

**Newfoundland and Labrador Pharmacy Board Meeting**  
**Sunday, October 4, 2009 (3:00pm to 9:30pm)**  
**Hotel Gander**

**MINUTES:**

**In Attendance:**

Keith Bailey                      Don Rowe  
Christina Tulk                     Arlene Crane  
Debbie Kelly  
John Rideout  
Don Mifflin  
Brian Healy  
Eugene Toope

**Regrets:**

Linda Hensman  
David Jenkins

- 1.0 The meeting was called to order and the Agenda was adopted as presented.
- 1.1 Conflict of Interest Declarations were signed and submitted. No conflicts of interest were declared.
- 2.0 Minutes of previous meetings were presented for adoption:
  - 2.1 Board Meeting June 7, 2009  
**Moved by: Brian Healey                      Second by: John Rideout                      Approved**
  - 2.2 Special Board Meeting June 7, 2009  
**Moved by: Eugene Toope                      Second by: Brian Healey                      Approved**
  - 2.3 Executive Meeting July 2, 2009  
**For Information only**
  - 2.4 Special Meeting Of board August 17, 2009  
**Moved By: Debbie Kelly                      Second by: Christina Tulk                      Approved**
- 3.0 The Secretary-Registrar presented the following financial update documents for review and questions:
  - 3.1 YTD financial reports
    - 3.1.1 Income Statement
    - 3.1.2 Balance Sheet
  - 3.2 Current bank balances
  - 3.3 Summary of cheques issued since last meeting

**Motion to Adopt Financial Update as presented**  
**Moved by: Eugene Toope                      Seconded by: Brian Healey                      Approved**
- 3.4 The Secretary-Registrar reported that the budget for 2010 was being prepared and that the Finance Committee will be meeting in the next few weeks to approve a draft budget for presentation at the next Board meeting.
- 3.5 The Secretary-Registrar reported that It is recommended by the Board's auditor that the Board adopt, as Board policy with respect to Pharmacy Regulation 4(1), that the deadline for

payment of annual pharmacist registration fee and the annual business licence fee be set at November 30<sup>th</sup> of each year.

**Motion to Adopt as Board Policy the following:**

**Beginning with the annual renewal period at the end of 2010, all forms and fees related to the annual renewal of Pharmacist Registration and Pharmacy Business Licenses must be received at the NLPB Office no later than November 30<sup>th</sup> of each year.**

**Post dated payment of annual fees must be dated no later than November 30<sup>th</sup> in the year they are due.**

**Moved by: Brian Healey**

**Seconded by: Don Mifflin**

**Approved**

4.0 Strategic Plan Review:

4.1 The Strategic Plan for 2009-2011 was reviewed to see how the Board was progressing with the objectives established. It was agreed that a letter be sent to the Minister of Health and Community Services requesting a meeting with representatives of the Board.

4.2 It was reported by the Chair that an interim report on the review of office operations was expected from the consultant in the near future and that a final report should be ready for the next Board meeting.

5.0 Business Arising from Minutes:

5.1 The Chair gave an update of the Professional Practice sub-committee's work regarding the Role of Pharmacy Assistants and a proposed Technician Project Plan. It was agreed that three pharmacy assistants be added to the sub-committee so that the viewpoint of assistants would also be considered

5.2 Paul Caines, the province's Chief Information Officer and Margot Priddle, the Director of the Pharmacy Network gave a presentation on the Network, with particular emphasis on the privacy and security issues related to the Network. The Board voiced it's satisfaction that due diligence was being taken by the developers of the Network and that the Board was being adequately consulted.

5.3 The draft Standards of Practice re Pharmacy Network were presented again for consideration.

**Motion to Adopt Proposed Revisions to Standards of Practice**

**Moved by: Brian Healey**

**Seconded by: Don Mifflin**

**Approved**

**While the Standards were approved, the Board agreed that they would not come into effect until the experiences of the reference site pharmacies had been reviewed and considered.**

5.4 Continuation of Care Prescriptions and Medication Management:

The draft Standards of Practice regarding Medication Management was reviewed and the following changes were suggested by the Board:

- In the introduction, insert "at this time" at the end on the sentence which concludes with " ...to implement 'pharmacist prescribing' as such" ;
- in item 2(v), delete the phrase "in the prescriber's handwriting";

- in item 3(iii), delete the statement "Once informed consent is obtained, it must then be documented with the patient (or representative) signature in the appropriate section of the *Medication Management Documentation and Notification Form* (Appendix C).
- in item 4(a)(v) regarding Notification, change "24 hours" to "72 hours" (to allow for possible weekend situations);
- in item 4(b)(iv), add to the statement "by reducing the details of the continuation to writing;" an indication that computer generated documentation is acceptable;
- in item 4(c)(i), regarding the requirements that "The adaptation must be in relation to a "new prescription and may not take place on a refill." the Board was inclined to delete this statement, but wanted further clarification on why it was considered necessary in other provinces;
- on page 8 "prescriber" should be changed to "practitioner";
- in item 4(d)(ii) the board feels "should" should be replaced by "must" but wanted further clarification regarding documentation of the authorization of OTC products for insurance purposes.
- in Appendix B, a section should be added to declare that the pharmacist has professional liability insurance to the amount required by the Board.

Following discussion it was decided that investigation should take place to determine the minimum amount of liability insurance required by a pharmacist if they engage in Medication Management.

It was also decided that Board members should review the draft document further and make any further suggestions to the Board office. A follow-up Conference Call of the Board will be held as soon as possible to adopt a final draft.

Moved by: Don Mifflin

Second by: Christina Tulk

Approved

6.0 Committees:

6.1 Draft Board Policy for Committees

6.2 Professional Practice Committee re-alignment

Following discussion the proposal to realign the Committee was agreed to in principle. Final approval was deferred until the next Board meeting, pending further clarification of the interest of current Committee members with respect to which sub-committees they had an interest in.

6.3 Appointment to Discipline Committee:

**Motion to Appoint Joanne Howlett to Discipline Committee**

Moved by: Donald Mifflin

Seconded by: John Rideout

Approved

cc Bern Staeben

6.4 Recommendations from Registration & Licensing Committee:

It was recommended by the Registration and Licensing Committee that a fee of \$50.00 be charged for the accreditation of continuing education programs.

**Motion to adopt the Recommendation of R&L Committee with respect to charging a fee for the accreditation of continuing education programs**

Moved by: Christina Tulk

Seconded by: John Rideout

Approved

Motion that the board supports the recommendation that the R & L Committee investigate establishing registration categories of "patient care" and "non patient care"

Moved by: Don Mifflin

Second by: Debbie Kelly

Approved

6.5 Standards of Pharmacy Practice for Delegation of Pharmacist Function (1<sup>st</sup> Draft):

Following introductory discussion it was agreed by the Board to table the draft document until the next meeting of the Board. In the meant time Board members were asked to forward their comments and suggestions to the Professional Practice Coordinator by October 31st.

6.6 100<sup>th</sup> Anniversary Committee Update:

Mr. Healy gave an update on discussions he has had with his PANL counterparts in planning for the 100<sup>th</sup> Anniversary.

**Christina Tulk expressed an interest in joining the committee, which was agreed to by the Board.**

7.0 Other Business:

7.1 H1N1 (Swine 'Flu) pandemic Preparedness:

The Secretary-Registrar gave an update on activities of the office in participating in provincial pandemic preparedness planning (primarily related to planning for the distribution of the provincial stockpile of anti-viral drugs). He also indicated that information for pharmacists has been posted regularly to the Board's website and circulated to pharmacists and pharmacies. Information has also been shared between NLPB and PANL on a reciprocal basis.

7.2 Board Policy on renewal of prescriptions after prescriber in no longer in practice:

The Secretary-Registrar gave an overview of a meeting held on September 15<sup>th</sup> between himself and the Professional Practice Coordinator and the Registrar, Deputy Registrar and legal council of the College of Physicians and Surgeons regarding the usefulness of having a consensus policy with respect to the filling of prescriptions and refills prescribed by a physician who is no longer in practice, or who is no longer treating the patient.

It was indicated to the representative of the CPSNL that there is no formal Board Policy in place and sometimes pharmacists have received mixed messages about what is considered appropriate. This issue is also one which may become more important with the introduction of the Pharmacy Network, with respect to providers no longer in practice also no longer being listed in the Pharmacy Network Provider Registry. We would probably also need to have discussions with the Pharmacy Network to ensure that the network can accommodate our agreed upon policy.

**It was mutually agreed at the meeting that the NLPB office would develop a draft policy to be brought back for further consideration. It was also agreed that the ARNNL might also wish to be included in these discussions as it relates to prescriptions issued by Nurse Practitioners.**

7.3 Request Concerning Renewal of Pharmacist Licence:

The Board considered an application from a person who was previously registered with us as a pharmacist for special consideration with respect to the timing of the internship he would have to complete prior to being re-licensed. In reaching its decision the Board took into consideration that

- the applicant had graduated from a Canadian accredited School of Pharmacy,
- the applicant was a pharmacist in Good Standing at the time he did not renew his license,
- the applicant has been working in a pharmacy related industry during the time he had not been registered, and
- the applicant has taken part in pharmacy related continuing education (as part of his employment) each year since he had last been registered as a pharmacist.

The requirements that must be met for this applicant to become re-licensed were confirmed by the Board as:

- a) successful completion of 8 months internship;
- b) successful completion of Part II of the PEBC Qualifying Examination
- c) successful re-writing of the NLPB Registration Examination
- d) completion of 15 CEU credits in the year prior to re-licensure
- e) payment of the required fees

The Board noted that the only special consideration extended by the Board was that the applicant be exempted from the requirement that the required internship be served at a minimum of 35 hours per week. The Board agreed to this exemption as long as reasonable parameters are agreed to before the internship commences.

**Motion to approve the request of applicant for special consideration, as specified above:**

**Moved by: Debbie Kelly**

**Seconded by: Donald Mifflin**

**Approved**

7.4 Revised NAPRA Model Standards of Practice for Canadian Pharmacists:

**It was agreed to table this item until the next Board meeting.**

7.5 Date of next meeting and 2010:

There was consensus that the dates of Board meetings for the 2009-2010 year be set as follows:

- November 30 (Monday),
- February 20(Saturday),
- May 29 (Saturday)  
including Board Annual General Meeting and in combination with a CPD Day
- October 3 (Sunday)  
in conjunction with the PANL Annual Conference and 100<sup>th</sup> Anniversary celebrations

7.5.5 Timing of the NLPB Annual General Meeting:

Christina Tulk raised the question of whether the Board's AGM could be held in conjunction with the PANL Annual Conference. The Secretary-Registrar indicated that the date of the NLPB Annual General Meeting had been changed to June from mid September when changes made to the Pharmacy Act in 2005 required that the Annual Report of the Board be submitted to the Minister by July 1<sup>st</sup> each year.

The Secretary-Registrar will consult with our lawyer to confirm whether it is essential that the Annual Report be approved at the Annual Meeting, or whether this can be done at a Board meeting prior to the AGM (for example in May or June). If this is possible the Board may be able to have time set aside

during the PANL Annual Conference to hold the NLPB Annual Meeting, thus making it more readily accessible to more pharmacists.

7.6 Report on complaints and discipline cases in progress (In Camera):

The Secretary-Registrar gave an update to the Board on the progress of processing complaints and discipline cases that the office is dealing with.

8.0 There being no further business, the meeting was adjourned at 9:30pm after a motion by Debbie Kelly.

Appendix  
**Newfoundland and Labrador Pharmacy Board Meeting**  
**Sunday, October 4, 2009 (3:00pm to 9:30pm)**  
**AGENDA**

- 2.0 Call to Order and Adoption of Agenda
  - 1.1 Conflict of Interest Declaration (if any)
  
- 2.0 Minutes of previous meetings:
  - 2.2 Board Meeting June 7, 2009
  - 2.3 Special Board Meeting June 7, 2009
  - 2.4 Executive Meeting July 2, 2009
  - 2.5 Executive Meeting August 4, 2009
  
- 3.0 Financial Update
  - 3.1 Review of YTD financial reports
    - 3.1.1 Income Statement
    - 3.1.2 Balance Sheet
  - 3.2 Current bank balances
  - 3.3 Summary of cheques issued since last meeting
  - 3.4 Budget for 2010
  - 3.5 Deadline for Payment of Annual Registration and Business Licence Renewal
  
- 4.0 Strategic Plan Review
  - 4.1 Review of Strategic Plan for 2009-2011
  - 4.2 Review of Office operations
  
- 5.0 Business Arising from Minutes:
  - 5.1 Role of Pharmacy Assistants, Technician Project Plan
  - 5.2 Pharmacy Network Update
  - 5.3 Standard of Practice re Pharmacy Network
  - 5.4 Continuation of Care Prescriptions and Medication Management
  
- 6.0 Committees:
  - 6.1 Draft Board Policy for Committees
  - 6.2 Professional Practice Committee re-alignment
  - 6.3 Appointment to Discipline Committee
  - 6.4 Recommendations from Registration & Licensing Committee
  - 6.5 Standards of Pharmacy Practice for Delegation of Pharmacist Function (1<sup>st</sup> Draft)
  - 6.6 100<sup>th</sup> Anniversary Committee Update
  
- 7.0 Other Business:
  - 7.1 H1N1 (Swine 'Flu) pandemic Preparedness
  - 7.2 Board Policy on renewal of prescriptions after prescriber in no longer in practice
  - 7.3 Request Concerning Renewal of Pharmacist Licence
  - 7.4 Revised NAPRA Model Standards of Practice for Canadian Pharmacists
  - 7.5 Date of next meeting and 2010
  - 7.6 Report on complaints and discipline cases in progress (In Camera)
  
- 8.0 Adjournment (target 9:30pm Sunday, to be completed if necessary on Monday morning)