



## DRUG ADMINISTRATION COMMITTEE

### Background

The Board is required to establish a Drug Administration Committee.

### Authority

Health Professions Act (HPA) s. 19(1)(t); HPA Bylaws sections 18 and 19; HPA Pharmacists Regulation.

### Mandate

To review, develop and recommend the standards, limits and conditions under which a registrant may administer a drug or substance to patients and to maintain patient safety and public protection with respect to authorized pharmacist's administration of injections or administration of drugs by intranasal route to patients.

### Responsibilities

- Must review, develop and recommend to the Board standards, limits and conditions respecting the performance by practising pharmacists of restricted activities under section 4(1) (c.1) of the Pharmacists Regulation for the purposes of preventing diseases, disorders and conditions.
- May review the role of practising pharmacists in regard to the performance of restricted activities under section 4(1) (c.1) of the Pharmacists Regulation.
- May make recommendations to the Board, for submission to the Ministry of Health Services, respecting the standards, limits and conditions for practice and any other requirements it considers necessary or appropriate to support the performance by practising pharmacists of restricted activities under section 4(1) (c.1) of the Pharmacists Regulation for the purposes of treating diseases, disorders and conditions.
- May consult, as it considers necessary or appropriate, with registrants or other individuals who have expertise relevant to drug administration by injection or on any other matter considered by the committee.

### Reporting relationship

The committee as a whole reports through the chair to the Board. The committee must submit a report of its activities to the Board annually, or as required by the Board.

### Membership

- At least 4 and no more than 7 persons appointed by the Board.
- Must include, one full pharmacist, one medical practitioner confirmed by the College of Physicians and Surgeons of British Columbia as suitable for membership on the committee, one registered nurse confirmed by the British Columbia College of Nursing Professionals as suitable for membership on the committee, and one person nominated by the Ministry of Health Services.



## **Term of appointment**

Appointments are determined by the Board and will not exceed 3 years. Appointees are eligible for reappointment by the Board but may not serve more than 6 consecutive years.

A registrant appointed to the committee ceases to be a member if they are no longer a full pharmacist or pharmacy technician in good standing or if they become a College employee.

Any committee member may resign upon written notification to the registrar. Committee members who are absent for more than three committee meetings per year automatically forfeit membership on the committee. The chair has the discretion to approve, in advance, an extended absence of any committee member

## **Committee officers**

Board appoints a committee chair and vice-chair from among the members of the committee.

## **Voting rights**

Each member, including each public representative, is entitled to one vote on all matters coming before the committee.

## **Meeting procedures**

<i>Schedule:</i>	As required to fulfill mandate and responsibilities; to be determined at first meeting.
<i>Format:</i>	In person, by teleconference or by videoconference.
<i>Agenda:</i>	Developed by College staff in consultation with the committee chair with input from committee members.
<i>Attendees:</i>	Only Injection Drug Administration Committee members and College staff are entitled to attend committee meetings, unless specifically invited by the committee as a guest.
<i>Quorum:</i>	A majority of the committee.
<i>Minutes:</i>	Drafted by College staff for review and approval at next committee meeting; filed at the College office.
<i>Secretariat Support:</i>	Provided by the College, including meeting coordination, preparation and distribution of materials and drafting meeting minutes.

## **Conflict of interest disclosure**

Members must declare conflicts of interest prior to the discussion of individual files or at any time a conflict of interest or potential conflict of interest arises.

A conflict of interest refers to situations in which personal, occupational or financial considerations may affect or appear to affect the objectivity or fairness of decisions related to the committee activities. A conflict of interest may be real, potential or perceived in nature. Individuals must declare potential conflicts to the chair of the committee and must either absent themselves from the discussion and voting, or put the decision to the committee on whether they should absent themselves.



## **Confidentiality**

Members must declare conflicts of interest at any time a conflict of interest or potential conflict of interest arises.

Each committee member must sign a confidentiality agreement at the time of each appointment indicating their agreement to maintain the confidentiality, security and integrity of all materials during and after their term on the committee.

## **Remuneration**

Committee members may claim honoraria and expense reimbursement in accordance with the Board's policy and guidelines for claiming committee expenses.

## **Amendment to terms of reference**

The Board may amend committee terms of reference at any time and from time to time.