

MARCH 2023

BOARD MEETING

As recorded at the Board of Directors' regularly scheduled meeting held on March 21, 2023. This meeting was hosted virtually via MS Teams.

TIME-DELAYED SAFE MANDATE FOR COMMUNITY PHARMACIES NOW IN EFFECT FOLLOWING APPROVAL OF UPDATED POLICIES

At its March 21 meeting, the Board of Directors approved updates to the [Designated Manager – Medication Procurement and Inventory Management Policy](#) that now requires all community pharmacies to use time-delayed safes for securing narcotics.

Community pharmacies must take immediate steps to procure a time-delayed safe or retrofit an existing safe with a time-delay mechanism if one has not already been installed.

The Board also approved the updated [Designated Manager – Required Signage in a Community Pharmacy Policy](#) that requires pharmacies to post College-approved signage, once available, indicating the use of an installed time-delayed safe in the pharmacy. Information about College-approved signage, including how and when the College will provide approved signage to all community pharmacies simultaneously, will be provided at a future date.

More information is available in the [Board materials package](#) starting on page 41, and on the College's website.

BOARD APPROVES AMENDMENTS TO REGISTRATION REGULATIONS (EMERGENCY CLASS PROVISIONS) FOR CONSULTATION

The Board approved posting amendments to Regulation 202/94 of the *Pharmacy Act, 1991* Part V.1 for public consultation, and for the College to seek approval from the Minister of Health to abridge the required 60-day public consultation.

The amendments align the College's existing provisions, which in 2021 created an emergency assignment (EA) class due to pharmacy pressures

resulting from the pandemic, with the requirements of registration regulation 508/22 under the *Regulated Health Professions Act, 1991*. The proposed changes do not substantially alter the College's approach to emergency assignment registration – rather, they support consistency across health professions and codify the circumstances that would initiate activation of the EA class of registration and the ability to transition to another class of registration.

To fully support the intent of the transition provisions, previously submitted amendments to the College's registration regulation to create a pharmacy technician intern class of registration requires government approval in conjunction with these new amendments. More details about the emergency class registration requirements are available in the [Board materials package](#) starting on page 52.

Registrants and stakeholders should watch for consultation details to be posted on the College's website in the coming days.

REGULATION AMENDMENTS ENABLING PHARMACISTS TO PRESCRIBE FOR SIX ADDITIONAL MINOR AILMENTS APPROVED BY THE BOARD

Following a request from the Minister of Health, the Board approved proposed amendments to Regulation 202/94 of the *Pharmacy Act, 1991* Part VII.3 (Controlled Acts) that would enable pharmacists to prescribe for six additional minor ailments that were previously recommended by the Minor Ailment Advisory Group (MAAG). Those additional minor ailments are:

- Acne (mild)
- Aphthous ulcers (canker sores)
- Diaper dermatitis
- Vulvovaginal candidiasis (yeast infection)

- Pinworms and threadworms
- Nausea and vomiting of pregnancy

The Board also agreed to seek the Minister's approval to waive the required 60-day public consultation period for the proposed regulation change given the extensive consultation performed previously on the original list of minor ailments approved by the Board. If granted, the proposed amendments would be submitted to the Minister. Should consultation be required, the College will proceed with a consultation; the Board will subsequently be provided with a summary for their consideration prior to submission to government.

Development of any additional practice guidance, including treatment algorithms, will be initiated immediately and shared with stakeholders well in advance of the new authority coming into effect. The College anticipates an implementation date of fall 2023 which would provide enough time to ensure treatment algorithms are updated appropriately, and give the profession time to prepare by reviewing updated practice resources or by taking any additional courses on minor ailments.

As requested by the Minister, the College will also initiate the process to re-engage the MAAG to explore the addition of further minor ailments, including those that may require additional scope of practice expansion to support safe and effective prescribing, and prepare recommendations for Board consideration later this fall, prior to submission to the Minister.

The Board also discussed the use of medication categories utilizing the American Hospital Formulary Service (AHFS) classification model. The College is prepared to explore alternate options that may include drug lists should the AHFS database no longer be practical for use in the future.

More information is available in the [Board materials package](#) starting on page 111.

BOARD APPROVES COLLEGE'S STRATEGIC PLAN

The Board approved the College's 2024 Strategic Plan, a document that will guide OCP's operational and policy decisions in the coming years. Input received through engagement and participation of College staff, key external stakeholders and system partners was used by the Board to inform the development of the strategic plan. Further details are available in the [Board materials package](#) starting on

page 183. Additional information on the Strategic Plan and how the College will bring the plan to life and apply it to its operational activities will be communicated over the coming months. An overview of the Strategic Plan can be found below.

FINANCE AND AUDIT COMMITTEE BUSINESS

Following the recommendation of the Finance and Audit Committee (FAC), the Board approved the College's 2022 Audited Financial Statements as prepared by Tinkham LLP Chartered Professional Accountants. A copy of the Audited Financial Statement is available starting on page 168 of the [Board materials package](#).

The Chair of the FAC also presented the Board with an update on the selection of an investment manager for the College, following the approval of Policy 4.12 Investments and Investment Policy Statement and Procedure for Reserve Funds in December 2022. The FAC will meet with the investment manager in June 2023 to discuss next steps. More information about the selection of the investment manager is available in the [Board materials package](#) starting on page 180.

SCREENING COMMITTEE APPOINTMENTS

The Board unanimously approved appointments to the Screening Committee, which undertakes the process of screening applicants for competency prior to running for election to the Board and being appointed to College Committees. As per the by-laws, the Committee is comprised of a mix of Board Directors – both public and elected – and two Lay Committee Appointees with an understanding of regulatory governance. To provide continuity during these formative years with the new governance structure, the following Lay Committee Appointees that have served on the screening for the last three years were approved for reappointment:

- Governance Committee Chair
- Public Director – Gene Szabo
- Public Director – Dan Stapleton
- Lay Committee Appointee – David Collie
- Lay Committee Appointee – Megan Sloan

COLLEGE PERFORMANCE SCORECARD

The Registrar and CEO presented results from the 2022 College Performance Scorecard. The College Performance Scorecard is used to monitor the

College's performance throughout the year as part of the Board's oversight responsibilities. The Board also reviewed and approved targets and performance measure definitions for the 2023 Scorecard. Details are available in the [Board materials package](#) starting on page 24.

REGISTRAR'S REPORT

The Registrar and CEO provided an update to the Board on recent operational activities at the College, part of a standing agenda item that helps the Board fulfill its oversight role. The report focused on recently announced government and legislative changes, as well as information comparing OCP's annual fees with

other regulators. The report, included in the [Board materials package](#), starting on page 19, provides further details on these topics as well as updates on the acquisition of a new College database (CRM), the College's Equity, Diversity and Inclusion strategy, and organizational culture-building.

NEXT BOARD MEETING

Board meetings are open to the public, and the next regularly scheduled meeting will be held on June 12, 2023. Special Board meetings may be called at any time. Please see our website for information on [upcoming Board meetings](#). Highlights from the Board meetings are also shared via Twitter.



VALUES

Accountability

Judiciousness

Fairness

Integrity

Collaboration

Transparency

REGULATORY PRINCIPLES

Mandate/Public Protection: All our work is to ensure safe and ethical professional practice and quality health services in pharmacy and by pharmacy professionals.

Risk: We use data to anticipate and measure risk. We act to reduce or prevent harms. We measure the outcome of our actions and adapt our regulatory response to ensure the most beneficial impact.

Right Touch: Regulatory decisions and guidance will be judicious and consistent with the principles of right touch regulation.

Partnerships: We strive to engage and collaborate with Ontario patients and other health system partners to protect the public.

Culture: We believe in justice, equity, diversity and inclusion. We aim to identify, remove, and prevent inequalities.

Person-focused: We will act with fairness and compassion towards all participating in our processes by being clear, consistent, and timely.

Transparency: Transparency is a cornerstone of the College. We will continue to strive to ensure that we communicate our expectations, requirements, activities and performance as clearly as possible.

Leadership and Innovation: We will engage with partners to innovate and drive change to most effectively address identified risk.

GOALS

1. In all practice settings, pharmacy management practices and business metrics do not impede pharmacy professionals' ability to meet the Standards of Practice and abide by the Code of Ethics or compromise their health and well-being.
2. The College effectively provides members of the public, registrants and other partners with clear, relevant, up-to-date information.
3. The College has the expertise and resources to effectively address immediate demands caused by changes in the regulatory or practice environment.
4. The College uses its regulatory authority and influence to drive positive change in pharmacy practice towards ensuring all patients are treated with respect and without discrimination.

Subject to final editing.