



Ontario College
of Pharmacists

Putting patients first since 1871

Board of Directors

2023 Director Profile

Board of Directors 2023-2024

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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, each 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-laws](#).
- 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 discussions.
 - 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 Appointment

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 for them to be properly constituted. **While hearings for uncontested matters may be concluded in a single day, contested hearings may require multiple days attendance and may happen throughout the year.**

It is crucial that individuals seeking election to the Board understand the obligation to serve on Discipline Committee panels and factor it into their decision to run for a seat on the Board.

2023 Board Election

Number of seats to be elected in 2023

In 2023 The Ontario College of Pharmacists will be holding elections for:

- **Two (2) Pharmacists**
- **One (1) Pharmacy Technician**

2023 Terms of Office

The terms of office of the two (2) Pharmacist Directors elected in August 2023 will commence at the first meeting of the Board following the election for a three (3)-year term.

The term of office for the one (1) Pharmacy Technician elected in August 2023 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 and lives and/or works in Ontario is eligible to seek to be a candidate for election to the Board if they meet the following eligibilities:

- Registrant is not in default of payment of any fees prescribed in the by-laws.
- Registrant is not the subject of any disciplinary or incapacity proceeding.
- Registrant has not been found to have committed an act of professional misconduct or to be incompetent by a panel of the Discipline Committee.
- Registrant is not a registered pharmacy student or intern.
- Registrant's Certificate of Registration is not subject to a term, condition, or limitation other than one prescribed by regulation.
- 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.
- 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 has served two (2) consecutive, three (3) year terms for a total of six (6) years, it has been at least three (3) years since they were a Director. (Some exceptions apply*)
 - *Registrants elected prior to 2020 who have served continuously since that time are eligible to complete three (3) consecutive, three (3) year terms for a total of nine (9) years.*
- 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.
- Registrant commits to devoting sufficient time in their schedule to participating in all required Board and Committee activities.
- Registrant has not, in the opinion of the Screening Committee, engaged in conduct unbecoming a Director.
- 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.

2023 Director Profile

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.

This information is used annually 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 2023/2024 Board Year the College is seeking Pharmacist and Pharmacy Technician applicants with the following practice experience (listed in order of priority):

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

The College does not require the Board to be comprised of individuals who have all or many of the competencies but instead endeavors to ensure that the Board is made up of a collection of individuals who bring different strengths to the table.

For the 2023/2024 Board Year the College is seeking Pharmacist and Pharmacy Technician applicants with any of the following core competencies (listed in order of priority):

- a) Legal experience or familiarity with regulated professions, including overseeing regulations and setting standards for certification.
- b) Financial and/or accounting expertise, including the following: preparing, auditing, analyzing or evaluating financial statements and an understanding of generally accepted accounting principles.
- c) Experience with human resource issues including, but not limited to, occupational health and safety, organizational structures and human resources oversight and compensation, recruiting and succession planning experience in and understanding of the principles of protecting, and acting in, the public interest.
- d) Experience with cybersecurity, and technological vulnerabilities requiring attention (data security, privacy).
- e) Experience in senior leadership roles in business, health care institutions, government, and academia.
- f) Relevant governance experience, or familiarity with principles of good governance.
- g) Experience with compliance and risk management.
- h) Experience working with diverse populations, marginalized groups and people with disabilities.
- i) Strong grasp of issues surrounding diversity and inclusion.
- j) Experience in protecting the public interest.
- k) Experience participating in, or leading, an organization in planning for its future including, but not limited to the following: analysis, environmental scans, strategy design, planning, implementation, and evaluation.
- l) Experience serving on Boards and/or committees.
- m) Ability to navigate electronic systems to access Board and Committee materials.

The Application Process

Review Information

Registrants interested in applying to be a candidate in the Board of Directors election 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 several 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 several 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 them of the need to address gaps either through training or recruitment. There is no expectation that every Board Director 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.

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 headshot photo to be used for candidate profile postings on the College website and on the electronic ballot.*

Remuneration

Board Directors are remunerated by an honorarium for their time spent participating in College activity. Elected Directors will be compensated in accordance with the [College's remuneration policy](#).

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 each candidate's application, including self-assessment of their own skills, competencies, attributes, or expertise.

Next Steps

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

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. 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 secure 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 and does not have a shared email address 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 vote, lots will be drawn to determine the outcome.

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