



Present:

Michael MacDougall, Chair & Board Member
Agnes Fridl Poljak, District 1 Board Member
Bev Harris, District 2 Board Member
Barry Wilson, District 3 Board Member
Doug Kipp, District 4 Board Member
Chris Hunter, District 5 Board Member
James Kim, District 6 Board Member
Dennis Primmett, District 7 Board Member
Margaret Cleaveley, Board Member
Penny Denton, Board Member
John Scholtens, Board Member

Staff (at various times):

Marshall Moleschi, Registrar
Suzanne Solven, Deputy Registrar
Lori DeCou, Communications Director
April Lightbown, Executive Assistant
Doreen Leong, Director Registration/Special Projects
Ashifa Keshavji, Director Professional Development and Assessment Program

Invited Guests (at various times):

Craig Knight, Assistant Deputy Minister, Corporate Policy, Legislation and Intergovernmental Relations
Daryl Beckett, Director Professional Regulation, Legislation and Professional Regulation
Parkash Ragsdale, Deputy CEO & Director, Professional Services, BC Pharmacy Association
David Hill, Executive Director, Canadian Council of Accredited Pharmacy Programs (CCAPP)

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.



Board Meeting

1. Call to Order

- Chair MacDougall called the meeting to order at 1:50pm.

2. Confirmation of Agenda

It was moved, seconded and carried:

That the board adds the following item to the agenda:

- Request to change date of June 2009 board meeting from June 26th to June 12th.

The agenda was approved by consensus with the noted addition.

3. Transition to New Legislation

a) Legislative Changes:

- The Board is required to approve the repeal of the existing pharmacy bylaws and approve the new bylaws.

Discussion Points:

- The Deputy Registrar provided the board with some background into the procedure and process that had been undertaken to prepare the necessary documentation required for the transition to the HPA and PODSA legislation.
- The Deputy Registrar explained that although the Ministry had made a number of changes to the draft bylaws the majority did not change the intent of the bylaw but rather had been done to provide consistency with government's new 'model' bylaws.
- The Deputy Registrar pointed out that there were two changes to the bylaws made by the ministry that did alter the intent of the bylaw:
 - Chair and Vice-Chair (HPA bylaw: section 12 (2)): the CPBC submitted draft bylaws stated: "the Chair is elected for a 1 year term by the board from among the elected pharmacist board members" and "the vice-chair is elected for a 1-year term by the board from among the elected pharmacist board members" – the restriction to be from among 'elected pharmacy board members' was removed by the government.
 - Quality Assurance Program (HPA bylaw: section 52 (2)): the CPBC submitted draft bylaws stated: "The program consists of 2 components and applies to all full pharmacists and applicants for reinstatement and registration renewal: (a) a continuing education option, and/or (b) the assessment option described in subsection (3) to (9) of this bylaw" – the 'and/or' was removed by the government resulting in the need for both a continuing education and an assessment component to be included in the college's quality assurance program.
- It was explained that Craig Knight, Assistant Deputy Minister, Corporate Policy, Legislation and Intergovernmental Relations and Daryl Beckett, Director Professional Regulation, Legislation and Professional Regulation were present to answer any questions that the board might have regarding the government's changes.
- The Ministry representatives explained the governments rationale for the two changes outlined above:
 - With respect to the position of Board Chair and Vice-Chair it was explained that this was done to be consistent with all other healthcare professions under the HPA and that the government was firm on this point.
 - With respect to the PDAP program it was explained that given the need for all healthcare professions to practice to their full scope and in light of recent expanded scope granted to various healthcare professions (ie; pharmacist's authority to adapt prescriptions) government was committed to enhancing all regulatory college's quality assurance programs by requiring an assessment component.



Board Meeting

- A board member asked the government representatives to explain the process to make changes to the HPA bylaws in the future
 - It was explained that under the HPA the process for regulatory colleges to request changes to their bylaws was much simpler than in the past given that they no longer required a cabinet decision but rather the authority had been passed down to the Health Minister level. A resolution for a bylaw change needs to be faxed to the Deputy Ministry's office that then has 60 days to consider the resolution and respond. Should the Ministry fail to respond in the required time the requested bylaw change becomes law.
- A board member noted that HPA bylaw Patient Relations Program (Section 80 (4) (c & d)) did not read properly
 - It was agreed that a typo had been made and would be corrected in the final version.

It was moved, seconded and carried that:

The board resolves that effective April 1, 2009, in accordance with the authority established in section 19(1) of the Health Professions Act, and sections 21 and 22 of the Pharmacy Operations and Drug Scheduling Act, the board repeals all bylaws and rules made by the council of the College of Pharmacists of BC under the Pharmacists Pharmacy Operations and Drug Scheduling Act, and make the bylaws of the College of Pharmacists of BC as follows:

http://www.bclaws.ca/Recon/document/freeside/--%20H%20--/Health%20Professions%20Act%20%20RSBC%201996%20%20c.%20183/00_96183_01.xml

http://www.bclaws.ca/Recon/document/freeside/--%20h%20--/health%20professions%20act%20%20rsbc%201996%20%20c.%20183/05_regulations/28_417_2008.xml#section4

http://www.bcpharmacists.org/library/D-Legislation_Standards/D-2_Provincial_Legislation/5087-HPA_Bylaws_Code_of_Ethics.pdf

http://www.bcpharmacists.org/library/D-Legislation_Standards/D-2_Provincial_Legislation/5088-HPA_Bylaws_Electoral_Districts.pdf

http://www.bcpharmacists.org/library/D-Legislation_Standards/D-2_Provincial_Legislation/5089-HPA_Pharmacy_Education_Programs.pdf

http://www.bcpharmacists.org/library/K-Forms/K-8_Fee_Schedule/1026-CPBC_Fee_Schedule_HPA.pdf

http://www.bcpharmacists.org/library/D-Legislation_Standards/D-2_Provincial_Legislation/5090-HPA_Bylaws_Tariff_of_Costs.pdf

http://www.bcpharmacists.org/library/D-Legislation_Standards/D-2_Provincial_Legislation/5078-HPA_Bylaws_Community.pdf

http://www.bcpharmacists.org/library/D-Legislation_Standards/D-2_Provincial_Legislation/5079-HPA_Bylaws_Hospital.pdf

http://www.bcpharmacists.org/library/D-Legislation_Standards/D-2_Provincial_Legislation/5080-HPA_Bylaws_Residential_Care.pdf

http://www.bcpharmacists.org/library/D-Legislation_Standards/D-2_Provincial_Legislation/5091-HPA_Bylaws_Max_Fees_FOIPPA.pdf

http://www.bclaws.ca/Recon/document/freeside/--%20p%20--/pharmacy%20operations%20and%20drug%20scheduling%20act%20%20sbc%202003%20%20c.%2077/00_03077_01.xml

http://www.bclaws.ca/Recon/document/freeside/--%20p%20--/pharmacy%20operations%20and%20drug%20scheduling%20act%20%20sbc%202003%20%20c.%2077/05_regulations/10_17_2009.xml

http://www.bcpharmacists.org/library/D-Legislation_Standards/D-2_Provincial_Legislation/5082-PODSA_Bylaws.pdf

http://www.bcpharmacists.org/library/K-Forms/K-8_Fee_Schedule/1025-CPBC_Fee_Schedule_PODSA.pdf



b) Professional Practice Policies:

- Board was reminded by staff that as part of the process of transitioning to the HPA all of the college's Professional Practice Policies (PPP's) were reviewed and a number of them were either moved into bylaws or removed completely as they were either redundant or position statements rather than policies. The remaining PPP's, which retained their original numbers, had been reformatted into a consistent template form and can be found at :
http://www.bcpharmacists.org/library/A-About_Us/A-2_Governance/5003-PGP-PPP.pdf

Discussion Points:

- A board member pointed out that PPP56 and PPP57 were not the most current versions of these professional practice polices and it was noted that these would be updated for the final version

Action:

- Rather than going through each of the PPP's in detail at this time the board agreed that they would like to review these, a few at a time, over the next several board meetings. It was noted that this will be added as an agenda item for future meetings.

It was moved, seconded and carried that:

The board approves the updated Professional Practice Policies – PPP-1 through to and including PPP-61 as presented, provided the changes approved by the board (then council) to PPP-56 & PPP-57 at the February 2, 2009 meeting are reflected.

c) Appointment of Registrar and Deputy Registrar:

- Section 21 (1) of the Health Professions Act indicates:

"A board must appoint a registrar and may appoint one or more deputy registrars for its college"

Section 21 (1) & (2) of the Bylaws Pursuant to the Health Professions Act indicates:

"If a deputy registrar is appointed by the board,

- a) the deputy registrar is authorized to perform all duties and exercise all powers of the registrar, subject to the direction of the registrar,*
- b) if the registrar is absent or unable to act for any reason, the deputy registrar is authorized to perform all duties and exercise all powers of the registrar."*

Discussion Points:

- No Discussion

It was moved, seconded and carried that:

The board appoints Marshall Moleschi as registrar and Suzanne Solven as deputy registrar.



d) Board Committees:

- Section 19 (Bylaws for College) of the Health Professions Act indicates that:

(1) A board may make bylaws, consistent with the duties and objects of a college under section 16, that it considers necessary or advisable, including bylaws to do the following:”
- *establish a registration committee, a quality assurance committee, an inquiry committee, a discipline committee, a patient relations committee and other committees the board determines are necessary or advisable”*
- The four committees required by legislation, as well as all existing college committees have been reviewed and updated as necessary for transition. A standard template for the *terms of reference* for all college committees has been created and incorporated into the new committees.
- The HPA requires that a Chair as well as a Vice-Chair be appointed for the required committees. Existing chairs of committees were asked if they wished to continue as chair and committee members were asked to appoint a vice chair.
- The registration committee, being a new committee, was struck from an existing list of registrants who previously expressed interest in participating in college committees.
- Board appointees on the committees are proposed from those that had previously expressed interest in the various committees.

Discussion Points:

- It was explained by staff that the HPA requires that each of the 4 required committees have an appointed board member represented on it. The Audit Committee already had Michael MacDougall as a member but the other 3 committees needed to appoint an appointed board member to them
- It was noted that Dennis Primmitt was interested in participating on the Hospital Pharmacy Committee

Action:

- The following action was taken:
 - Inquiry Committee – Margaret Cleaveley put her name forward
 - Quality Assurance – Penny Denton put her name forward
 - Registration Committee – John Scholtens put his name forward



It was moved, seconded and carried that:

The Board approves the terms of reference, appointment and term of committee members and appointment of the Chair and Vice Chair as presented for the following committees which can be found at : http://www.bcpharmacists.org/about_us/committees/main/print_version.php

1. Discipline committee
2. Inquiry committee
3. Registration committee
4. Quality Assurance committee
5. Audit committee
6. Community Pharmacy Advisory committee
7. Ethics Advisory committee
8. Hospital Pharmacy Advisory committee
9. Residential Care Pharmacy Advisory committee
10. Resolutions committee
11. Jurisprudence committee
12. Knowledge Assessment committee
13. Learning and Practice Portfolio committee

e) Remuneration of Board and Committee Members:

- Section 11(1) of the Bylaws pursuant to the HPA indicate:

“All board and committee members are equally entitled to be:

- a) remunerated for time spent on business of the college in the amount approved by the board from time to time, and*
- b) reimbursed by the college for reasonable expenses necessarily incurred in connection with the business of the college”*

- Attached as **Appendix D** is Executive Constraint – EC-11a Remuneration Guidelines for Board and Committees (required) and EC-11b Committees (volunteer).

Discussion Points:

- No Discussion

Action:

- Staff was asked to provide the board with a brief history of remuneration amounts for the next board meeting.

It was moved, seconded and carried that:

The Board approves the Executive Constraint – EC-11a Remuneration Guidelines for Board and Committees (required) and EC-11b Committees (volunteer) as presented.



f) Record Retention Policy:

- Section 39.3 *Public notification* of the HPA indicates that decisions of the inquiry committee and/or discipline committee must be made public and Section 21 *Registrar and register for College* of the HPA indicates that some of this same information must be recorded on the register available for public view. As such all inquiry and discipline hearing files and index must be retained permanently.
- Attached as **Appendix E** is Executive Constraint – EC-9a Office Operations: Retention of Records policy. This document has been updated to add inquiry case files and to indicate that all records must be retained permanently.

Discussion Points:

- No Discussion

It was moved, seconded and carried that:

The Board approved the Executive Constraint – EC9a Office Operations: Retention of Records policy as presented.

g) First Election of Board:

- The Order of the Minister of Health Services (**Appendix F**) sets out that the first election referred to in section 17 (2)(a) of the HPA must be held before July 1, 2010.
- Section 4 (1),(2) *Notice of Election* of the bylaws pursuant to the HPA indicate:
 - (1) *The election is held annually at a date determined by the registrar at least 21 days prior to the November board meeting*
 - (2) *The registrar must deliver a notice of election in Form 1 to every full pharmacist and in the Districts which are due to elect board members at least 60 days prior to the election date.*
- The first election will be held on Friday October 23, 2009.

Discussion Points:

- It was pointed out by staff that as a result of the HPA transition rather than the current rotating schedule all elected board members will be up for re-election in the Fall 2009 election. In this initial election odd numbered districts (1, 3, 5 & 7) will be elected to a two-year term and even numbered districts (2, 4 & 6) for a one-year term which will result in a rotating schedule again in 2010.

h) College Seal

- Section 22 (1)(2) of the Bylaws pursuant to the HPA indicate:
 - *The board must approve a seal for the College of Pharmacists of BC*
 - *The seal of the college must be affixed, by those persons designated by the board, to the documents determined by the board*



- Attached as **Appendix G** is the seal for the College of Pharmacists of BC.
- The list of proposed documents that the seal must be affixed to are: the Certificate of Registration and Volunteer Certificates.
- The list of proposed persons that can affix the seal are: the Registrar, Deputy Registrar, Business Manager and the Administrative Assistants for Licensure and for Registration.

Discussion Points:

- No Discussion

It was moved, seconded and carried that:

The Board approves the seal, list of documents that the seal must be affixed to and the list of persons that can affix the seal as presented.

i) Auditor:

- Section 27(1) of the bylaws pursuant to the HPA indicate:

(1) The board must appoint a chartered accountant or a certified general accountant to be the auditor

- The College has used the audit services of Grant Thornton LLP Chartered Accountants, of Vancouver BC for at least the past 20 years and college staff recommends that they be reappointed.

Discussion Points:

- A board member asks and it was confirmed by staff that the appointment of auditor for the college is still part of the Annual General Meeting

It was moved, seconded and carried that:

Board appoints Grant Thornton LLP Chartered accountants as the auditor for the College of Pharmacists of BC.

j) Quality Assurance Program:

- Section 53(1) of the bylaws pursuant to the HPA indicate:

1. "For the purpose of this Part, the quality assurance program is the program approved by the board from time to time and is referred to as the "Program"."

- Attached as **Appendix H** is the schematic of the Professional Development & Assessment Program, which includes as footnotes the amendments, approved by the Council of the College of Pharmacists of BC in 2008 and 2009.

Discussion Points:

- It was noted by the board that although it was necessary as part of the HPA transition process to approve the current PDAP program that the board had delayed the start of the next PDAP cycle until Sept 2010 to allow for the completion of the external evaluation of the overall PDAP program.



It was moved, seconded and carried that:

The Board approves the quality assurance program as outlined in the Professional Development & Assessment Program structure schematic dated March 27, 2009.

k) Controlled Prescription Form:

- Section 3(7)(a) of the bylaws pursuant to the Pharmacy Operations and Drug Scheduling Act indicate:

“Drugs included in the Controlled Prescription Program must not be sold or dispensed unless:

- a) the pharmacist has received the prescription on the form approved by the board of the College of Pharmacists of BC and the board of the College of Physicians and Surgeons of BC.”*
- Attached as **Appendix I** are the currently approved Controlled Prescription Program forms previously approved by the Council of the CPBC and the Council of the CPSBC.

Action:

- The board expressed a desire to review these forms at a later date

It was moved, seconded and carried that:

The Board approves the Controlled Prescription Program forms as presented.

l) Registrar authorization to dismiss a complaint:

- Section 32 of the HPA indicates:
 1. A person who wishes to make a complaint against a registrant must deliver the complaint in writing to the registrar.
 2. As soon as practicable after receiving a complaint, the registrar must deliver to the inquiry committee a copy of the complaint, an assessment of the complaint and any recommendations of the registrar for the disposition of the complaint.
 3. Despite subsection (2), the registrar, **if authorized by the board**, may dismiss a complaint, or request that the registrant act as described in section 36(1), without reference to the inquiry committee if the registrar determines that the complaint
 - a) Is trivial, frivolous, vexatious, or made in bad faith
 - b) Does not contain allegations that, if admitted or proven, would constitute a matter subject to investigation by the inquiry committee under section 33(4), or (in other words – outside of the jurisdiction of the college)
 - c) Contains allegations that, if admitted or proven, would constitute a matter, other than a serious matter, subject to investigation by the inquiry committee under section 33(4)
 4. If a complaint is disposed of under subsection (3), the registrar must deliver a written report to the inquiry committee about the circumstances of the disposition.
- Section 34 of the HPA indicates that:
 1. If the inquiry committee decides under section 33(6)(a), or the registrar decides under section 32(3)(a) or (b), to take no further action in an investigation, they must
 - a) Report to the board the results of the investigation and,
 - b) If the investigation resulted from a complaint, notify the complainant of its decision and provide to the complainant the conclusions drawn in the investigation respecting the matters alleged in the complaint.



Board Meeting

- Consistent with the above sections, the board was requested to authorize the registrar with the authority to dismiss a complaint. This authorization was requested as it will operationally move the complaints through the process faster and decrease the number of requests proceeding through the inquiry committee, in those cases where the complaints are trivial, frivolous, vexatious or made in bad faith, or outside of the college jurisdiction. The legislation ensures a reporting process to ensure accountability.

Discussion Points:

- No Discussion

It was moved, seconded and carried that:

The Board authorizes the registrar to dismiss a complaint consistent with sections 32 and 34 of the Health Professions Act.

m) PharmaNet Stewardship Committee nomination:

- The management of the PharmaNet Committee is moving from the jurisdiction of the College of Pharmacists of BC to the Ministry of Health Services through changes in legislation as of April 1, 2009. The Ministry has indicated that the membership of the committee through the transition will be maintained. The Ministry requires the college to nominate one member to the committee, and has requested that Steve Shalansky (current Chair of the PharmaNet committee) be considered for the College nomination.
- Dr. Shalansky has agreed to stand as the College of Pharmacists of BC nomination to the PharmaNet Stewardship Committee.

Discussion Points:

- No Discussion

It was moved, seconded and carried that:

The Board approves the nomination of Dr. Stephen Shalansky to stand as the College of Pharmacists of BC nominee to the PharmaNet Stewardship Committee

n) June 2009 Board meeting date change:

Discussion Points:

- A board member requested that the June 2009 meeting be moved from June 26 to June 12

Action:

- The Chair requested that all board members email him directly with respect to their availability and he will then inform staff of the June meeting date
- Staff was asked to include a schedule of the 2009 board meeting dates in the June briefing package

ADJOURNMENT

The meeting was adjourned at 3:51 pm.



APPENDIX D

POLICY CATEGORY:
POLICY FOCUS:

Executive Constraints
Reimbursement of Budgeted Expenses

Remuneration Guidelines – Board and Committees (Required)
Board, Inquiry Committee, Discipline Committee, Quality Assurance Committee and Registration Committee

Expenses

For reimbursement of reasonable, budgeted expenses incurred while on college business, all receipts, including passenger copies of airline tickets, must be affixed to a completed expense claim form. Expenses will be reimbursed as incurred consistent with the college’s expense claim guidelines.

Transportation

Air: Lowest available advance ticketed fare (normally economy class) within the context of travel dates and time requirements. Out-of-town board / committee members usually make their own travel arrangements.

Hotel: Accommodations are to be arranged by the appropriate college staff.

Personal automobile: Refer to the rate indicated on the expense claim form with the total limited to the cost of the lowest fare for economy class air transportation to the same destination (where applicable). Lower Mainland residents may claim for travel between their homes and the meeting site.

Other: Parking, cabs, airport buses or shuttles.

Accommodation

The college maintains a master hotel account at certain hotels. The room rate and applicable taxes for the day(s) spent on college business or meetings will be automatically billed to the master account. Individuals must arrange to pay all other expenses incurred during their stay (such as mini-bar charges, laundry, in-room movies and personal telephone calls); these expenses are not reimbursed by the College of Pharmacists of BC.

The college pays for hotel accommodation based on air travel as the transportation used. If alternate transportation methods are used when scheduled air travel is available, additional nights of hotel accommodation required will be at the traveler’s expense.

Meals

Meals are provided for by an allowance for breakfast, lunch and dinner. In the course of meetings, group breakfasts, lunches, or dinners may be arranged. All participants are encouraged to join in these group functions. There is no reimbursement for meals purchased independently at alternate venues.

Honoraria

Honoraria will be paid for each day (four hours or more) required to attend to college business. If travel arrangements require you to leave your normal employment during working hours, the honoraria may be paid for that day. Air travel time will be taken into consideration when determining honoraria amount. Extra travel time for automobile travel when faster air travel is available will be the traveler’s responsibility.

Other Costs (for board members only)

A reimbursement of \$20 per board meeting will be given for miscellaneous supplies (up to a maximum of \$100/year).

First approved: unknown
Revised: 20 Jun 03 / 21 Sept 07
Reaffirmed: 27 Mar 98 / 27 Mar 09

Monitoring frequency: Meeting 1 (Annually)
Monitoring method: Executive Report
Responsibility of: Registrar

EC-11a



POLICY CATEGORY:
POLICY FOCUS:

Executive Constraints
Reimbursement of Budgeted Expenses

Remuneration Guidelines - Committees (Volunteer)

Honoraria

Honoraria and expenses will not be paid for evening meetings.

Honoraria will be paid for daytime meetings required to attend to college business. Air travel time will be taken into consideration when determining honoraria amount. Extra travel time for automobile travel when faster air travel is available will be the traveler's responsibility.

Expenses

For reimbursement of reasonable, budgeted expenses incurred while on college business, all receipts, including passenger copies of airline tickets, must be affixed to a completed expense claim form. Expenses will be reimbursed as incurred consistent with the college's expense claim guidelines.

Transportation

Air: Lowest available advance ticketed fare (normally economy class) within the context of travel dates and time requirements. Out-of-town committee members usually make their own travel arrangements.

Hotel: Accommodations are to be arranged by the appropriate college staff.

Personal automobile: Refer to the rate indicated on the expense claim form with the total limited to the cost of the lowest fare for economy class air transportation to the same destination (where applicable). Lower Mainland residents may claim for travel between their homes and the meeting site.

Other: Parking, cabs, airport buses or shuttles.

Accommodation

The college maintains a master hotel account at certain hotels. The room rate and applicable taxes for the day(s) spent on college business or meetings will be automatically billed to the master account. Individuals must arrange to pay all other expenses incurred during their stay (such as mini-bar charges, laundry, in-room movies and personal telephone calls); these expenses are not reimbursed by the College of Pharmacists of BC.

The college pays for hotel accommodation based on air travel as the transportation used. If alternate transportation methods are used when scheduled air travel is available, additional nights of hotel accommodation required will be at the traveler's expense.

Meals

Meals are provided for by an allowance for breakfast, lunch and dinner. In the course of meetings, group breakfasts, lunches, or dinners may be arranged. All participants are encouraged to join in these group functions. There is no reimbursement for meals purchased independently at alternate venues.

First approved: 27 March 09
Revised:
Reaffirmed:

Monitoring frequency: Meeting 1 (Annually)
Monitoring method: Executive Report
Responsibility of: Registrar

EC-11b



APPENDIX E

POLICY CATEGORY:

Executive Constraints (EC-9a)

POLICY FOCUS:

Office Operations: Retention of Records

A	Acts, legislation and newsletters Legislation and acts (internal) Newsletters Other records in file	<ul style="list-style-type: none"> • Permanent • Permanent • 7 year retention
C	Council and committee records Council records All other files in category	<ul style="list-style-type: none"> • Permanent • 7 year retention
CD	Discipline hearing files and index Case files Index	<ul style="list-style-type: none"> • Permanent • Permanent
D	Drug information and drug distribution Nonpharmacy sale, specific drugs	<ul style="list-style-type: none"> • 7 year retention
F	Finance and office administration Insurance, leases, office operation	<ul style="list-style-type: none"> • 7 year retention
GF	Federal government issues Correspondence, policy guidelines	<ul style="list-style-type: none"> • 7 year retention
GP	Provincial government issues Government ministry issues	<ul style="list-style-type: none"> • 7 year retention
H	History General background history materials	<ul style="list-style-type: none"> • 10 year retention
I	Inquiry Committee files Case files	<ul style="list-style-type: none"> • Permanent
L	Pharmacy licensing records Licensing functions	<ul style="list-style-type: none"> • Permanent record (7 year retention after pharmacy closure)
M	Pharmacist registration records Individual files	<ul style="list-style-type: none"> • Permanent record (destroy deceased registrants' records)
MA	Assessments <ul style="list-style-type: none"> • Individual files 	<ul style="list-style-type: none"> • Permanent record (destroy deceased registrants' records)
MS	Student registration records Applications, assessment results	<ul style="list-style-type: none"> • Transfer to M if registered as Pharmacist (destroy after application expired)
MQ	Qualifying candidate registration records Applications, assessment results	<ul style="list-style-type: none"> • Transfer to M if registered as Pharmacist (destroy after application expired)
O	Organizations Correspondence, reports, minutes	<ul style="list-style-type: none"> • 7 year retention
PI	Inquiry records (pharmacy and pharmacist) Correspondence, reports, minutes	<ul style="list-style-type: none"> • Permanent
PN	PharmaNet program records Correspondence, meeting records PharmaNet patient profile requests PHN corrections Patient access audit correspondence PharmaNet committee data releases CPBC staff patient record access logs	<ul style="list-style-type: none"> • 3 year retention • 60 days retention • 1 year retention • 6 year retention • 6 year retention • 6 year retention

First approved: 02 May 97
Revised: 12 Jun 98 / 14 Sept 01 / 20 Jun 03 / 18 Jun 04/ 17 Jun 05 / 21 Sept 07
Reaffirmed: 27 March 2009

Monitoring frequency: Meeting 5 (Annually)
Monitoring method: Executive Report
Responsibility of: Registrar



PROVINCE OF BRITISH COLUMBIA
ORDER OF THE MINISTER OF HEALTH SERVICES

Ministerial Order No.

M 032

I, George Abbott, Minister of Health Services, order that:

1. Effective April 1, 2009, the following persons are appointed, as representatives of the health profession, to the first board for the College of Pharmacists of British Columbia (the "College") until the first election referred to in section 17 (2) (a) of the *Health Professions Act* (the "Act") respecting the College:

Beverley A. Harris of Coquitlam
 Chris C. Hunter of Prince George
 Dr. James J. Kim of Coquitlam
 John Douglas Kipp of Invermere
 Agnes Fridl Poljak of Burnaby
 Dr. Dennis Primmitt of Port Alberni
 Barry J. Wilson of Victoria

2. Effective April 1, 2009, the following persons are appointed, as representatives of the public, to the first board for the College until the first election referred to in section 17 (2) (a) of the Act respecting the College:

Margaret J. Cleaveley of Kamloops
 Penelope A. (Penny) Denton of Prince Rupert
 Michael MacDougall of West Vancouver
 John Scholtens of Langley

3. The first election referred to in section 17 (2) (a) of the Act respecting the College must be held before July 1, 2010.
4. Following the first election referred to in section 17 (2) (a) of the Act respecting the College, the persons named in section 2 of this Order are appointed, as representatives of the public, to the board for the College until October 1, 2010.

Minister of Health Services

This Order made the 17th day of February, 2009 at Victoria, British Columbia.

(This part is for administrative purposes only and is not part of the Order)

Authority under which Order is made:

Act and section:- *Health Professions Act, s. 17*

Other (specify):-



APPENDIX G





APPENDIX H

Timelines:

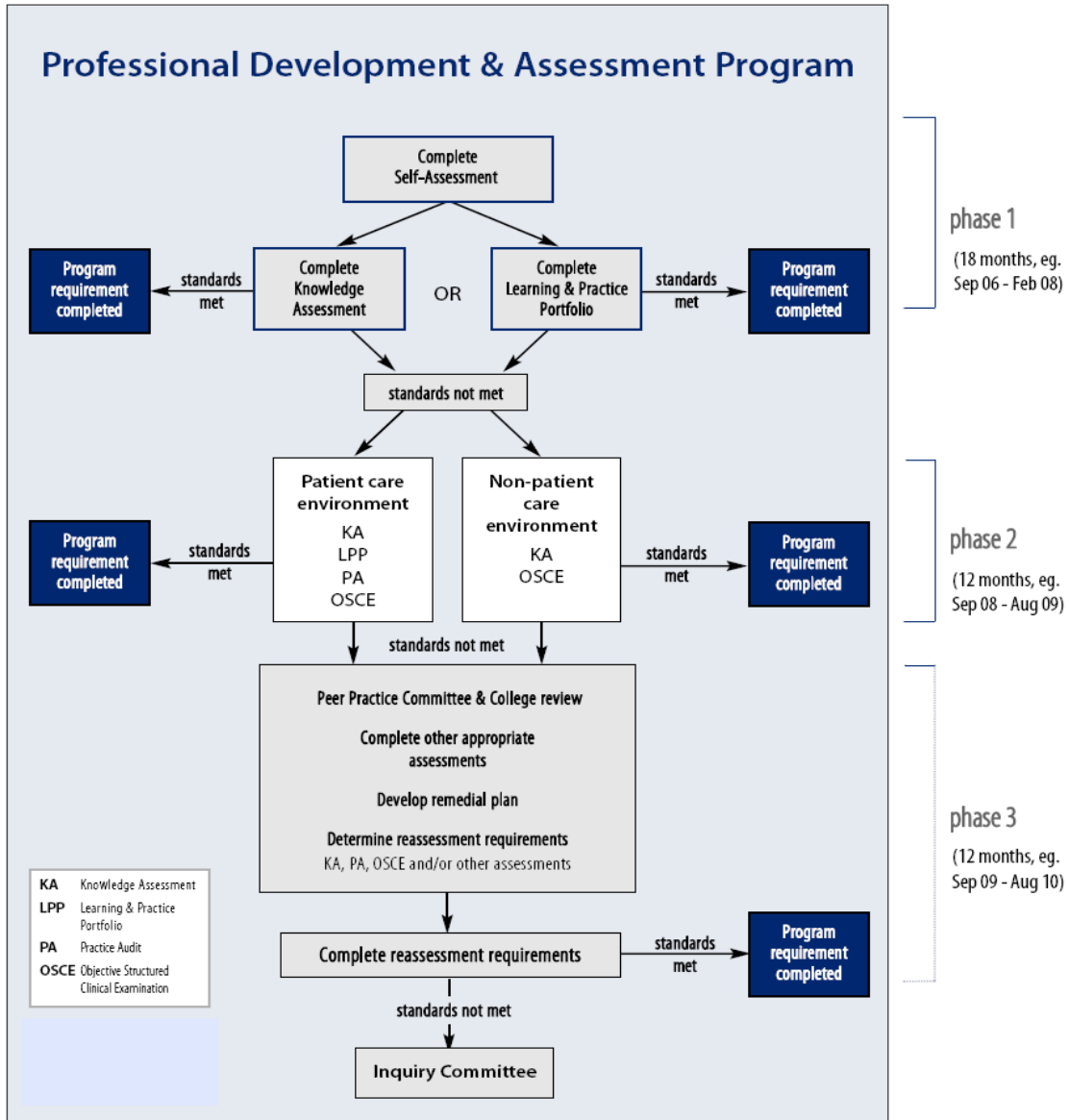
Pharmacists must satisfactorily complete Phases 1 and 2 within the timelines of the program as approved from the board from time to time.

CE-Plus Pilot:

Approved by Council as a pilot tool for Cycle 2, Phase 2 participants (September 2008)

February 2009:

Council passed a motion that the launch of Cycle 3 (2009) be delayed until September 2010 when program evaluation, which includes the CE-Plus Pilot tool, has been completed, and PDAP structure and timelines have been modified to incorporate findings



March 27, 2009



APPENDIX I

CONTROLLED PRESCRIPTION METHADONE

<p>B.C. CONTROLLED PRESCRIPTION FORM Take to pharmacy of choice. PLEASE PRINT</p> <p>PERSONAL HEALTH NO. _____ PRESCRIPTION DATE _____</p> <p>PATIENT NAME FIRST INITIAL LAST DAY MONTH YEAR</p> <p>ADDRESS STREET CITY PROV DATE OF BIRTH DAY MONTH YEAR</p> <p>Rx DRUG NAME AND STRENGTH ONLY ONE IN THIS FORM VOID if altered METHADONE 1 mg/ml - in crystalline juice for maintenance - no home delivery</p> <p>NUMERIC QUANTITY ALPHA</p> <p>DIRECTIONS FOR USE METHADONE _____ mg/day Start Day _____ d/m/yr Last Day _____ d/m/yr DWI OR CARRIES (circle one) If carries, specify number of days per week of witnessed ingestion in pharmacy</p> <p>NUMERIC ALPHA</p> <p>NO REFILLS PERMITTED VOID AFTER 5 DAYS UNLESS PRESCRIPTION FOR METHADONE</p> <p>PRESCRIBER'S SIGNATURE _____ COLLEGE ID # _____</p> <p>FOLIO</p> <p>RECEIVED BY - PATIENT OR AGENT SIGNATURE SIGNATURE OF DISPENSING PHARMACIST</p> <p>PHARMACY USE ONLY</p>	<p>B.C. CONTROLLED PRESCRIPTION FORM Take to pharmacy of choice. PLEASE PRINT</p> <p>PERSONAL HEALTH NO. _____ PRESCRIPTION DATE _____</p> <p>PATIENT NAME FIRST INITIAL LAST DAY MONTH YEAR</p> <p>ADDRESS STREET CITY PROV DATE OF BIRTH DAY MONTH YEAR</p> <p>Rx DRUG NAME AND STRENGTH ONLY ONE IN THIS FORM VOID if altered METHADONE 1 mg/ml - in crystalline juice for maintenance - no home delivery</p> <p>NUMERIC QUANTITY ALPHA</p> <p>DIRECTIONS FOR USE METHADONE _____ mg/day Start Day _____ d/m/yr Last Day _____ d/m/yr DWI OR CARRIES (circle one) If carries, specify number of days per week of witnessed ingestion in pharmacy</p> <p>NUMERIC ALPHA</p> <p>NO REFILLS PERMITTED VOID AFTER 5 DAYS UNLESS PRESCRIPTION FOR METHADONE</p> <p>PRESCRIBER'S SIGNATURE _____ COLLEGE ID # _____</p> <p>FOLIO</p> <p>RECEIVED BY - PATIENT OR AGENT SIGNATURE SIGNATURE OF DISPENSING PHARMACIST</p> <p>PHARMACY USE ONLY</p>	<p>B.C. CONTROLLED PRESCRIPTION FORM Take to pharmacy of choice. PLEASE PRINT</p> <p>PERSONAL HEALTH NO. _____ PRESCRIPTION DATE _____</p> <p>PATIENT NAME FIRST INITIAL LAST DAY MONTH YEAR</p> <p>ADDRESS STREET CITY PROV DATE OF BIRTH DAY MONTH YEAR</p> <p>Rx DRUG NAME AND STRENGTH ONLY ONE IN THIS FORM VOID if altered METHADONE 1 mg/ml - in crystalline juice for maintenance - no home delivery</p> <p>NUMERIC QUANTITY ALPHA</p> <p>DIRECTIONS FOR USE METHADONE _____ mg/day Start Day _____ d/m/yr Last Day _____ d/m/yr DWI OR CARRIES (circle one) If carries, specify number of days per week of witnessed ingestion in pharmacy</p> <p>NUMERIC ALPHA</p> <p>NO REFILLS PERMITTED VOID AFTER 5 DAYS UNLESS PRESCRIPTION FOR METHADONE</p> <p>PRESCRIBER'S SIGNATURE _____ COLLEGE ID # _____</p> <p>FOLIO</p> <p>RECEIVED BY - PATIENT OR AGENT SIGNATURE SIGNATURE OF DISPENSING PHARMACIST</p> <p>PHARMACY USE ONLY</p>
<p>PRESS HARD YOU ARE MAKING 2 COPIES PRINTED IN B.C.</p>	<p>PRESS HARD YOU ARE MAKING 2 COPIES PRINTED IN B.C.</p>	<p>PRESS HARD YOU ARE MAKING 2 COPIES PRINTED IN B.C.</p>

<p>B.C. CONTROLLED PRESCRIPTION FORM PLEASE PRINT</p> <p>PERSONAL HEALTH NO. _____ PRESCRIPTION DATE _____</p> <p>PATIENT NAME FIRST INITIAL LAST DAY MONTH YEAR</p> <p>ADDRESS STREET CITY PROV DATE OF BIRTH DAY MONTH YEAR</p> <p>Rx DRUG NAME AND STRENGTH ONLY ONE IN THIS FORM VOID if altered METHADONE 1 mg/ml - in crystalline juice for maintenance - no home delivery</p> <p>NUMERIC QUANTITY ALPHA</p> <p>DIRECTIONS FOR USE METHADONE _____ mg/day Start Day _____ d/m/yr Last Day _____ d/m/yr DWI OR CARRIES (circle one) If carries, specify number of days per week of witnessed ingestion in pharmacy</p> <p>NUMERIC ALPHA</p> <p>NO REFILLS PERMITTED VOID AFTER 5 DAYS UNLESS PRESCRIPTION FOR METHADONE</p> <p>PRESCRIBER'S SIGNATURE _____ COLLEGE ID # _____</p> <p>FOLIO</p> <p>RECEIVED BY - PATIENT OR AGENT SIGNATURE SIGNATURE OF DISPENSING PHARMACIST</p> <p>PHARMACY USE ONLY</p>	<p>B.C. CONTROLLED PRESCRIPTION FORM PLEASE PRINT</p> <p>PERSONAL HEALTH NO. _____ PRESCRIPTION DATE _____</p> <p>PATIENT NAME FIRST INITIAL LAST DAY MONTH YEAR</p> <p>ADDRESS STREET CITY PROV DATE OF BIRTH DAY MONTH YEAR</p> <p>Rx DRUG NAME AND STRENGTH ONLY ONE IN THIS FORM VOID if altered METHADONE 1 mg/ml - in crystalline juice for maintenance - no home delivery</p> <p>NUMERIC QUANTITY ALPHA</p> <p>DIRECTIONS FOR USE METHADONE _____ mg/day Start Day _____ d/m/yr Last Day _____ d/m/yr DWI OR CARRIES (circle one) If carries, specify number of days per week of witnessed ingestion in pharmacy</p> <p>NUMERIC ALPHA</p> <p>NO REFILLS PERMITTED VOID AFTER 5 DAYS UNLESS PRESCRIPTION FOR METHADONE</p> <p>PRESCRIBER'S SIGNATURE _____ COLLEGE ID # _____</p> <p>FOLIO</p> <p>RECEIVED BY - PATIENT OR AGENT SIGNATURE SIGNATURE OF DISPENSING PHARMACIST</p> <p>PHARMACY USE ONLY</p>	<p>B.C. CONTROLLED PRESCRIPTION FORM PLEASE PRINT</p> <p>PERSONAL HEALTH NO. _____ PRESCRIPTION DATE _____</p> <p>PATIENT NAME FIRST INITIAL LAST DAY MONTH YEAR</p> <p>ADDRESS STREET CITY PROV DATE OF BIRTH DAY MONTH YEAR</p> <p>Rx DRUG NAME AND STRENGTH ONLY ONE IN THIS FORM VOID if altered METHADONE 1 mg/ml - in crystalline juice for maintenance - no home delivery</p> <p>NUMERIC QUANTITY ALPHA</p> <p>DIRECTIONS FOR USE METHADONE _____ mg/day Start Day _____ d/m/yr Last Day _____ d/m/yr DWI OR CARRIES (circle one) If carries, specify number of days per week of witnessed ingestion in pharmacy</p> <p>NUMERIC ALPHA</p> <p>NO REFILLS PERMITTED VOID AFTER 5 DAYS UNLESS PRESCRIPTION FOR METHADONE</p> <p>PRESCRIBER'S SIGNATURE _____ COLLEGE ID # _____</p> <p>FOLIO</p> <p>RECEIVED BY - PATIENT OR AGENT SIGNATURE SIGNATURE OF DISPENSING PHARMACIST</p> <p>PHARMACY USE ONLY</p>
<p>M.D. COPY</p> <p>PRESS HARD YOU ARE MAKING 2 COPIES PRINTED IN B.C.</p>	<p>M.D. COPY</p> <p>PRESS HARD YOU ARE MAKING 2 COPIES PRINTED IN B.C.</p>	<p>M.D. COPY</p> <p>PRESS HARD YOU ARE MAKING 2 COPIES PRINTED IN B.C.</p>



CONTROLLED PRESCRIPTION DUPLICATE

<p>B.C. CONTROLLED PRESCRIPTION FORM Take to pharmacy of choice. PLEASE PRINT</p>	<p>B.C. CONTROLLED PRESCRIPTION FORM Take to pharmacy of choice. PLEASE PRINT</p>	<p>B.C. CONTROLLED PRESCRIPTION FORM Take to pharmacy of choice. PLEASE PRINT</p>
<p>BLUE VOID SCREEN SAME AS PREVIOUS</p>	<p>BLUE VOID SCREEN SAME AS PREVIOUS</p>	<p>BLUE VOID SCREEN SAME AS PREVIOUS</p>
<p>NO REFILLS PERMITTED VOID AFTER 5 DAYS UNLESS PRESCRIPTION FOR METHADONE</p>	<p>NO REFILLS PERMITTED VOID AFTER 5 DAYS UNLESS PRESCRIPTION FOR METHADONE</p>	<p>NO REFILLS PERMITTED VOID AFTER 5 DAYS UNLESS PRESCRIPTION FOR METHADONE</p>
<p>PHARMACY USE ONLY</p>	<p>PHARMACY USE ONLY</p>	<p>PHARMACY USE ONLY</p>
<p>PHARMACY COPY - COPYING OR DUPLICATING THIS FORM IN ANY WAY CONSTITUTES AN OFFENSE</p>	<p>PHARMACY COPY - COPYING OR DUPLICATING THIS FORM IN ANY WAY CONSTITUTES AN OFFENSE</p>	<p>PHARMACY COPY - COPYING OR DUPLICATING THIS FORM IN ANY WAY CONSTITUTES AN OFFENSE</p>
<p>PRESS HARD YOU ARE MAKING 2 COPIES PRINTED IN B.C.</p>	<p>PRESS HARD YOU ARE MAKING 2 COPIES PRINTED IN B.C.</p>	<p>PRESS HARD YOU ARE MAKING 2 COPIES PRINTED IN B.C.</p>

<p>B.C. CONTROLLED PRESCRIPTION FORM PLEASE PRINT</p>	<p>B.C. CONTROLLED PRESCRIPTION FORM PLEASE PRINT</p>	<p>B.C. CONTROLLED PRESCRIPTION FORM PLEASE PRINT</p>
<p>M.D. COPY</p>	<p>M.D. COPY</p>	<p>M.D. COPY</p>
<p>PRESS HARD YOU ARE MAKING 2 COPIES PRINTED IN B.C.</p>	<p>PRESS HARD YOU ARE MAKING 2 COPIES PRINTED IN B.C.</p>	<p>PRESS HARD YOU ARE MAKING 2 COPIES PRINTED IN B.C.</p>