

NEWFOUNDLAND & LABRADOR PHARMACY BOARD  
MINUTES OF MEETING – 16 SEPTEMBER 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  
Linda Hensman  
Keith Bailey  
Ray Gulliver  
Don Mifflin  
Eugene Toope

Staff

Donald Rowe  
Meghan Handrigan

Observer

Mary Ann Butt, PANL

Regrets

Brian Healy

1.1      Adoption of Agenda

The meeting was called to order at 9:13 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

R. Gulliver pointed out that in the July 27, 2011 Board Meeting minutes that it was indicated that he was a member of CICPO; rather he works for a member of CICPO. The minutes will be amended to correct this.

**MOVED** by D. Mifflin, seconded by R. Gulliver that the minutes of the June 10, 2011 and the July 27, 2011 meetings be adopted as amended. **CARRIED**

2.3      Executive Meeting

The minutes the Executive Meeting of July 19, 2011 were presented for information purposes.

3.0      Financial Update

3.1      Review of YTD Financial Reports

D. Rowe

3.1 a) Income Statement

The Secretary-Registrar brought attention to the Legal – Discipline, line 5500. So far this

year the Legal-Discipline Expenses amount to \$76 170. We do not budget for these expenses as it is almost impossible to predict what to expect. The Secretary-Registrar expects there may be another \$10 000 before the year is out. Another expense noted is the Building- Cleaning/Garbage & Snow Clearing, line 5601. Last year the expense was \$5 361.21 compared to \$9 803.54 this year. Hopefully with the new parking lot built across the street that the city will plow the street and allow us easier access to our building. Board members felt that we should increase the budget line for snow clearing as it may not decrease in cost in future years.

On a more positive note, Total Revenue, line 4990, is above the amount budgeted for the year. This will help in meeting the unusually high legal expenses this year and also assist when the Board purchases a new database.

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 E. Toope, seconded by K. Bailey to approve the financial reports as presented. **CARRIED**

4.0 Update on Strategic Plan for 2012-2013

M. Handrigan

There was nothing to update on the Strategic Plan as the Pharmacy Board had just met in July to finalize the document.

5.0 Updates & Business Arising from Minutes

5.1 Registration and Licensing Database

The Secretary-Registrar reported that the Registrar from the Nova Scotia College of Pharmacists was visiting St. John's and had met with the staff to discuss the database they had just purchased. This meeting was very useful for discussing the specifics of that particular company's database and we will be contacting the company ourselves to inquire about a demonstration of their database. This will be the last demonstration and hopefully will allow us to make a final decision fairly quickly.

5.2 Government Relations

M. Healey

5.2 a) Letter from Minister

The Professional Affairs Coordinator has met with an official from the Department of Health and Community Services. She had been asked if the Board had been contacted to set up a meeting. To that point we had not, but we responded that we are very interested in meeting at the earliest opportunity.

The Board office also received a letter from the Minister on August 30<sup>th</sup> thanking us for our response with regards to the issue of some pharmacies having given notice that they

would no longer accept NLPDP drug cards. His letter also confirmed that the Minister would like to meet with us to discuss improvements to pharmacy care.

## 6.0 Committees

### 6.1 Sub-Committee on Pharmacy Technician Regulation

M. Healey  
A. Crane

A Board member raised the issue of not having a pharmacy assistant as an observer at the Pharmacy Board meetings. It was explained that the Board would like to be more advanced on the Regulated Technician issue before inviting an observer. At a future date it will definitely be appropriate for a pharmacy assistant/technician observer.

The topic of regulated Pharmacy Technicians is controversial in some provinces and some pharmacists have expressed concerns that Technicians will replace pharmacists. Our Board feels that there should be more communication between the Pharmacy Board and pharmacists on this issue. The Executive Director of PANL explained that they will be having Zone meetings. Some Board members suggested having joint Zone meetings. There are many topics to be discussed with pharmacists and Zone meetings would be a way to enable this. Some Board members felt that it may be necessary to increase the budget for consulting fees to prepare materials for information and discussion meetings with pharmacists and the general public.

**MOVED** by K. Bailey, seconded by D. Kelly to put the necessary resources behind the consultation process, either by meetings, webinars, etc., to reach the public, pharmacists and other health care professionals and to explain more clearly what the Board is proposing with respect to the regulation of Pharmacy Technicians.

**CARRIED**

### 6.2 Sub-Committee on Advanced Practice

The Sub-Committee on Advanced Practice met on June 22, 2011. The Sub-Committee has completed its Advanced Practice survey, which had been sent to 18 selected pharmacists with 11 responses received. The responses were overwhelmingly positive, saying yes they needed it and when could it start. Ms. Healey, Dr. Debbie Kelly and Dr. Scott Edwards met and reviewed all the responses and are preparing a document to summarize the results for presentation to the full Sub-Committee and then to the Board. One issue that arose during discussions was the question of who will assess the initial applications for recognition of competency for advanced practice. We will be looking at models from other provinces in this respect.

### 6.3 Sub-Committee on Long Term Care

The hospital Pharmacy Directors were in St. John's for meetings and met at the NLPB Boardroom on September 15<sup>th</sup> to provide feed-back related to the draft Long Term Care Standards of Pharmacy Practice being developed. (In many cases pharmacy service to long term care facilities is provided by hospital pharmacies.) The Deputy-Registrar was present at this part of the agenda to report on issues that were discussed at the meeting with the hospital Pharmacy Directors. The Deputy Registrar reported that significant issues were raised at that meeting requiring further discussion and policy decisions from the Board, perhaps even from the Department of Health. It appears that there is not a common process by which different hospital authorities provide services to long term care

facilities. Different hospital treats nursing homes in a different way, and this quite often varies as well from the way in which community pharmacies provide care to long term care facilities. The Sub-Committee is considering whether or not one Standards of Practice for Long Term Care Homes can serve both the community and hospital settings, whether separate documents are needed, or whether hospital-related issues can be incorporated into the Hospital Pharmacy Standards of Practice.

Some Board members also indicated that they would like to see the hospital therapeutic substitution formulary added to the Hospital Pharmacy Standards of Practice. The hypothetical scenario was raised that if a complaint is made to the Pharmacy Board regarding pharmacy care to a long term care home serviced by a hospital pharmacy, how would the Pharmacy Board approach the standards that were expected? It was agreed that this should be discussed in deeper detail after the committee has met again at a later date. It was also agreed that the issue of regulation of hospital pharmacies by the Board should be discussed with the Department of Health and Community Services when revisions to the Act and Regulations are being discussed.

#### 6.4 Committee Appointments/Reappointments

The Secretary-Registrar reported that the terms of appointment for the majority of Board committee members expire as of September 1, 2011. The various Committees include the Disciplinary Panel, Finance Committee, Legislative Committee, Registration and Licensing Committee, Professional Practice Committee and each of the five Sub-Committees of the Professional Practice Committee.

The Act sets a limit of nine years continuous membership on the Discipline Panel. Most members of the Discipline Panel members have been serving the committee for many years and it was felt that some newer members should be appointed to that particular committee to provide different levels of experience. The fear was expressed that when most current members reach the limit of service permitted by the Act and leave the committee there might not be enough experienced members on the committee.

Currently only half of the members of Finance Committee are Board members. The others are now former Board members but were appointed while they were Board members. The Secretary-Registrar is seeking clarification from the Board respecting the criteria, if any for membership on this committee, as well as appointment of additional members.

At the Strategic Planning session on April 8, 2011 the Professional Practice Committee's structure was discussed. The Board was concerned about revamping the whole committee for the second time. After a long discussion it was decided to make the Sub-Committees of Professional Practice into Committees in their own right, with the Professional Affairs Coordinator coordinating all these professional practice related committees. There will have to be revised terms of reference for each separate committee. It was felt it would also be good to involve some more recent graduates in these committees. A call for expression of interest in serving on any of the above committees will be sent out to all pharmacists and appointments will be made at the next Board meeting.

**MOVED** by K. Bailey, seconded by D. Kelly to make the Professional Practice Sub-Committees into full committees with individual chairs. **CARRIED**

With respect to the Discipline Panel, the term of appointment for half of the members has

expired and those members were sent a letter asking if they would be interested in be reappointed. All of those members expressed interest in re-appointment.

**MOVED** by D. Mifflin, seconded by L. Hensman to approve the expired appointees' reappointment to the Discipline Panel. **CARRIED**

## 7.0 Other Business

### 7.1 Notice of Proposed By-law changes (previously circulated)

The proposed changes to the By-Laws were sent to each Pharmacy Board Member two weeks prior to the meeting. All eight Pharmacy Board members agreed to waive the 30 day notice required by the By-laws.

The proposed changes were to amend sections 20, 21, 37 and 39 of the Pharmacy Board By-laws to allow the Pharmacy Board to send communications to pharmacists by the most efficient means.

In section 20 it was proposed to take out the word "*mailed*" and add "*made available*" in its place.

In section 21 changes were proposed in the following subsections:

- a) to add the words "*by any means that maintains the security and confidentiality of the voting process, including mail-in ballot or electronic ballot*" and to take out the words "*in the form of sealed, mail in, secret ballot.*"
- b) to take out the word "*mailed*" and add the words "*made available*".
- d) to take out the words "*Completed original, official ballots must be in the hands of the returning officer*" and replace them with the words "*Ballots must be received by the returning officer*".
- e) to take out the words "*Ballots shall be opened*" and replace them with the words "*The contents of the ballots shall be revealed*".

In section 37 it was proposed to remove the words "*by mail to the address appearing in the register*".

In section 39 it was proposed to remove the words "*a mail in*".

Questions were asked regarding the proposed amendment to section 39, as well as the overall intention and purpose of that section. After discussion it was also proposed to amend section 39 by replacing the words "*Such a method*" by the words "*Such a poll*".

**MOVED** by L. Hensman, seconded by D. Kelly to amend the proposed amendment to section 39 of the Pharmacy Board By-laws. **CARRIED**

**MOVED** by L. Hensman, seconded by E. Toope to approve all the proposed amendments to the Pharmacy Board By-laws including the amended proposal that had just been accepted. **CARRIED**

## 7.2 Board Elections

### a) Report of Returning Officer

The Secretary-Registrar presented a report on the results of the recent Board elections and Board members were very pleased by the level of interest shown by pharmacists in standing for election. Originally there were two nominations for the Zone 3 position and five nominations for the three At Large positions. However, before the ballots were sent out, L. Hensman, the Dean of MUN School of Pharmacy, withdrew her name, with the statement that she was excited by the interest of newer pharmacists in standing for election and she withdrew her nomination to ensure that some of these newer pharmacists would be elected. She will continue to attend the Pharmacy Board meetings as an invited observer from the School of Pharmacy.

The three At Large Members elected were:

- Keith Bailey
- Sheldon Baines
- Shawn Vallis

The Zone 3 member elected was:

- David Cramm

Letters will be sent to both the successful and unsuccessful candidates. Even though candidates were not elected they are encouraged to serve the various committees of the Board or to consider offering themselves for election again in the future.

#### b) Executive Elections

Board members were reminded that at the Special Board Meeting, which will take place after the Board's AGM, election to vacant positions on the Executive Committee will take place. Two positions, the Vice-Chair and the Executive Member will be elected from the members of the Board. In accordance with the By-laws, the existing Vice-Chair, Debbie Kelly, will assume Chair while the existing Chair, Christina Tulk will assume the position of Past Chair.

#### **8.0 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 currently in process.

#### **9.0 Adjournment**

The motion for adjournment was called at 1:30 pm. by E. Toope.