

NEWFOUNDLAND & LABRADOR PHARMACY BOARD  
MINUTES OF MEETING – 10 JUNE 2011  
BOARDROOM, APOTHECARY HALL  
488 WATER STREET, ST. JOHN'S

Item      Discussion      Action by:

1.0      Call to Order & Adoption of Agenda

Board

Christina Tulk (Chair)  
Debbie Kelly  
Keith Bailey  
Ray Gulliver  
Don Mifflin

Staff

Donald Rowe  
Meghan Handrigan  
Melanie Healey

Observer

Mary Ann Butt, PANL  
Andrew Sweetapple, MUPS

Regrets

Eugene Toope  
Linda Hensman  
Brian Healy

1.1      Adoption of Agenda

The meeting was called to order at 9:05 a.m. It was duly moved and seconded that the Agenda be adopted as presented.

1.2      Conflict of Interest - None declared

2.0      Minutes of Previous Meetings

2.1      Board Meeting

**MOVED** by D. Kelly, seconded by R. Gulliver that the minutes of the February 18, 2011 meeting be adopted. **CARRIED**

2.3      Executive Meeting

These minutes are presented for information purposes only.

**Note:** Agenda Item 7, presentation by Melanie Healey, was moved ahead to this point in the schedule. Minutes related to Item 7 are found later in these Minutes on p.5.

3.0      Financial Update

3.1      Review of YTD Financial Reports

D. Rowe

3.1 a) Income Statement

The Secretary-Registrar reported that, because of a significant increase in the number and complexity of allegations received at our office to date this year, there has been a significant increase in the legal expenses incurred related to ongoing investigation and

processing of these allegations and complaints. It is anticipated that funds from the legal contingency reserve fund may have to be accessed before the year end to cover these costs. At this point most of the anticipated revenue from registration fees for the year has been collected, except for a small influx from students who have graduated and are registering as pharmacists. There will also be a few pharmacists who have indicated that they will be transferring from other parts of Canada and International pharmacists looking to transfer here.

Other account lines that were noted were:

- 5151 – Complaints expenses are considerably higher than last year and the Secretary-Registrar will check that account to confirm that it is correct.
- 5601 – Building - Cleaning/Garbage & Snow Clearing. the Secretary-Registrar explained that because we are not on the city's snow clearing priority list the snow clearing contractor often had to clear Brennan Street as well as the parking lot.
- 5823 – Computer Programming/Maintenance. The company had not been billing us regularly and much of the expenses showing as having been paid this year actually relate to last year's services

### 3.1 b) Current Bank Balances

The Board was pleased that the bank balances indicate that revenue and expenditures to date are in line with the budgeted amounts.

### 3.1 c) Summary of Cheques Issued

The summary of cheques issued since the last Board meeting was reviewed.

**MOVED** by D. Mifflin, seconded by K. Bailey to approve the financial reports as presented. **CARRIED**

### 3.2 2010 Audited Financial Report

The Secretary-Registrar presented the Audited Financial Report for 2010. He also indicated that, each year, it has not been easy to reconcile the data base records of fees received with the Simply Accounting records, and that manual logs have been also used to facilitate this. The auditor was asked to make recommendations to our staff to try to improve this issue. It was agreed that in future the Registration and Licensing Administrator will print off a list on January 1 of all the pharmacists that are registered with the Board,. We will also add a line to our Chart of Accounts to record deferred revenue (for recording when fees for the following year are being pre-paid in November). This will help identify the deferred fees and facilitate the reconciliation.

The Secretary-Registrar pointed out that on page 21, "Discipline Recoveries" is showing a zero balance. The office did collect \$900.00 last year in recoveries. It was explained that the debt had been set up as an Account Receivable, so that this \$900.00 recovery shows up in the assets on the Balance Sheet and not in the revenue on the Income Statement. A Board Member asked what were considered "bad debts". The Secretary-Registrar explained that the "bad debts" from last year were the outstanding balance of a discipline cost recovery owed from a pharmacist who had passed away this year, and which had been written off. Even though the Financial Report is for 2010, the auditor explained that because the passing of the pharmacist was known early in 2011 it could be recorded in the bad debts account for 2010. The Secretary-Registrar also noted that both the revenue and expenditures for 2010 have increased from 2009.

A Board member suggested setting up a scholarship fund for the young child of a pharmacist who had passed away. Mary Ann Butt mentioned that PANL is the trustee of the Harris Trust Fund which might be able to consider supporting such a project. The Board staff will look into this matter further.

**MOVED** by R. Gulliver, seconded by K. Bailey to approve the 2010 Audited Financial Report, with approval of the transfer of \$10,000 from Unrestricted Assets to the Legal Contingency Fund in 2011. **CARRIED**

### 3.3 Finance Committee recommendations re Database

The Secretary-Registrar acknowledged that this issue has been discussed with the Board on number of occasions in the past year, but feels it is necessary to explore all of the options before we make such a big purchase for the second time. He explained that to implement online capability on our current database would cost an estimated \$15 000, which does not take into account the cost of fixing numerous other problems with the functionality of the current system.

The Board staff will prepare a Request for Proposal (RFP) to present to each of the database companies that we have been looking into, so that a clearer comparison of the alternative can be made.

There was a discussion with Mary Ann Butt about what database is used at PANL and it was suggested that NLPB and PANL might wish to have compatible, or even a shared database.

The Board is concerned with the amount of time that the office is spending on the decision, and the Secretary-Registrar explained that it was a big purchase that needed careful consideration and that a few more issues need to be checked into. It was wished that a decision be made by the end of the month, with the approval of the spending.

**MOVED** by D. Kelly, seconded by R. Gulliver to authorize the purchase of a new database with the budget of up to \$ 85 000. **CARRIED**

### 3.4 Finance Committee Recommendations re Fees for 2012

The Secretary-Registrar explained that there was no wish to raise the registration fees of pharmacists and pharmacies simply to follow the rest of the provinces. The money that we have received in the past has been meeting the Board's needs; although with this year's budget the Board barely broke even. Money for the database could possibly be taken from the reserves in the Boards accounts, however that would leave us with reduced capacity to meet any unexpected financial needs. The Board decided that at the end of the day it would need at least an additional \$ 60 000 in revenue, if for no other reason than replacement of the database. The Secretary-Registrar outlined the recommendations for fee increases proposed by the Finance Committee. The Board for the most part felt that the proposals were reasonable, however there was discussion surrounding some of the details of the proposals. The Board wanted more explanation of the proposals, but unfortunately both Board members who were members of the Finance Committee were not in attendance at the Board meeting. It was proposed that, since only a minimum quorum was present, the decision with respect to Registration fees for 2012 be deferred until a later date.

**MOVED** by D. Kelly, seconded by K. Bailey to defer the approval of the fee structure for 2012 until all Board Members are present. **CARRIED**

#### 4.0 Adoption of Annual Report for 2010

The Secretary-Registrar noted that the Annual Report must be sent to the minister by July 1, 2011. It was for this reason that the Annual Report was being presented for approval before the Annual General Meeting of the Board, which will be held in conjunction with the PANL Annual Conference in September.

There was very little discussion surrounding the Annual Report as Board Members felt it properly reflected the activities of the Board over the past year.

**MOTION** by K. Bailey, seconded by R. Gulliver to adopt the 2011 Annual Report as presented. **CARRIED**

The Board broke for lunch at 12:15 p.m.

The Board resumed at 1:00 p.m.

#### 5.0 Proposed Strategic Plan for 2012-2013

M. Handrigan

##### 5.1 NLPB Staff Priorities for 2011-2013

The Secretary-Registrar explained that the Strategic Plan Report has been completed and is ready for consideration by the Board. It is also necessary for the Board to set the priorities. The Board Members felt that since there were a lot of issues in the challenges they would need more time with deciding the priorities and would like to come back later for an afternoon to discuss them further. The Board would like the Board Staff to make tentative priorities and suggest the resources they have to complete these priorities so they would have something to go by.

**MOVED** by D. Mifflin, seconded by K. Bailey to adopt the 2011-2013 Strategic Plan with a later review of the priorities. **CARRIED**

M. Handrigan to send out Doodle Poll to all Board Members to set a date in July for a Special Meeting to set the Strategic Plan Priorities.

#### 6.0 Updates & Business Arising from Minutes

##### 6.1 Professional Liability Insurance for Pharmacy Students and Interns

The Secretary-Registrar quoted item 5.1 on page 4 of the previous meeting's minutes, in which it was decided that pharmacy students and interns would be required to have professional liability insurance coverage, at an effective date to be determined, ideally by September 1, 2011. The Board suggested that NLPB and PANL discuss the issue and availability of insurance for students and interns. The Secretary-Registrar explained that a major question was whether coverage was available. Since the last meeting NLPB and PANL consulted with CPBA, the liability insurance provider, and they confirmed that they would provide insurance to students and interns for exactly the same policy and price that pharmacists are currently receiving. Mary Ann Butt added that it was hoped that students and interns may be able to obtain their insurance for a lower premium and that PANL will look into this further. The Secretary-Registrar asked if the Board could set an effective date. The Board discussed what would be the best dates for students and interns and discussed prorated fees. The Board also took into account whether the policy could be extended for a 30 day period if needed and also the availability of buying block months;

one to six months. The Board decided that the deadline for students to obtain liability insurance would be September 30, 2011 with the effective date being October 1, 2011; and that continued coverage would be required until they were no longer pharmacy students or interns.

**MOVED** by R. Gulliver, seconded by D. Mifflin to have the insurance policy for students and interns come into effect as of September 30, 2011. **CARRIED**

6.2 Pharmacy Assistant Observer

M. Healey

The Secretary-Registrar reported that at the last Executive Meeting it was felt that it was a bit premature to invite a Pharmacy Assistant as an observer at Board meetings. The Executive Committee felt that the Board needed more of a sense of where they were going with regards to Pharmacy Technicians before inviting an observer to the Board Meetings. The Board suggested that M. Healey write Lois Battcock, a Pharmacy Assistant, to thank her for her continued interest and contribution to our discussions on this issue, and explain the Board's decision at this time. Lois will also be informed that when the time comes we will be putting out another call for volunteers and we would invite her to keep her name in the running.

**MOVED** by D. Mifflin, seconded by K. Bailey to reconfirm the decision of the Executive Committee. **CARRIED**

7.0 Committees

7.1 Sub-Committee on Safe Medication Practices

M. Healey  
A. Crane

The Professional Affairs Coordinator presented the minutes from the Sub-Committee's last meeting. Depending on the Strategic Planning priorities made by the Board, the Committee may need to shift priorities. They will wait for direction on this. Ms. Healey also updated the Board on the telepharmacy pilot between the Hospital in Grand Falls and the pharmacy in Twillingate. The pilot is already started and is operating under the Central Health Board's policies. Ted Dawe, the Director of Pharmacy for Central Health, sent the Board a letter informing us what was going on and when they were starting. Ms. Healey is also gathering information from other provinces on this issue as well as working with Ted to gather more information on their policies and procedures. The Board felt that, when she is next in the area, it would be a good idea for the Deputy Registrar to visit the Twillingate site to see how things are going and how they operate.

7.2 Sub-Committee on Advanced Practice

Ms. Healey reported that the Sub-Committee on Advanced Practice is meeting again on June 22, 2011. The Sub-Committee has completed its Advanced Practice survey. It was sent to 18 selected pharmacists and received 11 responses. The responses were overwhelmingly positive, saying yes they needed it and when could it start. Ms. Healey, Dr. Debbie Kelly and Dr. Scott Edwards are planning to meet soon review all the responses and will hold off on presenting the responses to the Sub-Committee until then. One issue that arose during discussions was the question of who will assess the initial applications for recognition of competency for advance practice. Ms. Healey will be looking at models from other provinces in this respect.

### 7.3 Sub-Committee on Long Term Care

Ms. Healey presented the minutes from the Sub-committee's last meeting. She explained that at the beginning of the year the Committee thought that they would have draft Standards of Practice for Long Term Care to bring to the Board by now. They are using the SOP for Personal Care Homes as a template, but it has taken much longer to work through the issues than originally anticipated.

One of the challenges is that such facilities are serviced by both hospital pharmacies and community pharmacies. This makes it difficult to make uniform standards. The Sub-Committee is hoping to have a draft prepared for later this year or early next year and are meeting again in August.

### 8.0 Other Business

#### 8.1 Notice of Proposed By-law changes

The Board staff will prepare the formal documentation for proposed By-law changes for consideration at the special meeting of the Board to be held in July.

#### 8.2 Proposed update to Buprenorphine Guidelines

The Secretary-Registrar explained that the current guidelines were originally created in 2008. At that time, buprenorphine, in a tablet form, was approved by Health Canada only for use as an alternative to methadone for the treatment of opioid dependency. At that time Health Canada did not put any restrictions on the prescribing of buprenorphine and left it to individual province to decide if they wanted more specific guidelines. At that time the Newfoundland and Labrador College of Physicians and Surgeons recommended that physicians prescribing buprenorphine have exemptions to prescribe methadone for the treatment of dependency. These guidelines were also endorsed by our Board. Since 2008, Butran patches, another formulation of buprenorphine has come out on the market. Butran was approved by Health Canada for the treatment of pain. The 2008 guidelines referred only to the use of buprenorphine for the treatment of dependency. The College of Physicians and Surgeons has recently updated its guidelines and the proposed change to our Board's Guidelines is to clarify the applicability of the Guidelines. (There are also a few typographical errors in the original Guidelines.)

**MOVED** by D. Kelly, seconded by K. Bailey to approve the updated Guidelines for the Dispensing of Buprenorphine. **CARRIED**

#### 8.3 Proposed update to Pharmacist-in-Charge Responsibilities (re Narcotic Inventory Control)

**MOVED** by D. Kelly, seconded by D. Mifflin addition to the third bullet of item 2.3 to include when a pharmacy closes. **CARRIED**

#### 8.4 Board Elections

##### a) Central

The Board felt that since the office only received one nomination for Zone 3, and that was past the required deadline, that the staff should send out another call for nominations at the same time that we will be sending out the At Large call for nominations.

##### b) At Large

The deadline for sending out the call for nominations for election to the At Large positions

on the Board will be Friday, June 18, 2011. Pharmacists in the Central Zone will receive a nomination form for both Central and At Large representatives.

**9.0 Report on Complaints and Discipline Cases in Progress (In Camera)**

M. Handrigan and Mary Ann Butt were asked to leave for the In Camera discussion during which the Secretary-Registrar gave an update on the Complaints and Discipline cases.

**10.0 Adjournment**

The motion for adjournment was called at 2:07 pm. by D. Mifflin.