

<u>ITEM</u>	<u>DISCUSSION</u>	<u>ACTION BY</u>
1.0	<p>The meeting was called to order at 9:10 a.m. by Chairman D. Mifflin, with the following in attendance:</p> <p>D. Mifflin, Chair J. Young J. Howlett B. Healy E. Toope D. Jenkins</p> <p><u>Regrets</u> John Rideout Linda Hensman Margot Priddle</p> <p><u>Staff</u> D. Rowe, Secretary-Registrar V. Harvey, Executive Assistant</p> <p><u>Observers</u> Ashling O'Mahony, MUPS Rep</p>	
1.1	<p><u>Declaration of Conflict of Interest</u> – Both the Annual Declaration of Conflict of Interest and the Board Meeting Conflict of Interest statements were presented to Board Members, signed and returned to staff. No conflict(s) of interest was declared.</p>	
1.2	<p><u>Adoption of Agenda</u></p> <p>The following items were added to the Agenda as presented:</p> <p>7.4 Questions from MUN Pharmacy Students</p> <p>MOVED by Jerry Young, seconded by Joanne Howlett to adopt the Agenda as amended. CARRIED.</p>	
2.0	<p><u>Minutes of Board Meeting – 30 September/1 October, 2007</u></p> <p>MOVED by Joanne Howlett, seconded by Eugene Toope to adopt the Minutes as presented. CARRIED</p>	
3.0	<p><u>Financial Update</u></p>	
3.1	<p>Review of 2007 Year End and Year To Date 2008 Financial Reports:</p> <p>Secretary-Registrar presented the financial report of the Board at year end 2007, as well as the Year to Date (15 February 2008) reports, which included Income Statements, Balance Sheets, and List of Cheques from the date of the last Board meeting. He also presented the current balance on deposit with Scotia Bank.</p> <p>In speaking to the reports as presented, Secretary Registrar advised what while some routine adjustments by the Auditor would be required for the year-end 2007 report, and reallocation of disbursements to the appropriate account(s) were required in the 2008 report, the bottom line figures as reported would not be changed significantly. He advised that when the</p>	D. Rowe

NEWFOUNDLAND & LABRADOR PHARMACY BOARD

Approved Minutes 01 March 2008

Apothecary Hall, St. John's, NL

Page 2 of 7

<u>ITEM</u>	<u>DISCUSSION</u>	<u>ACTION BY</u>
	adjustments are made the revised reports will be forwarded to Board Members.	
	It was reported that while the Budget included funding for roof repairs, as well as other necessary repairs and maintenance to Apothecary Hall, these have not been completed to date. Secretary-Registrar reported he will contact the roofers to make the necessary repairs as soon as possible.	D. Rowe
	MOVED by Eugene Toope, seconded by Jerry Young to accept the financial report as presented. CARRIED	
4.0	<u>Updates</u>	
4.1	Strategic Plan: Secretary-Registrar presented a report on the 2006-2008 Strategic Plan, noting that while not all items have been completed, a number are being worked on at the Committee level. He also presented Appendix A to the Report, which were items hi-lited by M. Healey, Pharmacist Consultant, as areas where the Board should focus their attention in the immediate future.	
	Pharmacy Network – In reviewing the current status of the Pharmacy Network, the Board was advised that the Secretary Registrar that:	
	<ul style="list-style-type: none">• No response has been received as yet from the Dept. of Health & Community Services on the changes to the Act and Regulations necessitated by the Pharmacy Network.• He will try to arrange a meeting with PANL on the joint issues the Board and PANL will need to address relative to the Pharmacy Network	Don Rowe
4.2	Re-licensing Results - the report was presented for information purposes only. However, it was noted that members or former members John Young, Ern Kelly and Dave Goudie, had passed away within recent months and condolences had been expressed to their families on behalf of the Board.	
4.2.1	Pharmacist Emeritus: Following a discussion of the report as presented, it was agreed that if adopted by the Board, the designation "Pharmacist Emeritus" would include voting rights. Secretary-Registrar also reported that the current by-laws are silent on voting privileges for Non-Practicing Members and the Board may also wish to clarify the by-laws on their voting privileges as well.	
	It was agreed that the Secretary-Registrar would prepare a draft-by law change to incorporate Pharmacist Emeritus status in the by-laws, which would include a ballot for Board Members to complete on what they felt the privileges of Pharmacist Emeritus would be. The results to be presented at the next meeting of the Board, as well as a clarification for the by-laws on voting privileges for Non-Voting Members.	Don Rowe
4.3	Database Upgrading: In reporting on the database upgrade at the Board Office, Secretary-Registrar reported:	
	<ul style="list-style-type: none">• Application has been made for a CIHI funding opportunity, to a maximum of	

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	<p>\$10,000 (one-time opportunity)</p> <ul style="list-style-type: none">• The Letter of Understanding is currently under review by Gus Bruce and will be presented to the Board with Mr. Bruce's recommendations• Additional training on the system is required in terms of Crystal Reports, etc., and common problem areas experienced by Board Staff, as well as the staff in Nova Scotia and New Brunswick Board offices.	
4.4	Legislative & Regulatory Discussions DHCS Staff: Secretary-Registrar advised that Ms. Karen Stone, DHCS, is still reviewing the regulatory items discussed with her by him and Melanie Healey. He also noted that correspondence had been forwarded to the Minister of DHCS advising that updates to the Act and Regulations are required, with a response received from the Minister advising that the matter has been placed in the hands of DHCS staff.	
5.0	Business Arising From the Minutes	
5.1	Draft NAPRA Pharmacy Technician Competencies. Discussion on the Draft document identified the following items for further discussion/clarification: <ul style="list-style-type: none">• PEBC will be writing a national evaluating, qualifying and OSPE exam for technicians – all pharmacies are to be written with particulars on the examination and they are to be requested to circulate this information to their technicians• Accreditation of colleges will be undertaken by CCAPP (June 2008)• The issue of delegation of tasks by pharmacists must be addressed by the Board• Category of pharmacists, such as clinical, distribution, etc., has to be reviewed in detail by the Board.	D. Rowe
	Moved by Jerry Young and seconded by Joanne Howlett to adopt the Draft NAPRA Pharmacy Technician Competencies document as presented, <u>in principle</u> . CARRIED	
5.2	Draft Nurse Practitioner Regulations: <p>The Secretary-Registrar presented the Draft Framework for Nurse Practitioner Practice in NL (February 7, 2008) for consideration by the Board.</p> <p>Moved by Brian Healy, seconded by Joanne Howlett to adopt the Draft Framework for Nurse Practitioner Practice in NL (February 7, 2008). CARRIED</p> <p>In discussing the Draft Framework as above, it was clarified that under the current ARNNL Regulations outline the prescribing authority of NP's, and they can renew prescriptions written by a dentist or doctor if they write "Renewal" on the prescription and a NP is not permitted to prescribe benzos or narcotics.</p>	
	Secretary-Registrar will forward an electronic copy of the Draft NP Regulations (22/02/08) to all Board Members.	D. Rowe

<u>ITEM</u>	<u>DISCUSSION</u>	<u>ACTION BY</u>
5.3	<p>Zone Meetings - Secretary-Registrar requested guidance from the Board on the dates for the proposed Zone Meetings, with the agreed schedule as follows:</p> <p>St. John's – 30 April 2008 Carbonear – 5 May 2008 Clarenville – 6 May 2008 GFW./Windsor– 7 May 2008 Corner Brook – 8 May 2008</p> <p>It was agreed that the Agenda for the Zone Meeting would include educational sessions. Some agreed upon Agenda items for the Zone Meeting(s) included discussion on Pharmacy Technicians, the Pharmacy Network, Continuing Professional Development and the Nurse Practitioner Regulations. Board Members were encouraged to offer any additional suggestions they may have to the Secretary-Registrar as he prepares for the meetings.</p> <p>Board Members were requested to check with pharmacists in their respective areas on items that would be of interest to them for discussion, as well as to encourage attendance at the Zone Meetings.</p>	<p>Board Members/ D. Rowe</p>
6.0	<p>New Business</p>	
6.1	<p>Loyalty Points Programs: The Secretary-Registrar presented a report on the Policy of the Board on Loyalty Programs, which included a chronology of complaints from members of the general public and the subsequent media reaction which had occurred in recent date. The report also detailed the results of a survey of other provinces on their respective policy on loyalty points. Following full discussion on the current Policy, it was the decision of the Board that the Policy would remain in place.</p>	
6.2	<p>Request from CSHP Professional Liability Insurance: Secretary-Registrar presented a request from CHSP that the Board recognize CSHP Professional Liability Insurance as meeting the requirements of Section 21 (2) (b.1)</p> <p>MOVED by Joanne Howlett, seconded by Jerry Young to adopt the recommendation that the Board recognize the acceptability of the CSHP professional liability insurance policy for the purposes of Section 21 (2) (B.1) of the Pharmacy Act. CARRIED with Brian Healy abstaining.</p> <p>Jerry Young questioned whether pharmacies were required to carry professional liability insurance under the Act and it was agreed that the Board would have to address this matter in the future.</p>	<p>Board</p>
6..3	<p>Proposed Amendment to the Required and Suggested References for NL Pharmacies: Secretary-Registrar presented a report on behalf of the sub-committee of the Professional Practice Committee dealing with the Required and Suggested References as it pertains to USP DI Vol. 1 and USPD DI Vol. Following full discussion, it was Moved by Brian Healy, seconded by Joanne Howlett to adopt the recommendation of the Professional Practice Sub-Committee to:</p> <p>(a) retain USP DI Vol. I in the "Required"" section of the General Drug Information category, but also add other options in that category, and</p>	<p>A. Crane</p>

NEWFOUNDLAND & LABRADOR PHARMACY BOARD

Approved Minutes 01 March 2008

Apothecary Hall, St. John's, NL

Page 5 of 7

<u>ITEM</u>	<u>DISCUSSION</u>	<u>ACTION BY</u>
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(b) change the "Required" designation of the Patient Counseling category that includes USP DI Vol. II to "Recommended". **CARRIED**

6.2 Amerisource Bergen – Specialty Group Canada: The Secretary-Registrar circulated Amerisource Bergen's marketing profile for information purposes only.

6.4 Draft Temporary Closure due to Pharmacist Absence: Secretary-Registrar presented model guidelines for temporary pharmacy closures as developed by the Registrars of NAPRA Inter-provincial Pharmacy Regulatory Committee. Following discussion it was moved by Brian Healy, seconded by Joanne Howlett to adopt the guidelines for temporary closure. **CARRIED**

6.5 Competition Bureau recommendations for Pharmacy. Secretary-Registrar presented the recommendations for Pharmacy as outlined by the Competition Bureau for the information of Board Members.

6.6 CPSNL Policies: The Secretary-Registrar presented a report detailing the Advisory Policy for Prescribing of Narcotics as forwarded by the College of Physicians & Surgeons of Newfoundland, as well as the CPSNL Advisory Policy on Dispensing of Buprenorphine.

The report recommended that the Board endorse the Guidelines of the CPSNL to physicians, and adopt an advisory policy to all pharmacists in the province that:

*The Newfoundland and Labrador Pharmacy Board is of the view that it is not generally advisable for pharmacists to dispense a prescription for buprenorphine unless the pharmacist is reasonably satisfied that the prescription has been written in accordance with the **Guidelines for the prescribing of Buprenorphine** adopted by the College of Physicians and Surgeons of Newfoundland and Labrador.*

The Newfoundland and Labrador Pharmacy Board is also of the view that if there may be extraordinary circumstances in which a physician may write a prescription for buprenorphine outside of the CPSNL guidelines. Such extraordinary circumstances should be documented in the patient's prescription profile.

*The Board also strongly recommends that pharmacists who dispense buprenorphine should be familiar with the **Standards of Pharmacy Practice for Pharmacists for the Newfoundland and Labrador Methadone Maintenance Program**, and have completed the recognized buprenorphine education program.*

MOVED by Brian Healy seconded by Jerry Young the Board endorse the recommendations of the CPSNL to physicians, and adopt the recommendations of Advisory Policy on Dispensing Narcotics. **CARRIED.**

ITEM

DISCUSSION

ACTION BY

The report also included the recommendation that the Board endorse the recommendations of the CPSNL to physicians, and adopt a similarly worded advisory policy to all pharmacists in the province that:

*The Newfoundland and Labrador Pharmacy Board is of the view that it is not generally advisable for pharmacists to dispense a prescription for a narcotic for any period greater than 30 days. In clinical circumstances where physicians need to prescribe a narcotic for a period greater than 30 days, physicians are urged by the College of Physicians and Surgeons of Newfoundland and Labrador (CPSNL) to issue **part fill** instructions for 30 day intervals.*

*For **part fills**, the total quantity of each **part fill**, and the time interval between **part fills** must be specifically indicated on the prescription. An example of an appropriately written **part fill** is as follows:*

*MC Contin 60 mg (sixty mg)
1 p.o. Q 12h
Supply 180 (one hundred and eighty) tablets
in lots of 60 (sixty)
at intervals of 30 (thirty) days*

*Physicians have been reminded by the CPSNL that while pharmacists are permitted to dispense partial amounts (or **part fills**) of the total quantity of a narcotic prescribed, pursuant to the provisions of the Narcotic Control Regulations, they are not permitted to dispense refills for narcotic prescriptions.*

*The Newfoundland and Labrador Pharmacy Board is also of the view that if there are extraordinary circumstances e.g. extended travel, which require that physicians write a prescription for narcotics for a period greater than thirty days and **part fills** are not practical in the circumstances, the quantity dispensed should not exceed the amount required for the time until the patient will be next seen by the physician. The extraordinary circumstances should be documented in the patient's prescription profile.*

The Board suggests that pharmacists strictly observe this advisory in order to help reduce the risk of large quantities of narcotics being stolen or otherwise diverted to other than prescribed patient use.

Prescribing of Buprenorphine: MOVED by Brian Healy seconded by Joanne Howlett that the Board endorse the Guidelines of the CPSNL to physicians, and adopt an advisory policy to all pharmacists in the province that: CARRIED

7.0 Other Business

7.1 Next Meeting(s) of Board: The next meeting of the Board will be held on Saturday, 14 June 2007 and the meeting originally scheduled for May has been cancelled. The Annual General

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	Meeting will take place on Saturday, 14 June 2008.	
7.2	<p>Timeline for Board Elections: Secretary-Registrar presented the timelines for the election of officers to the Board with a Call for Nominations to be issued on Monday, 15 March 2008, and nomination return deadline of Tuesday, April 15, 2008. Ballots will be circulated to all registered pharmacists on Thursday, 15 May 2008 and the deadline for return of ballots is set for Saturday, June 7, 2008. The results of the election and the term of office for the new Board will take place at the Annual General Meeting of the Board on Saturday, 14 June 2008.</p> <p>Board Members were also advised that correspondence has been submitted to the Minister of DHCS regarding the term of office for the two lay members of the Board, and noting that the lay appointees to the Discipline Panel are also up for renewal.</p>	
7.3	<p>Student Comments to the Board: Ashling O'Mahony presented two requests from the Pharmacy Students at MUN; one was dealing with responses to e-mail requests for file reviews and the other dealt with collection of student registration fees by NLPB personnel at MUN. On the issue of the delays in responding to student e-mail requests for file reviews, Ms. Harvey advised that all responses had been completed on Friday, 29 February, but the delays were caused by the heavy workload at the Board Office and the registration process for pharmacies and pharmacists being a priority issue.</p> <p>It was suggested that students could fax in their application for registration and charge their fees Visa or MasterCard. They should then submit the original application by mail.</p>	
7.6	Reports on Complaints and Discipline Cases in Progress – IN CAMERA	
8.0	Adjournment The meeting adjourned at 2:30 p.m.	