

NEWFOUNDLAND & LABRADOR PHARMACY BOARD
 MINUTES OF MEETING – 11 JUNE 2010
 BOARDROOM, APOTHECARY HALL
 488 WATER STREET, ST. JOHN'S

Item	Discussion	Action
1.0	<u>Call to Order & Adoption of Agenda</u>	
	<u>Board</u> Keith Bailey (Chair) Christina Tulk Linda Hensman Donald Mifflin Debbie Kelly Eugene Toope John Rideout Dave Jenkins (11:30)	<u>Staff</u> Donald Rowe Aileen O'Keefe Meghan Handrigan <u>Presenters</u> Arlene Crane <u>Regrets</u> Brian Healy Emily Munden, MUPS Rep.
1.1	<u>Conflict of Interest</u> – None declared.	
1.2	<u>Adoption of Agenda</u>	
	The meeting was called to order at 9:05 am. It was duly moved and seconded that the Agenda be adopted.	
2.0	<u>Minutes of Previous Meetings</u>	
	MOVED by C. Tulk, seconded by D. Mifflin that the minutes of 6 March 2010 be adopted with changes. CARRIED	
3.0	<u>Financial Update</u>	
3.1	<u>Review of YTD financial reports</u>	
	<u>a) Income Statement</u> There were a few questions from the Board about the Income Statement. The Discipline – Recoveries line is blank but payments have been received for the last two months. Also the interest seems to be missing. D. Rowe commented that we have received discipline expense recovery payments and that we have earned interest. He will check into that matter. D. Rowe explained that his expenses were higher this year than at the same point in the previous year because he attended a Conference in February. Committee expenses were a bit higher because we have had more committee meetings early in the year (e.g. Personal Care Home SOP, Complaints, CE Audit).	D. Rowe
	MOVED by E. Toope, seconded by L. Hensman. CARRIED	

b) Balance Sheet

There was a question about negative values on the balance sheet. D. Rowe to check into the negative values.

D. Rowe

c) Current bank balances

d) Summary of cheques issues since last meeting

MOVED by D. Kelly, seconded by J. Rideout that the financial reports above be adopted after changes. **CARRIED**

4.0 Review of Strategic Plan for 2009-2010

D. Rowe gave an update of the strategic plan.

1.1 Define the Role of Pharmacy Technicians only item showing no progress.

3.3 Develop and Implement an Evaluation Process for the Board, will be reviewed today.

Zone Meetings will be held early this week concerning Medication Management in Corner Brook, Clarendville and Grand Falls-Windsor. It was suggested to put a watermark on every slide indicating that Medication Management is not in effect because the Minister of Health has not signed off on it yet.

5.0 Updates & Business Arising from Minutes

5.1 Update on Review of Office Operations

The office renovations are completed with the refinishing of the boardroom and library floor included in the total which is approximately \$22 000. John Cooper still has to paint the trim on the outside of the building. The Board was extremely impressed with the renovations on the office, all agreeing that it is a major improvement to the office.

MOVED by L. Hensman, seconded by J. Rideout to endorse the executive decision regarding expenditure on the renovation of the building. **CARRIED**

The issue of parking was brought up. The only parking available to Board members is the gravel parking lot across the street, which is owned by the city and only allows for two hours of parking. D. Rowe to talk to City of St. John's about getting parking spaces for the Board.

D. Rowe

5.2 Pharmacy Network Update

Three new pharmacies have been added to the Network (Bioscript, Metro Pharmacy and Dawe's Pharmacy). It was announced in the press conference two weeks ago that the Assist Rx & Knoll pharmacy management systems are compliant with the Network. Sinyard's Pharmacy and Baccalieu Trail Pharmacy have already reported OTC codeine duplication having been detected through the Network.

A concern was raised that in some areas the Internet speed seems to be slower at peak times of the day. It was questioned whether this would impact on the speed of accessibility to the Network.

5.3 Medication Management

D. Rowe reported that we are still waiting for the Minister of Health to sign off Medication Management. The Minister has informed us that he hoped to deal with this after the House of Assembly session ends.

5.4 Policy for Committees and Terms of Reference

The Policy, as revised by M. Healey as a result of discussion at the last Board meeting, was approved by the Board

5.5 Introduction of Entry Level Pharm D

L. Hensman is putting together a presentation she can present at the September meeting of the Board. University of Toronto has submitted their program to the Pan Canadian Committee but it has not yet been approved. The Ontario Government did raise several questions and concerns, one of which was that the Dalhousie School of Pharmacy should have been consulted. While MUN School of Pharmacy faculty supports the concept, there are no plans right now to proceed. Alberta and Ontario are anticipating the Doctor of Pharmacy degree will be the entry level credential.

L. Hensman

6.0 Committees

6.1 Registration & Licensing Committee Report on 2009 CPD Audit

The Committee has reviewed 245 Learning Portfolios in the annual audit. After the first review session 196 were deemed compliant, 46 were sent requests for additional information, and 3 were granted letters of deferral. During the second review on April 16, 2010, the Committee reviewed 49 Learning Portfolios. 48 were deemed compliant, 1 was asked to meet with the Deputy Registrar to discuss ongoing issues.

6.3 100th Anniversary Committee

Bob McGrath and Roy Saunders have been meeting at the NLPB office and compiling names from our archives in order to select 100 pharmacists for recognition during the 100th Anniversary celebrations. The pharmacists are from many categories for instance, deceased, retired, currently practicing and even brand new to the practice. They are still coming up with ideas and are asking for any other ideas from the Board. Roy wrote up a two page document about the history of pharmacy, possibly to be put on our website. The Board suggested having a CE on the history of pharmacy.

D. Rowe to work with Bob and Roy on developing a selection process.

D. Rowe

The Board suggested having the AGM on Saturday between 11:15 am and 12:15 pm. D. Rowe will consult with Mary Ann Butt at PANL to confirm the availability of this time slot in the Annual Conference agenda.

D. Rowe

The meeting recessed at 12:20 pm for lunch and returned to discussion at 12:45 pm

6.2 Long Term Care Standards Sub Committee (deferred from above)

D. Rowe listed the members of the sub-committee that produced the Standards of Practice. There is a wide representation on the committee including input from Eastern Health (Judy Davis and Grace O'Brien). The sub-committee worked closely with representatives of Personal Care Home owners and they agreed that they could work with the Standards.

The Board pointed out that it is unrealistic to expect non educated staff to be able to monitor for and recognize side effects, etc.

D. Rowe explained that in the past he had received calls from staff at a couple of Personal Care Homes indicating that they were concerned about administering medication. They would appreciate having guidelines so they will know what to look for.

The Board reviewed the Standards and called upon Arlene Crane to clarify a few concerns the Board had with the Standards. Arlene explained how, with proper use, the multi-dose packages work well in Personal Care Homes.

Some changes suggested to be made by the Board.

- Page 5, remove "digoxin" from examples
- Page 5, include laboratory results for Pharmacists in the future.
- Page 5, Geriatric suitability, should have access to renal function laboratory tests.
- Add "and Community Care Homes" on the title page since the Standards are intended to apply to both types of homes.

A. Crane

MOVED by E. Toope, seconded by J. Rideout to approve the Provision of Pharmaceutical Care to Personal Care Homes and Community Care Homes as amended. **CARRIED**

6.4 Sub-Committee on Pharmacy Assistants/Technicians

D. Rowe explained that PEBC is holding an Evaluating Exam for Pharmacy Technicians on September 18, 2010. NLPB will send out a fax to remind the assistants of the June 25th deadline for application to write the exam. So far, only two people have applied to write this exam. More people are intending to register but one concern is the availability of a bridging program. The College of the North Atlantic has been approached since they are going through an accreditation process of the Pharmacy Technician program at their Qatar campus. If there is enough interest shown, they may consider the feasibility of offering a bridging program or even full pharmacy technician program.

7.0 Approval of Board Annual Report for 2010

The Board questioned how a different auditor from the one used in the past was selected.

D. Rowe explained that John Buckingham, our accountant and previous auditor, suggested that accounting standards of practice now recommend that the accountant who conducts the audit should be different from the accountant who provided day to day accounting services and advice, so as to avoid any concerns of a conflict of interest. It was suggested that next year we may want to put the provision of accounting services out to tender.

D. Rowe reported that the bottom line for 2009 was a \$39 000 surplus.

Changes to be made to the Annual Report:

- page 4, class of 40 not 39.
- page 5, add Don Rowe participated as an observer in the accreditation process at the School of Pharmacy.
- page 6, change Professional "Practice" to "Affairs".
- The word coordinator appears in the document as both "co-ordinator " and "coordinator". It needs to be kept consistent.
- Page 27, Christina Tulk's name is missing from the Registration and Licensing committee.

MOVED by D. Kelly, seconded by D. Jenkins to adopt the Annual Report after changes. **CARRIED**

8.0 Other Business

8.1 Request for special consideration respecting re-licensure

A pharmacist who is looking to re-register with the Board sent a letter asking the Board to waive the requirement of Part II of PEBC (OSCE) considering his circumstances. The Board was concerned that an internship would not be enough of a test of competency after a long absence. This is why the OSCE requirement after five years out of practice was included in the Board's Policy on Re-Registration of Pharmacists which was adopted a number of years ago. While sympathetic to the applicant's circumstances, the Board was reluctant to set a precedent by waiving this requirement.

MOVED by L. Hensman, seconded by C. Tulk that the request for special consideration respecting re-registration of this applicant be denied. **CARRIED**

8.2 Occupational Health and Safety Guidelines

Melanie has been in contact with the Occupational Health and Safety inspector but he hasn't yet specified which parts of the OHS Act and regulations cover pharmacy safety. We are seeking general guidelines for pharmacists from him. There is nothing in our current Standards that relates specifically to Health and Safety issues.

8.3 MMSB and Disposal of outdated and waste drugs

D. Rowe informed the Board that MMSB did a survey that was circulated to all the pharmacies through PANL. MMSB has indicated that they want to review the results with us. The Board sees the need to create guidelines on proper disposal of unused and outdated medication.

8.4 Board Evaluation Information Package

D. Rowe presented a preliminary document dealing with approaches to evaluation of the Board's performance and success. It was discussed whether the evaluation should be on individuals or the Board as a whole. The consensus is evaluation of the Board as a whole. This evaluation may also be useful for self evaluation by individual members, to see where one would want to be with the Board. It was also suggested it would be helpful to provide orientation for new Board members, which should be tailored to their needs. Evaluation of the staff already occurs on a regular basis.

8.5 IVR refill program

A national drug store chain is trying to encourage more patients to use an Interactive Voice Response (IVR) for ordering refills by offering a contest in which the prize is reward points. Points raised by the Board:

- Will the program be ongoing, how long will it last?
- Could the sponsor change the program after it was OKed?
- Would the Board's attitude be different if reward points were offered to every participant rather than only the winner of a draw?
- How many other stores will start with a contest?
- Where is the cut off on how many points were rewarded to an individual participant?
- Is there a limit on how many points are rewarded per transaction?

There was a very long discussion and the Board was not prepared to give a decision at this time. The Board was also reluctant to take a position since it might be seen to have pre-judged any potential complaint that may be received in the future regarding such a program. D. Rowe to write a letter saying the Board didn't feel comfortable expressing an opinion and to request further information.

D. Rowe

8.6 Confirmation of dates of next meetings

The date of the next meetings of the Board was confirmed as:

- a) September 19 (Sunday), following the conclusion of the Annual Conference

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

The Recording Secretary was excused from the meeting for the In Camera session, during which the Secretary-Registrar presented the Board with an update on complaints received by the Board and the status of the processing of those complaints.

9.0 Adjournment

The motion for adjournment was called at 3:45 pm.