

# Meeting of the Council

## January 20, 2006

**Present:**

President and District 6 Councillor John Hope, District 1 Councillor Randy Konrad, District 2 Councillor Amin Bardai, District 3 Councillor Barry Wilson, District 4 Councillor Erica Gregory, District 5 Councillor Rita Thomson, District 7 Councillor Carol Gee, Government Appointees Marina Ma, Margaret Cleaveley and Michael MacDougall.

**Absent (with notice):**

Faculty of Pharmaceutical Sciences Dean Robert Sindelar; Government Appointee Jo Ann Groves.

**Staff (at various times):**

Registrar Marshall Moleschi; James Nesbitt, Communications Director; Susan Lo, General Manager.

**Guests (at various times):**

Ken McCartney, Deputy CEO & Director, Professional Services, BC Pharmacy Association.

CALL TO ORDER

President Hope called the meeting to order at 9:00 a.m.

He stated the College mission statement:

*To ensure British Columbia pharmacists provide safe and effective pharmacy care to help people achieve better health.*

**AGENDA AND TIMETABLE**

The agenda and timetable were approved as circulated.

**MINUTES OF PREVIOUS MEETING**

The minutes of the November 25, 2006 Council meeting were approved by consensus.

## **OUTCOME DEVELOPMENT ISSUES**

### **Community Outreach Project**

Councillors de-briefed on the community outreach presentations completed to date and discussed plans for future presentations.

Over the past year Council did community presentations on B.C. Health Guide which reached over 500 people. These presentations are now concluded. Council discussed a number of potential outreach projects, including

- Crystal-meth awareness
- Changes to PlanB® access (if this occurs)

Council also discussed how outreach projects could fit in with the college's strategic planning process, and exploring opportunities to work with UBC and the BCPhA to partner on pharmacy-related outreach, including

- The annual Northwest Pharmacy Conference;
- A Northeast pharmacy conference planned for this spring; and
- Cycle two of PDAP which kicks off this spring.

### **Compounding Standards for Pharmacists**

The Health Canada representative who was scheduled to make a presentation on this topic was unable to attend.

### **Regulation of Pharmacy Technicians**

The registrar provided details on the response to council's request for a discussion paper on the potential regulation of pharmacy technicians in B.C. A committee made up of community pharmacists, hospital pharmacists, pharmacy technician educators, and a pharmacy technician representative from CAPT-BC will be assembled to research and prepare a discussion paper for Council's review at its April meeting.

The discussion paper will cover:

- The evolution of the role of the pharmacy technicians, and pharmacy practice, as demands on pharmacists, change.
- A review of current practices, laws, and regulations of pharmacy technicians across the country.
- Consideration of academic training programs (curriculum) and accreditation of pharmacy technician training programs
- Certification of and regulation of pharmacy technicians
- Standards of practice, and competency assessment, initial and on-going
- Mutual recognition agreements between Provincial Regulatory Bodies
- Regulation by College of Pharmacists of BC or self regulation of pharmacy technicians
- Recommendations to Council regarding the future regulation of pharmacy technicians in BC

During discussion of this issue, council made the following points:

- Both community and hospital pharmacy technicians should be represented on the regulation of pharmacy technicians committee.
- The Ministry of Health should be kept apprised of the College's work on this issue (current legislation does not allow the College to regulate pharmacy technicians).
- Council endorsed this concept by consensus.

January 5, 2006

**CONFIDENTIAL**

Dr. John Pugsley, Registrar-Treasurer  
The Pharmacy Examining Board of Canada  
601 – 415 Yonge Street  
Toronto, ON M5B 2E7

Dear Dr. Pugsley:

I am writing you to determine whether the Pharmacy Examining Board of Canada (PEBC) would be interested in a collaborative approach with the College of Pharmacists of BC (CPBC) in preparing an examination for pharmacy technicians seeking registration in British Columbia.

CPBC is interested in the formal regulation of pharmacy technicians. We are also aware that there is a national interest in certification or registration of pharmacy technicians. Should there be a national certification program, there would be a need to have an examination in place offered by a recognized body. Such an examination could be one of the elements that would permit uniform and equitable recognition of pharmacy technicians from different jurisdictions at the national level, while addressing the need for an examination for entry to practice for pharmacy technicians capable of functioning in an extended role.

We feel that a joint effort by PEBC, CPBC and other colleges would be beneficial to both British Columbia and the other Canadian jurisdictions. We would be pleased to meet with you and/or representatives of your Board to discuss the possibility of collaboration. I look forward to your reply.

Sincerely,

Marshall Moleschi, R. Ph., B.Sc. (Pharm), MHA  
Registrar  
Direct Line: 604.676.4201

cc Deanna Williams, Ontario College of Pharmacy  
Greg Eberhart, Alberta College of Pharmacy  
Council, College of Pharmacists of BC

*Our Mission: To ensure British Columbia pharmacists provide safe and effective pharmacy care to help people achieve better health.*

## **Annual General Meeting Resolution Review**

At the College's annual general meeting on November 26, 2006, Registered Parliamentarian Eli Mina facilitated the resolutions portion of the meeting. Mr. Mina put forth, and members approved, the option of presenting and debating each of the four proposed resolutions. He also suggested, and those present agreed, that following discussion the resolutions would not be voted on, but would be referred to Council to for consideration at the January Council meeting.

### **Resolution 1**

Let it be resolved that Value VIII of the Code of Ethics be amended as follows:

"Although the maximum respect will be shown to each and every patient, a pharmacist is under no obligation to provide a product that would harm his/her own moral/ethical/religious beliefs. In the measure possible, each workplace will direct the patient to another willing provider."

Council chose not to take further action on advisory resolution 1.

### **Resolution 2**

That the Council of the College of Pharmacists of BC pursue the PharmaNet to include access to on-line editions of tools for pharmacists. (AHFS, Drugdex, Drug Interaction Facts, or similar tools)

Council chose to take further action on advisory resolution 2 as follows: the registrar was requested to contact PharmaCare for further discussion on this issue

### **Resolution 3**

That the College of Pharmacists of BC take immediate action to prevent and stop the practice of pharmacists and pharmacies of giving inducements in the form of cash, cigarettes or other products in return for filling methadone prescriptions at said pharmacies or for introducing friends to fill their methadone prescription.

Council chose to take further action on advisory resolution 3 as follows: the registrar was requested to contact PharmaCare for further discussion on this issue.

### **Resolution 4**

That the College of Pharmacists of British Columbia take immediate action to prevent the practice of pharmacies giving loyalty program points that may affect patient medication compliance.

Council chose not to take further action on advisory resolution 4.

The current position of the College regarding Pharmacy Loyalty Points Programs is as follows:

*At its April 2006 meeting, Council agreed that pharmacists and prescribers could be counted on as professionals who would not provide inappropriate pharmacy services or prescription authorizations based solely on a patient's desire to accumulate loyalty points.*

*Since then, the College has received several complaints from pharmacists who are still concerned about loyalty programs and other inducements for prescriptions. Registrar Moleschi informed Councillors that current legislation does not give the College authority to prevent loyalty programs.*

*Council reiterated its position that it is unethical for a pharmacist to encourage a patient to go without medication in order to gain from a loyalty program. Pharmacists are responsible for working with patients to make sure they do not compromise their health to benefit from loyalty programs.*

## **NEW POLICY DEVELOPMENT**

### **Detailed Minutes**

Following discussion on how much detail should be included in the Minutes, council requested the registrar continue to ensure that council meeting minutes retain the established format, with adjustments made to provide concise background information on agenda issues, and summary lists to capture the breadth of discussion arising from these issues.

Currently Council follows the rules of the College. The rule states:

- 13.1 Minutes of meetings shall indicate any action taken during a meeting, as well as a point-form summary of discussions that preceded the vote on resolutions. It shall not be required to record the names of movers and seconders of motions in the minutes.

## **MONITORING ACTIVITIES**

### Registrar's Executive Report

Registrar Moleschi provided monitoring reports and updates on the following topics:

#### *Stakeholder Relations*

Activities and events relating to stakeholder relations were provided for the information of the Councillors.

*The public understands the role of pharmacists, drugs and drug therapy in their personal health care.*

- As part of a delegation comprised of UBC Faculty of Pharmaceutical Sciences, BC Pharmacy Association and the College of Pharmacists of B.C., met with the Liberal caucus and supported Dean Sindelar in his presentation on a vision for pharmacy at UBC.

*Pharmacists play a key role in influencing and determining pharmacy policy and practice in British Columbia.*

- Registrar met with Melva Peters regarding information requests about BC pharmacists from Health Canada. This information would be used for Health Care Human Resources planning. Deputy Registrar also took part in national teleconferences on this same issue.
- Registrar met with the BC Branch Executive Committee of the Canadian Society of Hospital Pharmacists to discuss common issues and finalize plans for our joint AGM day. Registrar attended.
- Deputy Registrar, along with other provinces' representatives, traveled to Ottawa to meet with Health Canada about ePrescribing.
- Deputy Registrar attended a Flu Pandemic Logistics Meeting.
- 2 QOS's attended meetings at a downtown methadone Clinic.
- Deputy Registrar attended a meeting with the Ministry of Health regarding the tracking of pseudoephedrine products.

*Pharmacists collaborate with other professionals as part of the health care team to promote pharmacy care.*

- Deputy Registrar and QOS met with the College of Physicians and Surgeons regarding methadone.
- Registrar met with the CEO of the BC Medical Association and a senior staff member and talked about common issues.
- A QOS represented the College of Pharmacists of BC at the UBC Continuing Pharmacy Professional Development Task Force Committee meeting held on December 13th 2006 at the College office. This committee is a steering committee that meets twice a year to determine the future initiatives, activities and program topics that CPPD should be pursuing over the next 6 months. The Task Force also reviews the past programs and activities, along with the results of the Provincial Needs Assessment. The UBC-CPPD department continues to respond to the educational needs of the membership with enthusiastic determination and professionalism.
- Registrar attended a luncheon of all British Columbia Health Care executives and registrars. The purpose is to network and understand common issues.
- Registrar attended a regular meeting of British Columbia's Health Regulatory organizations. Discussion included the impact and role out of the Health Professions Act.
- Registrar and QOS met with the College of Registered Nurses of BC to discuss an interpretation that nurses should not accept a pharmacist's order in a hospital setting. Practice Standards: General

Activities and events relating to practice standards: general were provided for the information of the Councillors.

*Pharmacists have the full support of the College of Pharmacists of British Columbia in meeting or exceeding the practice standards as outlined in the Framework of Professional Practice (FPP).*

- Registrar and a QOS attended a meeting of the Canadian International Pharmacy Association of BC to introduce ourselves and talk about common issues and concerns.
- Registrar met with the registrar from Ontario to discuss common issues and approaches to support practice standards.
- QOS met with a consultant that put together a proposal for workload flow and the distribution of work for a downtown Clinic Pharmacy.
- The College of Pharmacists of BC held an Inquiry Committee Conference call.
- Registrar attended the Vancouver Coastal Health Region's Patient Safety Advisory Council meeting.
- College staff attended a meeting with PEBC regarding the OSCE.

*There are national standards for drug scheduling, professional practice and quality assurance assessment.*

- The Director of the Assessment Program attended a meeting for PEBC OSCE training.
- Registrar attended NAPRA and CPRC meetings in Ottawa. Erica Gregory also attended the NAPRA meetings.

*The public has easy access to information to make informed decisions about pharmacy care.*

*Practice Standards: Professional Development and Assessment Program*

*The Board of Examiners shall oversee the development of the College's individual pharmacist continuing competency program as defined by the Council-approved policies.*

- The Registrar reported full compliance with this policy's requirements.

*Professionalism*

Various activities relating to the promotion of professionalism were reported.

*Pharmacists create, support and maintain personal, professional responsibility for the practice of pharmacy, pharmacist registration, and other professional issues.*

*Pharmacists demonstrate high standards of expertise and uphold the Code of Ethics.*

- Several College of Pharmacists of BC staff members, including the registrar, presented at the Canadian Pharmacy Practice Programme at UBC for foreign trained students wanting to become registered in British Columbia.
- Registrar met with the leaders of the Canadian Pharmacy Practice Programme at UBC to discuss how the College of Pharmacists of BC could assist the program.

*Professionalism (extension) – Awards Program update*

The Registrar updated council on criteria for the College's revised awards program.

*It was moved, seconded and carried.*

Council approved the proposed changes to DO-5a – Appendix 1.

*Pharmacist Empowerment and Autonomy*

Activities and events relating to pharmacist empowerment and autonomy were provided for the information of the Councillors.

*Pharmacists in BC exercise the authority to make decisions in all matters concerning public health and safety with respect to the provision of pharmacy care in accordance with the Framework of Professional Practice. This condition is met as a requirement of licensure of pharmacies and pharmacists.*

*Pharmacists practice without fear of intimidation or retribution from employers or any other outside agency.*

*Pharmacists support each other in their efforts to meet the Framework of Professional Practice standards.*

- The Registrar reported full compliance with this policy's requirements.

CATEGORY:  
POLICY FOCUS:

Desired Outcomes  
(Professionalism extension)

Further to the Desired Outcomes statement: "Pharmacists create, support and maintain a sense of personal, professional responsibility for the practice of pharmacy, pharmacist registration, and other professional issues," the college will have an awards program that recognizes excellence and contribution among registrants, as well as non-registrants, with the following awards:

### **EXCELLENCE IN PRACTICE AWARDS**

*Five Star Pharmacist*  
*Award of Excellence in Community Pharmacy Practice*  
*Award of Excellence in Hospital Pharmacy Practice*  
*Award of Excellence in Long-term Care Pharmacy Practice*

### **VOLUNTEER HONOUR ROLL**

*Gold Certificate*  
*Silver Certificate*  
*Bronze Certificate*

### **HONOURARY REGISTRANT OF THE COLLEGE OF PHARMACISTS OF BC**

- Honourary Registrant certificate presented to the recipient at an appropriate time and place.
- The recipient's name listed on the College website and in each year's Annual Report.
- If the person is registered as a pharmacist in British Columbia, annual registration renewal fee waived each year.

### **CERTIFICATE OF RECOGNITION**

Council authorizes the preparation of a special recognition certificate for presentation to Councillors upon their retirement from Council.

### **FINANCIAL AWARDS**

On an annual basis Council may approve the contribution of financial awards to students of, or students entering the Faculty of Pharmaceutical Sciences at the University of British Columbia or to events associated with the Faculty of Pharmaceutical Sciences at the University of British Columbia.

First approved: As above  
Revised: 23 Apr 04 / 21 Jan 05  
Reaffirmed: 27 March 1998

Monitoring frequency: Meeting 1\* / Meeting 4 (Annually)  
Monitoring method: Executive Report  
Responsibility of: Registrar

Printed – January 25, 2006

DO-5a

*Organizational Operation*

*The legislative and administrative responsibilities of the College of Pharmacists of BC are accomplished in a timely and professional manner.*

cope15/sl

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- Director of Quality Assurance conducted a review of the internal business processes of the PDAP program.
- Deputy Registrar met several times with our lawyer and the Ministry of Health regarding changes to legislation.
- Deputy Registrar and QOS meet several times regarding reviewing the methadone program.
- A QOS met with the Regional Directors of Pharmacy.
- Deputy Registrar met with staff regarding the registration program.
- Several staff met regarding the development of a paperless filing system
- Several meetings took place regarding the strategic planning session.

#### *Involving Pharmacists in Key Initiatives*

Various activities relating to the involvement of pharmacists in key initiatives were reported.

*College communication with pharmacists is concise, current and easy to understand.*

*Pharmacists have the option of accessing information in a variety of formats.*

- Detailed information on current topics is made available via the College website or other means if requested.
- Input on key initiatives is solicited in the early stages of a project.
- Feedback is encouraged and easy to accomplish.
- Priorities are defined and communicated clearly.
- Registrar and the Director of Communications have weekly meetings to discuss communications issues.
- Registrar took part in a TV interview about international pharmacy
- Registrar, Deputy Registrar, Business Manager and the Director of Communications took part in a Communications planning process.
- Several website meetings have taken place.

#### *Employee Relations*

The Registrar reported full compliance with requirements of Policy EC-1.

*The individual staff member is aware of his / her rights within the employee relations policy. The Registrar shall trust, respect and value staff and volunteers.*

- Registrar has contacted the Office and Professional Employees International Union, Local 15 to re-open discussions as the Collective Agreement will expire February 28, 2006.
- Registrar hired internally for the position of Administrative Assistant. The successful applicant is April Lightbown.

*Financial Health: College*

- The Registrar reported full compliance with this policy's requirements.
- It was noted that the per diem has not changed in several years. BCPhA's current per diem is \$350.

*It was moved, seconded and carried.*

Council approved the College per diem be increased to \$350 effective March 1, 2006 (the start of the next fiscal year).

**Committees**

*It was moved, seconded and carried.*

Council approved CG-3a (Council Committee Appointments for each of the College's committees) which is attached as Appendix 2.

*In addition to those required by legislation, the Council may establish a minimum number of committees to help carry out its responsibilities (in accordance with nine policy directives).*

- The Audit Committee and Executive Committee will require new appointments which will be made by June 2006.

POLICY CATEGORY:  
POLICY FOCUS:

**Appendix 2**  
Council Governance  
Committees

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### Council Committee Appointments

**Advanced Practice Credentialing Committee:** Reg Smith, Chair

**Audit Committee:** John Hope, Chair, Michael MacDougall, TBA, TBA

**Board of Examiners:** Maria Finamore, Chair  
Caroline Chin, Peter Cook, Erica Gregory, Raymond Jang, Lorna Kroll, Kathy McInnes, Bruce Millin, Maria Ton, Marguerite Yee.

**Community Practice Advisory Committee:** Mohamed Merali, Chair

**Discipline Committee:** Erica Gregory, Chair  
Grace Barrington-Foote, Wayne Chen, Peter Cook, Jody Croft, Maria Finamore, Jo Ann Groves, Lorna Kroll, Christine Liotta, Marina Ma, Michael MacDougall, Henry Mah, Lorrie Mann, Gillian Mayo, Patricia McFadyen, Ken McLay, Lynn Pollock, Peter Rubin, Barbara Stipp.

**Ethics Advisory Committee:** Carol Gee, Chair

**Executive Committee:** John Hope, Chair, TBA and TBA

**Hospital Pharmacy Committee:** Dianne Kapyt, Chair

**Inquiry Committee:** Linda Bryan, Chair  
Amin Bardai, Heather Baxter, Marney McKay, Gordon Eddy, Janice Munroe, Betty Nielson

**Long-term Care Committee:** Carol Hansen, Chair

**PharmaNet Committee:** Derek Daws, Chair (until 1 June 2007), John Cheung (until 25 November 2008), Ken Foreman (until 1 June 2007), Melva Peters (until 1 June 2007), Stephen Shalansky (until 1 June 2007), Peter Rubin (until 1 June 2007)

**Resolutions Committee:** Marina Ma, Chair

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First approved: 13 Jun 98  
Revised: 29 Jan 99/ 18 Jun 99/ 29 Sep 99/ 26 Nov 99/  
16 Jun 00 / 11 Oct 00 / 22 Jun 01 / 14 Sept 01  
14 Jun 02 / 20 Sep 02 / 22 Nov 02 / 31 Jan 03  
20 Jun 03 / 19 Sep 03 / 30 Jan 04 / 26 Nov 04/14 Apr 05  
17 Jun 05 / 25 Nov 05 / 20 Jan 06

Reaffirmed: 16 Jun 00

Printed – January 20, 2006

Monitoring frequency: Meeting 4 (Annually)  
Monitoring method: Direct Inspection  
Responsibility of: Council

CG-3a

### *Tobacco-Free Pharmacies*

Events related to the Council's tobacco-free pharmacy initiative were reported.

- In November, the Registrar made a presentation to the Healthy Living Alliance of BC and was successful in gaining their collective endorsement of the tobacco-free pharmacy initiative. Formed in February 2003, the Alliance is a group of health-related organizations that have come together with a mission to improve the health of British Columbians through leadership that enhances collaborative action to promote physical activity, healthy eating and living smoke-free. They are currently lobbying the provincial government to take concrete steps to meet these goals.
- In December, the Registrar met with the Minister of Health, both to discuss broad issues affecting the profession and to begin discussions on tobacco-free pharmacies. The meeting was a positive "get-to-know-you" session. The Registrar is scheduled to continue meeting with MLAs, ministry officials and community allies in January.
- The Registrar also hopes to hear soon the status of a proposal by the Ministry of Health to send a significant package of tobacco control initiatives to the public for a consultation process, to determine which initiatives the public would like to see implemented. The package is supposed to include suggested legislative changes to establish tobacco-free pharmacies. The timing and status of the proposed consultation is currently unknown.

The Registrar's executive reports section drew the following comments/suggestions from council:

- Portions of these reports should be removed from the council agenda package and moved to the College website.
- These reports should be removed from the council agenda package and moved to the Council meeting minutes.
- The registrar should create a rolling list of outstanding action items for council's attention.

On the issue of ePrescribing (fourth bullet point, "Stakeholder Relations") a councillor expressed concern regarding the health authority (HA) in which her pharmacy is located; the HA has sent letters to area pharmacies endorsing the faxed prescriptions that bear an electronic version of a prescriber's signature. The registrar was requested to follow up on this issue with the health authority.

Council's Monitoring Report

*Planning Cycle and Agenda Control*

Council reported full compliance with this policy's requirements.

The Councillors will present a monitoring report to demonstrate compliance with the Council policy CG-6 – Planning Cycle and Agenda Control (below).

POLICY CATEGORY:

Council Governance

POLICY FOCUS:

Planning Cycle and Agenda Control

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1. The agenda is determined by Council, and the approval of the agenda is the first item of business.
2. The agenda will contain only those items that pertain to policies or the mission, vision, values and outcomes of the Council.
3. Agenda items for Council meetings must be circulated to members before the meetings, according to the established procedures.
4. If the agenda is not completed in its allotted time, Council will vote whether to continue discussing the topic or put off remaining items until the next meeting.
5. Meeting format should adhere to Robert's Rules if consensus agreement cannot be reached.

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First approved: 02 May 97

Revised: 23 Jan 98 / 20 Jun 03 / 30 Jan 04

Reaffirmed: 1 February 2002

Monitoring frequency: Meeting 2 (Annually)

Monitoring method: Direct Inspection

Responsibility of: Council

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CG-6

## Monitoring Calendar

| Policy Focus  | Monitoring Date                    | Monitoring Method                   | Responsibility of                        | Page  |
|---|------------------------------------|-------------------------------------|--|-------|
| <b>Desired Outcomes</b>   |                                    |                                     |  |       |
| Stakeholder Relations   | Each Council                       | Executive Report                    | Registrar                                | DO-1  |
| Practice Standards: General   | Each Council                       | Executive Report                    | Registrar                                | DO-2  |
| Practice Standards: Professional Development and Assessment Program | Each Council                       | Executive Report                    | Registrar                                | DO-3b |
| Appeals for Assessment Results                                      | Meeting 4                          | Executive Report                    | Registrar                                | DO-4b |
| Professionalism   | Each Council                       | Executive Report                    | Registrar                                | DO-5  |
| Professionalism   | Meetings 1, 4                      | Executive Report                    | Registrar                                | DO-5a |
| Labour Shortage   | Meeting 1                          | Executive Report                    | Registrar                                | DO-6  |
| Pharmacy Technicians  | Meeting 3                          | Executive Report                    | Registrar                                | DO-8  |
| Pharmacist Empowerment and Autonomy                                 | Each Council                       | Executive Report                    | Registrar                                | DO-9  |
| Organizational Operation  | Meeting 5                          | Executive Report                    | Registrar                                | DO-10 |
| Involving Pharmacists in Key Initiatives                            | Each Council                       | Executive Report                    | Registrar                                | DO-11 |
| <b>Executive Constraints</b>  |                                    |                                     |  |       |
| Employee Relations  | Meeting 2 & 4                      | Direct Inspection                   | Task Group                               | EC-1  |
| Financial Strategy  | Meeting 1                          | Executive Report                    | Registrar                                | EC-2  |
| Financial Health: College   | Meeting 4<br>Meeting 1, 2, 3, 4, 5 | External Audit and Executive Report | Auditor / Registrar                      | EC-3  |
| Risk Management: Assets   | When deviation occurs              | Executive Report                    | Registrar                                | EC-5  |
| Employee Salary and Perquisites                                     | Meeting 1                          | Executive Report                    | Registrar                                | EC-6  |
| Compensation: Contractors   | Meeting 1                          | Direct Inspection                   | Executive Report                         | EC-7  |
| Office Operations: Retention of Records                             | Meeting 5                          | Executive Report                    | Registrar                                | EC-9a |
| Office Operations: Provision of Member Information                  | When deviation occurs              | Executive Report                    | Registrar                                | EC-9b |
| Office Operations: Assessment Instruments                           | Meeting 4                          | Report to Council                   | Board of Examiners                       | EC-9d |
| Office Operations: Registration Fee Reduction                       | Meeting 4                          | Executive Report                    | Registrar                                | EC-9e |
| Communication Reporting: Registrar to Council                       | Meeting 3                          | Direct Inspection                   | Task Group                               | EC-10 |
| Reimbursement of Budgeted Expenses                                  | Meeting 1                          | Executive Report                    | Registrar                                | EC-11 |
| <b>Executive Constraints (continued)</b>                            |                                    |                                     |  |       |
| College of Pharmacists of British Columbia Office Operations        | When deviation occurs              | Executive Report                    | Registrar                                | EC-12 |
| Charitable Donations  | Meeting 3                          | Executive Report                    | Registrar                                | EC-13 |
| Delegation of Approval of Collaborative Agreements                  | Meeting 4                          | Consent Item                        | Registrar                                | EC-14 |
| <b>Council - Staff Relationship</b>                                 |                                    |                                     |  |       |
| Registrar's Job Description   | Meeting 3                          | Direct Inspection                   | Council                                  | CSR-1 |
| Authority Delegated to the Registrar                                | Meeting 3                          | Executive Report                    | Executive Director                       | CSR-2 |
| Executive Performance Review  | Meeting 4                          | Direct Inspection                   | President / President-elect / Task Group | CSR-3 |
| Registrar Recruitment   | As necessary                       |                                     |  | CSR-4 |
| <b>Council Governance</b>   |                                    |                                     |  |       |
| Council Job Description   | Meeting 4                          | Direct Inspection                   | Council                                  | CG-1  |

| Policy Focus   | Monitoring Date                                      | Monitoring Method                         | Responsibility of                           | Page  |
|--|--|---|---|-------|
| Governance Style   | Meeting 3  | Direct Inspection                         | Council                                     | CG-2  |
| Committees   | Meeting 4  | Annual Report                             | Registrar /<br>Committee Chair              | CG-3  |
| Council Committee Appointments                                     | Meeting 4  | Direct Inspection                         | Council                                     | CG-3a |
| External Committee Appointments                                    | Meeting 4  | Direct Inspection                         | Council                                     | CG-3b |
| Audit Committee  | Meeting 4  | Annual Committee<br>Member Review         | Committee<br>Members                        | CG-3c |
| Board of Examiners   | Meeting 4  | Annual Committee<br>Member Review         | Committee<br>Members                        | CG-3c |
| Community Practice Advisory Committee                              | Meeting 4  | Annual Committee<br>Member Review         | Committee<br>Members                        | CG-3c |
| Discipline Committee   | Meeting 4  | Annual Committee<br>Member Review         | Committee<br>Members                        | CG-3c |
| Ethics Advisory Committee  | Meeting 4  | Annual Committee<br>Member Review         | Committee<br>Members                        | CG-3c |
| Hospital Pharmacy Committee  | Meeting 4  | Annual Committee<br>Member Review         | Committee<br>Members                        | CG-3c |
| Inquiry Committee  | Meeting 4  | Annual Committee<br>Member Review         | Committee<br>Members                        | CG-3c |
| <b>Council Governance</b> (continued)                              |  |   |   |       |
| Long-term Care Committee   | Meeting 4  | Annual Committee<br>Member Review         | Committee<br>Members                        | CG-3c |
| PharmaNet Committee  | Meeting 4  | Annual Committee<br>Member Review         | Committee<br>Members                        | CG-3c |
| Resolutions Committee  | Meeting 4  | Annual Committee<br>Member Review         | Committee<br>Members                        | CG-3c |
| National Association of Pharmacy Regulatory<br>Authorities Council | Meeting 4 (2001)<br>Biannually                       | Executive Report                          | Council                                     | CG-3c |
| Code of Conduct  | Meeting 1  | Direct Inspection                         | Council                                     | CG-4  |
| Confidentiality Guidelines   | When deviation occurs                                | Executive Report                          | Registrar                                   | CG-4a |
| Conflict of Interest Guidelines                                    | When deviation occurs                                | Executive Report                          | Registrar                                   | CG-4b |
| Role of the President  | Meeting 3  | Direct Inspection and<br>Executive Report | Council /<br>President-elect /<br>Registrar | CG-5  |
| Planning Cycle and Agenda Control                                  | Meeting 2  | Direct Inspection                         | Council                                     | CG-6  |
| Relationship with the Public and Other Key<br>Stakeholders         | Meeting 1<br>Meeting 1, 2, 3, 4, 5                   | Executive Report and<br>Direct Inspection | Registrar /<br>Council and<br>Registrar     | CG-7  |
| Council Meeting Observer Policies                                  | Meeting 1  | Executive Report                          | Registrar                                   | CG-7b |
| District Meetings  | Meeting 1  | Executive Report                          | Registrar                                   | CG-7c |
| <b>Professional Practice Policies</b>                              |  |   |   |       |
| Sale of Tobacco Products by Pharmacies                             | Meeting 1, 2, 3, 4, 5                                |   |   | PPP-1 |
| Pharmacy references  | Meeting 1 (2001)<br>Every four years for<br>currency |   |   | PPP-3 |

## NONPOLICY DECISIONS

### Antiretrovirals (ARVs) and PharmaNet Presentation

Linda Lytle and representatives of the Ministry of Health, BC Centre for Excellence in HIV/AIDS, British Columbia Persons With AIDS Society, and St. Paul's Hospital pharmacy presented "Adding Antiretrovirals to PharmaNet."

The presentation provided:

- An overview of the social and privacy concerns which led to PharmaCare providing an exemption policy for HIV/AIDS drugs in 1995, which exempted these medications from being entered in PharmaNet.
- The inconsistencies arising from this decision: the exemption was provided to the BC Centre for Excellence in HIV/AIDS, but it is administered by St. Paul's Hospital pharmacy.
- The challenge this exemption presents to pharmacists providing care.
- A proposal to provide an "opt-in/opt-out" approach, whereby HIV/AIDS patients would be able to say whether or not they want to have their HIV/AIDS meds entered into PharmaNet.

*It was moved, seconded and carried.*

Council approved a motion to support the "opt-in/opt-out" concept.

## CONSENT ITEMS

### ECP SCHEDULING

Media reports this winter on a CMAJ article critical of the information pharmacists in some parts of Canada collect when providing PlanB® emergency contraception caused a ripple effect in B.C.

A woman in this province incorrectly assumed that B.C. pharmacists were using the same CPhA-supplied form as other Canadian pharmacists, and informed the College that she was filing a complaint with the province's Office of the Information and Privacy Commissioner for BC (OIPC).

Registrar Marshall Moleschi and Deputy Registrar Brenda Osmond had a conference call with OIPC staff to discuss the questions on the informed consent sheet pharmacists use in B.C. when counseling women on whether or not they need ECP, and OIPC concerns regarding patient privacy. An additional meeting that continued discussion of these issues was held on January 12th, 2006.

At the January 20 Council meeting, an agenda item called for Council to review the Schedule IV status of PlanB® in B.C. In particular, council considered two issues:

- Should levonorgestrel for emergency contraception (Plan B®) continue to be a Schedule IV (prescription by physician or pharmacist) product in B.C., or should it be brought in line with recommendations of the National Drug Scheduling Advisory Committee, and changed to Schedule II.
- If levonorgestrel for emergency contraception (Plan B®) remains a Schedule IV product in B.C., should revisions be made to Informed Consent form, or to the counseling process to reduce concerns about privacy and confidentiality.
- Following discussion of the history of ECP and NDSAC's recommendation

*It was moved, seconded and carried.*

Council approved the motion that PlanB® be moved from Schedule IV of the Drug Scheduling Act to Schedule II.

## **NDSAC recommendations on Ephedrine and Pseudoephedrine**

In December 2006, the National Drug Scheduling Advisory Committee (NDSAC) recommended that single entity pseudoephedrine/ephedrine products be Schedule 2, and combination product be Schedule 3. This change is a result of increased awareness of the possible, although at this time unlikely, role common cough and cold medications containing pseudoephedrine/ephedrine can play in the manufacture of crystal methamphetamine.

The College is working closely with government, enforcement, and pharmacy stakeholders to monitor the sale of pseudoephedrine/ephedrine products in this province. It is also a proponent of the Methwatch community awareness program that many pharmacies take part in.

Council discussed whether or not the NDSAC recommendations regarding Ephedrine and Pseudoephedrine product accessibility should be recommended for adoption in British Columbia. Since there is a strategy in place to quickly react to a detected problem Council chose not to take further action on this item.

## **COUNCIL DEVELOPMENT**

### **Strategic Planning Framework**

Council has established a strategic planning process to create, and meet, a series of goals designed to enhance the strength of the profession in B.C. and provide new opportunities for pharmacists in delivery of patient care.

- Strategic planning steering committee members are:
  - John Hope
  - Marina Ma
  - Mike MacDougall
  - Brenda Osmond
  - Marshall Moleschi

The strategic planning goals are:

1. Encourage an enhanced and expanded role for pharmacists.
2. Optimize the use of pharmacy human resources.
3. Anticipate the impact of technology on the college's regulatory role.
4. Promote the value of pharmacists and the services they provide to the public, government, health-care professionals, and registrants.
5. Promote a culture where staff are rewarded for participation, collaboration, innovation, risk-taking and performance.

An initial planned meeting of the steering committee was held on January 16, and a number of tasks, including the creation of a series of questions to use in a pharmacy-stakeholders interview process, were established. College staff will also be surveyed for input on the strategic planning process.

The replies from the above surveys will be compiled to provide assistance when a strategic planning workshop takes place on April 20 and 21, prior to Council's next meeting.

### **Council Commentary Discussion (Afternoon)**

The registrar presented a summary to council as background for a revision of *Council Commentary*, a document produced for College registrants:

- *Council Commentary* is a staff-produced summary sheet sent under the name of council members to registrants in each district to provide updates on council meetings and the AGM.
- While the idea of a councillor communicating with his or her district's registrants is a good one, the *Council Commentary* format needs to be re-examined in terms of how it supports council's overall goals.
- Generally, all registrants receive the same message – councillors can personalize *Council Commentary* by making edits, but rarely do. In a nutshell, attribution is assigned to all, but belongs to none.
- Distribution of need-to-know information contained within *Council Commentary* can be inadvertently hampered by the process of councillors' reviewing a draft copy to see if they want to add additional information. Furthermore, the current hardcopy format draws on staff and financial resources for copying, envelope stuffing, and in-house mailing.

#### *Short-term recommendations*

- It would be more accurate to call this document *Council Highlights* and to send the same copy to all CPBC registrants. Doing so underscores council's efforts to operate in a unified manner, similar to Eli Mina's suggestion that council speaks as one voice following a process that allows all councillors to be heard.

#### *Long-term recommendations*

- Establish email as the main distribution method for this item to use an efficient and flexible communications system that underscores the college's commitment to delivering information in a timely and cost-effective way.

### **Meeting Assessment**

Councillors completed the Council Meeting Assessment form. President Hope will compile the data and report the results at the April meeting.

### **ADJOURNMENT**

The meeting was adjourned at 4:00 p.m.