

Meeting of the Council

June 22, 2007

Present:

President and District 1 councillor Randy Konrad; District 2 Councillor Bev Harris; District 3 councillor Barry Wilson; District 4 councillor Erica Gregory; District 5 Councillor Rita Thomson; District 6 councillor James Kim; District 7 councillor Carol Gee; Government Appointees Marina Ma, Margaret Cleaveley and Michael MacDougall; Faculty of Pharmaceutical Sciences Dean Robert Sindelar

Staff (at various times):

Marshall Moleschi, Registrar; Suzanne Solven, Deputy Registrar; April Lightbown, Executive Assistant; Susan Lo, General Manager.

Guests (at various times):

Director UBC CPPD Janice Moshenko; CEO, BCPhA Marnie Mitchell; BC Cancer Agency, Lynne Nakashima; Vancouver Coastal Health Jane de Lemos; Clinical Practice Leader, Clinical Pharmacy Specialist, Psychiatry (BC Branch President - Canadian Society of Hospital Pharmacists Sue Corrigan.

1. Welcome and Call to Order

- President Konrad called the meeting to order at 9:19 a.m.
- He stated the college mission statement:

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

2. Agenda and Timetable

- The agenda and timetable were approved with additions.

It was moved, seconded and carried that the following items be added to the agenda:

- i. Current strategic plan update (4.01A)*
- ii. Council speaks with one voice (10.01)*
- iii. Recording of minutes (10.02)*
- iv. CPhA update (10.03)*

3. Previous Meeting Minutes

- 3.01 The minutes of the May 4, 2007 council meeting were approved by eight councillors; councillor Barry Wilson requested that his negative vote be recorded.

4. Outcome Development Issues

Internal (college/council)

4.01 Strategic Planning Session update

- A strategic planning session was facilitated by Sierra Systems on the afternoon of June 21 to review the college's current strategic plan.
- The goal of the session was to review and update the current strategic plan from 2006 as necessary.
- Prior to the session pre-work interviews were conducted by Sierra Systems with councillors and groups of college staff.
- The results of the interviews were used to establish an updated 'straw man' strategic plan that now includes a vision statement, reinforced mission statement, strategic goals, with linked desired outcomes and performance indicators.
- Council confirms the updated components of the strategic plan as follows:

Vision

It was moved, seconded and carried that:

The new vision statement developed at the strategic planning workshop be adopted for a period of a year and revisited at that time. The college's new vision statement is as follows:

The health of the public is improved through the application of BC pharmacists' and regulated pharmacy technicians' knowledge, skills and abilities in the provision of safe, effective, and quality pharmacy care in collaboration with other health care professionals.

Mission

It was moved, seconded and carried that:

The college's current mission statement is reaffirmed as follows:

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

Values

It was moved, seconded and carried that:

The values as presented are brought forward to the September council meeting in order to give council time to review.

ACTION: Councillors will review and bring ideas forward to September meeting.

Strategic Goal 1

It was moved, seconded and carried that the updated Strategic Goal 1 is:

The enhanced and expanded care and services that pharmacists and regulated pharmacy technicians deliver are safe, effective and aligned with the health care needs of the public.

Strategic Goal 2

It was moved, seconded and carried that the updated Strategic Goal 2 is:

The college sets standards and conditions to ensure that emerging technologies and changes to business processes contribute to safe and effective pharmacy care.

Strategic Goal 3

It was moved, seconded and carried that the updated Strategic Goal 3 is:

The public, government, health care professionals, and registrants understand the role and value of the pharmacist.

- The values, objectives, key performance indicators and action plans were not completed during the June 21, 2007 strategic planning session. Therefore,

It was moved, seconded and carried that:

A full day session will be held on September 20 to review the outstanding items.

ACTION: The registrar will contact the consultant to facilitate the September session and to develop a plan to move forward with the Strategic Goals.

ACTION: An updated hard copy Annex 1 reflecting the new Strategic Goals will be sent to council.

Agenda Setting

It was moved seconded and carried:

That the agenda screening process developed by Sierra Systems is accepted as a tool for creating council agendas.

4.01A Current Strategic plan update

- The registrar circulated a report of activities related to strategic goals as of June 2007.

4.02 Election results/government appointees

May 29, 2007 council election results:

- Agnes Fridl Poljak was elected in District 1, replacing Randy Konrad effective following 2007 AGM).
- Barry Wilson was re-elected to District 3 (effective following 2007 AGM).
- Chris Hunter was elected to District 5, replacing retiring Rita Thomson (effective following 2007 AGM).
- Dennis Primett, District 7, won by acclamation, replacing retiring Carol Gee (effective following 2007 AGM).

Government appointments

- Government appointee Michael MacDougall was reappointed to council for a term effective June 9, 2007 and ending June 9, 2010.
- Winnie Wong has resigned from council, effective June 9, 2007; her replacement will be appointed in the fall of 2007.

4.03 Council Assessment Tools

- The registrar had requested at the May 4, 2007 council meeting that suggestions, ideas and thoughts on assessment tools were forwarded; none were received.
- The registrar brought forward the current four page assessment tool as an example.
- Council suggested using the current four page assessment as a tool for the next two council meetings in order to use it for monitoring purposes and orientating new council members.
- Council also suggested that the Registrar have an independent consultant attend the September session to facilitate individual and whole council evaluations

ACTION: Registrar to have an independent consultant attend the September 21, 2007 council meeting to facilitate council assessment.

Outcome development issues

External (pharmacists/public)

4.04 Framework for medication management

- A draft *medication management professional practice policy* (protocol) was proposed to allow hospital and community pharmacists to maximize their full educational and professional competencies.

It was moved seconded and carried that:

Council approves proceeding with the development of a Professional Practice Policy - Medication Management.

A “straw man” PPP has been drafted to facilitate discussion of this important topic. It will be critical to the success of this initiative to ensure adequate stakeholder consultation and feedback is received. The college is proposing the following stakeholders are consulted over June – August 2007 and the results brought back to council at the September 2007 meeting:

- College of Physicians and Surgeons
- BC Medical Association
- BC Pharmacy Association
- College of Registered Nurses of BC
- Ministry of Health – Pharmaceutical Services & Legislation and Professional Regulation Divisions
- College of Pharmacists committees
 - Hospital pharmacy committee
 - Community practice committee
 - Long term care committee
 - Advanced practice credentialing committee
- Public input
- UBC Faculty of Pharmaceutical Sciences

It was moved seconded and carried:

To proceed with the stakeholder consultation as drafted in the briefing note included in the June 2007 council package with the addition of the following stakeholders:

- Canadian Society of Hospital Pharmacists
- College of Licensed Practical Nurses
- Chief Nursing Officers Health Authority
- BC Health Authority pharmacy directors *and*
- Any other stakeholders deemed appropriate.

ACTION: Proceed with the development of a Professional Practice Policy - Medication Management.

ACTION: Proceed with stakeholder consultation.

ACTION: Report back to council at the September 2007 meeting

5. New Policy Development

No topics

6. Monitoring Activities

6.01 Registrar's Executive Report

The registrar provided monitoring reports and updates on the following topics:

DO-1 Stakeholder Relations

- Activities and events relating to stakeholder relations were provided for the information of the councillors.

DO-2 Practice Standards: General

- Activities and events relating to practice standards: general were provided for the information of the councillors.

DO-3b Practice Standards: Professional Development and Assessment Program

- Activities and events relating to the professional development and assessment program were provided and discussed. Below is a summary:
 - The registrar circulated a letter on June 19, 2007 to various stakeholder groups that the Board of examiners identified as stakeholders for the Task Force to explore a continuing education based tool as a PDAP option.
 - Councillors Randy Konrad and Barry Wilson were nominated to the task force. Neither nominee was able to commit to the appointment due to scheduling issues and requested that the deadline of July 5 be given to reach a decision.

It was moved seconded and carried that:

Nominees Barry Wilson and Randy Konrad will review their schedules to work who will attend the task force meetings and will report back with their decision to the registrar on or before July 5.

DO-5 Professionalism

- No specific activities were targeted to this outcome during the reporting period.

DO-9 Pharmacist Empowerment and Autonomy

- The registrar reported full compliance with this policy's requirements.

DO-11 Involving Pharmacists in Key Initiatives

- No specific activities were targeted to this outcome during the reporting period.

EC-3 Financial Health

- With the completion of the annual audit procedures, the first quarter financial report was distributed.

It was moved, seconded and carried:

Council approves the first quarter financial statements as presented.

EC-9a Office Operations: Retention of Records

- The registrar reported full compliance with this policy's requirements.

EC-11 Reimbursement of Budgeted Expenses

- Reimbursement of Budgeted Expenses for councillors and college committee members was reviewed.

ACTION: The registrar was asked to bring comparisons of government and other college's expense policies for council and committee members to the September council meeting.

CG-3 Committees

College Committees

- The registrar provided a list of all committees. For each committee the following items were provided: terms of reference, reporting and accountability structure, process for appointment of members and the chair, terms of reference and minutes for the past year.

a) PharmaNet Committee

- Four PharmaNet committee member terms expired June 1, 2007. New committee members are being sought, but in the interim the current members need to be reappointed to ensure continuity of the committee work.

It was moved, seconded and carried:

- *The current members of the PharmaNet committee are reappointed for a term effective June 1 – August 1, 2007.*
 - *Dr David Fielding*
 - *Derek Daws*
 - *Peter Rubin*
 - *Dr. Brian Taylor*

b) Board of Examiners

- Discussion around committee minutes ensued and as a result the incoming Task Force appointee was asked to bring a report on the committee's findings to the next council meeting. Two full day meetings of this task force are scheduled for August 2 & 3, 2007.

ACTION: The Task Force committee member will bring a progress report to the September council meeting.

CG-7 Relationship with the Public and Other Key Stakeholders

- Activities and events relating to relations with the public and other key stakeholders were provided to demonstrate compliance with the policy.
- A councillor pointed out that the registrar communicates with BCPhA regularly which meets the interests of community pharmacy; he felt that the registrar should also communicate regularly with the Canadian Society of Hospital Pharmacists – BC Branch (CSHP-BC) and that this would be a good opportunity to do that.

PPP-1 Tobacco-free Pharmacies

- This past spring there were significant changes to the tobacco act. The College of Pharmacists of BC has been asked to be part of the consultation through the development of the regulations.

PPP-9 Facsimile Transmission of Refill Authorizations in Community Pharmacies

- The registrar reported full compliance with this policy's requirements.

PPP-24 Depot shipments of prescriptions

- Existing PPP-24 prohibits the delivery of dispensed prescriptions to depots (such as clinics, convenience stores, etc.) for subsequent dispersal or to retrieval by individual patients.

ACTION: Council requested that the registrar instruct the Community Pharmacy Committee to review the current PPP-24 and report back with their recommendations to a future council meeting.

7. Non-policy decisions

a) Audited financial statements 2006-2007

- The Audit Committee met on June 21, 2007 to review the Financial Statements.
- Council reviewed the Audit Committee-approved draft financial audit report.

It was moved, seconded and carried:

Council approves the draft financial statements as presented.

b) President-elect

- Councillors Bev Harris and Erica Gregory accepted nominations; council voted by secret ballot. The votes were counted twice for accuracy.
- Councillor Erica Gregory was elected as president-elect (to be president following 2007 AGM).

8. Operational constraints development

a) Benchmarking – statistical information

- Councillors and college staff reviewed meaningful metrics that could be provided at every council meeting. The following statistics were provided for council's review:
 - Core statistics
 - Information for annual report 2006-07
 - CPBC registration timelines by applicant type
 - CPBC registration requirements
 - Qualifying candidate International Pharmacy Graduate (IPG) projected range vs actual registration timelines
 - Qualifying candidate International Pharmacy Graduate (IPG) actual 2006-2007 registration timelines broken down by percentage

It was moved, seconded and carried:

Council requested that the registrar provide age and gender demographics at the annual general meeting for 2008.

ACTION: Age and gender statistics are to be incorporated into the 2007 AGM report.

9. Consent items

- no proposed topics

10. Council Development

10.01 CPhA update

- For the past 100 years, the Canadian Pharmacists Association has contributed to the health and safety of Canadians.
- Councillors Erica Gregory, Michael MacDougall, Rita Thomson, Randy Konrad, the registrar and deputy registrar were in attendance at the conference from June 2 – 5, 2007.
- Much discussion centred on medication management, pharmacy techs and scope of practice for pharmacists.
- A special award to recognize the top 100 pharmacists of the century: The CPhA Centennial Pharmacists Award was included.
- Following are the names of the 10 BC pharmacists who were honoured for their many years of service and dedication:

1. Frank Archer
2. Dale Dodge
3. Benjamin Gant
4. David Hill
5. Kay Jancowski
6. Linda Lytle
7. A. Whitney Matthews
8. A. Finlay Morrison
9. Robert Nakagawa
10. Bernard E. Riedel
11. Trevor Watson

10.02 Council speaks with one voice

10.03 Council current minute taking

Council took part in an in-camera session from 3:15 to 3:55 pm to discuss these 2 issues.

- Council requested that the registrar continue to ensure that council meeting minutes retain the established format, with adjustments made to provide concise background information on agenda issues, and summary lists to capture the breadth of discussion arising from these issues.

It was moved, seconded and carried:

Council reaffirmed that the current method of taking minutes will continue.

11. Council Assessment and Adjournment

- Councillors were asked to complete the meeting assessment form for the June 22, 2007 meeting and forward to the president.
- Meeting was adjourned at 4:01pm.