



Ontario College  
of Pharmacists

Putting patients first since 1871

# Board of Directors

## 2021 Director Profile

*Board of Directors 2021-2022*

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## 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, 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 Director

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.

A Director is expected to:

- Comply with the Code of Conduct, schedule B of the [College By-law](#).
- Demonstrate a Duty of Care, which requires that board directors exercise the same care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances. Duty of Care requires board directors to take appropriate steps so that they can make sound, informed decisions.

This duty includes:

- Being Diligent – being prepared for meetings, reviewing materials, arriving on time and participating in discussion.
- Being Civil – respecting the process and fellow committee members, paying attention (e.g., no mobile devices during the meetings), genuine listening and consideration and adopting an objective approach to decision making.
- Being Ethical – using College resources appropriately, being aware of the facts (e.g., reading the materials on a particular matter).
- Being cognizant of and declaring Conflicts of Interest (e.g. financial, adjudicative, and organizational).
- Demonstrate accountability to the public through decision making that is grounded in the public interest.
- Understand and support the respective roles and responsibilities of the Board, Committees and staff.
- Maintain constructive, collaborative and mutually respectful relations with others.
- Conduct themselves both in person and on all social media in a manner that upholds their fiduciary duty to the College, and act as an ambassador of the OCP.
- Acquire knowledge of policies and procedures, including relevant legislation, strategic directions and the Board values.
- Participate in orientation, training and education offered.
- To make decisions as a collective group and hold joint responsibility for decisions and actions taken by the Board or Committee, even in their absence.

## Discipline Committee

In addition to fulfilling the duties of a Board Director, the *Regulated Health Professions Act* requires elected directors to serve on adjudicatory panels of the Discipline Committee in order for them to be properly constituted. While hearings for uncontested matters may be concluded in a single day, contested hearings may require multiple day attendance throughout the year. It is crucial that individuals seeking election to the board understand this obligation and factor it into their decision to run for a seat on the Board.

## 2021 Board Election

### Number of seats to be elected in 2021

In 2021 The Ontario College of Pharmacists will be holding elections for three (3) Pharmacists from the province of Ontario.

### 2021 Terms of Office

The terms of office of the three (3) Elected Directors elected in August 2021 will commence at the first meeting of the Board following the election for a three (3)-year term.

### Eligibility to Stand for Election

A Registrant who holds a valid Certificate of Registration as a pharmacist 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.



## 2021 Director Profile(s)

The Governance Committee of the College has conducted a thorough assessment of the skills and practice environment inventory of the current Board to determine the gaps for recruitment and to identify opportunities for training and development. Annually this information is used to create the Board Director Profile for the election. Competency-based selection ensures that the Board has a diverse mix of knowledge, skills, experience and attributes to make evidence-informed decisions in the public interest. The Screening Committee will review applications with consideration to the specific competencies and practice experience required to round out the Board.

**For the 2021/2022 Board Year the College is seeking applicants with the following practice experience:**

One Seat	Two Seats
<p>A pharmacist with experience working with</p> <ul style="list-style-type: none"> <li>• <b>patients located in northern/remote areas</b> as well as at least one of the patient populations listed in the next column.</li> </ul>	<p>Pharmacists with experience with diverse patient populations including</p> <ul style="list-style-type: none"> <li>• patients in long-term care</li> <li>• patients treated at <a href="#">teaching hospitals</a>;</li> <li>• patients served by rural community pharmacies;</li> <li>• patients who identify as Indigenous</li> <li>• patients with physical disabilities</li> <li>• patients served by urban community pharmacies;</li> <li>• patients treated at community hospitals</li> <li>• patients with mental health and addictions needs; and</li> <li>• Patients who may identify as part of a marginalized community (which may include but is not limited to: At risk youth, women, lesbian, gay, bisexual, transgender and intersex people, members of minority groups, internationally displaced persons, and non-national, including refugee, asylum seekers)</li> </ul>
<p><b>For the 2021/2022 Board Year the College is seeking applicants with the following core competencies</b> (with preference given to individuals with <u>experience noted in bullets a through e</u>)</p> <ol style="list-style-type: none"> <li><b>experience in compliance and in managing risk, including reputational risk;</b></li> <li><b>experience as a human resource professional including in occupational health and safety, organizational structures and human resources oversight and compensation, recruiting and succession planning;</b></li> <li><b>financial and/or accounting expertise, including experience preparing, auditing, analyzing or evaluating financial statements and an understanding of generally accepted accounting principles;</b></li> <li><b>legal experience or familiarity with regulated professions, including overseeing regulations and setting standards for certification; and</b></li> <li><b>experience in and understanding of the principles of protecting, and acting in, the public interest;</b></li> <li>experience working with diverse populations, marginalized groups and people with disabilities;</li> <li>experience serving on boards in an oversight capacity;</li> <li>experience in senior leadership roles in business;</li> <li>ability to navigate electronic systems to access Board and Committee materials;</li> <li>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.</li> </ol>	

## 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 (upward of 30 days per year) required to effectively fulfill a director role before 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 and Core Competencies
- D. Behavioural Attributes
- 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.

Board Governance Competencies are assessed annually to understand the collective competence of the current Board and inform the need to address gaps either through training or recruitment. There is no expectation that every Board be advanced in every Board Competence; only that all competencies are present collectively amongst the board.

### D. Behavioural Attributes

Attributes are defined attitudes and behaviours of individuals. Candidates are to describe how they demonstrate the attributes that will enable them to effectively serve as a Director and provide examples. 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). Letters should be from peers, supervisors or others who can speak to your governance or leadership experience. References from current or former employees whom you supervise or have supervised should be limited to one.

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

- Three reference letters *(from peers, supervisors or others who can speak to your governance or leadership experience. References from current or former employees whom you supervise or have supervised should be limited to one)*
- A current CV/Resume *(in Word or PDF format)*
- A photograph - *Candidates are encouraged to provide a headshot photo to be used for candidate profile postings on the college website and on the electronic ballot.*

## 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 the case of a tie, lot will determine the outcome.

The Registrar will inform all candidates of the outcome of the election prior to a general announcement.