

**NEWFOUNDLAND & LABRADOR PHARMACY BOARD  
MINUTES OF BOARD MEETING  
SATURDAY, 16 JUNE 2007**

<u>ITEM</u>	<u>DISCUSSION</u>	<u>ACTION BY</u>																				
1.0	<p>The meeting came to order at 9:10 a.m. with the following in attendance:</p> <table border="0"><tr><td><u>Board</u></td><td><u>Regrets</u></td></tr><tr><td>Linda Hensman, Chair</td><td>C. Roy Greene</td></tr><tr><td>Donald Mifflin, Vice Chair</td><td>Joanne Howlett</td></tr><tr><td>Jerry Young</td><td></td></tr><tr><td>Dave Jenkins</td><td><u>Staff</u></td></tr><tr><td>Brian Healy</td><td>Donald Rowe, Secretary-Registrar</td></tr><tr><td>Margot Priddle</td><td>Veronica Harvey, Executive Assistant</td></tr><tr><td>Eugene Toope</td><td></td></tr><tr><td></td><td><u>Observer</u></td></tr><tr><td></td><td>John S. Rideout (newly elected Board Member – Zone 3)</td></tr></table>	<u>Board</u>	<u>Regrets</u>	Linda Hensman, Chair	C. Roy Greene	Donald Mifflin, Vice Chair	Joanne Howlett	Jerry Young		Dave Jenkins	<u>Staff</u>	Brian Healy	Donald Rowe, Secretary-Registrar	Margot Priddle	Veronica Harvey, Executive Assistant	Eugene Toope			<u>Observer</u>		John S. Rideout (newly elected Board Member – Zone 3)	
<u>Board</u>	<u>Regrets</u>																					
Linda Hensman, Chair	C. Roy Greene																					
Donald Mifflin, Vice Chair	Joanne Howlett																					
Jerry Young																						
Dave Jenkins	<u>Staff</u>																					
Brian Healy	Donald Rowe, Secretary-Registrar																					
Margot Priddle	Veronica Harvey, Executive Assistant																					
Eugene Toope																						
	<u>Observer</u>																					
	John S. Rideout (newly elected Board Member – Zone 3)																					
2.0	<p><b><u>Conflict of Interest</u></b> Margot Priddle declared a conflict of interest reference Agenda item 5.2 – Pharmacy Network and advised she would refrain from speaking on the item when it was brought forward for discussion.</p>																					
3.0	<p><b><u>CPhA Centennial Award</u></b> Secretary-Registrar advised the Board that Margot Priddle was one of several recipients of the CPhA Centennial Award from the nominees submitted by NLPB. Other NL nominees who had received the award included John Downton, Clarence Jackman, Frank Janes, Keith Lawton, Bernd Staeben and James J. O'Mara.</p>																					
4.0	<p><b><u>Adoption of Agenda</u></b> Secretary-Registrar advised that on the advice of the Board Auditor, John Buckingham, in future financial reports would be included at the beginning of the Agenda to assist Mr. Buckingham in his audit process. The following items were added to the agenda as presented:</p> <p>Item 6.3 Buprenorphine Item 6.4 Lock and Leave</p> <p>MOVED by D. Mifflin, seconded by J. Young to adopt the Agenda as amended. <b>CARRIED</b></p>																					
5.0	<p><b><u>Minutes of Meeting – 24 March 2007</u></b></p> <p>Item 3.4 – amend Item 1 to read “Secretary-Registrar reported that Dr. Syed Rizvi has left the Opioid Treatment Centre....” Item 3.4 – rewrite line three onward of Item 4 to read “requested 6 weeks carries. Currently the patient’s methadone is being couriered to him on weekly basis in liquid form.</p> <p>MOVED by E. Toope seconded by B. Healy that the Minutes of 24 March 2007 be adopted as amended. <b>CARRIED</b></p>																					
6.0	<p><b><u>Financial Update – Review of 2007 YTD/Bank Balances and Summary of Cheques</u></b></p> <p>Secretary-Registrar advised that the Comparative Income Statement as submitted to the Board contained the following errors:</p> <ul style="list-style-type: none"><li>• \$34,000 deposit showing as paid to Minasu/Amsoft whereas this amount should read \$4,000</li><li>• Student Registration showed an amount of \$607 for Revenue Fees, however, this would require correction to capture the amount under Revenue-Other of \$7,207 which actually includes additional student fees which were posted to the wrong line item.</li></ul>																					

**NEWFOUNDLAND & LABRADOR PHARMACY BOARD  
DRAFT MINUTES OF BOARD MEETING  
SATURDAY, 16 JUNE 2007**

<u>ITEM</u>	<u>DISCUSSION</u>	<u>ACTION BY</u>
	Secretary Registrar advised he would forward revised copies to the Board Members when the corrections have been made by NLPB bookkeeper.	D. Rowe
	A review of the checks issues was provided by the Secretary-Registrar with explanations of the various vendors and services provided.	
	Secretary-Registrar advised that the NLPB Auditor had suggested that the Board may wish to review the policy on signing officers and signing authority over one signature to a ceiling amount. This item will be tabled for discussion at the post AGM Board meeting for later in the day.	
7.0	MOVED by E. Toope, seconded by D. Jenkins to adopt the Financial Update as amended. <b>CARRIED</b> <b><u>Updates</u></b>	
7.1	<b><u>Review of Strategic Plan</u></b> Secretary-Registrar provided a brief overview of the ongoing strategic plan components as follows: <ul style="list-style-type: none"><li>• Pharmacy Technicians - NLCHI require information on the proposed registration process and a list of names of registered Pharm Techs in order to move forward with their design process for the Pharmacy Network</li><li>• Collaborative Prescribing Authority – drafted and circulated to the CSPNL, ARNNL, Medical Association and DHCS - Regulation(s) need to be drafted.</li><li>• Transfer to self-recording on Professional Development – completed first year reporting and audit process.</li><li>• Review &amp; Updating Inspection Process/Forms: Currently under way in consultation with other Provincial Authorities.</li><li>• Review and Assessing Licensing Exam – reviewed and meets competency for entry to practice</li></ul>	
7.2	<b><u>Network and Database Project</u></b> It was reported that the new computer equipment,, including the server, has been installed. A deposit has been made on the database program through Amsoft/Minasu and it is anticipated that the database will be installed in July. It was further reported that all pharmacists/pharmacy data will be input directly into the new database system and not transferred from the old program. Temporary office help will be secured to do the necessary data entry.	
7.3	<b><u>Election 2007 – Zones 2 and 3</u></b> Secretary Registrar reported that Dave Jenkins had been reelected by acclamation for Zone 2.  In Zone 3, three nominees were listed – John Rideout, David Hoyles and Christina Tulk, with John Rideout declared elected for a three year term.	
7.4	<b><u>Position on Continuation of Care</u></b> Secretary Registrar reported on the results of a meeting with the CSPNL, ARNNL and DHCS who felt the NLPB position was reasonable in providing a pharmacist with the ability to extend a prescription or give an additional renewal and this would be considered to be in the best interests of the patient. A letter is to be forwarded to the Minister of Health requesting that a Regulation be put in place for Continuation of Care by pharmacists. It was clarified for Board Members that the wording of the Regulation would be the responsibility of the Provincial Government.	D. Rowe

**NEWFOUNDLAND & LABRADOR PHARMACY BOARD  
DRAFT MINUTES OF BOARD MEETING  
SATURDAY, 16 JUNE 2007**

<b><u>ITEM</u></b>	<b><u>DISCUSSION</u></b>	<b><u>ACTION BY</u></b>
7.5	<p><b><u>Canadian Pharmacy Technician Education Association (CPTEA)</u></b> The document entitled "Summary Report of the Development of Educational Outcomes for Pharmacy Technician Programs in Canada/ March 2007, was provided for information purposes only.</p> <p>Some discussion arose on the accreditation issue of various Pharmacy Technician Programs and the Board may wish to explore entrance requirements to the programs, as well as review the accreditation of the programs being offered. The issue of technicians who have been in the system for a number of years must also be reviewed.</p> <p>In responding to Board Members the Secretary-Registrar advised that the NLPB Standard of Practice details the permissible ratio of pharmacists to pharmacy technicians</p>	D. Rowe
7.6	<p><b><u>NLPB Standards of Practice for Hospital Pharmacies</u></b> Secretary-Registrar advised that the revised Standard had been discussed by the Hospital Pharmacy Directors at their recent meeting in Corner Brook , at which time it was agreed that the Hospital Pharmacy Directors would meet in September for a full day session to review the document fully and follow up with recommendations to the Board.</p> <p>MOVED by J. Young, seconded by M. Priddle to adopt the revised Standard of Practice for Hospital Pharmacies. <b>CARRIED</b></p> <p>A copy of the adopted SOPP is to be posted to NLPB website.</p>	Hospital Pharmacy Directors
7.7	<p><b><u>Renaming NLPB Boardroom – Thomas Ricketts Memorial Room</u></b> The plaque for the boardroom is to be ordered.</p> <p>Secretary-Registrar reported on the Johnson Family Foundation rededication of the Thomas Ricketts Memorial on Water Street West for information of members. The rededication is scheduled for July 1, 2007. It was suggested that Brian Healy may wish to attend on behalf of the Board as he had apprenticed with Mr. Ricketts. Further details of the rededication will be circulated when received from the organizers.</p> <p>Additionally, the Johnson Family Foundation has offered the Board the old memorial plaque and it was suggested that the plaque could be passed over by the Board to the Royal Newfoundland Regiment for their museum in Pleasantville.</p>	D. Rowe
8.0	<p><b><u>Business Arising From the Minutes of March 24, 2007</u></b></p>	
8.1	<p><b><u>CPD Audit Process - Approval of Updated CPD Manual/Booklet</u></b> Secretary-Registrar advised that the Board had approved the Manual and it is now being tabled for approval of changes that were made as a result of the audit process. Comments from the discussions included:</p> <ul style="list-style-type: none"><li>• Several members spoke to the necessity of completing both a Professional Development Log and an Learning Portfolio Record Sheet</li><li>• Learning Portfolio Record Sheet – Item 2 – "List the top five "take home" messages....it was suggested that this be amended to read "list at least three.."</li><li>• Copies of the forms are to be put on NLPB website in both Word and Word Perfect formats for</li></ul>	Registration & Licensing Committee



**NEWFOUNDLAND & LABRADOR PHARMACY BOARD  
DRAFT MINUTES OF BOARD MEETING  
SATURDAY, 16 JUNE 2007**

<u>ITEM</u>	<u>DISCUSSION</u>	<u>ACTION BY</u>
	this drug, and Health Canada's intent not to restrict prescribing rights as it does for methadone, it was agreed that the Secretary-Registrar and Jerry Young would author a letter to the Minister of Health requesting restrictions under the Provincial Drug Schedules and expressing the concerns of the Board on the potential for abuse of this drug.	D. Rowe J. Young
9.4	<u>Lock &amp; Leave</u> B. Healy requested clarification for the implementation of the Lock & Leave requirement of NLPB for community pharmacies as it is causing difficulties for pharmacists and patients alike. In response the Secretary-Registrar noted that the implementation of the standard by NLPB was to ensure that the care and control pharmaceuticals remained with the pharmacist. There was some discussion re the difference between access to Hospital Pharmacies by other than pharmacists, and it was suggested that the review of the SOPP for Hospital Pharmacies should also address Lock & Leave.  Discussion also centered on the situation at a local seniors' complex where prescriptions are dropped off and released by lay staff members of the in-house convenience store. Secretary-Registrar briefly outlined the former discussions on this subject and noted that he would investigate the matter further. Mr. Healy suggested that the Board may wish to give consideration to reverting to the previous Board practice of not issuing pharmacy licenses to non-pharmacist owners and he indicated he will bring this back to the Board table for further discussion at the next meeting.	D. Rowe  B. Healy
10.0	<u>Other Business</u>	
10.1	<u>In Camera Session</u> MOVED by J. Young, seconded by D. Mifflin to move to an In-Camera Session. <b>CARRIED</b>	
10.2	<u>Board Pictures</u> Members were advised that the official Board photograph is scheduled for 12:00 – 12:30 in the Museum.	
10.3	<u>Motion to Adjourn</u> The meeting adjourned at 12:30 p.m..	