



**Board Meeting Minutes**  
**Approved April 9, 2010**

**January 29, 2010**

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**Present:**

Randy Konrad, Chair & District 1 Board Member  
John Hope, Vice-Chair & District 6 Board Member  
Allan Greene, District 3 Board Member  
Chris Hunter, District 5 Board Member  
Bruce Beley, District 7 Board Member  
Penny Denton, Board Member  
Michael MacDougall, Board Member  
Bal Dhillon, Pharmacy Technician Observer (interim)

**Regrets:**

Bev Harris, District 2 Board Member  
Doug Kipp, District 4 Board Member  
Margaret Cleaveley, Board Member  
John Scholtens, Board Member

**Staff (at various times):**

Marshall Moleschi, Registrar  
Suzanne Solven, Deputy Registrar  
Lori DeCou, Communications Director  
Anna Stewart, Executive Assistant – Registrars

**Invited Guests:**

Marnie Mitchell, Chief Executive Officer, BC Pharmacy Association  
Sheryl Petersen, Division of Continuing Pharmacy Professional Development  
Vince Battistelli, Principal, The Governance Group  
Robin Ensom, Regional Director of Pharmacy, VCH and PHC  
Kimanda Jarzebiak, President, Ascent Public Affairs

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**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**

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

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

**1.1 Regulated Pharmacy Technician Representative**

- As per the Board's decision at the November 2009 Board meeting a pharmacy technician, as appointed by the Pharmacy Technician Task Group, was to be invited to sit on the College Board as an observer with full participation but no voting authority.
- Board Member Chris Hunter, Chair of the Pharmacy Technician Task Group, explained that the Task Group had not had an opportunity to meet prior to the January Board meeting so a formal appointment has not yet been made.
- Hunter then introduced Bal Dhillon, Manager, Pharmacy Drug Distribution Centre for Fraser Health Authority and member of the Pharmacy Technician Task Group who had been invited to attend as the interim Pharmacy Technician Observer.
- Hunter explained that a formal appointment would be made at a later date.

**DISCUSSION POINTS:**

- Each of the Board members introduced themselves and welcomed Bal to the Board table.

**2. AGENDA**

**2.1 Consideration of Additions to the Agenda**

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

**DISCUSSION POINTS:**

- The Registrar apologized in advance to the Board for any noise disturbances that may occur during the day as a result of the ongoing building envelop repair work to the office building.
- In doing this the Registrar informed the Board that the work was a few weeks behind schedule but was now expected to be complete by the middle of February 2010 and that the project was expected to come in on budget.



**2.2 Report on Action Item from November 20<sup>th</sup>, 2009 Board Meeting – Strategic Planning**

***Report on Action item from the November 20<sup>th</sup>, 2009 Board Meeting:***

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

The Board receive 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<sup>th</sup>, 2010 meeting.

**DISCUSSION POINTS:**

- Chair Konrad explained that there were two main reasons why it was decided not to have the Strategic Planning session in conjunction with the January 2010 Board meeting. One had to do with scheduling difficulties of Board members and the other was that it was felt that Board time would be better spent focusing on the Board Governance Handbook updates.

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

The Board have a strategic planning session (Saturday June 19, 2010) adjacent to the Board's June 2010 meeting.

**2.3 Confirmation of Agenda**

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

The agenda be accepted as presented.

**3. APPROVAL OF MINUTES**

**3.1 Approval of Board Minutes November 20, 2009**

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

The Board approves the November 20<sup>th</sup>, 2009 Board Meeting Minutes as presented.

**3.2 Presentation of draft AGM Minutes November 21, 2009**

**DISCUSSION POINTS:**

- The Registrar explained that the draft AGM minutes would be approved at the next Annual General Meeting.
- The Board accepted the draft AGM minutes as information only.



### **3.3 Board Minutes Circulation Process**

- Chair Konrad explained that the current process regarding the circulation of Board minutes was that the draft minutes were sent to Board Members as part of the Board Briefing Package which arrived to them 10-days before the next Board meeting. He raised the question as to whether or not Board members wished to receive these draft minutes sooner.

#### **DISCUSSION POINTS:**

- A number of Board members expressed that it would be beneficial to receive these minutes earlier as it could be several months between meetings and it is difficult to review when so much time has elapsed.
- The idea of posting draft board minutes to the College website was also discussed with some members supporting the idea from a transparency perspective while others felt that there was a risk of miscommunication should there be an error in the draft.
- Board members were also reminded of the role of Board Highlights which are approved by the Board at that meeting and distributed to all registrants and posted on the College website within days of the Board meeting.

#### **It was moved, seconded:**

The Board approves the continuation of the Board Highlights and have the draft Board Meeting Minutes circulated to Board Members as soon as possible, within 3 weeks after the Board Meeting and not post the minutes on the College website.

#### **The motion was DEFEATED**

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

The Board continues with Board Highlights, as per the current process, and circulates the draft Board Meeting Minutes to Board members within 2 – 3 weeks of the Board meeting.

## **4. BOARD GOVERNANCE AND DEVELOPMENT**

### **4.1 Board Governance Handbook Updates**

- Consultant Vince Battistelli walked the Board through the final draft of the Board Governance Handbook which is designed to provide new and existing Board members with information and guidelines to assist them in understanding and fulfilling their role as College Board members.

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

The Board approves the Board Governance Manual with amendments presented.



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

The Board Chair appoint a task force to review and revise the Board Governance Policies and report back to the Board with their progress at the April 2010 Board meeting.

**4.2 2010/2011 Fiscal Budget**

- The Registrar walked the Board through the College's proposed 2010/2011 fiscal budget which as requested from the November 2009 Board meeting included current and projected actual for 2009/2010.
- The proposed 2010/2011 balanced budget did not include an increase in the annual fee for either pharmacies or pharmacists; marking the fifth consecutive year that pharmacist's annual fees have been maintained.
- The modest increase in expenses was aligned with key initiatives in the College's strategic plan and supportive of the College's mandate to protect the public by ensuring safe and effective pharmacy care.

**DISCUSSION POINTS:**

- There was some discussion and need for clarification regarding the College's parameters and philosophies being implemented when establishing registrant fees.
- Board member Michael MacDougall (member of the Audit Committee) raised the question to Board members regarding the budget lines of 'General Administration' and 'Consultants', asking if these lines needed to be broken down into greater detail. The Board responded by saying that they were satisfied with the level of information that they were currently getting.
- The topic of risk management was raised in relation to the potential of the revenue generated by the PharmaNet Profile Requests being transferred back to the Ministry. The Registrar will draft a contingency risk management plan that reflects the potential exclusion of PharmaNet Profile Request revenue and corresponding expenses and bring forward to the April 2010 meeting.

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

The Board approves the 2010/2011 Fiscal Budget as presented.

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

The Board advises the administration to put together a briefing note outlining the parameters and philosophies regarding the College fee structure of registrants for Board review at the April 2010 Board meeting.

**4.3 Board Committees**

- The Board was presented with a current list of all College Committee members which was accepted as information only.



- As a number of committee members terms expire at the end of March 2010 the Board was advised that they will be presented with a recommended updated list of College Committee members for their approval at the April 2010 Board meeting.

#### **4.4 Per Diem/Expense Policy**

##### **DISCUSSION POINTS:**

- On review of the current *Board Policy – Remuneration Guidelines – Board and Committees* which states: “*Honoraria will be paid for each day (four hours or more) required to attend to college business*” - the idea of establishing an hourly pro-rated honorarium was raised.

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

The Board directs the administration to come back to the Board at the April 2010 Board meeting with a draft honorarium policy for Board and Committee members.

## **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.**

##### **DISCUSSION POINTS:**

- A number of Board members raised questions regarding the status and timeline of various components, such as the bridging program modules, of the regulation process.
- The administration advised that Doreen Leong, Director of Registration and Special Projects for the College, who is the lead on this initiative, was not able to attend the Board meeting but had recently returned from an interprovincial meeting in Toronto in which a number of updates had been discussed.
- Unfortunately there was not an opportunity, prior to this Board meeting, for the Pharmacy Technician Task Group to meet and be briefed on the outcomes of the interprovincial meeting.

##### **ACTION:**



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- Board member Chris Hunter, Chair of the Pharmacy Technician Task Group advised the Board that he would meet with the Task Group and report back to the Board with an update on the initiative at the April 2010 Board meeting.

**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.**

Adapting Prescriptions:

- MAP Task Group met on November 26, 2009 for routine update meeting.
- Although all prescribers were invited, only the College of Physicians and BCMA (along with the Ministry and BCPhA representatives) attended the meeting.
- The College shared the most recent statistics regarding adaptations with the group (APPENDIX G).
- No issues were raised.
- Next steps identified were for the College to 'dig down' into the statistics to further understand them and to survey pharmacists to help identify barriers to adapting.

Administering Injections

- Worked with community pharmacy chains to review new immunization programs for College approval.
- Received and processed qualified pharmacists' applications and granted authorization to administer injections (422 as of January 15, 2010).

**NO DISCUSSION**

**(b) Advanced Practice Pharmacist (APP) Presentation**

- Robin Ensom, Regional Director of Pharmacy, VCH and PHC walked the Board through a power point presentation supporting the addition of an Advanced Practice Pharmacist (APP) registrant to the College register.
- The proposal called for an expanded scope of practice for APP's and limited it to pharmacists working within the Health Authorities.
- A case study was used to illustrate the potential benefits of an APP to patient care.

**DISCUSSION POINTS:**



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- There was discussion raised regarding the proposed expanded scope of practice for APP's and whether or not much of what was being proposed could already be done by a pharmacist (particularly a hospital pharmacist) as part of adapting prescriptions (PPP-58).
- The concept of having an expanded scope of practice tied to a particular practice setting (i.e.: hospital pharmacists only), rather than available to all pharmacists who meet the standard, was also discussed.

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

The Board considers this to be an initiative worthy of further development and consideration under Goal 1/Objective 2 (Pharmacists' Advanced Professional Practice) of the CPBC Strategic Plan.

The Board directs the Registrar to develop a feasibility study regarding this initiative and report back to the Board at the June 2010 meeting.

**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.**

**PDAP Program Evaluation – Program Evaluation Task Group:**

The Professional Development and Assessment Program's Program Evaluation Task Group (PETG) has met four times since its activation in early 2009: April/June/August 2009 updates of these meeting were provided in previous Board briefing packages.

On November 18<sup>th</sup>, 2009 the group reviewed the following reports:

- Cycle 2006 Phase 1: KA Survey Feedback Report
- Cycle 2006 Phase 1: LPP Survey Feedback Report
- Cycle 2006 Phase 1: KA-LPP Comparative Survey Feedback Report
- Cycle 2003 & Cycle 2006 Survey Feedback Report Summary
- CE-Plus Survey Feedback Report
- CE-Plus Development Task Group Final Recommendation Report

The additional studies requested by the PETG were completed on December 31<sup>st</sup>, 2009 and forwarded for their review. Discussion of these and all other final reports will occur at their final workshop on February 4 and 5, 2010. Michael Obrecht and Liz Lindsay, the external program evaluators, will be attending. At this workshop, the PETG will develop





recommendations to the Quality Assurance Committee regarding PDAP's structure and timelines.

**PDAP- Program participation update:**

The Quality Assurance Committee refers all PDAP non-participants to the Registrar. The Health Professions Act requires registrants to participate in the program as a condition for registration renewal as a Full Pharmacist. Based on this, non-participating registrants have been informed that they are not currently eligible for renewal as a Full Pharmacist unless they participate prior to their renewal date. Nine registrants were sent letters outlining their participation and renewal options, and six registrants were sent confirmation letters as they had previously indicated their intent to not renew as Full registrants. In order to accommodate those registrants wishing to participate before their March 1st renewal date, an additional sitting of the KA will be offered in February.

**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.**

- The Deputy Registrar drew the Board's attention to the high volume and complexity of cases that the College has been dealing with over the past 3 months.
- The Board was also advised that as of January 14, 2010 one College complaint had gone to the Health Professions Review Board.

**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.**

The Inspector/Practice Consultants (IPCs) (formerly Quality Outcome Specialists) have reviewed the key performance indicator of visiting every pharmacy on a three year cycle and determined that the following triggers would be more effective indicators of a site visit requirement:

- Large turnover of staff – e.g., Frequent change of manager (>2 managers in a 12 month period)
- Repeated complaints for either a particular pharmacy or pharmacist
- PharmaNet reports that outline large volume of prescriptions processed daily per individual pharmacist
- PharmaNet monitoring reports regarding trends of intervention codes used and highest dispensers of target drugs
- New pharmacies/new telepharmacy sites visited within 1<sup>st</sup> year of opening



Maximum length between community pharmacy site visits = 5 years  
Maximum length between hospital pharmacy site visits = 2 years

The Deputy Registrar suggests that the Board consider changing the key performance indicator of every pharmacy visited every three years at the next Strategic Planning Session.

**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.**

**ACTIONS COMPLETE**

**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.**

**NO REPORT**

**(b) Report on Posting of Bylaw Revisions**

- The draft bylaws with revisions to the “in good standing” definition, inclusion of pharmacy technician regulation and other pharmacy practice modifications were approved at the November 20, 2009 Board meeting. Government is reviewing the draft bylaws prior to posting.
- To meet the target date of April 9, 2010 for final Board approval of the draft bylaws, the schedule for revisions and public posting of the draft bylaws is as follows:
  - February 12, 2010 – Receive government’s comments to draft bylaws
  - February 19, 2010 – Incorporate government’s comments into draft bylaws
  - February 22, 2010 (week of) – Extraordinary Board meeting to approve changes to draft bylaws (if needed)
  - February 26, 2010 – 30-day posting of draft bylaws for public comment
  - March 29-April 2, 2010 – Revisions to draft bylaws based on public posting and comments



- April 9, 2010 – College Board approves final draft bylaws

**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 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**

**ACTIONS COMPLETE**

- (b) **Report on Action item from the November 20<sup>th</sup>, 2009 Board Meeting**

***June 12<sup>th</sup> 2009 Board Meeting:***

*"The Board supports continued work by College staff on the removal of non-medicinal nicotine products from pharmacies".*

- College is still awaiting confirmation of dates for meetings with the Registrar and key government personnel, including the Minister of Health Services as well as a date to address caucus with a joint presentation regarding our position on the sale of tobacco in pharmacies.

**NO DISCUSSION**

- (c) **Resolution from November 21, 2009 AGM – Pharmacy Loyalty Programs**

- As is customary, even though the resolution brought forward at the College AGM last November regarding the removal of incentives for prescription services is not binding on the Board (*as per HPA s.32*) and was defeated, the topic was discussed at the Board meeting.

**DISCUSSION POINTS:**



- It was raised by several Board members that the Board has considered this topic many times and have already established a Position Statement (November 2008) regarding it:  
*“In situations involving evidence of harm to individual patients as a result of participation in a loyalty program, proceed with case-by-case Inquiry Committee investigations based on breaches of the Code of Ethics Value 4, Obligation 1: ‘A pharmacist places concern for the well-being of the patient at the centre of professional practice, providing the best care that circumstances, education and experience permit.’”*

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

The Board directs the Registrar to send a letter to the authors of the AGM resolution restating the Board’s position (November 2008) on Loyalty Points and advising them that the topic of loyalty points is being considered in the current review and revision of the College’s Code of Ethics.

**(d) Ascent Government Relations Presentation**

- As requested by the Board at the November 2009 Board meeting, Kimanda Jarzebiak and David Perry, from Ascent Public Affairs, the College’s current government relations firm, made a presentation to the Board outlining the general benefits and specific outcomes of the College’s ongoing engagement in government relations activities.

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

The Board ‘take from the table’ the motion brought forward at the September 24<sup>th</sup>, 2009 Board meeting and tabled at the November 20<sup>th</sup>, 2009 Board meeting:

*“The Board asks that the College evaluate the benefits and cost of retaining the current lobbyist and provide its finding and recommendations at the next Board meeting”.*

**It was moved, seconded that:**

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

**The motion was DEFEATED**

**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**



- The task force has not met to develop a monitoring and assessment framework for new technologies and pharmacy practice processes.
- Currently there is no urgency to moving this forward. Therefore we would be able to put this back by about a year.
- The priority of this issue should be reviewed in the 2010 strategic planning session.

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

The Board supports the change in project timelines pending review at the 2010 Strategic Planning Session.

**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.**

**ACTIONS COMPLETE**

- (b) **Report on Action item from the November 20<sup>th</sup>, 2009 Board Meeting**

***November 20<sup>th</sup>, 2009 Board Meeting:***

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

- Met with the Alberta College of Pharmacists (January 22, 2010) to draft joint public awareness campaign.

**NO DISCUSSION**

**6. OTHER POLICY AND REVIEW**

**6.1 Proposed Professional Practice Policy 64 (PPP-64) – NAPRA Guidelines to Pharmacy Compounding**

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



The Board approves the adoption of the NAPRA Guidelines to Pharmacy Compounding as Professional Practice Policy #64 (appendix A) and that the College put forward a BC representative to NAPRA when the guidelines are revised.

**7. CONSENT ITEMS**

**7.1 Approval of January 29, 2010 Board Highlights**

- Based on time constraints the Communications Director only presented the Board with the Board Highlight headlines, which were agreed to as presented.

**ACTION:**

- The draft Board Highlights are to be forwarded on Monday February 1<sup>st</sup>, 2010 to the Board Chair for approval prior to distribution to all registrants and posting on the College website.

**8. EVALUATION FORM**

**9. IN-CAMERA SESSION**

The following motion came out of the Board's in-camera session:

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

The Board moves to pay the legal invoice received in concert with a personnel matter.

**10. ADJOURNMENT**

The Board Meeting adjourned at: 5:50pm