



**Ontario College  
of Pharmacists**

Putting patients first since 1871

**MINUTES OF MEETING**

**OF COUNCIL**

**DECEMBER 11, 2017**

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**MONDAY, DECEMBER 11, 2017 – 9:00 A.M.**

**COUNCIL CHAMBERS, ONTARIO COLLEGE OF PHARMACISTS**

**Elected Members**

District H	Dr. Régis Vaillancourt, Ottawa
District H	VACANT
District K	Dr. Esmail Merani, Carleton Place
District K	Ms. Tracey Phillips, Westport
District L	Mr. Billy Cheung, Markham
District L	Mr. James Morrison, Burlington
District L	Dr. Sony Poulouse, Hamilton
District M	Mr. Mike Hannalah, Toronto
District M	Mr. Kyro Maseh, Toronto
District M	Ms. Laura Weyland, Toronto
District N	Mr. Gerry Cook, London
District N	Ms. Leigh Smith, Cambridge
District N	Dr. Karen Riley, Sarnia
District P	Ms. Rachelle Rocha, Sudbury
District P	Mr. Douglas Stewart, Sudbury
District T	Ms. Ruth-Ann Plaxton, Owen Sound
District TH	Mr. Goran Petrovic, Kitchener

Dr. Heather Boon, Dean, Leslie Dan Faculty of Pharmacy, University of Toronto  
Dr. David Edwards, Hallman Director, School of Pharmacy, University of Waterloo

**Members Appointed by the Lieutenant-Governor-in-Council**

Ms. Kathleen Al-Zand, Ottawa  
Ms. Linda Bracken, Marmora  
Ms. Christine Henderson, Toronto  
Mr. Robert Hindman, Shuniah  
Mr. Azeem Khan, Pickering  
Mr. Javaid Khan, Markham  
Mr. James MacLaggan, Bowmanville  
Ms. Elnora Magboo, Brampton  
Ms. Sylvia Moustacalis, Toronto  
Ms. Joan A. Pajunen, Kilworthy - **Regrets**  
Mr. Shahid Rashdi, Mississauga - **Regrets**  
Ms. Joy Sommerfreund, London - **Regrets**  
Mr. Dan Stapleton, Toronto  
Mr. Ravil Veli, North Bay  
Mr. Wes Vickers, LaSalle

## **Staff present**

Ms. Connie Campbell, Director, Corporate Services  
Ms. Susan James, Director, Quality  
Ms. Nancy Lum-Wilson, CEO and Registrar  
Ms. Ushma Rajdev, Council and Executive Liaison  
Ms. Anne Resnick, Deputy Registrar/Director, Conduct

## **Invited Guests**

Ms. Anne Coghlan, Executive Director and CEO, College of Nurses of Ontario  
Ms. Vania Sakelaris, Principal, VAS & Associates Inc.  
Ms. Megan Sloan, past President of Council, College of Nurses of Ontario  
Ms. Georgina Veldhorst, Associate, VAS & Associates, Inc.

### **1. Noting Members Present**

Member attendance was noted. President Vaillancourt advised Council members that the co-facilitators selected to help Council with the 2018 Strategic planning session were in attendance as observers at today's meeting and he invited Council members to introduce themselves to both during the morning and lunch breaks.

### **2 Declaration of Conflict**

There were no conflicts declared.

### **3. Approval of Agenda**

**A motion to approve the Agenda was moved and seconded. CARRIED.**

### **4. President's Opening Remarks**

President Vaillancourt welcomed Council members to the meeting. He then introduced Mr. Azeem Khan (Public Member) who was recently appointed to College Council for a period of three years. Mr. Khan will be serving on the Inquiries, Complaints and Reports Committee (ICRC) and the Discipline Committee. Mr. Khan was invited to briefly introduce himself to Council.

#### **4.1 Briefing Note - President's Report to December 2017 Council**

Dr. Vaillancourt referred to his report which summarized his activities since the previous Council meeting. These included attending various committee meetings at the College and various phone calls and meetings with the Registrar and the Vice President. The report was received for information by Council.

#### **4.2 Briefing Note - September 2017 Council Meeting Evaluation**

The President referred Council members to the September 2017 Council meeting evaluation and commended the high response rate to the survey. He added that it was very important for Council to continue to provide feedback which will serve to ensure efficiency and enhance Council members' participation at these meetings.

Dr. Vaillancourt and Registrar Lum-Wilson then responded to questions from the floor regarding how the feedback is used to improve processes.

#### **5. Approval of Minutes of Previous Meeting**

##### **5.1 Minutes of September 2017 Council Meeting**

**It was moved and seconded that the Minutes of the September 2017 meeting be approved. CARRIED.**

#### **6. Notice of Motions Intended to be Introduced**

There were none.

#### **7. Motions, Notice of Which Had Previously Been Given**

There were none.

#### **8. Inquiries**

There were none.

#### **9. Matters Arising from Previous Meetings**

##### **9.1 Briefing Note – Proposed Changes to the *Pharmacy Act* - Registration and Quality Assurance Regulation**

**A motion to receive the Briefing Note for discussion was moved and seconded. CARRIED.**

President Vaillancourt requested Ms. James, Director, Quality, to present the Briefing Note to Council.

At the September meeting, Council was presented with draft amendments to the quality assurance and registration regulations. These amendments were aimed at implementing an Intern Pharmacy Technician class of registration, incorporating pharmacy technicians into the quality assurance regulations, eliminating unnecessary steps in registration, and shifting from

an hourly reporting of practice to a self-declaration of competency in conjunction with practice assessments. The College was directed by Council to move forward with a 60-day open consultation on the proposed amendments.

Ms. James reported that a total of 41 submissions were received from pharmacy professionals and the public including a submission from the Ontario Pharmacists Association. She advised that the majority of the feedback indicated overall support for the regulation amendments and accordingly, no further changes were recommended to Council. In response to questions from the floor on specific details (e.g. liability insurance for students, protocol and assessment of members during site visits), Ms. James assured Council that communication is considered to be key and that the registrants will be kept informed and updated as we move forward with these proposed amendments.

Following discussion, **a motion to approve the proposed amendments to General Regulation 202/94 for submission to the Ministry of Health and Long-Term Care was moved and seconded.** Council members present voted unanimously in favour of the motion. There were no negative votes or abstentions. **CARRIED.**

Council noted that the proposed regulations, together with supporting documentation, will be submitted to the Ministry of Health and Long-Term Care early in the New Year and Council will be kept informed if further discussion is necessary following government's review of the submission.

## **10. For Decision**

### **10.1 Briefing Note – Finance and Audit Committee – Appointment of Auditor**

**A motion to receive the Briefing Note from the Finance and Audit Committee was moved and seconded. CARRIED.**

Mr. Khan, Chair of the Finance and Audit Committee, advised that in September 2017, the College received notice that the previous auditors had merged with another firm. In view of the timing of notification in relation to year end activity, the Committee met to consider options which included either appointing the newly merged firm, taking the services to market to select a new auditor, or appointing a firm that had previously been identified as a suitable option.

Following consideration of all the options, the Finance and Audit Committee was in agreement that the firm Tinkham and Associates LLP Chartered Accountants satisfied the College's requirements and accordingly, have recommended their appointment as Auditor for the College for the 2017 fiscal year. Council further noted the Finance and Audit Committee's commitment to take the services to market no later than 2019.

**A motion to approve the appointment of Tinkham & Associates LLP Chartered Accountants as Auditors for the College for the fiscal year 2017 was moved and seconded. CARRIED.**

## 10.2 Briefing Note – Executive Committee – NAPRA Compounding Standards

**A motion to receive the Briefing Note from the Executive Committee was moved and seconded. CARRIED.** Ms. Resnick, Deputy Registrar, was requested to present the Briefing Note to Council.

Ms. Resnick provided Council with some background information regarding this Briefing Note. In the fall of 2016, the College posted on its public website draft Model Standards for Pharmacy Compounding of Non-Sterile Preparations, which were developed by the National Association of Pharmacy Regulatory Authorities (NAPRA), for consultation. Model Standards represent the minimum requirements that must be met regardless of practice site and against which performance can be measured. Responses were received from a number of stakeholder groups including pharmacists, pharmacy technicians and pharmacy organizations. The submissions were generally supportive with suggestions to aid clarity and the College provided this feedback to NAPRA's National Advisory Committee on Pharmacy Practice.

Following a nation-wide consultation by NAPRA, which elicited over 800 comments, many of which were extremely detailed, NAPRA undertook a new approach with the Standards. The release of the Standards will now be accompanied by a Guidance document which will provide pharmacists and technicians who compound non-sterile preparations with the details necessary to evaluate their practice, develop service-related procedures, and implement appropriate quality controls for both patients and compounding personnel.

Council noted for information that NAPRA is expected to publish the Standards and the Guidance document in early 2018. In the meantime, the College will work toward establishing an appropriate implementation date (to be recommended to Council at its meeting in June 2018) and will develop a comprehensive communication and education plan for registrants and stakeholders.

Ms. Resnick then responded to questions from the floor and provided clarity where needed, after which, **a motion was moved and seconded that Council adopt the Model Standards for Pharmacy Compounding of Non-Sterile Preparations with the implementation date to be recommended to Council in June 2018. CARRIED.**

Council noted that more information on this issue will be available in the coming months.

## 10.3 Briefing Note – President – Governance

Noting that representatives from the College of Nurses of Ontario (CNO) had been invited to address Council about their own governance review, President Vaillancourt recommended that discussion of his Briefing Note be deferred until after CNO's presentation had taken place.

## **11.0 For Information**

### **11.1 Briefing Note - Registrar's Report to Council**

President Vaillancourt requested the Registrar, Ms. Lum-Wilson, to address Council. Referring to the Strategic Priorities document appended to her report, Registrar Lum-Wilson presented to Council a status report on the achievement of goals and highlighted for Council the noteworthy accomplishments for this reporting period. These included achievement of a 100% Community Practice Assessment consistency rate among the assessors; a significant improvement in the time taken to enter a complaint intake; launch of a new partnership with North East LHIN to develop a regional model for achievement of hospital standards, including NAPRA model standards for sterile compounding; and the work done so far on exploring ways to work with Toronto Central LHIN to identify best practice models that directly link community pharmacy with primary care as well as address transitions of care.

Ms. Lum-Wilson reported that the College hosted 4 regional meetings in communities throughout the province, attracting a significant number of attendees, and that topics included key initiatives such as the Opioid Strategy, Medication Safety, and *Protecting Patients Act*. She noted the initial steps being made to advance the College's Opioid Strategy and announced that recruitment was currently underway for membership on the Opioid Working Group which will work on development and implementation of specific initiatives identified under this Strategy.

She also referred to the College's announcement on October 26, 2017 of Pharmapod as the selected vendor for the College's medication safety continuous quality assurance program.

Ms. Lum-Wilson then responded to questions from the floor on the issues she reported on thus far.

## **12. Other Matters**

### **12.1 Presentation: College of Nurses of Ontario (CNO) – Vision 2020**

Following a short break, and their introduction by Ms. Lum-Wilson, Ms. Anne Coghlan and Ms. Megan Sloan addressed Council about their own governance renewal journey in pursuit of increased effectiveness and public trust. In 2016, the CNO Council approved a vision for a revised governance structure to be in place by the year 2020. The vision is for a small governing board made up of an equal number of public and nurse members – with all members being appointed to the board and having the needed governance competencies, appropriate conflict of interest provisions and ongoing education and evaluation. This new vision is rooted in evidence and best practice in regulatory governance in Canada and around the world. Following the presentation, Council members took the opportunity to ask questions and were provided with more detail about the work behind implementing the vision.



### 10.3 Briefing Note – President – Governance

**A motion to receive the President’s Briefing Note on Governance was moved and seconded. CARRIED.**

Dr. Vaillancourt advised Council that at the Executive Committee meeting in November, consideration was given to instituting a competency screening process for members seeking election to College Council.

Screening for competence is consistent with action being considered by the Advisory Group for Regulatory Excellence (AGRE), which is developing a proposed Eligibility and Competency Based Committee Appointment Framework. The Framework will set out a process for how a person who might be interested in being considered for appointment to a College statutory committee would travel through the application and selection journey. The Framework is part of AGRE’s governance project and aligns with changes set out in the *Protecting Patients Act, 2017*.

Accordingly, the Executive Committee recommended that a Task Force be struck to examine the legal and practical requirements of instituting such a screen within the parameters of the existing legislative/regulatory framework.

Following discussion, **a motion that Council strike a Task Force to study and make recommendations on introducing a competency screening process for candidates for election to College Council was moved and seconded.** Council members voted unanimously in favour of the motion. **CARRIED.**

### 11.0 For Information

#### 11.1 Briefing Note - Registrar’s Report to Council (*continued*)

The Chair invited Ms. Lum-Wilson to resume her report to Council. Referring to the section on the *Employment Standards Act*, Council noted for information that the College has been asked to provide the Ministry of Labour with a written submission on whether exemptions, as they relate to pharmacists, should be maintained. She advised that the College is undertaking a consultation to inform this submission and anticipates completion by the end of January 2018.

Council noted that the College also provided a submission to the Standing Committee on Bill 160 (the *Strengthening Quality and Accountability for Patients Act, 2017*). The submission reminded the government of the College’s readiness to assume oversight of drug distribution in Long Term Care Homes and other institutions. If passed, the Bill would make it mandatory for the medical industry, including pharmaceutical and medical device manufacturers, to disclose payments made to health care professionals and organizations.

Ms. Lum-Wilson went on to advise that during this reporting period, meetings were held with various stakeholders to develop and maintain relationships. These include dialogue with provincial health critics and information sharing meetings with and presentations to the Ontario

Pharmacists Association, the Canadian Foundation for Pharmacy (Pharmacy Forum) and the Ontario Branch, Canadian Society for Hospital Pharmacists.

The College also participated in a Stakeholder Dialogue convened by the Ministry of Health and Long-Term Care to examine the challenge of Modernizing the Oversight of the Health Workforce in Ontario. Ms. Lum-Wilson advised that the framework within which regulatory colleges operate and are held accountable for optimal patient care was considered by participants and more information on this very important issue will be forthcoming as developments occur.

Another notable issue was the National Association of Pharmacy Regulatory Authorities (NAPRA) new governance model, which came into effect in November. Council noted that Ms. Lum-Wilson was appointed to serve as Vice Chair of this new Board over the next year.

Referring to the section on the Communications Plan 2018, the Registrar invited Mr. Leach, Manager of Communications, to briefly make a presentation to Council and provide an overview of the College's communications plan for 2018. Council heard that the plan aims to increase focus on the public and stakeholder-facing communication, education and engagement activities in an effort to build greater awareness and confidence in the College's public interest mandate.

## **11.2 Memorandum re: 2018 Strategic Planning Session**

Vice President and Chair of the Strategic Planning Process, Ms. Weyland, briefly spoke to Council about the proposed plan for the 2018 Strategic Planning Session. Council noted that a planning group, consisting of Council members and senior College staff, has been struck to move this work forward. She re-introduced co-facilitators Ms. Sakelaris and Ms. Veldhorst who were selected to help Council with this initiative.

Council members were advised that the facilitators will be in touch to elicit Council's input and perspective with respect to the upcoming planning retreat and further, that Council will be updated as details of the pre-planning activities and retreat are finalized.

## **13. Unfinished Business**

None.

### **Motion respecting Circulation of Minutes**

**A motion to approve the circulation of the draft minutes of this Council Meeting to Council members was moved and seconded. The motion CARRIED.**

**14. Motion of Adjournment**

**It was moved and seconded that the Council meeting be adjourned at 1:48 p.m. and to reconvene on Sunday, March 25, 2018, or at the call of the President. The motion CARRIED.**

**Ushma Rajdev  
Council and Executive Liaison**

**Régis Vaillancourt  
President**

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