

# Meeting of the Council

June 18, 2004

**Present:**

President and District 1 Councillor Wayne Rubner, District 2 Councillor Amin Bardai, District 3 Councillor Howard Rose, District 4 Councillor Erica Gregory, District 5 Councillor Rita Thomson, District 6 Councillor John Hope, District 7 Councillor Carol Gee, and Government Appointees Jo Ann Groves, Marina Ma, Michael MacDougall and Peter Rubin.

**Absent (with notice):**

Faculty of Pharmaceutical Sciences Dean Robert Sindelar.

**Staff (at various times):**

Registrar Linda Lytle, Deputy Registrar Brenda Osmond and Administrative Assistant Samantha Lam.

**Guests (at various times):**

Marnie Mitchell, CEO, BC Pharmacy Association, and Rosey Brenan, President, Rodon Communications.

**CALL TO ORDER**

President Rubner called the meeting to order at 12:45 p.m.

He stated the College mission statement:

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

Government Appointee Michael MacDougall was welcomed to the Council meeting. Government Appointee Jo Ann Groves was congratulated for her reappointment.

Amin Bardai, Erica Gregory and John Hope were congratulated on their re-election to Council.

**AGENDA AND TIMETABLE**

The following items were added to the agenda

- 7.03 PDAP legislation
- 7.04 Ivermectin
- 7.05 Levonorgestrel

- 7.06 Methylphenidate
- 7.07 President-elect election

## **MINUTES OF PREVIOUS MEETING**

The minutes of the April 23, 2004 Council meeting were approved by consensus.

## **OUTCOME DEVELOPMENT ISSUES**

### **Council Project 2004**

Communications consultant Rosey Brenan worked with the Councillors to confirm aspects not covered in the two-part HealthGuide Training Program session for the presentations that Council will be making in the fall to health advocacy groups.

The Councillors decided to continue the HealthGuide Program presentations through spring 2005, with the option to opt out earlier if warranted.

Marketing and communications aspects of the program will be discussed at the September meeting, with the first group of presentations beginning in mid-October and ending in mid-November.

### **Benchmarking Project**

Administrative Manager Susan Lo and former Administrative Assistant Amanda Yen led the first phase of the CPBC Benchmarking Project. They worked with two British Columbia Institute of Technology students, Harpal Manhas and Harry Khangura and their faculty advisor, Bob Santarossa, to conduct the required activities and prepare the final report and recommendations.

College staff will use the detailed analyses included in the report to assist with operational planning, decision-making and budgeting to guide the use of College resources during the upcoming three years.

### **Electronic or Off-site Prescription File Storage**

Due to the reported increasing difficulty with arranging for on-site storage of hard copy prescription files, Registrar Lytle informed Council that she has again been asked to consider the possibility of amending provincial and/or federal legislation to allow the electronic storage of prescription hard copies. This would involve scanning the individual documents and storing them electronically. The hard copies could then be destroyed.

As an alternative to electronic storage of prescriptions, Council also considered the possibility of permitting one-year on-site storage with the remaining required storage period in an off-site bonded storage facility, with due regard for the need for privacy and confidentiality measures.

Council agreed by consensus to direct Registrar Lytle to prepare a draft proposal on electronic and off-site storage of prescription hard copies for presentation at the September Council meeting.

## **NEW POLICY DEVELOPMENT**

### **College Awards Program**

At it's April meeting Council discussed ideas for revamping the awards program. Registrar Lytle will have new award program criteria for review at the September Council meeting.

## **MONITORING ACTIVITIES**

### **Registrar's Executive Report**

Registrar Lytle provided monitoring reports and updates on the following topics:

#### ***Stakeholder Relations***

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

#### ***Practice standards: General***

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

#### ***Practice standards: Professional Development and Assessment Program***

Activities and events relating to practice standards: professional development and assessment program were provided and discussed for the information of the Councillors.

#### ***Appeals for Assessment Results***

Full compliance with this policy requirement was reported.

#### ***Professionalism***

Various activities relating to the promotion of professionalism were reported.

#### ***Professionalism (extension)***

Council considered a number of award recommendations proposed by the Registrar.

#### **Certificate of Merit**

Council approved by consensus the following individuals to receive the Certificate of Merit at the November annual general meeting to recognize their service to the profession:

Frank Archer	Ethics Advisory Committee since 1997
Leanne Bao	As a student, worked with Kathleen Collin on the development of the youth resource book entitled "Cocktails: Facts for Youth about Mixing Medicine, Booze and Street Drugs".
Caroline Chin	Board of Examiners since 1999
Kathleen Collin	Project leader for the development of Children's and Women's Health Centre of BC's "Cocktails: Facts for Youth about Mixing Medicine, Booze and Street Drugs," a compendium of more than 105 medications with facts about mixing them with substances such as alcohol, tobacco, cannabis, cocaine and oral contraceptives.
Maria Finamore	Board of Examiners chair since 2000
Melissa Haynes	Board of Examiners since 1997
Lorna Kroll	Learning & Practice Portfolio chair since 2001 Board of Examiners since 1998
Edward Lum	Ethics Advisory Committee since 1998
Bruce Millin	Board of Examiners since 1995
Glen Schoepp	Long-time editorial contributor to <i>Pharmacy Practice</i> magazine as co-author of the regular "Medication Forum" column.
Susan Simosko	Workplace learning and assessment specialist, who facilitated 18 orientation sessions around the province over a three-month period to introduce the Professional Development and Assessment Program, and provided extensive consultation services to the Board of Examiners and the Learning and Practice Portfolio Committee in the development of the LPP option for the new quality assurance program.
Angela Tong	As a student, worked with Kathleen Collin on the development of the youth resource book entitled "Cocktails: Facts for Youth about Mixing Medicine, Booze and Street Drugs".
Trevor Watson	Ethics Advisory Committee since 1997
Gordon Wrightman	Ethics Advisory Committee since 1997

### ***Financial Health: College***

Council reviewed the Audit Committee-approved draft financial audit report.

*It was moved, seconded and carried.*

Council approves the draft financial statements as presented.

### ***Office Operations: Retention of Records***

Registrar Lytle informed the Council that at the time of the development of the records retention policy the recommended record categories did not exist.

*It was moved, seconded and carried.*

Council approves the following additions to Council Policy EC-9a:

PHN corrections	7 year retention
Patient access audit correspondence	7 year retention
PharmaNet Committee data releases	7 year retention
CPBC staff patient record access logs	7 year retention

***Office Operations: Assessment Instruments***

The Registrar reported full compliance with this policy's requirements.

***Office Operations: Registration Fee Reduction***

The Registrar reported full compliance with this policy's requirements.

***Delegation of Approval of Collaborative Agreements***

The Registrar reported full compliance with this policy's requirements.

***Committees***

*It was moved, seconded and carried.*

Council approves amendments to Council Committee Appointments (attached as Appendix 1).

*It was moved, seconded and carried.*

Council approves amendments to External Committee Appointments (attached as Appendix 2).

***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.

***Tobacco-Free Pharmacies***

Activities and events relating to the tobacco-free pharmacies initiative were provided to demonstrate compliance with the policy.

### ***Update Monitoring Calendar***

Registrar Lytle requested that Council consider amending the monitoring frequency of DO-1, 2, 5, 9 and 11 to every meeting rather than twice a year.

*It was moved, seconded and carried.*

Council approves the recommended monitoring amendments to DO-1, 2, 5, 9 and 11.

### **Task Group Monitoring Reports**

#### ***Employee Relations***

The requirements of the Council policy on employee relations have been met.

#### ***Executive Performance Review***

President Rubner will electronically circulate the executive performance evaluation to all Councillors. After consolidating the data he will meet with Registrar Lytle to review the results.

The requirements of the Council policy on executive performance review have been met.

### **Council Monitoring Reports**

#### ***Council Job Description***

The requirements of the Council policy on the Council job description have been met.

#### ***NAPRA Board of Directors***

Erica Gregory and John Hope volunteered to be the next National Association of Pharmacy Regulatory Authorities (NAPRA) Board of Directors appointee. Both candidates were given the opportunity to speak.

By secret ballot, Council elected Erica Gregory as the NAPRA Board of Directors representative for a term starting in October 2004.

#### **Professional Practice Policies Review**

President Rubner informed Council that the review of the individual Professional Practice Policies (PPP) was not as productive or efficient as had been anticipated. The Councillors agreed with his suggestion that the review process be delegated to College staff with proposals for change being presented to Council at a later date for discussion and approval.

Council approved restructuring of the PPP review project. College staff will conduct a preliminary review of the existing policies, taking into consideration comments/suggestions already provided by Councillors, and develop recommendations for deletions, changes or additions for the Council to consider at a future meeting.

## NONPOLICY DECISIONS

### *Health Professions Act Bylaws*

Deputy Registrar Brenda Osmond's presentation regarding the College's proposed bylaws to the *Health Professions Act* was deferred to the September meeting.

### **Joint Meeting with BCPHA Board of Directors**

Council agreed on proposed agenda topics for the November 26, 2004 meeting with the British Columbia Pharmacy Association Board of Directors.

### **PDAP Legislation**

Registrar Lytle provided Council with information regarding recommended amendments to Bylaw 9(9). She noted that Council had approved a proposed bylaw amendment resolution at its January 31, 2003 meeting. The proposed amendment was submitted to the Ministry, but has not yet been presented for Cabinet approval due to the imminent transition of the College's legislation to the *Health Professions Act*. In the meantime, the Ministry has suggested changes to the original proposed bylaw amendment submission to accommodate its new criteria for legislation of this nature.

*It was moved, seconded and carried.*

Council approves the following proposed amendment to bylaw 9(9):

Delete:

Subsection 9(a) through (h)

Add:

- (9)
  - (a) The quality assurance program is the Program approved by the Council from time to time.
  - (b) When randomly selected every six years, registrants must complete a Phase 1 assessment option from a list of options described in the Program.
  - (c) Former Registrants who apply for reinstatement must complete a Phase 1 assessment option from a list of options described in the Program.
  - (d) Registrants or former registrants who do not meet the Phase 1 assessment standard established by the Board of Examiners must complete a Phase 2 assessment option from a list of options described in the Program.
  - (e) Registrants or former registrants who do not meet the Phase 2 assessment standard established by the Board of Examiners, must complete a Phase 3 individualized remediation plan and assessment as approved by the Board and pay the fee specified in the Fee Schedule attached to these bylaws.
  - (f) Registrants may appeal to the Registrar for a one-year deferral of participation in the Phase 1 assessment option on the basis of personal circumstances.
  - (g) Registrants must satisfactorily complete Phases 1 and 2 (if the Phase 2 assessment applies) within 3 years from the date of notification of selection, and the Phase 3 remediation plan within the time allotted by the Board of Examiners.

## **Ivermectin**

*It was moved, seconded and carried.*

Council resolves to amend the Drug Schedules Regulation as follows:

Delete:

- 1 Ivermectin<sup>V</sup> (the exemption from requiring a prescription if sold for veterinary use does not apply when sold or recommended for intramuscular administration into horses or for administration to dogs)

Add:

- 1 Ivermectin and its derivatives, for human use or for veterinary use when sold for intramuscular injection into horses or for oral administration to dogs and cats

## **Levonorgestrel**

Registrar Lytle provided information to the Councillors regarding proposed federal amendments to the scheduling of Levonorgestrel to permit nonprescription sale when used for emergency contraception.

Councillors deferred this topic to the September Council meeting.

## **Methylphenidate**

The College of Physicians and Surgeons of BC informed Registrar Lytle that they will no longer require physicians to use a triplicate/duplicate form for methylphenidate. Findings have shown that methylphenidate is not being misused or abused, and similar drugs used for the treatment of attention deficit hyperactivity disorder, such as dextroamphetamine, do not require a triplicate/duplicate form.

*It was moved, seconded and carried.*

Council approves the deletion of methylphenidate from Schedule 1A.

## **President-elect Election**

Rita Thomson and Amin Bardai offered to stand for the position of President-elect. Each candidate was given the opportunity to speak.

By secret ballot, Council elected Rita Thomson as President-elect.

*It was moved, seconded and carried.*

Council approved the destruction of the ballots.



## **COUNCIL DEVELOPMENT**

### **HealthGuide Program Presentation Training**

Facilitators Patricia Gauchie, Joan Yates and Dorothy Brassett led the Councillors in a two-part training session to learn about the HealthGuide Program and its components, as well as to learn useful presentation skills in preparation for Fall presentations at public forums to raise awareness of the BC HealthGuide Program, the Pharmacist Network, the role of pharmacists in the community, and the role of the College in protecting the public interest.

### **Meeting Assessment**

Councillors completed the Council Meeting Assessment form. President Rubner will compile the data and report the results at the September meeting.

President Rubner informed the Councillors that the College will be conducting an issues identification survey, using the Council Commentary publication as the communications vehicle. The survey will be sent to members in each district requesting current concerns and/or issues be faxed to the College office.

## **ADJOURNMENT**

The meeting was adjourned at 4:15 p.m.

## **Council Committee Appointments**

**Advanced Practice Credentialing Committee:** Reg Smith, Chair

**Audit Committee:** Wayne Rubner, Chair  
Peter Rubin, Rita Thomson, Michael MacDougall

**Board of Examiners:** Maria Finamore, Chair  
Caroline Chin, Peter Cook, Erica Gregory, Lorna Kroll, Kathy McInnes, Bruce Millin, Maria Ton, Marguerite Yee.

**Bowl of Hygeia Award Selection Committee:** Heather Baxter, Chair

**Community Practice Advisory Committee:** Mohamed Dewji, Chair

**Discipline Committee:** Erica Gregory, Chair  
Grace Barrington-Foote, Pat Bloudoff, Wayne Chen, Peter Cook, Jody Croft, Maria Finamore,  
Jo Ann Groves, Lorna Kroll, Christine Liotta, Michael MacDougall, Marina Ma, Henry Mah, Lorrie  
Mann, Gillian Mayo, Ken McLay, Lynn Pollock, Peter Rubin, Barbara Stipp.

**Ethics Advisory Committee:** Carol Gee, Chair

**Executive Committee:** Wayne Rubner, Chair  
Howard Rose and Rita Thomson

**Hospital Pharmacy Committee:** Dianne Kpty, Chair

**Inquiry Committee:** Allen Jang, Chair  
Amin Bardai, Heather Baxter, Linda Bryan, George Budd, Gordon Eddy, Janice Munroe, Betty Nielson, Barbara  
Thompson.

**Long-term Care Committee:** Carol Hansen, Chair

**PharmaNet Committee:** Derek Daws (until 1 June 2005), Ken Foreman (until 1 June 2006), Melva Peters  
(until 1 June 2005), Stephen Shalansky (until 1 June 2006), Peter Rubin (until 1 June 2005)

**Resolutions Committee:** Marina Ma, Chair

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First approved: 13 Jun 98  
Revised: 29 Jan 99/ 18 Jun 99/ 29 Sep 99/ 26 Nov 99/  
16 Jun 00 / 11 Oct 00 / 22 Jun 01 / 14 Sept 01  
14 Jun 02 / 20 Sep 02 / 22 Nov 02 / 31 Jan 03  
20 Jun 03 / 19 Sep 03  
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Monitoring frequency: Meeting 4 (Annually)  
Monitoring method: Direct Inspection  
Responsibility of: Council

POLICY CATEGORY:  
POLICY FOCUS:

Council Governance  
Committees

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### External Committee Appointments

BC Pharmacists Benevolent Society	Linda Lytle, Wayne Rubner
Canadian Council on Continuing Education in Pharmacy	Carol O'Byrne
Canadian Society of Hospital Pharmacists / BC Branch	John Hope
College Place Joint Venture Committee	Susan Lo, Amin Bardai
Faculty of Pharmaceutical Sciences Curriculum Committee	Linda Lytle
Health Information Access Advisory Committee	Melva Peters
Health Information Standards Council	Melva Peters
Health Regulatory Organizations of BC	Linda Lytle
National Association of Pharmacy Regulatory Authorities	
Board of Directors	Erica Gregory
Council of Pharmacy Registrars of Canada	Linda Lytle
National Advisory Committee on Licensing	Brenda Osmond
Continuing Competency Steering Committee	Doreen Leong
Pharmacare Change Management Advisory Committee	Linda Lytle
Pharmacoeconomic Initiative Scientific Committee	Peter Jewesson
Pharmacy Examining Board of Canada	Kathy McInnes
Primary Health Care Steering Committee	Marshall Moleschi
Registered Nurses Association of BC – Education Approval Committee	Greg Shepherd
Therapeutics Initiative Scientific Information and Education Committee	Dr. Peter Zed
Vancouver Coastal Health Addiction Treatment and Harm Reduction Task Team	Elizabeth Winter

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