

SEPTEMBER 2023

BOARD MEETING

As recorded at the Board of Directors' regularly scheduled meeting held on September 18th and 19th, 2023. This meeting was hosted in-person at the College and virtually via MS Teams.

WELCOMING NEW BOARD DIRECTORS

The Board approved the appointment of Douglas Brown and Sara Ingram, who were each re-elected to the Board for a three-year term as pharmacist directors. Jennifer Antunes was acclaimed as a pharmacy technician director for a three-year term, being the only candidate found to have the required competencies.

Micheline Piquette-Miller and Dr. Daniel Figeys were also approved as new academic Board directors. Micheline is an internationally recognized biomolecular sciences researcher with expertise in maternal-child health and a pharmacist who is stepping in for Lisa Dolovich as Interim Dean at the University of Toronto until December 31, 2023. Daniel is the Director of the new School of Pharmaceutical Sciences at the University of Ottawa's Faculty of Medicine, which offers a four-year French language undergraduate PharmD program in pharmacy.

BOARD DECISIONS

The Board discussed and made decisions on the following items:

Expansion of scope – minor ailments and other therapies

The Board discussed categories of minor ailments that were recommended by the Scope of Practice Advisory Group (SPAG) following a [request](#) from the Minister of Health to explore the addition of further minor ailments, including those that may require additional scope of practice expansions to support safe and effective prescribing.

Board members were presented with the rationale for the ailments and therapies under each category and

considerations for determining which minor ailments and therapies should be added to pharmacists' scope of practice. Issues discussed by the Board included concerns about the practice environment for pharmacy professionals and whether the assessment and treatment of some of the minor ailments falls into the definition of "assessment" or requires the controlled act of "diagnosis."

Following their discussion, the Board approved that the following list of minor ailments be recommended to the Minister of Health for consideration, prior to the development of draft regulations, on the understanding that some of these may be subject to conditions or restrictions to be determined.

- Acute pharyngitis (sore throat)
- Birth control
- Calluses and corns
- Emergency contraception
- Erectile dysfunction
- Headache (mild)
- Herpes zoster (shingles)
- Minor sleep disorders (insomnia, could also include disturbances in circadian rhythm)
- Onychomycosis (fungal nail infections)
- Otitis externa (swimmers' ear)
- Pediculosis (head lice)
- Rhinitis - viral (nasal congestion)
- Seborrheic dermatitis (dandruff)
- Tinea corporis (ringworm)
- Tinea cruris (jock itch)
- Verrucae (vulgaris, plantar) (warts)
- Xerophthalmia (dry eye)

Further details are available starting on page 92 of the [Board materials package](#).

Election of Executive Committee

The Executive Committee is composed of the Board's Chair and the Vice-Chair, as well as three additional Board Directors, with at least two elected directors and two public directors. The names of Board Directors expressing interest in serving on the Executive Committee, along with their statement of qualification, were reviewed by the Governance Committee. Only one name was submitted for each of the positions of Chair and Vice-Chair, and both were deemed qualified. As a result, James Morrison was acclaimed as Board Chair and Sara Ingram was acclaimed as Vice-Chair.

The following individuals were also elected to serve on the Executive Committee:

Public Directors:

- Christine Henderson -- Acclaimed
- Adrienne Katz -- Acclaimed

Elected Director:

- Siva Sivapalan

Committee slate approved

The Board reviewed and approved the Governance Committee's proposed slate of candidates for all statutory and standing committees, drawn from a list of individuals who have served previously and have been recommended for reappointment, and from a list of individuals who have applied and been assessed as qualified by the Screening Committee. The full list of approved committee members, each of whom will serve for a term that expires at the first regular meeting of the Board following the next regular election, are listed on the College [website](#).

2024 Operational Plan

The Board confirmed the College's priorities and direction for the development of the 2024 Operational Plan, which outlines key areas of focus for the College over the coming year. The Operational Plan is aligned with the College's 2024-2028 Strategic Plan that was approved by the Board at its March 2023 meeting and will inform the 2024 budget to be presented to the Board at its December 2023 meeting. Further details about the Operational Plan are available starting on page 114 of the [Board materials package](#).

Standardizing auditor selection and appointment of auditor

Following a recommendation from the Finance and Audit Committee, the Board approved the reappointment of Tinkham LLP Chartered Professional Accountants as auditor for 2023. The Board also approved undertaking a market review of audit services to be conducted every five years, starting in 2026, as per a recommendation from the Chartered Professional Accountants of Canada.

BOARD ORIENTATION

The Board was given a detailed orientation on the role of the College and its regulatory programs. Directors learned about the journey of a registrant, from applicant to practicing pharmacy professional, demonstrating potential College touchpoints and interactions that commonly occur. Board members also heard reports from each of the statutory and standing committees on their work over the past Board year, and copies are available in the [Board materials package](#) starting on page 58.

PROPOSED REGULATION AMENDMENTS TO SUPPORT UPCOMING RESPIRATORY ILLNESS SEASON

The Board was provided with a briefing note summarizing the feedback from a recent 60-day consultation on proposed regulatory amendments that would expand the scope of pharmacy professionals to offer additional vaccines and treatments for respiratory illnesses including COVID-19, influenza and respiratory syncytial virus (RSV).

The Board had previously approved submission of the proposed amendments to government pending the Board Chair's determination that substantive changes would not be required as a result of the consultation. The amendments were submitted to the Ministry of Health on August 31, 2023 and are now posted on the government's regulatory registry for further public consultation. The regulation will not take effect until it is approved by the Ontario government and given Royal Assent; however, the College hopes that approval will occur in time to support the 2023 influenza season. Information about the consultation and the proposed amendments are available starting on page 15 of the [Board materials package](#). [A summary of the consultation feedback is also available on the College's website.](#)

MAXIMIZING THE COLLEGE'S EFFECTIVENESS AS A RISK-INFORMED, RIGHT-TOUCH REGULATOR

The Board discussed the ways that a risk-based approach can inform the College's regulatory work, considering elements of risk in the practice of pharmacy that can potentially cause harm to patients. The outcome of the discussion will be used to create a framework for assessing practice-based risk in a way that helps the Board and staff better understand where to focus regulatory interventions.

This work aligns with the College's commitment to protecting the public interest through right-touch regulation, its use of evidence and data to guide decision-making and its public reporting of performance against regulatory commitments – including reporting on how it addresses various types of risks. Further details are available starting on page 102 of the [Board materials package](#).

RISK APPETITE AND RISK REPORTING

The College's Director of Corporate Services provided a refresher on the role of risk appetite statements in guiding College decisions and the ways the College reports risk to the Board. Risk appetite statements are used to articulate the degree of risk the Board is willing to accept to fulfill its mandate and reflects the College's mission and vision and the expectations of system partners. Identified risks are analyzed and reported, along with mitigation strategies, in the risk register and the College's Performance Scorecard. Details of the Board's risk appetite and the College risk reporting mechanisms are available starting on page 53 of the [Board materials package](#).

EMPLOYEE ENGAGEMENT SURVEY

A representative from McLean and Company presented the aggregated results of the College's 2023 employee engagement survey, which is conducted annually to benchmark staff engagement and to identify where the College is doing well and where more focus is required. The results demonstrate a significant year-over-year improvement and will be used to develop action plans to maintain and further increase the strong scores.

PERFORMANCE REPORTING

Maintaining and reporting on performance aligns with two of the College's strategic priorities: to strengthen

trust and confidence in the College's role as a patients-first regulator, and to enhance capacity to address emerging opportunities and advance quality and safe pharmacy practice and regulatory excellence. As part of the Board's responsibility for providing oversight and ensuring accountability for the overall performance of the College, the Q2 Performance Scorecard and status of key indicators and ongoing improvement strategies were reviewed. Details about the College Performance Scorecard are available starting on page 104 of the [Board materials package](#).

REGISTRAR'S REPORT

The Registrar and CEO provided an update to the Board members on recent operational activities at the College, part of a standing agenda item that helps them fulfil their oversight role. This Registrar's Report included updates on stakeholder engagement, the status of regulatory submissions to the Ministry of Health, a review of College's Discipline Committee and other statutory and non-statutory committees, work to implement a new CRM, work to identify next steps and provide transparent and realistic expectations to the profession about compounding standards, and enhancements to the College's workplace culture. The full Registrar's Report is available starting on page 20 of the [Board materials package](#).

NEXT BOARD MEETING

Board meetings are open to the public, and the next regularly scheduled meeting will be held on December 11, 2023. Special Board meetings may be called at any time. Please see our website for information on [upcoming Board meetings](#). Highlights of the Board meetings are also shared via [Twitter](#).