



**Present:**

Randy Konrad, Chair & District 1 Board Member  
John Hope, Vice-Chair & District 6 Board Member  
Bev Harris, District 2 Board Member  
Allan Greene, District 3 Board Member  
Doug Kipp, District 4 Board Member  
Chris Hunter, District 5 Board Member  
Bruce Beley, District 7 Board Member  
Margaret Cleaveley, Board Member  
Penny Denton, Board Member  
Michael MacDougall, Board Member  
John Scholtens, Board Member (arrived at 8:45 am)

**Staff (at various times):**

Marshall Moleschi, Registrar  
Suzanne Solven, Deputy Registrar  
Lori DeCou, Communications Director  
April Lightbown, Executive Assistant – Registrars

---

**Vision:** As the medication experts, pharmacists are professionals who apply their full knowledge, skills and abilities to their clinical practice and continue to evolve their scope of practice to provide better healthcare outcomes.

**Mission:** *To ensure British Columbia pharmacists 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**

Outgoing Vice-Chair Harris called the meeting to order at 8:05 am. It was noted that Board Member John Scholtens was not in attendance (arrived at 8:45 am), the Board agreed unanimously to proceed as scheduled.

**1.1 Oath of Office**

As this was the first regularly scheduled meeting of the College Board following the October 23, 2009 elections all newly elected Board members, as per *HPA s17.11*, took their Oath of Office before the Registrar of the College.

- Randy Konrad, District 1 Board Member
- Bev Harris, District 2 Board Member
- Allan Greene, District 3 Board Member
- Doug Kipp, District 4 Board Member
- Chris Hunter, District 5 Board Member
- John Hope, District 6 Board Member
- Bruce Beley, District 7 Board Member

**1.2 Election of Board Chair & Vice Chair**

**It was moved, seconded and carried that:**

The elections would proceed without John Scholtens.

**It was moved, seconded and carried that:**

Suzanne Solven and Lori DeCou be appointed as scrutineers for the election.

**(a) Nominations for Chair**

**It was moved, seconded and carried that:**

Randy Konrad's nomination by Margaret Cleaveley be accepted for the position of Chair.

**It was moved, seconded and carried that:**

Doug Kipp's nomination by Bev Harris be accepted for the position of Chair.

10 votes were cast

Randy received: 7

Doug received: 3

Randy Konrad was declared the new Board Chair for a one-year term to conclude at the beginning of the November 2010 Board meeting.



**It was moved, seconded and carried that:**  
The ballots for Chair be destroyed.

**(b) Nominations for Vice-Chair**

**It was moved, seconded and carried that:**  
John Hope's nomination by Penny Denton be accepted for the position of Vice-Chair.

**It was moved, seconded and carried that:**  
Allan Greene's nomination by Bev Harris be accepted for the position of Vice-Chair.

10 votes were cast

John received 6  
Allan received 4

John Hope was declared the new Board Vice-Chair for a one-year term to conclude at the beginning of the November 2010 Board meeting.

**It was moved, seconded and carried that:**  
The ballots for Vice-Chair be destroyed.

<b>2. AGENDA</b>
------------------

**2.1 Consideration of Additions to the Agenda**

Randy Konrad was congratulated on his new position and was asked to take his seat as the new Board Chair.

Chair Konrad stated that he was very pleased to be working with the College and the Board again. He noted that although pharmacy has been in a sea of change over the past several years these were exciting times and he looked forward to helping guide the Board to work efficiently and professionally in tandem with the College.

Chair Konrad briefly reviewed the Agenda Screening Process with the Board before calling for any additional agenda items.

- The issue of proxy voting at the AGM was raised and it was noted that this will be brought forward to a future meeting.
- **It was moved and seconded that:**  
An In-camera session be added following confirmation of the agenda.  
**Motion defeated.**



## **2.2 Confirmation of Agenda**

**It was moved, seconded and carried that:**

The Agenda was accepted with the addition of the following items:

2.3(b) Legal Services Invoices.

2.3(c) A Letter of commendation be written to the Deputy Registrar on behalf of the Board for her guidance through difficult times during the Registrar's absence.

## **2.3 Registrar Evaluation – Selection Committee**

**(a) Report on Action item from the September 24<sup>th</sup>, 2009 Board Meeting**

***Report on Action item from the September 24<sup>th</sup>, 2009 Board Meeting:***

The following motion was a result of the Board's in-camera session.

***It was moved, seconded and carried that:***

As part of the Board's obligations the Board wishes to advise the registrar that the Board will be conducting a formal evaluation of his job performance before the end of 2009 since the last one was conducted in 2007.

- The Chair requested volunteers from the Board to sit on the Evaluation Committee for the evaluation of the registrar.

**DISCUSSION POINTS:**

- Board member Mike MacDougall advised that the evaluation would be completed by the end of 2009. He explained the steps of the evaluation for the Board members who were unfamiliar with the process, as he had been involved in the last evaluation proceedings.
- It was discussed that equal representation from the elected Board and government appointees should sit on the evaluation committee.
- Mike MacDougall was the sole Board member to volunteer.
- Given that more representation was required for the evaluation committee the following motion was put forward.

***It was moved, seconded and carried that:***

The Board defers the appointment of the Registrar evaluation committee to evaluate the registrar until the next Board meeting.

**It was moved and seconded that:**

The Registrar Evaluation Selection Committee be deferred to the January 2010 meeting.



**Motion defeated.**

**DISCUSSION POINTS:**

- A Board member pointed out that this action item was brought forward from the previous Board meeting and it is the Board's obligation to deal with it as directed.
- It was also pointed out that the Board has an obligation to do a proper evaluation of the Registrar and it has been 2 years since the last formal evaluation.
- It was suggested that the same evaluation document that was previously used in 2007 be used again. It includes a 360 degree evaluation of the Registrar by select Board members, College staff and other key external stakeholders.
- Chair Konrad recommended that Michael MacDougall, John Hope and himself comprise the evaluation committee and bring their report back to the Board at the next available meeting.

**It was moved seconded and carried that:**

The Board accepts Randy Konrad's recommendation that Michael MacDougall, John Hope and himself conduct the Registrar's performance evaluation and report back to the Board.

**(b) Legal Services Invoices**

The Board was presented an invoice submitted to the College from McQuarrie, Hunter LLP.

**DISCUSSION POINTS:**

- A number of Board members commented that the invoice, as submitted, lacked sufficient detail.
- The Deputy Registrar noted that for audit purposes and accounting records the College would require a detailed invoice.
- Board member Bev Harris advised that she had the required detail regarding this invoice and would forward it to the Chair within the next few days.

**It was moved, seconded and carried that:**

The Board accepts the MacQuarrie, Hunter LLP invoice as information and that all future support information regarding this be submitted to the Chair for review and to the Chair's satisfaction the invoice would be paid on behalf of the Board.

**(c) Letter of Commendation to Deputy Registrar**

It was proposed that the Board prepare a Letter of Commendation to the Deputy Registrar in recognition of her guidance through difficult times during the Registrar's absence.

**It was moved, seconded and carried that:**



The Board writes a letter of commendation to Suzanne Solven for her excellent work in the Registrar's absence.

### **3. APPROVAL OF MINUTES**

**It was moved, seconded and carried that:**

The Board approves the September 24, 2009 Board Meeting Minutes as presented.  
The Board approves the September 25, 2009 Board Meeting Minutes as presented.  
The Board approves the October 16, 2009 Extraordinary Board Meeting Minutes as presented.

### **4. OTHER (GENERAL ORIENTATION)**

#### **4.1 Roles & Responsibilities in Professional Boards**

- A generic video on the topic was viewed by the Board.

#### **4.2 Overview of Legislation**

- The Deputy Registrar walked Board members through a binder which included all the current legislation which governs pharmacy practice.

#### **4.3 Overview of Strategic Plan / Board Briefing Package**

- The Deputy Registrar gave the Board an overview of the Strategic Plan (2008 – 2013) developed by the Board and walked them through the Board briefing package which is directly linked to the goals and objectives outlined in the strategic plan.

#### **4.4 Board Housekeeping Information**

- The Board was provided general housekeeping information related to their work as Board members.

#### **4.5 Key Initiative Update**

- The Registrar presented a PowerPoint presentation to the Board which highlighted the current key initiatives of the College.

**ACTION: The PowerPoint presentation will be forwarded to the Board**

### **5. STRATEGIC AND 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 health care 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) The Registrar provided an update on the action plan in the Board's briefing package**

- No Report

**NO DISCUSSION**

**(b) Report on Action item from the September 24<sup>th</sup>, 2009 Board Meeting**

***Report on Action item from the September 24<sup>th</sup>, 2009 Board Meeting:***

- The Pharmacy Technician Task Group discussed the issue of technician representation on the Board and supported the immediate addition of a technician to the Board as an observer and the inclusion in the bylaws for at least one elected technician to the Board for the fall 2010 elections.
- The Task Group discussed the benefits of continuing to follow the national process and supported the recommendation to purchase the Bridging Programs rather than recreate them.

**It was moved, seconded that:**

The Board accepts the recommendations of the Pharmacy Technician Task group regarding the Bridging Program.

The vote was a tie; the Chair abstained from voting and instructed Chris Hunter to take the proposal to the new Board to decide on.

*Motion deferred*

**DISCUSSION POINTS:**

- Chris Hunter gave background information of the Pharmacy Technician Task Group and meetings for the new Board members.

**It was moved, seconded and carried that:**

The Board welcomes a pharmacy technician, approved by the Pharmacy Technician Task Group, as an observer on the Board with full participation but with no voting authority commencing January 2010.

**It was moved, seconded and carried that:**

The Board accepts the recommendations of the Pharmacy Technician Task Group, in principle, to use the bridging program developed by CON\*NECT (approximately \$300,000 over five (5) years).



**Goal 1**

*The enhanced and expanded care and services that pharmacists and regulated pharmacy technicians deliver are safe and effective and aligned with the health care 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**

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

- Revised HPA Bylaws to support new Regulation authorizing pharmacists to administer injections.
- Assisted in the development and approved the required accredited training program.
- Worked with the inter-professional, Injection Drug Administration Committee (IDAC), to recommend the Standards, Limits and Conditions.
- Developed the College application and authorization process.
- Received and processed qualified pharmacists' applications and granted authorization to administer injections (over 100 authorized pharmacists as of October 31, 2009).
- Staff have already completed the last three items on the Road Map in advance of the timeline with the government approval of implementation of advanced scope for pharmacists for adaptation and immunization.
- Review of the new Strategic Plan will identify whether further expanded scope should be pursued.

**NO DISCUSSION**

**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 Stream 1: Quality Assurance – PDAP**

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



- As a result of more time required by the Program Evaluation Task Group (PETG) to complete its evaluation and report its findings to the Quality Assurance Committee (QAC) the presentation to the Board by the QAC, which will include their recommendations for PDAP's structure and timelines, has been moved from the first Board meeting (January 29<sup>th</sup>) to the second Board meeting (April 9<sup>th</sup>) in 2010.
- The CE-Plus Pilot Review Workshop was held on September 30<sup>th</sup>, 2009. A Final Recommendation Report has been developed and will be presented to the PETG and QAC.
- The timeline adjustments do not impact the September 2010 new program roll-out.

**NO DISCUSSION**

**5.4 Stream 2: Quality Assurance – Professional Conduct Review**

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

- No report

**NO DISCUSSION**

**5.5 Steam 3: Quality Assurance – Quality Outcome Specialists**

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

- Given other priority items this item has been delayed and a report will be provided at the January 2010 Board meeting.

**NO DISCUSSION**

**5.6 Stream 4: Quality Assurance – Registration**

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

- As per the Roadmap, the Registrar presented the Board with a report outlining improvements implemented to the registration and licensing processes.

**NO DISCUSSION**

**(b) Mandatory On-Line Registration Renewals by April 2010**



- The Registrar provided the Board with some background and highlights regarding online registration renewal:
  - Approximately 60% of pharmacists currently utilize eServices to renew their annual registration online
  - The online process is automated, updated in real time and available 24/7
  - Online registration renewals would reduce resource and increase efficiency for the College and offer convenience for registrants

**It was moved, seconded and carried that:**

The Board approves recommendation for April 2010 Mandatory online renewal registration.

**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**

*Ensure that the College makes an effective transition from the Pharmacists, Pharmacy Operations and Drug Scheduling Act (PPODSA) to the Health Professions Act (HPA) and the Pharmacy Operations and Drug Scheduling Act (PODSA.)*

**5.7 Transition to New Legislation**

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

- As a result of the two extraordinary Board meetings held in October to approve the necessary HPA bylaw revisions and accept the recommended Standards, Limits and Conditions for the Administration of Injections, the College was able to grant pharmacists authorization as of October 16, 2009.

**NO DISCUSSION**

**(b) Report on Action item from the September 24th, 2009 Board Meeting**

***Report on Action item from the September 24<sup>th</sup>, 2009 Board Meeting:***

**Bylaw Definitions of "In Good Standing"**

***It was moved, seconded and carried that:***

The College review the Board's current bylaw pertaining to the status of "in good standing" when a complaint has been filed against a full pharmacist and bring their findings and recommendations to the next Board meeting.



**DISCUSSION POINTS:**

- The Deputy Registrar presented the Board with a revised definition of “in good standing” which was consistent with other health regulatory colleges, including: dental surgeons, optometrists, chiropractors, physicians and surgeons and registered nurses.
- Proposed Bylaw Revision:
  - *“in good standing” means, in respect of registrant,*
    - (a) *the registration of the registrant is not suspended under the Act, and*
    - (b) *no limits or conditions are imposed on the registrant’s practice of pharmacy under section 20(2.1) or 20(3), 32.2, 32.3, 33, 35, 36, 37.1, 38, 39 or 39.1 of the Act.*

**It was moved, seconded and carried that:**

The Board approves the revised Bylaw definitions of “**In Good Standing**” for public comment, as presented with the change to 20(3).

**(c) Bylaw Revisions**

- The Deputy Registrar walked the Board through the proposed revised bylaws explaining that the revisions pertained mainly to the inclusion of the regulation of pharmacy technicians.
- It was also explained that following the Board’s approval of these revised bylaws, they would be posted for public comment and then brought back to the Board at a subsequent meeting for their final approval before official submission to government for their acceptance.

**DISCUSSION POINTS:**

- There was some discussion regarding the scope of practice for Pharmacy Technicians which includes: *receiving verbal prescriptions from practitioners, (HPA bylaws, Schedule F, Part 1 Section 4(a)).*
- The Board was reminded that as per their recommendations at the June 2009 Board meeting “further guidelines will be established regarding the receipt of verbal orders by regulated pharmacy technicians”.

**It was moved, seconded and carried that:**

The Board approves the draft bylaws in principle for public comment as presented with changes as noted.

**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 5**



*Develop a plan to remove non-medicinal nicotine products and complete a review of pharmacy loyalty programs.*

**5.8 Non-medicinal Nicotine Products**

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

- No Report

**NO DISCUSSION**

**(b) Further Actions Approved by Board - Update: "*The Board supports continued work by College Staff on the removal of non-medicinal nicotine products from pharmacies*"**

- Due to the Registrar's medical leave the meetings scheduled for October 21 & 22 with Health Minister Kevin Falcon (Health Services), Deputy Minister John Dyble, (Health Services) and Minister Ida Chong (Healthy Living and Sport) had to be cancelled. The College is currently working to reschedule.
- The College is still awaiting confirmation of a date to deliver a joint presentation to caucus.
- Government has informed the College that they are currently focused on dealing with the demands of H1N1 and all other business is being reprioritized.

**NO DISCUSSION**

**(c) Report on Action item from the September 24th, 2009 Board Meeting**

***Report on Action item from the September 24<sup>th</sup>, 2009 Board Meeting:***

**RATIONALE FOR LOBBYIST**

- The issue of the current lobbyist was brought forward
- The Registrar clarified that there are Strategic Objectives outside of the College's legislative authority (i.e.: tobacco) and government lobbying is used to help move these objectives forward.

**It was moved, seconded and carried that:**

The Board asks that the College evaluate the benefits and costs of retaining the current lobbyist and provide its findings and recommendations at the next Board meeting.

**DISCUSSION POINTS:**



- The Registrar walked the Board through the briefing materials provided which included some background information, rationale and a number of options for the Board's consideration.



**It was moved, seconded and carried that:**

The Board moved to table the motion and invite the lobbyist to attend and present at the January 2010 Board meeting.

**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 and evaluate pharmacy technologies and practice processes (i.e. guidelines, standards of practice).*

**5.9 Technology**

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

- No Report

**NO DISCUSSION**

**Goal 3**

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

**Objective 1**

*Develop a comprehensive, cost-effective communication strategy by fall 2008*

**5.10 Communication Strategy**

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

- No Report

**NO DISCUSSION**

**(b) Report on Action item from the September 24th, 2009 Board Meeting**

***Report on Action item from the September 24<sup>th</sup>, 2009 Board Meeting:***

**It was moved, seconded and carried that:**

The College come back to the Board at the November 20, 2009 meeting with recommendations as to how to proceed with the approximately \$50k remaining budget.



**DISCUSSION POINTS:**

- The Communications Director presented the Board with the following recommendations with rationale:
  - Given the College’s Strategic Objective #3 – *“The public, government, health care professionals, and registrants understand the role and value of the pharmacists”*, some form of a public awareness campaign is the most effective way of reaching the “public”.
  - \$50k is not sufficient for an effective province-wide media campaign so it would be much more efficient to leverage these dollars through partnership.
  - In addition to leveraging the existing budget and to effectively achieve the objective of the “public understanding the role and value of the pharmacists”, there must be a continuation of the public awareness campaign into the next fiscal.
    - Ontario College of Pharmacists (OCP) is currently in the 3<sup>rd</sup> year of a public awareness campaign and Alberta College of Pharmacists (ACP) in their 2<sup>nd</sup> year.
  - A minimum of \$100k next fiscal is required and would also need to be leveraged through partnership.
  - The ACP public awareness campaign has similar objectives and messaging and has been achieving some measurable positive results.
  - Preliminary conversations with the ACP and their media buyer indicate both a willingness to partner with us and opportunities to leverage our dollars through a joint media buy to include print, online and radio.
  - In addition to effectively leveraging our dollars, a partnership such as this with the ACP builds on our current Memorandum Agreement.

**Recommendation:**

Allocate the remaining \$50k budget from this fiscal and \$100k for fiscal 2010-2011 towards a joint media public awareness campaign with the ACP.

**It was moved, seconded and carried that:**

Board accepts the recommendation to allocate the remaining \$50K from this fiscal and \$100K for fiscal 2010-2011 towards a joint media public awareness campaign with the Alberta College of Pharmacists.

<b>6. BOARD GOVERNANCE &amp; DEVELOPMENT</b>
--

**6.1 Financial Health**

**(a) Budget Fiscal 2010-2011**

- The Registrar presented the Board with a proposed fiscal 2010-2011 balanced budget.



**DISCUSSION POINTS:**

- Given the proximity of the end of the current fiscal year (February 28, 2010), a number of Board members expressed a desire for the proposed 2010-2011 fiscal budget to include the current and projected actuals for 2009-2010.

**It was moved, seconded and carried that:**

The Board defers the approval of the 2010-2011 Budget discussion until January 2010.

**(b) Report on Action item from the September 24th, 2009 Board Meeting**

***Report on Action item from the September 24<sup>th</sup>, 2009 Board Meeting:***

The Board requested that the per diem for Board members be brought forward to the next meeting

**DISCUSSION POINTS:**

- The Registrar presented the Board with a Comparison Summary of per diems from other Colleges of Pharmacists.

**It was moved, seconded and carried that:**

The Board accepts the Per Diem Comparison Summary Report as information.

**6.2 AGM Update**

- The Registrar reminded the Board that the 118th Annual General Meeting of the College of Pharmacists will take place on Saturday November 21, 2009 at 4:15pm.

**NO DISCUSSION**

**6.3 Board Election - Update**

- The Registrar reported that the Board elections were successfully completed on October 23, 2009.
- Odd numbered districts have been elected to a 2-year term and even numbered districts to a 1-year term.
- All government appointees' terms will expire on October 1, 2010.

**NO DISCUSSION**



**6.4 Joint Venture Update**

- Building envelope upgrade project is on time and on budget and is scheduled to be complete by the end of January 2010.

**NO DISCUSSION**

**6.5 UBC Expansion – Acknowledgement Letters**

- The Registrar confirmed that, as per the Board's request at the September 24<sup>th</sup>, 2009 Board meeting, letters of acknowledgement for their contribution towards the UBC expansion had been sent to Dean Sindelar and Premier Gordon Campbell.

**NO DISCUSSION**

**6.6 Future Board Meeting Dates**

**It was moved, seconded and carried that:**

The Board approves the proposed Board meeting dates for 2010.

- January 29, 2010
- April 9, 2010
- June 18, 2010
- September 24, 2010
- November 19, 2010
- November 20, 2010 (AGM)

**6.7 Strategic Plan Update**

- At the September 25, 2009 Board Meeting, Consultant Vince Battistelli led the Board through a review of the College's Strategic Plan.
- Vince incorporated the Board's revisions into an updated draft version of the Strategic Plan.

**It was moved, seconded and carried that:**

The Board receives the draft Strategic Plan as information only and the Board conducts another strategic planning session with new Board members in a two-day meeting around the January 29, 2010 meeting.



**7. OTHER POLICY & REVIEW**

**7.1 Proposed Professional Practice Policy 63 – *NAPRA Guidelines to Pharmacy Compounding***

**It was moved, seconded and carried that:**

The Board defers the approval of the adoption of the *NAPRA Guidelines to Pharmacy Compounding* as Professional Practice Policy 63 to the January 29, 2010 meeting.

**7.2 Proposed Professional Practice Policy 64 – *Hospital Pharmacist Role with Respect to Drug Distribution Systems, Drug Administration Devices, Products and Services***

- Professional Practice Policy was proposed by the College's Hospital Pharmacy Advisory Committee at their meeting in March 11, 2009.

**It was moved, seconded and carried that:**

The Board approves the *Hospital Pharmacist Role with Respect to Drug Distribution Systems, Drug Administration Devices, Products and Services* as Professional Practice Policy 63 (APPENDIX A). (Note: was renumbered from PPP-64 to PPP-63 given the deferral of the initial PPP-63).

**8. BOARD HIGHLIGHTS**

**It was moved, seconded and carried that:**

The Board approves the Board Highlights of the November 20, 2009 Board Meeting as presented.

**9. ADJOURNMENT**

The regular Board Meeting adjourned at 4:10.

**10. IN-CAMERA SESSION**

An in-camera session followed from 4:15 – 4:55pm.



**APPENDIX A**

**POLICY CATEGORY:** **PROFESSIONAL PRACTICE POLICY-63**  
**POLICY FOCUS:** **Hospital Pharmacist Role with Respect to Drug Distribution Systems, Drug Administration Devices, Products and Services**

---

**POLICY STATEMENT(S):**

A hospital pharmacy manager must have in place:

1. Organization-specific policies and procedures to ensure patient safety and effectiveness of drug delivery systems, drug administration devices, products and services.
2. Organization-specific policies, procedures, training and certification as appropriate, to ensure safety and effectiveness of persons assuming responsibilities for the provision of drug delivery systems, drug administration devices, products and services.
3. A system to monitor and evaluate the safety and effectiveness of drug delivery systems, drug administration devices, products, personnel and services. Quality assurance checks should be conducted and documented.
4. A system to investigate unsafe practices in accordance with professional requirements. Practices resulting in actual or potential risks are to be stopped immediately.

**BACKGROUND:**

The intent of this policy is to provide direction for hospital pharmacy managers to minimize practice errors, omissions and unsafe practices in hospital pharmacy as it relates to drug delivery systems, drug administration devices, products and services.

Pharmacists bear a substantial responsibility for ensuring optimal clinical outcomes from drug therapy and should participate in organizational and clinical decisions with regard to drug distribution systems, drug administration systems, products and services.

---

First approved:

20 Nov 2009

**PPP-63**

Revised:

Reaffirmed:

---