



Ontario College
of Pharmacists

Putting patients first since 1871

Board of Directors

2020 Director Profile

Board of Directors 2020-2021

Contents

About the College	2
The Role of the Board of Directors	2
The Role of a Board Member	2
2020 Board Election	3
Number of seats to be elected in 2020	3
2020 Terms of Office.....	3
Eligibility to Stand for Election	3
2020 Director Profile	4
The Application Process	5
Review Information	5
Submit Application Form	5
A. Declaration of Application	5
B. Confirmation of Eligibility	5
C. Relevant Experience	5
D. Core Competencies.....	5
E. Candidate Statement.....	6
F. References	6
Remuneration	6
The Screening Process	6
Screening of Applications.....	6
Next Steps	7
Voting.....	7
Eligibility to Vote.....	7
Results.....	7

About the College

The Ontario College of Pharmacists is the registering and regulating body for the profession of pharmacy in Ontario. The mandate of the College is to serve and protect the public and hold Ontario's pharmacists and pharmacy technicians accountable to the established legislation, Standards of Practice, Code of Ethics and policies and guidelines relevant to pharmacy practice. The College also ensures that pharmacies within the province meet certain standards for operation and are accredited by the College.

The Role of the Board of Directors

According to [section 4](#) of the *Health Professions Procedural Code* (the Code), the Board of Directors manages and administers its affairs in the public interest. In doing so, the Board ensures that the College achieves its objects as set out in [section 3](#) of the Code (e.g., setting standards, administering the legislation) in a manner that serves and protects the public interest.

The Board of Directors is the oversight and policy-making group for the College. The College's administrative staff are responsible for carrying out these policies and administering the Regulated Health Professions Act, the Pharmacy Act and the Drug and Pharmacies Regulation Act and associated regulations.

The Role of a Board Member

Board Members actively participate in Board meetings and other Board activities (e.g., serving on select Committees) to help the Board fulfill its mandate. Board members bring different expertise and perspectives to the Board table, which add significant value. Board Members do so in accordance with their fiduciary responsibilities of diligence and undivided loyalty to the organization and its public interest mandate in accordance with the [College's by-laws](#) including its [Code of Conduct](#).

It is important to note that once elected to the Board of Directors, Directors do not “represent” those who elect them. Rather, the Director has a fiduciary duty to the mandate of the College, which is to regulate the pharmacy sector in the public interest.

The fiduciary duties of a director include:

- Being **Diligent** – i.e. being prepared for meetings, reviewing materials, arriving on time and participating in discussion
- Being **Respectful** – i.e. respecting the process and fellow committee members, paying attention (e.g., no mobile devices during the meetings), genuine listening and consideration and not making up your mind before arriving to the meeting
- Being **Ethical** – i.e. using College resources appropriately, being accurate on the facts (e.g., reading the materials on a particular matter)
- Being aware of and declaring **Conflicts of Interest** (either real or perceived based on factors such as financial, adjudicative, organizational)
- Ensuring **Confidentiality** is maintained. This applies to all information obtained in the course of duties for the OCP, unless an exception applies. This is especially important when discussing complaints since you will often be dealing with unsubstantiated allegations and maintaining

confidentiality will prevent tainting of processes, facilitate exploration of all options and avoid misinterpretation

2020 Board Election

Number of seats to be elected in 2020

In 2020 The Ontario College of Pharmacists will be holding elections for seven (7) Elected Directors, two of whom must be Pharmacy Technicians and five Pharmacists from the province of Ontario.

2020 Terms of Office

The terms of office of the seven (7) Elected Directors elected in August* 2020 will commence at the first meeting of the Board following the election and ends as follows:

- the two (2) pharmacists who receive the highest number of votes out of all pharmacist candidates will be elected for a three (3)-year term;
- the pharmacy technician who receives the highest number of votes out of all pharmacy technician candidates will be elected for a three (3)-year term;
- the pharmacy technician who receives the second highest number of votes of all pharmacy technician candidates will be elected for a two (2)-year term;
- the pharmacist who receives the third highest number of votes out of all pharmacist candidates will be elected for a two (2)-year term;
- the two (2) pharmacists who receive the fourth and fifth highest number of votes out of all pharmacist candidates will each be elected for a one-(1)-year term; and

*if there is tie among candidates and it is necessary to break the tie to determine who will receive the longer term between the candidates, the Registrar shall break the tie, by lot.

Eligibility to Stand for Election

A Registrant who holds a valid Certificate of Registration as a pharmacist or as a pharmacy technician is eligible to seek to be a candidate for election to the Board if he or she meets the following requirements:

- the Registrant is not in default of payment of any fees prescribed in the By-Laws;
- the Registrant is not the subject of any disciplinary or incapacity proceeding;
- the Registrant has not been found to have committed an act of professional misconduct or to be incompetent by a panel of the Discipline Committee.
- the Registrant is not a registered pharmacy student or intern;
- the Registrant's Certificate of Registration is not subject to a term, condition or limitation other than one prescribed by regulation;
- the Registrant is not, and has not within the three (3) years immediately preceding the election been, an employee, officer or director of a Professional Advocacy Association.

- the Registrant has not been disqualified from serving on the Board or a Committee within the six (6) years immediately preceding the election;
- where the Registrant was formerly a Director, but is not as of the date of the election a Director, it has been at least three (3) years since he or she was a Director;
- the Registrant is not an adverse party in litigation against the College, the Board, a Committee or any of the College's officers, employees or agents;
- the Registrant commits to devoting sufficient time in his or her schedule to participating in all required Board and Committee activities;
- the Registrant has not, in the opinion of the Screening Committee, engaged in conduct unbecoming a Director; and
- the Registrant is not the Owner or Designated Manager of a pharmacy that, within the six (6) years immediately preceding the election, has undergone a re-inspection, as a result of deficiencies noted in an initial inspection, for a third time or more after the initial inspection.

2020 Director Profile

As this is the first year of elections under the revised board structure, the College seeks registrants with experience working with all patient populations, namely

- patients served by rural community pharmacies;
- patients served by urban community pharmacies;
- patients treated at teaching hospitals;
- patients treated at community hospitals;
- patients located in northern/remote areas;
- patients who identify as Indigenous;
- patients with mental health and addictions needs; and
- patients in long-term care.

In addition to experience with the various patient populations, the following knowledge, skills and experience are being sought:

- experience in and understanding of the principles of protecting, and acting in, the public interest;
- experience working with diverse populations, marginalized groups and people with disabilities;
- experience serving on boards in an oversight capacity;
- experience in managing risk, including reputational risk;
- experience in senior leadership roles in business;
- experience as a human resource professional including in occupational health and safety, organizational structures and human resources oversight and compensation, recruiting and succession planning;
- financial and/or accounting expertise, including experience preparing, auditing, analyzing or evaluating financial statements and an understanding of generally accepted accounting principles;
- ability to navigate electronic systems to access Board and Committee materials;

- legal experience or familiarity with regulated professions, including overseeing regulations and setting standards for certification; and
- experience participating in, or leading, an organization in planning for its future, such as: conducting S.W.O.T. (strengths, weaknesses, opportunities, and threats) analysis, environmental scans, strategy design, planning, implementation and evaluation.

The Application Process

Review Information

Registrants interested in applying to be a candidate in the Board of Directors elections will be asked to consider the responsibilities, skills, and time commitment required to effectively fulfill a director role before submitting their application. Prospective candidates are also required to have read the College [by-laws](#), and [governance manual](#) prior to submitting their application

Submit Application Form

The application form will include a number of sections for applicants to complete. These include:

- A. Declaration of Application
- B. Confirmation of Eligibility
- C. Relevant Experience
- D. Core Competencies
- E. Candidate Statement
- F. References

A. Declaration of Application

Prospective candidates must provide their contact details, and confirm that they wish to apply to be an election candidate.

B. Confirmation of Eligibility

Candidates must confirm their eligibility to seek election by answering a number of questions based on the criteria outlined in the by-laws.

C. Relevant Experience

The Board seeks Elected Directors who collectively serve, or have experience working with diverse patient populations. Candidates must indicate which patient population(s) they serve.

D. Core Competencies

Competencies are defined knowledge, skills, attitudes and behaviours that guide the identification, evaluation and development of individuals. Candidates are to describe how they demonstrate the competencies that will enable them to effectively serve as a Director.

Answers to this section will be used by the Screening Committee to assist in assessing candidates for level of skills, experience and knowledge. This information will not otherwise be published.

E. Candidate Statement

Candidates are to provide a statement outlining their strengths, achievements and professional contributions, which they believe qualify them for a position on the Board of Directors. **Candidate statements will be distributed to eligible voters.**

Candidate statements must adhere to fair and consistent guidelines, and must meet the following criteria:

- Include the candidate's reason for wanting to serve on the Board of Directors
- Must not promote or advocate for the self-interest of the profession.
- Must not contain any negative criticism of other candidates
- Must not make libelous or slanderous comments
- Must be no more than 300 words

F. References

In accordance with the by-laws, applications must be accompanied by reference letters from three individuals in support of the application. Candidates' references must include the name, email address and OCP number (if applicable).

In summary, candidates will be required to attach the following to their application:

- Three reference letters.
- A current CV/Resume *(in Word or PDF format)*
- A photograph - *Candidates are encouraged to provide a "head and shoulders" photo to be used for candidate profile postings on the college website and on the electronic ballot. Note that photos should be submitted in high-resolution .jpg or .png format.*

Remuneration

Board members are remunerated by honorarium for their time spent participating in College activity. Professional Board Members will be compensated in accordance with the College's remuneration policy.

The Screening Process

Screening of Applications

Once candidates are screened for basic eligibility External governance consultants will conduct a short-listing of candidates based on their review of candidates' application, including self-assessment of their own skills, competencies, attributes or particular expertise.

Next Steps

A Screening Committee, comprised in accordance with the by-law, will review the short-list of candidates and invite candidates to participate in an interview - either in person or by telephone/electronic means if necessary. The interview will focus on determining if candidates meet the essential criteria as well as desired personal and behavioral competencies.

The Screening Committee shall ensure the required range of expertise and skills as well as a diversity of geographic location, gender, age, cultural backgrounds, etc. is met. In addition, nominees should represent a wide range of perspectives, disciplines and specialties.

Following the interviews, the Screening Committee will select the candidate(s) qualified to seek election onto the Board of Directors. All candidates will be notified of the outcome of the screening process

Voting

The slate of candidates for election will be posted on the website. Voting will be done via a secured web-based system.

Eligibility to Vote

Every Registrant who holds a valid Certificate of Registration as a pharmacist or a pharmacy technician, who practices or resides in Ontario, and who is not in default of payment of the annual fee, is entitled to vote in elections of Directors. Through a service provider specializing in secure and protected e-voting, the College will send all voters notification on how to access the electronic ballot and enter their votes.

Results

The Registrar will oversee the results of the vote.

Following the closing of voting, the results of the electronic vote will be tabulated. Ballots will be verified by Scrutineers approved by the Board. The successful candidate(s) will be the individual(s) who receive(s) the greatest number of votes in accordance with the schedule outlined as above.

In the case of a tie, the outcome will be determined by lot.

All candidates will be informed of the outcome of the election by the Registrar prior to a general announcement.