy processes contribute to safe and effective pharmacy care.

Objective 1

Develop a policy framework to monitor safe and effective utilization of pharmacy technologies and practice processes.

5.5 Technology Framework

Completed

NO DISCUSSION

Goal 2

The College sets standards and conditions to ensure that emerging technologies and changes to pharmacy processes contribute to safe and effective pharmacy care.

Objective 2

Continue to promote the need for Electronic Health Record that includes all drugs and all people.

5.6 Emerging Technologies

(a) The A/Registrar provided an update on the action plan in the Board's briefing package.

- Pharmaceutical Services Division has secured an agreement with a pharmacy software vendor (ARI) to develop new functionality associated with PharmaNet Modernization. Phase one pilot scheduled to commence in March 2012.
- The Modernization Project is meant to link community pharmacies to physician's offices through electronic prescribing. In addition, the project includes a streamlined medication management framework to capture and adjudicate clinical pharmacy services.
- Phase one pilot will be limited to a geographically select cluster of pharmacies and medical offices. Based on the pilot results, modifications will be made prior to general roll-out in 2013.



NO DISCUSSION

(b) Digital vs. Hardcopy Records

- Further to the action item from September 23, 2011 Board meeting – *“Have College staff look into the College of Physicians and Surgeons of BC’s model for how they are dealing with digital versus hard copy records, and report back to the Board”*, Board members were referred to the briefing note included in their Board Briefing Package.

DISCUSSION POINTS:

- No further action required at this time, presented as information only.

Goal 3

The public, government, healthcare professionals, and registrants understand the role and value of the pharmacist.

Objective 1

Maintain a practical communications strategy.

5.7 Communication Strategy

(a) The Communications Director provided an update on the action plan in the Board’s briefing package.

- Having received approval by the Board at the September Board meeting of the comprehensive, by stakeholder group, communication plans for fiscal 2012/13 staff is currently working with the BC Pharmacy Association on the development of the joint public awareness campaign which is scheduled to begin in March 2012.

ACTION:

- The Communications Director’s comprehensive Strategic Communications Plan presentation, originally presented at the September 23rd, 2011 Board meeting, be added to the draft Agenda for the next Board meeting for presentation to the new Board members.

6. CONSENT ITEMS

6.1 Approval of November 17 and 18, 2011 Board Highlights

- The Communications Director presented the Board with the Board Highlights headlines for approval.

It was moved, seconded that:

The Board approves the Board Highlights headlines as presented.

The motion was CARRIED

ACTION:

The draft Board Highlights are to be forwarded to the Board Chair for approval prior to distribution to all registrants and posting on the College website.



6.2 Miscellaneous

- Audit Committee membership
 - In accordance with the Terms of Reference for the Audit Committee the committee is comprised of a minimum of three Board members including the Board Chair, Vice-Chair and at least one public member. An expression of interest was called and Board members Blair Tymchuk (District 3) and Jeff Slater (Government Appointee) put their names forward.

It was moved, seconded that:

The Audit Committee be comprised of Doug Kipp (Chair), Bev Harris (Vice-Chair), Blair Tymchuk (District 3) and Jeff Slater (Government Appointee).

The motion was CARRIED

- Terms of Reference (TOR) for Committees and Task Groups
 - It was discussed that in addition to the Board receiving information regarding the selection process for committees, as already directed, that the current membership and TOR for each committee and task group also be provided.

ACTION:

College staff provide the Board, at their next regularly scheduled Board meeting, a current list of all committee and task group members along with the Terms of Reference.

7. EVALUATION FORM

- Board meeting evaluation forms were distributed to Board members with any completed forms collected by the Board Chair.

8. IN-CAMERA SESSION

- No motions came out of the Board's in-camera session.

9. ADJOURNMENT

- The Board Meeting adjourned at: 4:40 pm.