



**Open Board Meeting
September 27th, 2024
Held at the College of Pharmacists of British Columbia
200-1765 West 8th Avenue, Vancouver, BC**

MINUTES

Members Present:

Andrea Silver, Chair, District 3
Terri Gibson, Vice-Chair, District 2
Anca Cvaci, District 6
Alex Dar Santos, District 1
Steven Hopp, District 4
Stephen Learey, Government Appointee
Eric Sletmoen, District 8

Regrets:

Michael Ortynsky, District 5
Alison Carstairs, Government Appointee
Anne Peterson, Government Appointee
Katie Skelton, Government Appointee

Staff:

Suzanne Solven, Registrar and CEO
Heather Biggar, Deputy Registrar
Daryl Beckett, General Counsel
Zachery Solomon, Chief Operating Officer
Ashifa Keshavji, Senior Director, HPOA Transition
Mark Chan, Acting Director, Practice Reviews and Quality Assurance
Camelia Toghiani-Rizi, Director of Policy and Legislation
Spencer Slipper, Legal Counsel – Information & Privacy Management
Jenn Fong, Board Governance Specialist
Jon Chen, Digital Communications Lead
Jonathen Kwok, Public Information & Editorial Lead
Jamie Chisholm, Executive Director HPOA Transition
Sara Holland, Acting Director of Communications and Engagement
Roddy Morrison, Director of Information Technology
Colin Ijebor, Director of Business Transformation
Parveen Dhillon, Enterprise Risk Manager
Valerie Tsui, Director of Conduct, Inquiry, and Remediation

Guests:

Spencer Tuttle, Executive Director, Lower Mainland Pharmacy Services
Anureet Sohi, Director of Lower Mainland Pharmacy Services

1. WELCOME & CALL TO ORDER

Chair Silver called the Open Board Meeting to order at 11:22am on September 27th, 2024.



2. DECLARATION OF CONFLICT OF INTEREST

In accordance with *Board Policies 2.2 – Conflict of Interest and 2.3 – Confidentiality*, Chair Silver asks if any Board Members have a declaration of conflict of interest relating to any item on the agenda.

No conflicts of interest were brought forward.

3. CONSENT AGENDA

A) APPROVAL OF THE OPEN CONSENT AGENDA

RESOLVED THAT the Board approves by consensus:
The September 27th, 2024 Draft Open Consent Agenda as circulated.

CARRIED

4. CONFIRMATION OF OPEN AGENDA

RESOLVED THAT the Board approves by consensus:
The September 27th, 2024, Draft Open Board Meeting Agenda as circulated.

CARRIED

5. CHANGES TO CPP FORM

Chair Silver welcomed and gave introductions for Spencer Tuttle and Anureet Sohi as guest presenters.

Camelia Toghiani-Rizi, Director of Policy and Legislation presented proposed changes to the Controlled Prescription Program duplication prescription form, alongside Spencer and Anureet.

The proposed change was to allow Correctional Health Services (CHS) to use a different format to meet the requirements of the Controlled Prescription Program (CPP). Specifically, a format that can be electronically generated and contains the same information fields as the CPP duplicate prescription form.

The Board requested that the Registrar follow up with the presenters a year from implementation of the recommendation to understand whether the recommendation has achieved the desired outcome.

RESOLVED THAT the Board approves by consensus:
That the Board of the College of Pharmacists of British Columbia approves a new Controlled Prescription Program Duplicate Prescription Form format specifically for use within Correctional Health Services, as circulated.

CARRIED

Break 12:15pm

Return to order 12:58pm



6. GOVERNANCE COMMITTEE

Eric Sletmoen, Governance Committee Vice-Chair, presented recommendations to the Board orientation program and to the current process of Board evaluations.

A) FRAMEWORK FOR BOARD MEMBER ORIENTATION/ONBOARDING

RESOLVED THAT the Board approves by consensus:

That the Board of the College of Pharmacists of BC approves the enhanced new Board member orientation program components for implementation as presented.

CARRIED

B) BOARD EVALUATION

RESOLVED THAT the Board approves by consensus:

That the Board of the College of Pharmacists of BC approves the Components 1 and 2 for the Board evaluation process as presented.

CARRIED

7. STRATEGIC PLAN GOAL 1B: DEVELOP AND IMPLEMENT MIR

Camelia Toghiani-Rizi, Director of Policy and Legislation, and Mark Chan, Acting Director of Practice Reviews and Quality Assurance, presented to the Board on:

- Proposed amendments to sections 18, 24 and 29 of the *Pharmacy Operations and Drug Scheduling Act* (PODSA) Bylaws and Schedules A and F of the *Health Professions Act* (HPA) Bylaws, as set out in Appendix 1 and 2, which would implement NAPRA's national standards for mandatory continuous quality improvement and medication incident reporting (MIR) by integrating them into the College bylaws; and
- Posting publicly for the statutorily required 90-day notice period, which would open the proposed amendments for public comment.

RESOLVED THAT the Board approves by consensus:

That in accordance with the authority established in section 21(1) of the Pharmacy Operations and Drug Scheduling Act (the "PODSA"), and subject to filing with the Minister as required by section 21(4) of the PODSA, the Board approve amending the bylaws of the College of Pharmacists of British Columbia made under the PODSA, as set out in the schedule attached to this resolution.

CARRIED

RESOLVED THAT the Board approves by consensus:

That in accordance with the authority established in section 19(1) of the Health Professions Act (the "HPA"), and subject to filing with the Minister as required by section 19(3) of the HPA, the Board approve amending the bylaws of the College of Pharmacists of British Columbia made under the HPA, as set out in the schedule attached to this resolution.

CARRIED



RESOLVED THAT the Board approves by consensus:

That in accordance with the requirements in section 21(8) of the Pharmacy Operations and Drug Scheduling Act and section 19(6.2) of the Health Professions Act, the Board approve directing the Registrar to give notice of the proposed medication incident reporting-related amendments to the bylaws of the College of Pharmacists of British Columbia made under those statutes.

CARRIED

8. ADJOURNMENT

Chair Silver adjourned the Open Board Meeting at 1:44pm on September 27th, 2024.