



Members Present:

Doug Kipp, Chair, District 4
Beverley Harris, Vice-Chair, District 2
Agnes Fridl Poljak, District 1
Blair Tymchuk, District 3
Bob Craigie, District 5
Anar Dossa, District 6
Aleisha Thornhill, District 7
Bal Dhillon, District 8
Kris Gustavson, Government Appointee
Ryan Hoag, Government Appointee
Jeremy Walden, Government Appointee
George Walton, Government Appointee

Staff:

Bob Nakagawa, Registrar
Suzanne Solven, Deputy Registrar and Director – Legislation, Discipline and Investigations
Cameron Egli, Director – Hospital Pharmacy Practice and Technology
Ashifa Keshavji, Director – Practice Reviews and Competency
Doreen Leong, Director – Community Pharmacy Practice and Registration
Mykle Ludvigsen, Director – Public Accountability and Engagement
Mike Stonefield, Chief Operating Officer – Office Operations and Business
Lori Tanaka, Executive Assistant to the Deputy Registrar
Doris Wong, Acting Executive Assistant to the Registrar

1. WELCOME & CALL TO ORDER

Chair Kipp called the meeting to order at 9:03 am.

2. CONFIRMATION OF AGENDA

It was MOVED (B. Craigie), SECONDED (A. Dossa) and CARRIED that:

The Board approves the Agenda for the June 20, 2014 Board Meeting as circulated.

3. MINUTES

a) Approval of April 25, 2014 Board Meeting Minutes.

It was MOVED (K. Gustavson), SECONDED (A. Fridl Poljak) and CARRIED that:

The Board approves the April 25, 2014 Board Meeting Minutes as circulated.

b) Approval of May 8, 2014 Board Teleconference Meeting Minutes.

It was MOVED (B. Harris), SECONDED (A. Thornhill) and CARRIED that:

The Board approves the May 8, 2014 Board Teleconference Meeting Minutes as circulated.



4. CHAIR'S REPORT

Chair Kipp provided a report of College activities he has been involved in since the last Board meeting:

- Bi weekly teleconferences with the Vice-Chair and Registrar
- Approved the Chair's report for the Annual Report
- Approved articles for publishing in ReadLinks

5. REGISTRAR'S REPORT

Activity Report

Registrar Nakagawa provided a report of activities he has been involved in that are of particular interest to the Board:

- Presented at the eHealth Innovations in Technologies conference on PharmaNet
- Attended the official launch of the Pharmacist's Clinic at UBC
- Participated in media training at the College offices
- Prepared and approved Registrar's messages for ReadLinks and the Annual Report
- Attended meetings on Rare Diseases and their therapies as part of a CIHR team grant
- Chaired the Practice Review Program meetings
- Several meetings and conversations with our lawyers and counterparts in AB about the incentives bylaw and the Supreme Court challenge
- Attended meetings of the NABP, BCPhA and CPhA
- Brought greetings from the Board to the annual graduates reception at UBC
- Concluded negotiations on an e-therapeutics bundle with CPhA

Presentation

Registrar Nakagawa gave a two part presentation (**Appendix 1**) which included:

- A preview of the 2013/14 Annual Report
- A progress report of the College's 2014/15 Strategic Goals

International Society for Quality in Health Care (ISQua)

Member Gustavson, Registrar Nakagawa, and Chair Kipp submitted an abstract for the International Society for Quality in Health Care (ISQua) meeting in Rio de Janeiro in October 2014. The submission was entitled:

Pharmacy - Prohibiting The Provision Of Incentives For Prescription Drug Sales That Put Rewards Ahead Of Health Interests.

Member Gustavson and Registrar Nakagawa will represent the College at this meeting. Expenses will be covered within the approved budget and travel guidelines.

6. PRESENTATION

Joe Gallagher who is of Sliammon First Nation ancestry and serves as the Chief Executive Officer for the First Nations Health Authority gave a presentation (**Appendix 2**) to the Board entitled:

Taking Back Responsibility: The Health & Wellness Journey of BC First Nations



7. PRESENTATION

Chair Kipp introduced Barb Walman, Assistant Deputy Minister (ADM) of the Medical Beneficiary and Pharmaceutical Services Division of the BC Ministry of Health. She presented on the strategic and operational priorities for the delivery of health services across the province released by the Ministry of Health in February 2014.

8. PRACTICE REVIEW COMMITTEE UPDATE

As Chair of the Practice Review Committee, Member Craigie gave a presentation on the Practice Review Program (**Appendix 3**) which included the following recommendation:

It was MOVED (B. Harris), SECONDED (A. Fridl Poljak) and CARRIED that:

The Board approves the policies/processes recommended by the Practice Review Committee (PRC) as circulated.

9. IN CAMERA SESSION

- a) As per HPA Bylaws section 13(7)(f):

'instructions will be given or opinions received from legal counsel for the college, the board, or a committee'

- b) As per HPA Bylaws section 13(7)(c):

'personnel matters or property acquisitions will be discussed'

10. AMENDMENT OF THE AGENDA

It was proposed that the original Agenda for the June 20, 2014 Board meeting be amended by removing item 10(b)(ii) Tobacco.

It was MOVED (J. Walden), SECONDED (A. Thornhill) and CARRIED that:

The Board removes item 10(b)(ii) from the Agenda.

11. AUDIT AND FINANCE COMMITTEE

Chief Operating Officer Mike Stonefield gave a presentation (**Appendix 4**) on behalf of the Audit and Finance Committee which included the following recommendations:

- **Approval of the 2013/2014 Audited Statements**

It was MOVED (B. Craigie), SECONDED (K. Gustavson) and CARRIED that:

The Board approves the audited financials for fiscal year 2013/14 as presented.

- **Appointment of Grant Thornton as the College auditors for fiscal year 2014/15 audit.**

It was MOVED (A. Dossa), SECONDED (R. Hoag) and CARRIED that:

The Board approves the appointment of Grant Thornton for the 2014/15 audit.

- **Changes to the fee schedule**

This item was deferred to a future Board meeting.



- **Changes to the Audit and Finance Committee Terms of Reference**

It was MOVED (K. Gustavson), SECONDED (B. Harris) and CARRIED that:

The Board approves the proposed changes to the Audit and Finance Committee Terms of Reference.

- **Changes to the Operations and Finance sections of the Board Policy Document**

It was MOVED (B. Craigie), SECONDED (G. Walton) and CARRIED that:

The Board approves the proposed changes to the Operations and Finance sections of the Board Policy Document.

12. LEGISLATION REVIEW COMMITTEE UPDATE

As Chair of the Legislation Review Committee, Member Dossa presented the following bylaw changes for approval by the Board:

- **PPP-73 Validate Identification and College Registration Status for New Pharmacy Hires (Appendix 5)**

It was MOVED (B. Craigie), SECONDED (J. Walden) and CARRIED that:

The Board approves the proposed new Professional Practice Policy-73 Validate Identification and College Registration Status for New Pharmacy Hires as presented and strongly recommends the application of this policy to existing pharmacist and pharmacy technician staff.

- **Quality Assurance and Practice Review**

It was MOVED (J. Walden), SECONDED (R. Hoag) and CARRIED that:

The Board approves the proposed draft HPA Bylaws for public posting as presented.

Practice Review Committee

- | | | |
|------|-----|---|
| 15.1 | (1) | The practice review committee is established consisting of at least 6 persons appointed by the board. |
| | (2) | At least 1/3 of the practice review committee must consist of public representatives, at least one of whom must be an appointed board member. |
| | (3) | The practice review committee is responsible for monitoring standards of practice to enhance the quality of practice and reduce incompetent, impaired or unethical practice amongst registrants. |
| | (4) | The practice review committee may receive reports made to the registrar, inquiry committee or discipline committee in respect of <ul style="list-style-type: none"> (a) matters specified in section 17(1) of the <i>Pharmacy Operations and Drug Scheduling Act</i>, including without limitation reports under section 18 of that Act, and |



<p>Committee Panels</p> <p>20. (1) (5)</p>	<p>(b) matters specified in section 28(1) of the <i>Health Professions Act</i>, including without limitation reports under section 28(3) of that Act.</p> <p>The registration committee, inquiry committee, practice review committee, discipline committee and quality assurance committee may each have panels of at least 3 but not more than 5 persons, and each panel must include at least 1/3 public representatives.</p> <p>(a) review the report, and</p>
	<p>(b) as it considers appropriate in the circumstances, refer a matter arising from that review to the inquiry committee, quality assurance committee or registrar.</p>

<p>Quality Assurance Program</p>	
<p>55. (1) (2)</p>	<p>In this Part, “program” means the quality assurance program established by the board in accordance with this section.</p> <p>The program consists of the following:</p> <p>(a) continuing professional development;</p> <p>(b) assessment of professional performance.</p>
<p>Continuing Professional Development</p>	
<p>56. (1) (2) (3)</p>	<p>Each full pharmacist and pharmacy technician must complete learning activities for the purpose of continuing professional development, in accordance with the policy approved by the board.</p> <p>Each full pharmacist and pharmacy technician must</p> <p>(a) keep records in a form satisfactory to the quality assurance committee of the learning activities that the full pharmacist or pharmacy technician undertakes for the purpose of meeting the requirement established in subsection (1), and</p> <p>(b) provide, on the request of and in accordance with the direction of the quality assurance committee, copies of the records referred to in paragraph (a).</p> <p>The quality assurance committee may conduct a review of the records provided under subsection 2(b).</p>
<p>Assessment of Professional Performance</p>	
<p>56.1 (1) (2)</p>	<p>The quality assurance committee may require a full pharmacist or pharmacy technician to undergo an assessment of professional performance:</p> <p>(a) upon referral from the practice review committee under section 15.1(5), or</p> <p>(b) if the quality assurance committee determines an assessment is appropriate in the circumstances upon a review of records conducted under section 56(3).</p> <p>For the purpose of an assessment under subsection (1) the quality assurance committee or an assessor appointed by the quality assurance committee may do one or more of the following :</p>



- (a) conduct an interview of the full pharmacist or pharmacy technician,
- (b) assess the practice competency of the full pharmacist or pharmacy technician, or
- (c) require the full pharmacist or pharmacy technician to undergo any other type of assessment determined by the quality assurance committee to be appropriate in the circumstances.

- **Administrative Change**

It was MOVED (A. Thornhill), SECONDED (K. Gustavson) and CARRIED that:

The Board approves the draft PODSA Bylaws for public posting as presented.

Responsibilities of Pharmacy Managers, Owners and Directors

- 3 (6) An owner or director must ensure that the requirements to obtain a pharmacy licence under the *Act* are met at all times.

- **Community Pharmacy and Residential Care Facilities and Homes Standards of Practice**

It was MOVED (K. Gustavson), SECONDED (R. Hoag) and CARRIED that:

The Board approves the proposed draft HPA Bylaws Schedule F Part 1 – Community Pharmacy Standards of Practice and Part 3 – Residential Care Facilities and Homes Standards of Practice for public posting as presented.

PART 1 - Community Pharmacy Standards of Practice

Prescription

6. (2) Upon receipt from the practitioner, a prescription must include the following information:
 - (a) the date the prescription was written;
 - (b) the name of the patient;
 - (c) the name of the drug or ingredients and strength if applicable;
 - (d) the quantity of the drug;
 - (e) the dosage instructions including the frequency, interval or maximum daily dose;
 - (f) refill authorization if applicable, including number of refills and interval between refills;
 - (g) the name and signature of the practitioner for written prescriptions.
- (4) At the time of dispensing, a prescription must include the following additional information:
 - (a) the address of the patient;
 - (b) the identification number from the practitioner's regulatory college;
 - (c) the prescription number;



- (d) the date on which the prescription was dispensed;
- (e) the manufacturer's drug identification number or the brand name of the product dispensed;
- (f) the quantity dispensed;
- (g) the handwritten identification of each registrant and pharmacy assistant involved in each step of the dispensing process;
- (h) written confirmation and identification of the registrant who
 - (i) reviewed the personal health information stored in the PharmaNet database,
 - (ii) reviewed the drug usage evaluation messages (DUE) from the PharmaNet database,
 - (iii) performed the consultation in accordance with section 12 of this Part, and
 - (iv) performed the final check including when dispensing a balance owing.

PART 3 – Residential Care Facilities and Homes Standards of Practice

Prescription Authorizations

6. (8) Upon receipt from the practitioner, a prescription must include the following information
- (a) the date the prescription was written,
 - (b) the name of the resident,
 - (c) the name of the drug or ingredients and strength where applicable,
 - (d) the quantity of the drug,
 - (e) the dosage instructions including the frequency, interval or maximum daily dose,
 - (f) refill authorization if applicable, including number of refills and interval between refills, and
 - (g) the name and signature of the practitioner for written prescriptions.

13. COMMITTEES

- **Approval of Committee Chairs and Vice-Chairs**
As per the *Health Professions Act Bylaws* section 19(3), the Board must appoint committee Chairs and Vice-Chairs from among the members of the committee.



It was MOVED (G. Walton), SECONDED (B. Harris) and CARRIED that:

The Board appoints the recommended committee chairs and vice-chairs to the respective committees for a one year term.

Committee	Chair	Vice-Chair
Community Pharmacy Advisory	Salima Wali	Fady Moussa
Discipline	Jerry Casanova	Patricia Gerber
Ethics Advisory	Frank Archer	Cristina Alarcon
Hospital Pharmacy Advisory	Keith McDonald	Anita Lo
Injection Drug Administration	Cameron Zarembo	Omar Alasaly
Inquiry	Jing-Yi Ng	John Hope
Jurisprudence Examination	Salima Wali	Roberta Walker
Legislation Review	Anar Dossa	n/a
Practice Review	Robert Craigue	Anar Dossa
Quality Assurance	Agnes Fridl Poljak	Barry Wilson
Registration	Raymond Jang	Thuy Phuong Hoang
Residential Care Advisory	Douglas Danforth	Maria Ton

- **Communications and Engagement Advisory Committee (Appendix 6)**

It was MOVED (G. Waldon), SECONDED (B. Harris) and CARRIED that:

The Board approves the proposed Terms of Reference to establish a Communications and Engagement Advisory Committee.

It was MOVED (B. Craigue), SECONDED (K. Gustavson) and CARRIED that:

The Board appoint the following chair and members to the Communications and Engagement Advisory Committee for a one year term:

Member Name	Practice Type	Position
Aleisha Thornhill	Hospital Pharmacist/Board Member	Chair
Parveen Mangat	Community Pharmacist	Member
Anita Jaizebetic-Maravic	Community Pharmacist	Member
Rosanne Thalakeda	Hospital Pharmacist	Member
Tiffany Tam	Pharmacy Technician	Member
Gillian Vrooman	Public	Member
Joy Jason	Public	Member
Norman Nichols	Public	Member

14. ROBBERY PREVENTION WORKING GROUP UPDATE

As Chair of the Robbery Prevention Working Group, Vice-Chair Harris gave a report on the progress to date. The working group has met twice over the past few months with a third meeting anticipated later this summer. An enhanced robbery notification system for pharmacies across British Columbia as well as a first draft of a security policy were amongst items discussed. More information will be brought forward to the September Board meeting.



15. NAPRA UPDATE

Member Craigue presented the NAPRA documents Professional Competencies for Canadian Pharmacists and Pharmacy Technicians at Entry to Practice (**Appendix 7**).

It was MOVED (B. Craigue), SECONDED (R. Hoag) and CARRIED that:

The Board accept the Professional Competencies for Canadian Pharmacists and Pharmacy Technicians at Entry to Practice.

16. BOARD HIGHLIGHTS

- Approval of the audited statements
- Presentation and update from Barb Walman, Assistant Deputy Minister (ADM) of Medical Beneficiary and Pharmaceutical Services Division of the BC Ministry of Health
- Presentation from Joe Gallagher, Chief Executive Officer for the First Nations Health Authority
- Update on the Practice Review Program development and approval of associated bylaws/policies
- Approval of new Professional Practice Policy-73 Validate Identification and College Registration Status for New Pharmacy Hires
- Approval of draft changes to bylaws for public posting
- Update on the progress of the Robbery Prevention Working Group
- Acceptance of the NAPRA Professional Competencies for Canadian Pharmacists and Pharmacy Technicians at Entry to Practice.

CLOSING COMMENTS

The College of Pharmacists of British Columbia Board Meeting concluded at 3:56 pm.